COP29
Baku
Azerbaijan

TEMPORARY IMPORT DECLARATION GUIDE

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1. Introduction

The goods that will be temporarily brought to Azerbaijan must be declared via the E-customs: Electronic Customs Services portal at least **72 hours** prior to arrival in Azerbaijan:

- All media equipment that will be temporarily imported into Azerbaijan (both radio-electronic devices registered via the COP29 Radio Spectrum Management Portal and any other equipment not requiring spectrum allocation)
- Goods with a customs value over **800 USD**
- Currency (if the amount exceeds the equivalent of **10,000 USD** in cash)

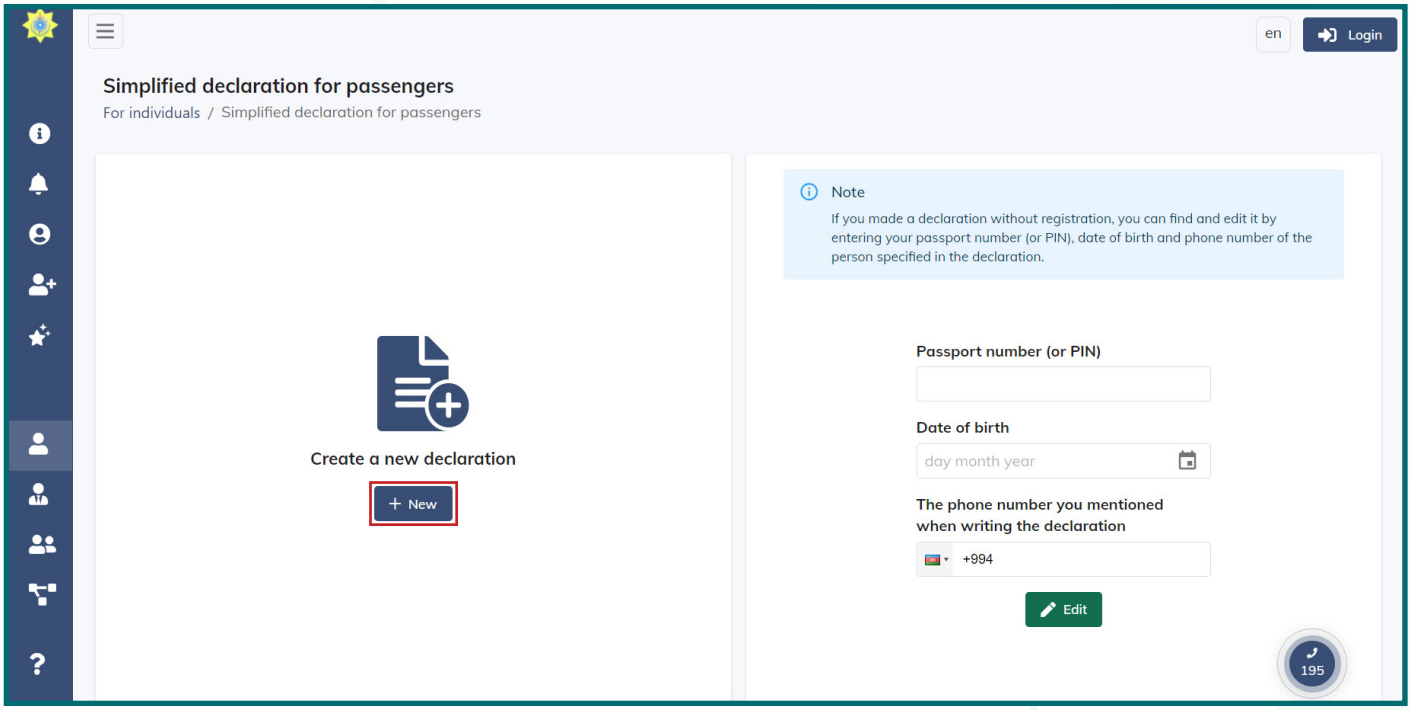
When you arrive in Azerbaijan, you must present the following documents to the customs officer at the airport:

- Acknowledgement letter
- QR code from the COP29 Radio Spectrum Management Portal (if you bring radio-electronic equipment)
- Simplified declaration for passengers (hard copy or QR code)

Note: The declaration must be presented along with the declared goods to the customs officer upon departure from Azerbaijan.

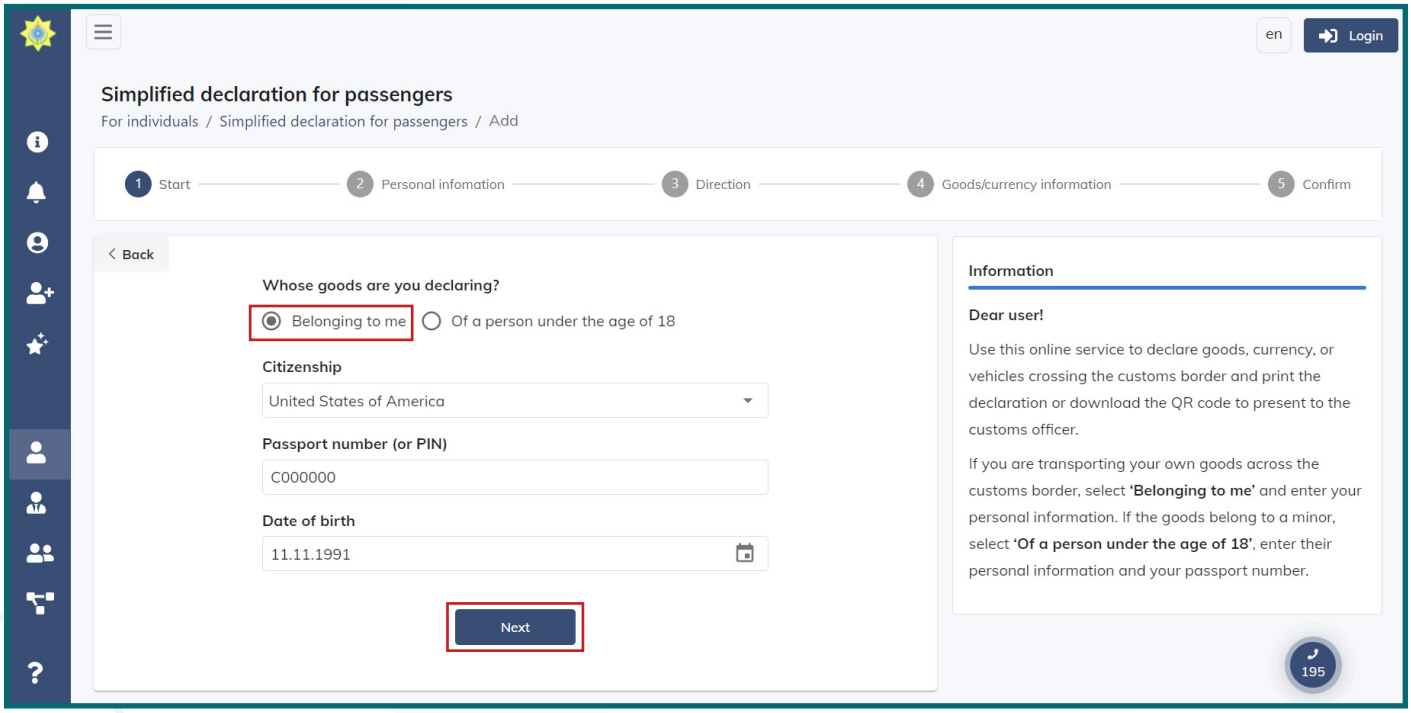
2. Creation of a new declaration

To create a new declaration, visit E-customs: Electronic Customs Services portal and click **'+New'.**



