



COP29

Baku
Azerbaijan

TEMPORARY IMPORT DECLARATION GUIDE



1. Introduction	3
2. Creation of a new declaration	3
2.1 Declaration of goods	5
2.2 Declaration of currency	7
3. Submission of a declaration	8
4. Review of a declaration	9
Contact	11



COP29
Baku
Azerbaijan

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'**.

The screenshot shows the 'Simplified declaration for passengers' page. The page title is 'Simplified declaration for passengers' with a subtitle 'For individuals / Simplified declaration for passengers'. On the left, there is a dark blue sidebar with various icons. The main content area is divided into two columns. The left column features a large blue document icon with a white plus sign, the text 'Create a new declaration', and a red-bordered button labeled '+ New'. The right column contains a light blue 'Note' box with an information icon and the text: 'If you made a declaration without registration, you can find and edit it by entering your passport number (or PIN), date of birth and phone number of the person specified in the declaration.' Below the note are three form fields: 'Passport number (or PIN)' with an empty input box, 'Date of birth' with a dropdown menu showing 'day month year' and a calendar icon, and 'The phone number you mentioned when writing the declaration' with a dropdown menu showing '+994' and an empty input box. A green 'Edit' button is located below the phone number field. In the bottom right corner, there is a circular chat icon with the number '195'.

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**.

The screenshot shows the 'Simplified declaration for passengers' form, step 2: Personal information. The progress bar at the top indicates the current step. The form includes a radio button selection for 'Belonging to me' (highlighted with a red box) and 'Of a person under the age of 18'. Below this are input fields for 'Citizenship' (United States of America), 'Passport number (or PIN)' (C000000), and 'Date of birth' (11.11.1991). A 'Next' button is highlighted with a red box. An 'Information' sidebar on the right provides instructions for users. A '195' icon is visible in the bottom right corner.

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.

The screenshot shows the 'Simplified declaration for passengers' form, step 2: Personal information. The progress bar at the top indicates the current step. The form includes input fields for 'Surname' (Hasanli), 'Name' (Humay), and 'Patronymic' (Fuad). Below these is a 'Mobile number' field with a dropdown menu and the number '+1 (206) 222-2222'. 'Back' and 'Next' buttons are visible at the bottom, with the 'Next' button highlighted with a red box. An 'Information' sidebar on the right provides instructions for users. A '195' icon is visible in the bottom right corner.

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'**.

The screenshot shows the 'Simplified declaration for passengers' form at step 3, 'Direction'. The progress bar indicates that 'Start', 'Personal information', and 'Direction' are completed. The 'Country of departure' is checked and set to 'United States of America'. The 'Means of transport' is set to 'Air'. The arrival date is '06.11.2024' and the flight number is 'AZ1111'. The 'Next' button is highlighted with a red box.

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.

The screenshot shows the 'Simplified declaration for passengers' form at step 4, 'Goods/currency information'. The progress bar indicates that 'Start', 'Personal information', and 'Direction' are completed. The 'Goods' section has 'Yes' selected. The 'Currency' section has 'No' selected. The 'Vehicle' section has 'No' selected. The 'Deceased person' section has 'No' selected. The 'Next' button is highlighted with a red box.

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'**.

Simplified declaration for passengers
For individuals / Simplified declaration for passengers / Add / Goods

Start Personal information Direction Goods/currency information Confirm

The most declared goods
Mobile phone Food Media equipment Computer and related accessories

Main category
Other goods

Main group Subgroup
Media equipment Video cameras

Description of goods Has an IMEI code
Visalink L2025 Wireless camera system

Cost of goods (USD) Quantity Unit of measurement
16000 2 unit

Temporarily imported/exported goods

Return date of goods
23.11.2024

Permit document required

Back Add

Information
When you declare a mobile phone, ensure the IMEI code is entered correctly. When you register the phone on the portal.rinn.az portal, the information you provide will be compared to the details in your declaration. In case of a discrepancy, the phone will not be registered.
For specific categories of goods (like weapons, drones, etc.), a special permit is required for entry into Azerbaijan. If your goods belong to this category, select **'Permit document required'** and enter the issuing authority, number and issuance date of the document.
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 items to the customs officer for the restriction to be removed. Use this [link](#) to check if you have any border crossing restrictions.