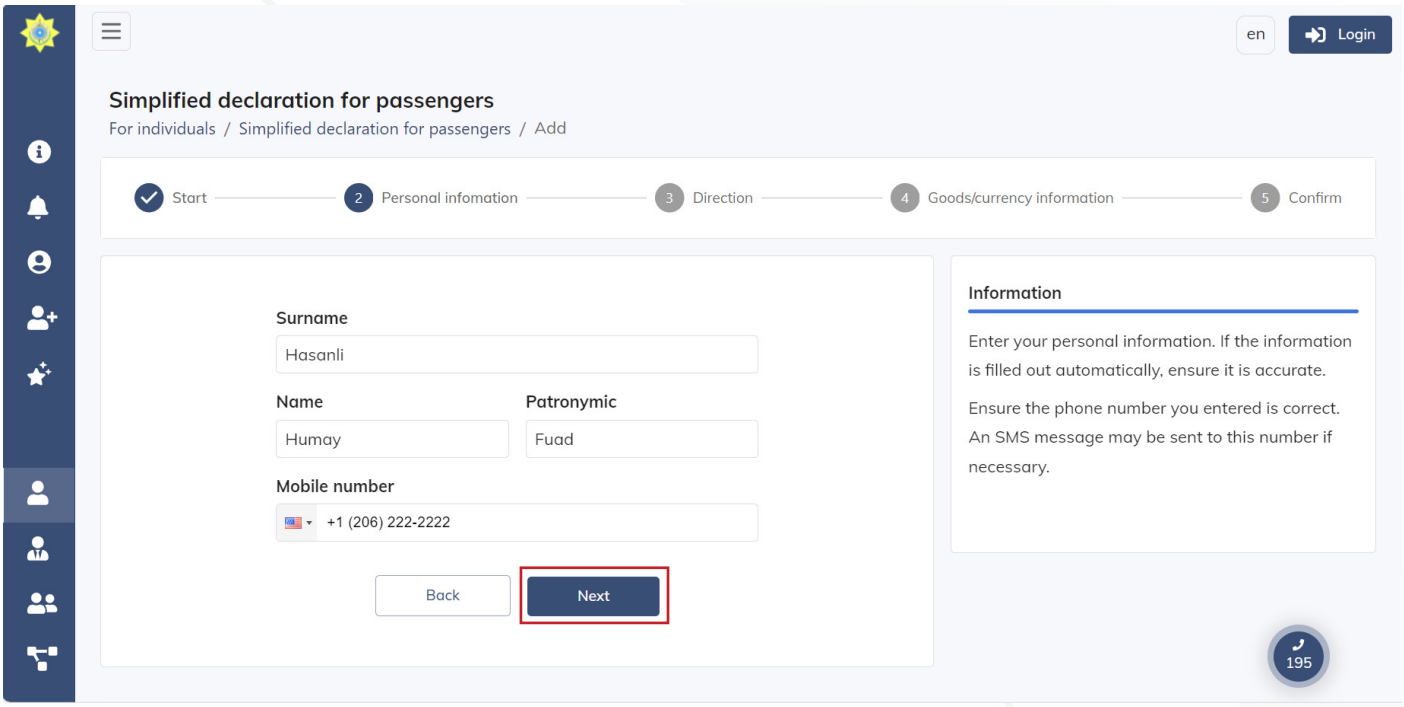
Select **‘Belonging to me’**, enter your citizenship, passport number (or PIN) and date of birth, then click **‘Next’.**

Note: Declare the goods using **the same document (passport or ID)** with which you are traveling. Passengers eligible to travel to Azerbaijan with an ID card can enter the **PIN**.

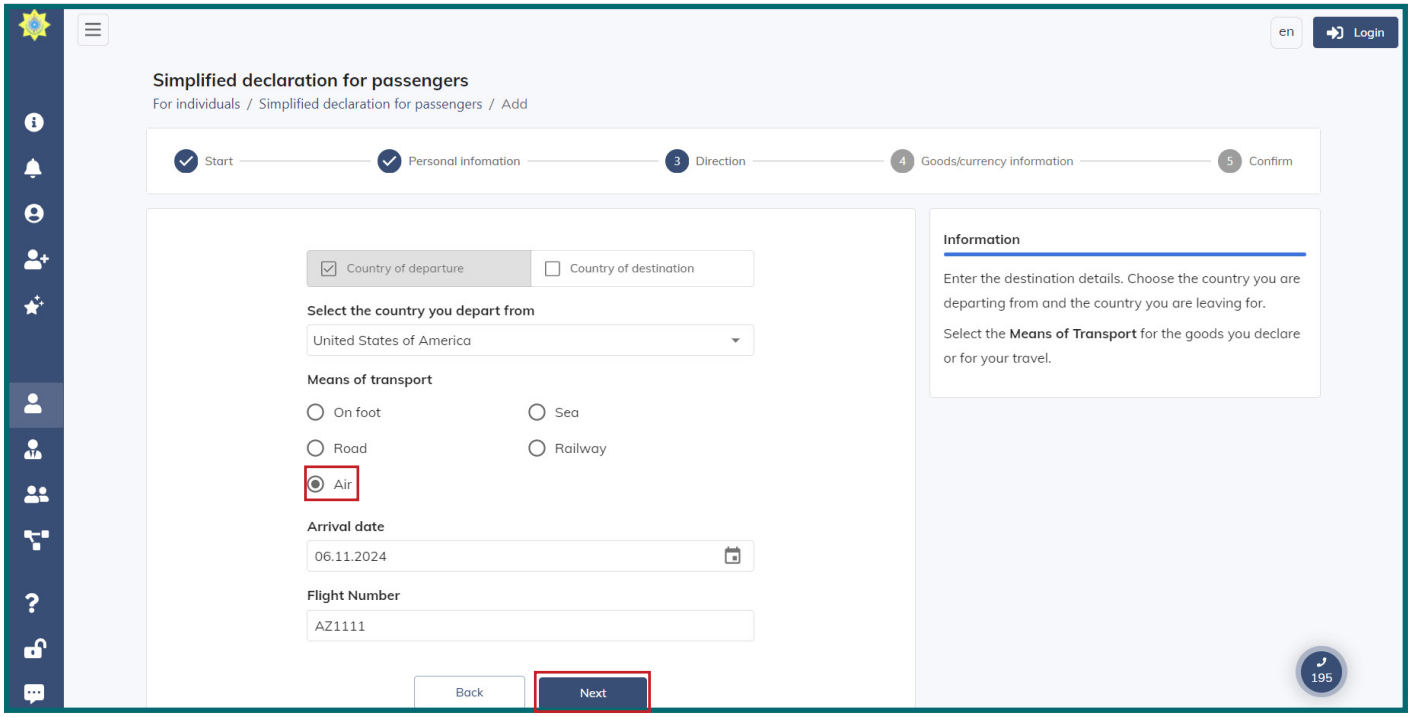


Enter your name, surname and mobile number, then click **‘Next’.**

Note: Ensure the mobile number you entered is correct. An SMS message may be sent to this number if necessary.