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

Simplified declaration for passengers
For individuals / Simplified declaration for passengers / Add

Start Personal information Direction Goods/currency information Confirm

Goods **+ Add new goods**

Media equipment - Video cameras: 2 unit - 16000 \$
Temporarily imported/exported goods: Return date - 2024-11-23

Next

Total amount of fees I will pay
0 AZN

Import customs duty 0 AZN
VAT 0 AZN

Information
Dear **Humay Hasanli Fuad**, you have imported goods worth **0 USD** within the current day. Since you have not exceeded the **800 USD** limit, no customs duties are applied.

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.

The screenshot shows the 'Simplified declaration for passengers' form at step 4, 'Goods/currency information'. The progress bar at the top indicates that 'Start', 'Personal information', and 'Direction' are completed, while 'Goods/currency information' is the current step, and 'Confirm' is the final step. The form is divided into four sections: 'Goods', 'Currency', 'Vehicle', and 'Deceased person'. In the 'Currency' section, the question 'Is there any currency in excess of the allowed cash amount?' has the 'Yes' radio button selected and highlighted with a red box. The 'Add' button is also visible. The 'Information' panel on the right provides instructions: 'Select 'Yes' in response to the questions presented in each section and click 'Add'. Enter the required information in the window that opens. If there is no information to be declared for the relevant category, select 'No'. Click the 'Update' button to review or edit the information you already entered.' At the bottom, there are 'Back' and 'Next' buttons, and a clock icon showing 195.

Enter the amounts in the relevant fields and click **'Add'**.

This screenshot shows the same form at step 4, but with the currency input fields expanded. It features four input fields for 'USD' (with a '\$' symbol), 'Russian ruble' (with a '₽' symbol), 'Euro' (with a '€' symbol), and 'AZN' (with an '₼' symbol). Below these is a section titled 'If you have another currency add it below' with a 'Select currency' dropdown menu and an 'Amount' input field. The 'Add' button next to the amount field is highlighted with a red box. At the bottom, there are 'Back' and 'Add' buttons, with the 'Add' button also highlighted with a red box. The 'Information' panel on the right states: 'Click 'Add' after entering the information about the currency you bring to the country.' A clock icon at the bottom right shows 195.

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'**.

The screenshot shows the 'Simplified declaration for passengers' form at step 4, 'Goods/currency information'. The progress bar at the top indicates that 'Start', 'Personal information', and 'Direction' are completed, while 'Goods/currency information' is the current step and 'Confirm' is the final step. The form is divided into four sections: 'Goods', 'Currency', 'Vehicle', and 'Deceased person'. Each section has a question and radio button options for 'Yes' or 'No'. The 'Update' button in the 'Goods' section and the 'Next' button at the bottom are highlighted with red boxes. An 'Information' box on the right provides instructions on how to use the 'Add' and 'Update' buttons. A 'Back' button is also visible.

Simplified declaration for passengers
For individuals / Simplified declaration for passengers / Add

Start — Personal information — Direction — **4 Goods/currency information** — 5 Confirm

Goods 1
Are there any goods to be declared?
 Yes No **Update**

Currency
Is there any currency in excess of the allowed cash amount?
 Yes No **Add**

Vehicle
Is there any vehicle to be declared?
 Yes No **Add**

Deceased person
Information about the deceased person, corpse in a coffin and ashes in an urn
 Yes No **Add**

Information
Select 'Yes' in response to the questions presented in each section and click 'Add'. Enter the required information in the window that opens. If there is no information to be declared for the relevant category, select 'No'.
Click the 'Update' button to review or edit the information you already entered.

Back **Next**

195

Carefully read the information presented and select the checkbox.

Ensure all the information you provided is accurate and click **'Submit'**.