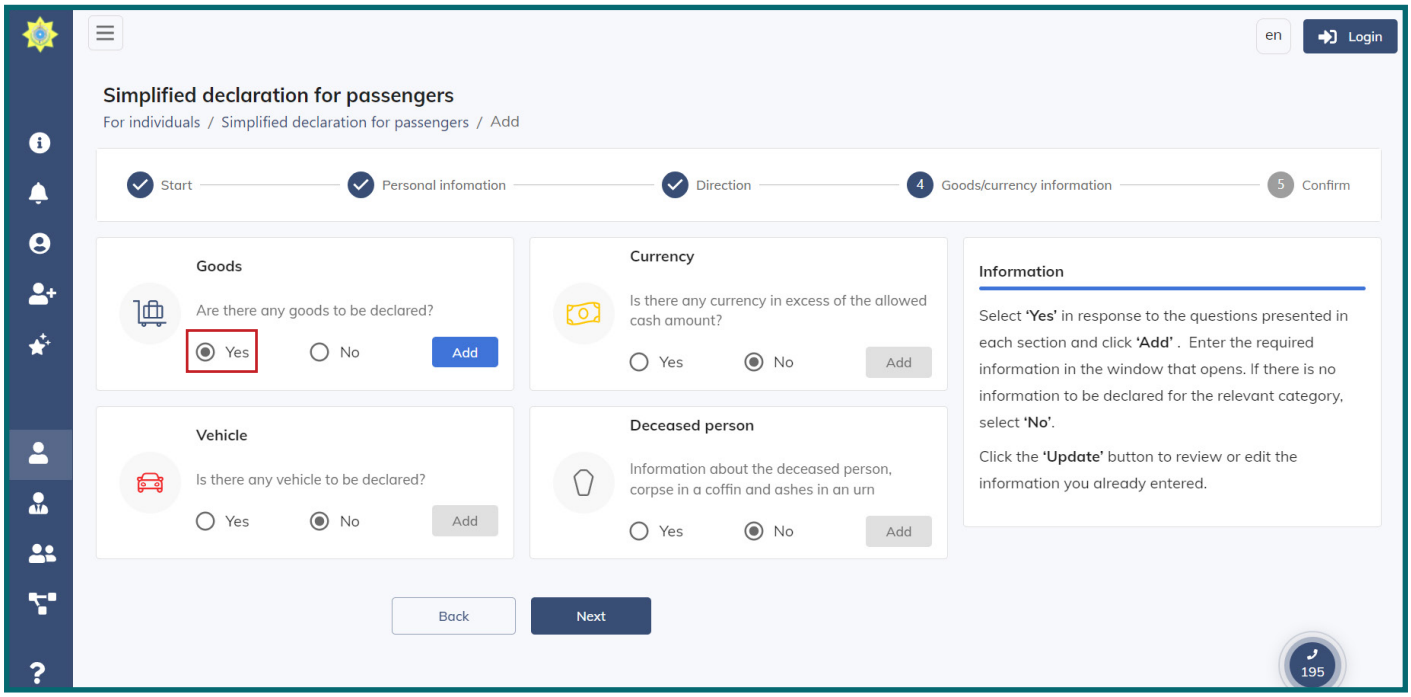


Select **‘Country of departure’** and choose the initial country you are departing from. Choose **‘Air’** in the **‘Means of transport’** field, enter your arrival date and flight number, then click **‘Next’.**



2.1. Declaration of goods

To declare the goods you plan to bring into Azerbaijan, select **‘Yes’** in response to the question under the ‘**Goods’** category.



You may choose relevant goods under **‘The most declared goods’** section or scroll down to the fields below to select specific goods.

For media equipment declaration, select **‘Other goods’** from the **Main category** field, **‘Media equipment’** from the **Main group** field and the specific equipment from the **Subgroup** field.

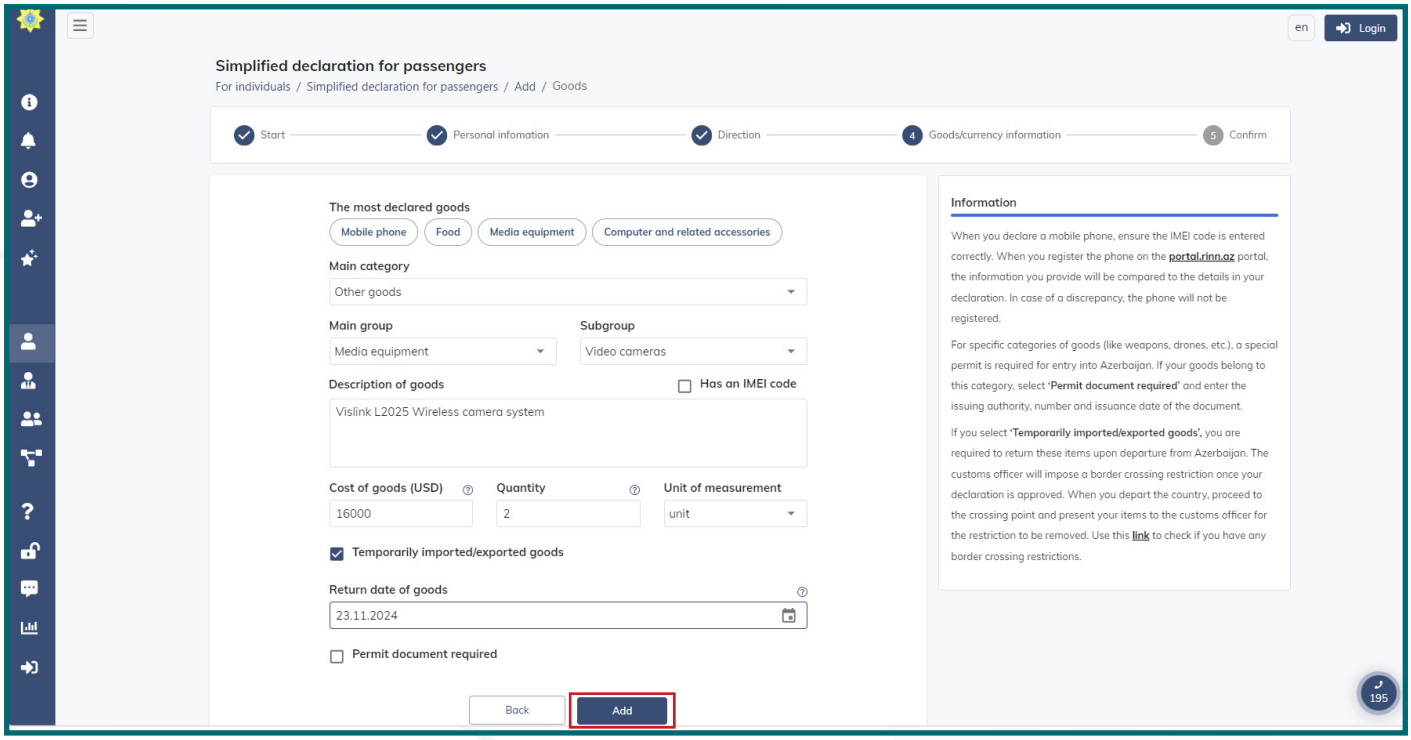
Next, enter relevant details (make, model, etc.) in the **'Description of goods'** field and indicate the cost, quantity and unit of the item being declared.

Note: If you are declaring multiple units of the same goods, please enter the total cost in the **'Cost of goods (USD)'** field.

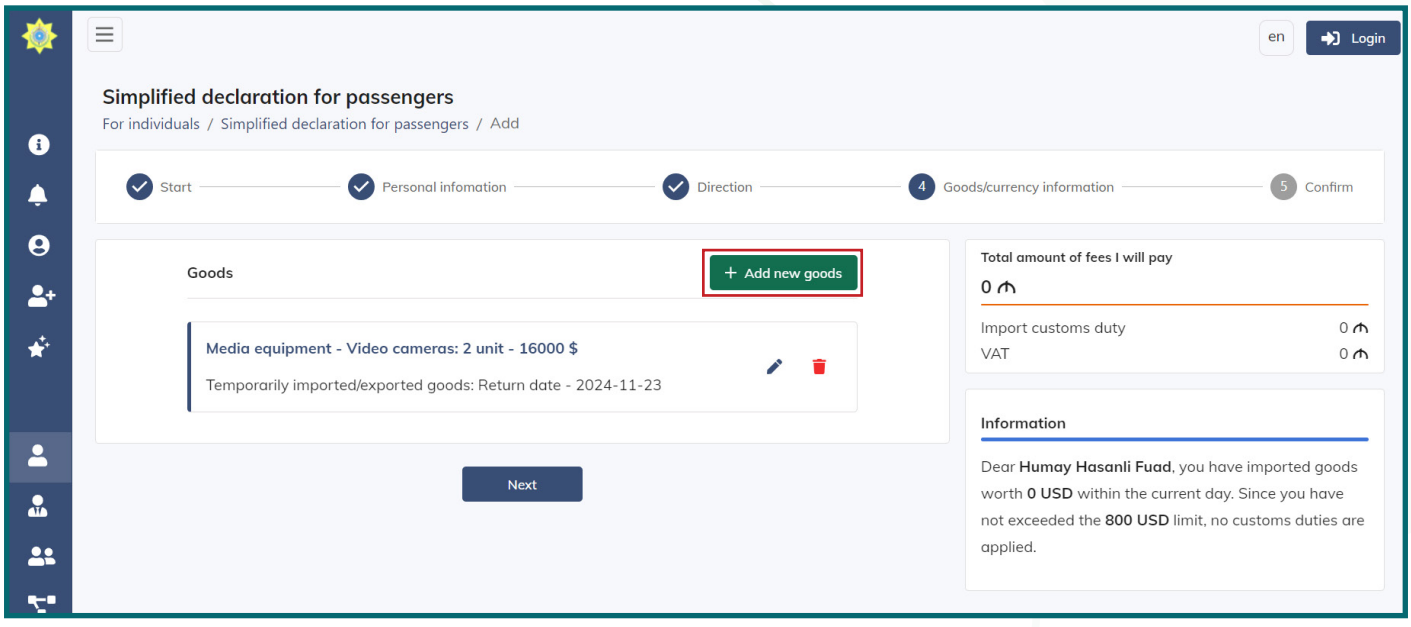
Since the goods are imported temporarily, select **'Temporarily imported/exported goods'** and provide the exact return date.

Note: If you select **'Temporarily imported/exported goods'**, you are required to return these items upon departure from Azerbaijan. The customs officer will impose a border crossing restriction once your declaration is approved. When you depart the country, proceed to the crossing point and present your declared items to the customs officer for the restriction to be removed.

After entering all the required information, click **'Add'**.

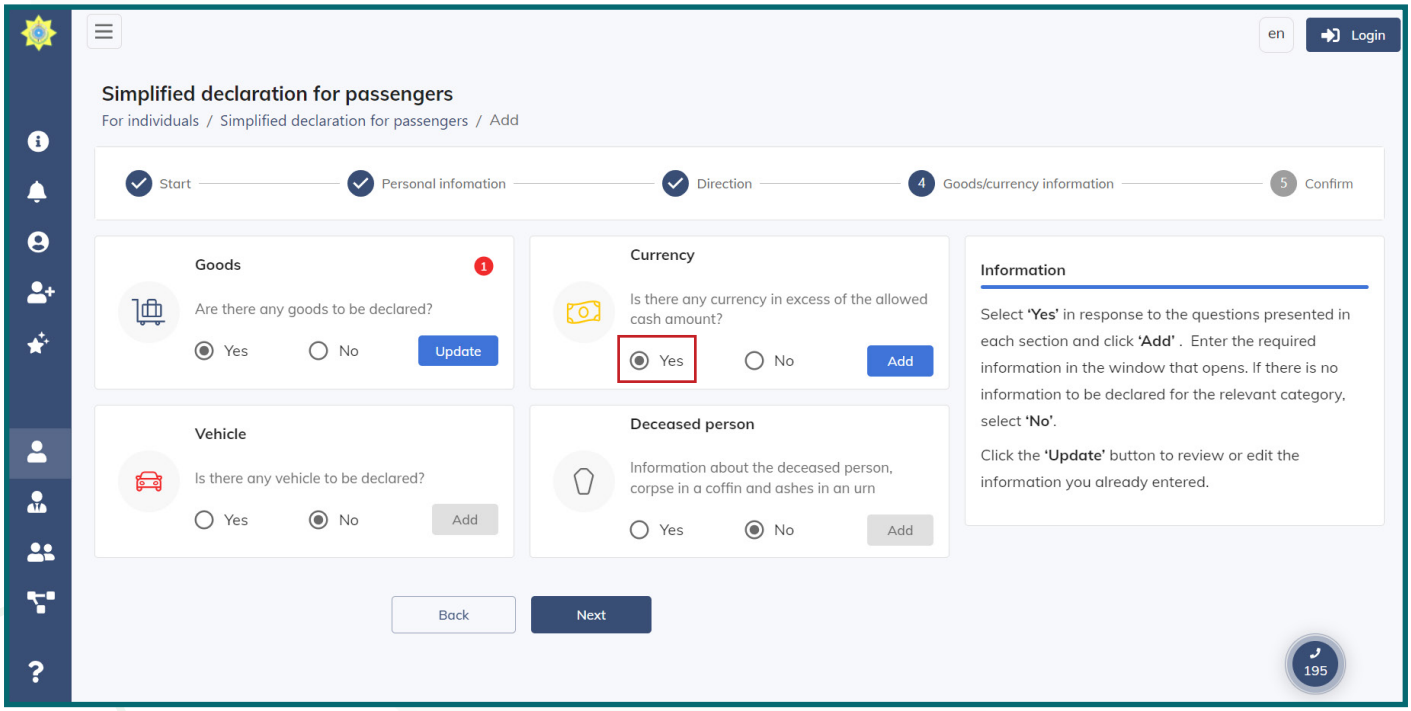


Click ✎ to edit the information you entered and 🗑 to delete the goods. To add other items, select **'Add new goods'**.

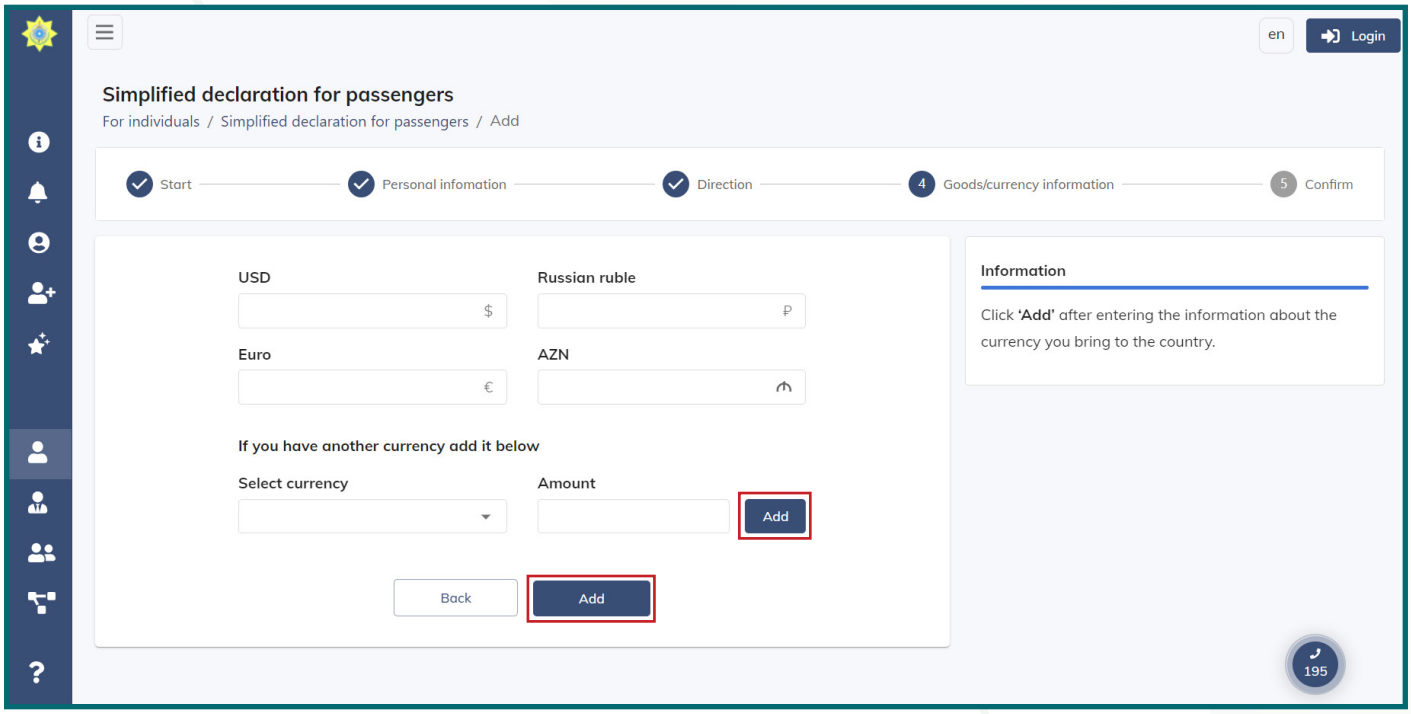


2.2 Declaration of currency

If you plan to bring foreign currency exceeding the equivalent of 10,000 USD, select **‘Yes’** in response to the question under the **‘Currency’** category.



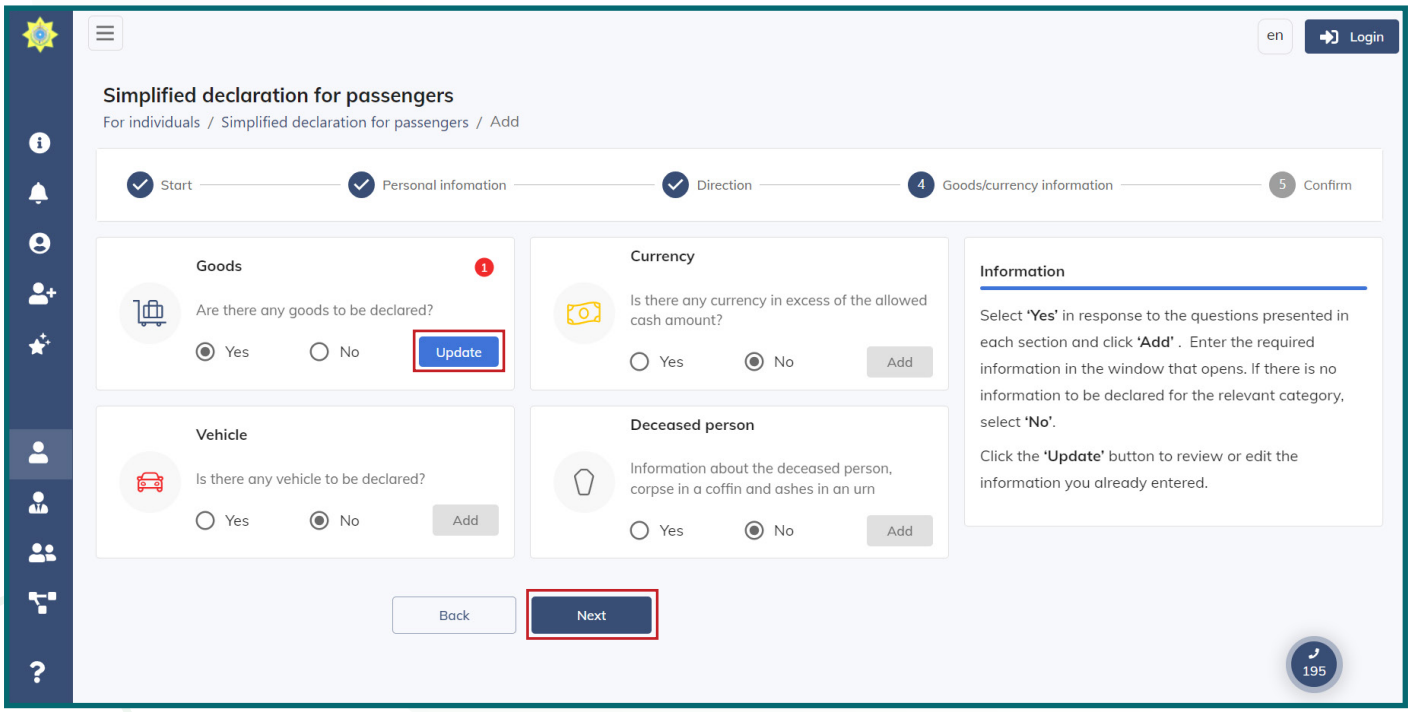
Enter the amounts in the relevant fields and click **‘Add’.**



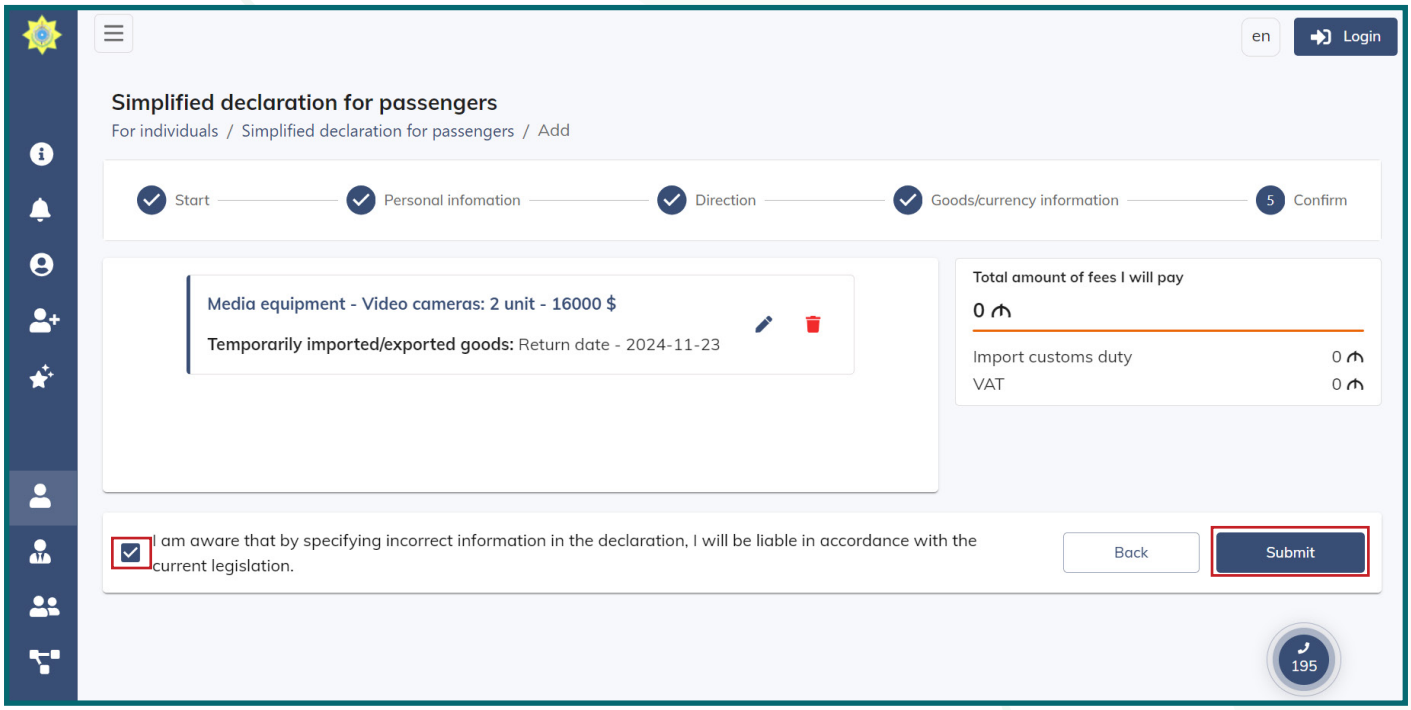
3. Submission of a declaration

To review or edit the information you have already entered, click **‘Update’.**

To move to the next page and submit the declaration, click **‘Next’.**

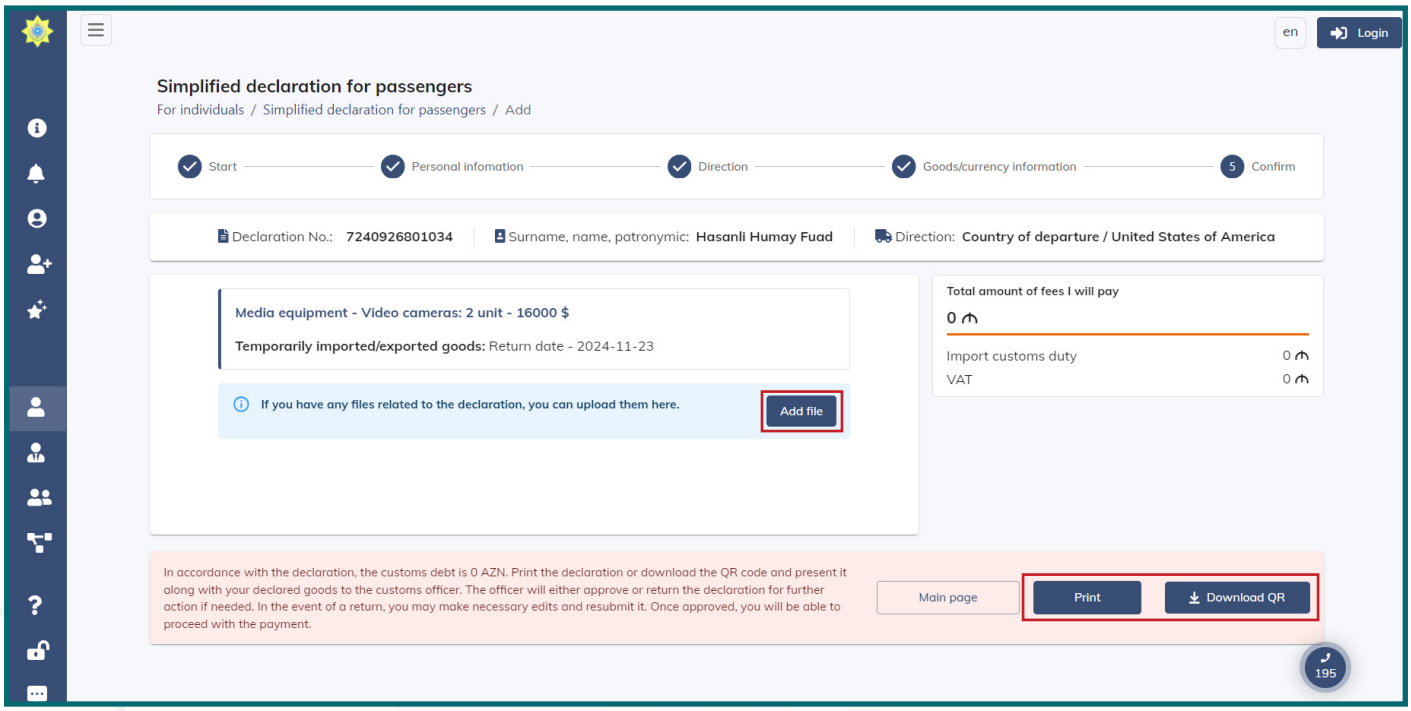


Carefully read the information presented and select the checkbox.
Ensure all the information you provided is accurate and click **‘Submit’.**



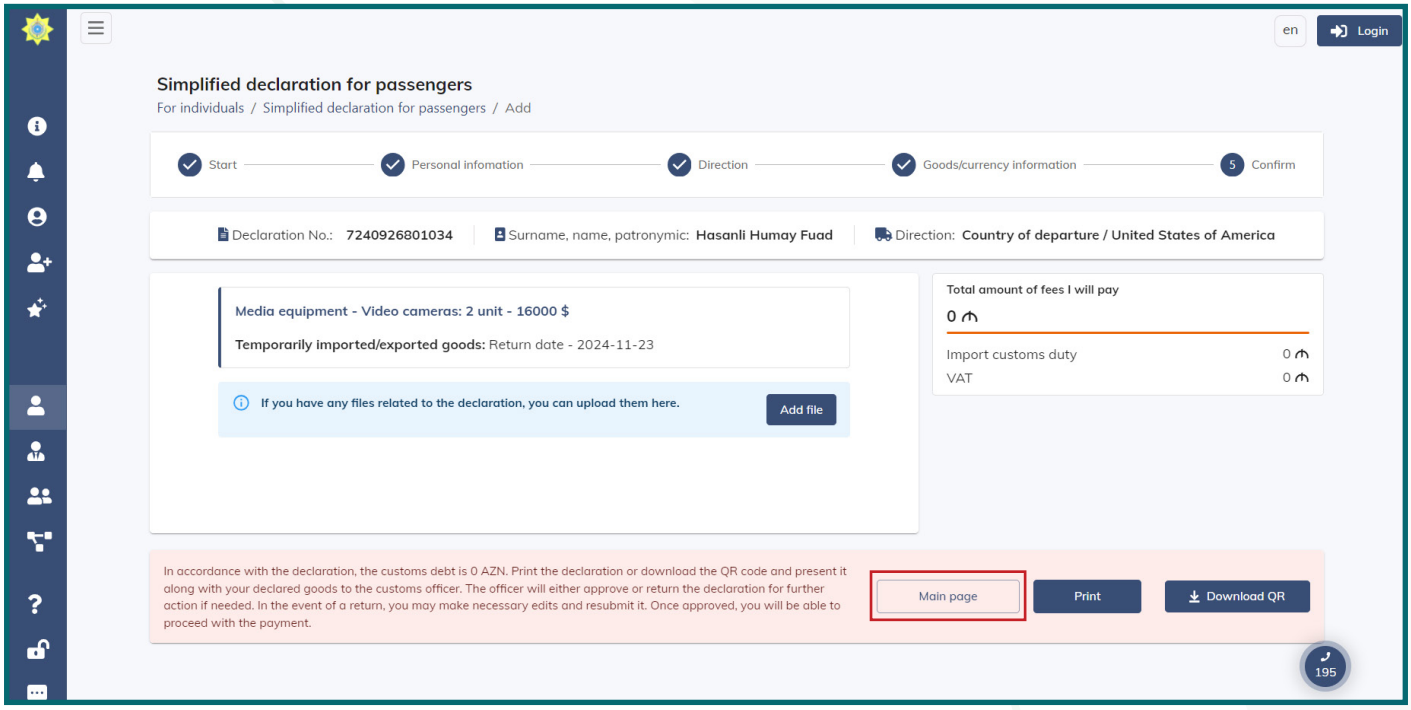
After submitting the declaration, you are required to provide a photo of the declared goods. Click **‘Add file’** and upload the photo of the goods.

Following the upload of the photo, either **print the declaration or download the QR code** to present to the customs officer upon arrival in Azerbaijan.

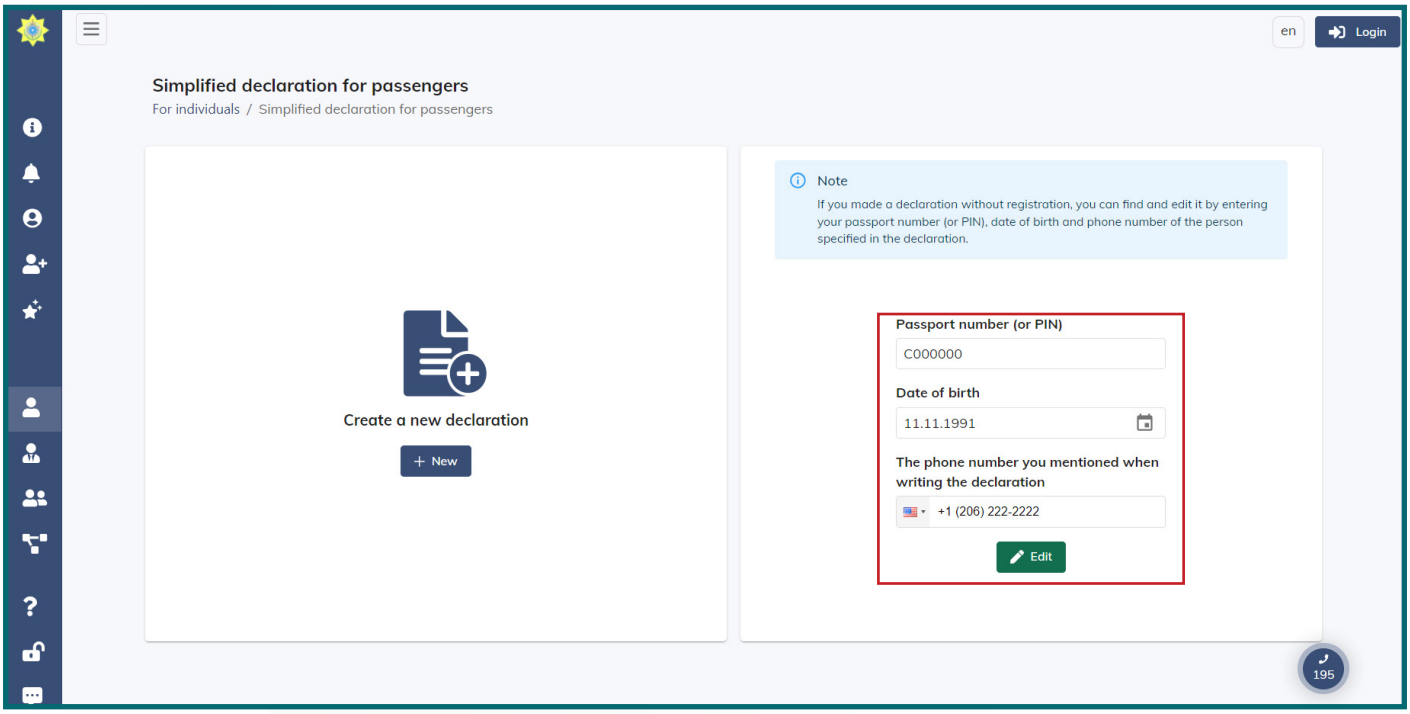


4. Review of a declaration

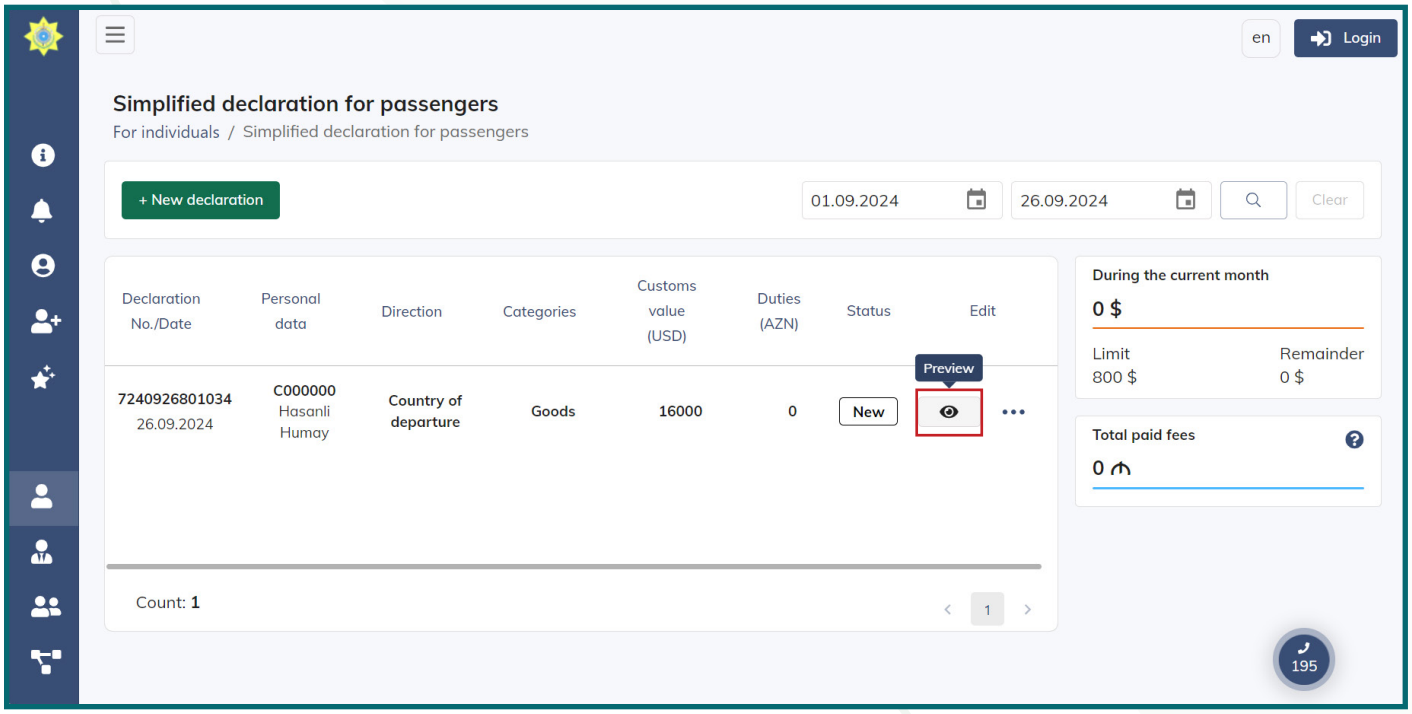
To edit your declaration, navigate to the **‘Main page’.**



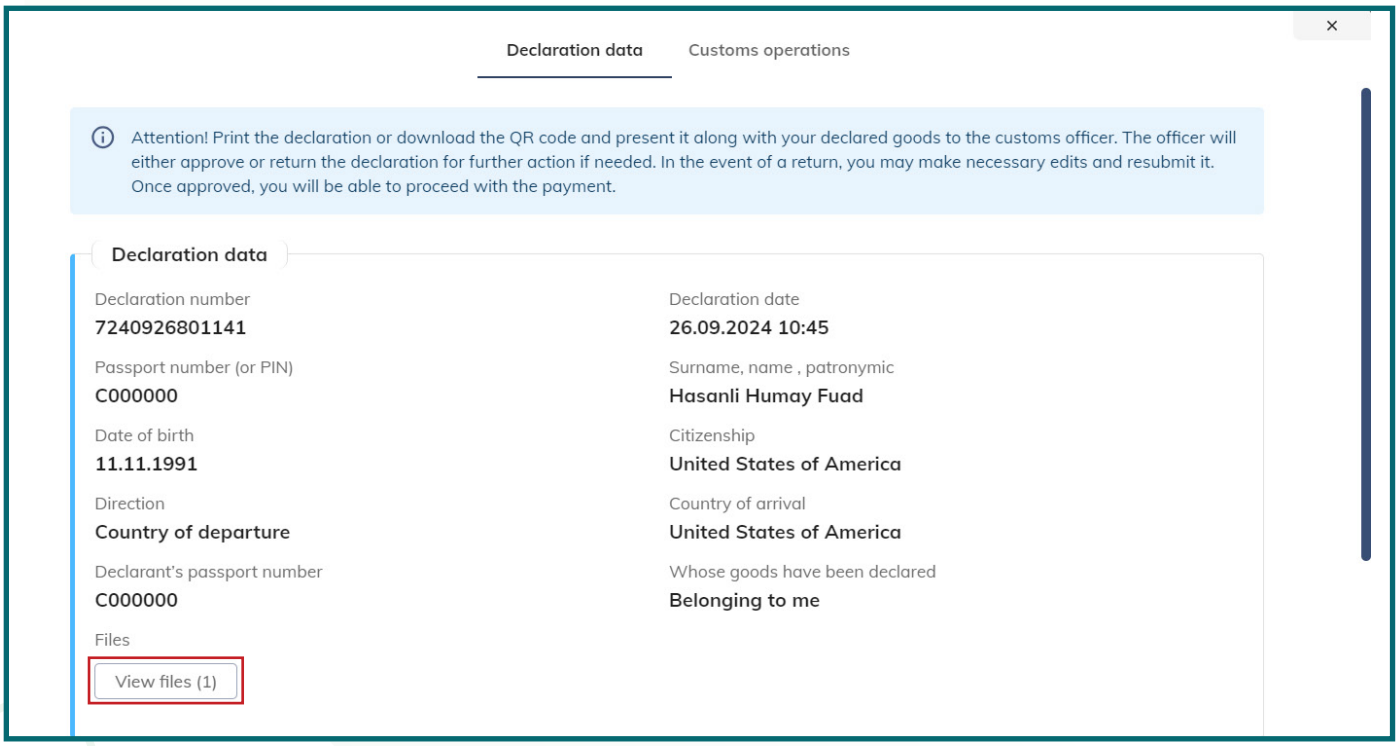
Enter your passport number (or PIN), date of birth and phone number, then click **‘Edit’.**



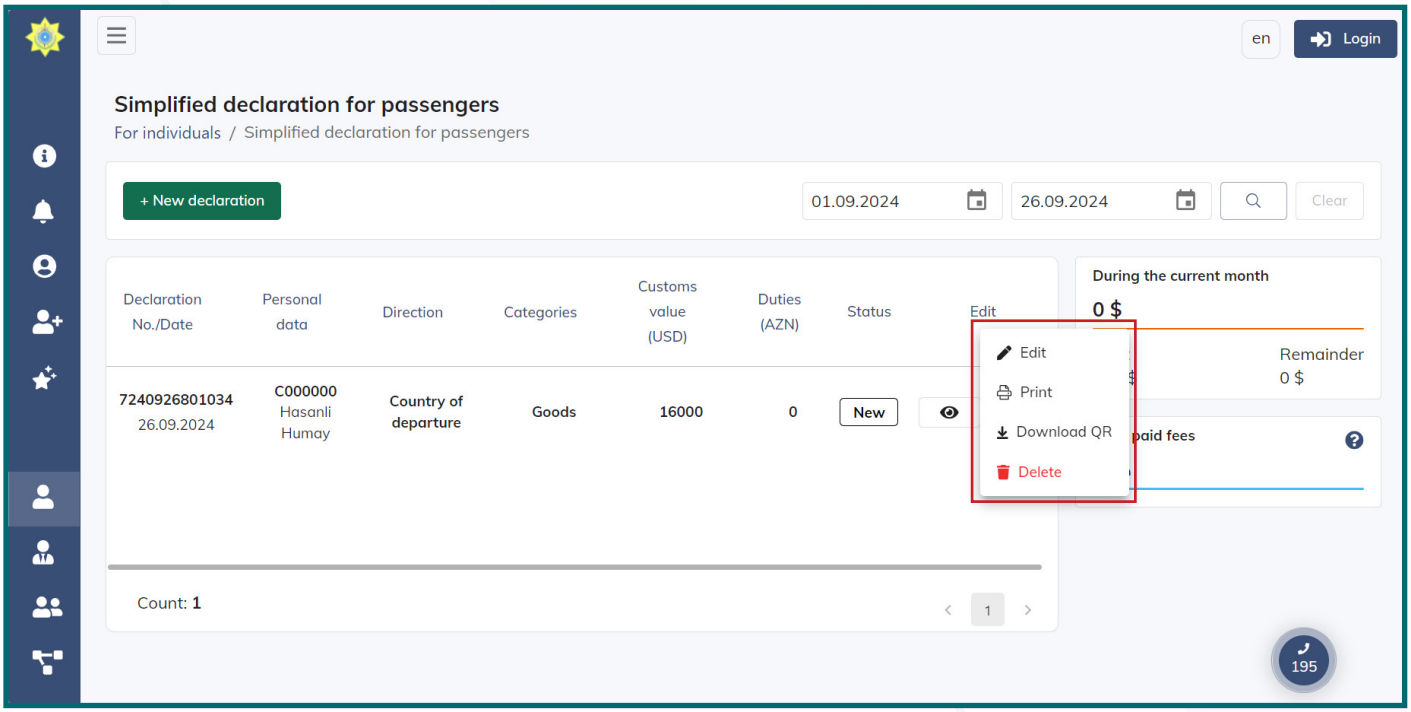
Navigate to the 👁 icon to preview the information you provided.



You can navigate to the **‘View files’** field, delete the photo you have already uploaded and upload a new photo of the goods if necessary.



You may also edit, delete, print the declaration or download the QR code by clicking ••• under the **‘Edit’** column.



Contact

For all media-related inquiries, please contact mediaservices@cop29.az

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