The screenshot shows the 'Simplified declaration for passengers' form at step 5, 'Confirm'. The progress bar at the top indicates that 'Start', 'Personal information', 'Direction', and 'Goods/currency information' are completed, and 'Confirm' is the final step. The form displays a list of declared items: 'Media equipment - Video cameras: 2 unit - 16000 \$' and 'Temporarily imported/exported goods: Return date - 2024-11-23'. A summary box on the right shows 'Total amount of fees I will pay' as 0, with 'Import customs duty' and 'VAT' both at 0. A checkbox at the bottom left is checked, indicating awareness of liability for incorrect information. The 'Submit' button at the bottom right is highlighted with a red box. A 'Back' button is also visible.

Simplified declaration for passengers
For individuals / Simplified declaration for passengers / Add

Start — Personal information — Direction — Goods/currency information — **5 Confirm**

Media equipment - Video cameras: 2 unit - 16000 \$
Temporarily imported/exported goods: Return date - 2024-11-23

Total amount of fees I will pay
0 €
Import customs duty 0 €
VAT 0 €

I am aware that by specifying incorrect information in the declaration, I will be liable in accordance with the current legislation.

Back **Submit**

195

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.

The screenshot shows the 'Simplified declaration for passengers' form at the 'Confirm' step. The progress bar indicates that 'Start', 'Personal information', 'Direction', and 'Goods/currency information' are completed. The declaration number is 7240926801034, and the declarant's name is Hasanli Humay Fuad. The direction is 'Country of departure / United States of America'. The goods listed are 'Media equipment - Video cameras: 2 unit - 16000 \$' and 'Temporarily imported/exported goods: Return date - 2024-11-23'. The total amount of fees is 0 AZN. The 'Add file' button is highlighted with a red box. The 'Print' and 'Download QR' buttons are also highlighted with a red box.

4. Review of a declaration

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

The screenshot shows the 'Simplified declaration for passengers' form at the 'Confirm' step. The progress bar indicates that 'Start', 'Personal information', 'Direction', and 'Goods/currency information' are completed. The declaration number is 7240926801034, and the declarant's name is Hasanli Humay Fuad. The direction is 'Country of departure / United States of America'. The goods listed are 'Media equipment - Video cameras: 2 unit - 16000 \$' and 'Temporarily imported/exported goods: Return date - 2024-11-23'. The total amount of fees is 0 AZN. The 'Main page' button is highlighted with a red box. The 'Print' and 'Download QR' buttons are also highlighted with a red box.

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

Simplified declaration for passengers
For individuals / Simplified declaration for passengers

Note
If you made a declaration without registration, you can find and edit it by entering your passport number (or PIN), date of birth and phone number of the person specified in the declaration.

Passport number (or PIN)
C000000

Date of birth
11.11.1991

The phone number you mentioned when writing the declaration
+1 (206) 222-2222


Edit

Navigate to the  icon to preview the information you provided.

Simplified declaration for passengers
For individuals / Simplified declaration for passengers

+ New declaration

01.09.2024 26.09.2024

Declaration No./Date	Personal data	Direction	Categories	Customs value (USD)	Duties (AZN)	Status	Edit
7240926801034 26.09.2024	C000000 Hasanli Humay	Country of departure	Goods	16000	0	New	Preview 

Count: 1

During the current month
0 \$
Limit 800 \$ Remainder 0 \$

Total paid fees
0 \$

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.

Declaration data Customs operations

Attention! Print the declaration or download the QR code and present it along with your declared goods to the customs officer. The officer will either approve or return the declaration for further action if needed. In the event of a return, you may make necessary edits and resubmit it. Once approved, you will be able to proceed with the payment.

Declaration data

Declaration number	7240926801141	Declaration date	26.09.2024 10:45
Passport number (or PIN)	C000000	Surname, name, patronymic	Hasanli Humay Fuad
Date of birth	11.11.1991	Citizenship	United States of America
Direction	Country of departure	Country of arrival	United States of America
Declarant's passport number	C000000	Whose goods have been declared	Belonging to me

Files

View files (1)

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

Simplified declaration for passengers

For individuals / Simplified declaration for passengers

+ New declaration

01.09.2024 26.09.2024 Search Clear

Declaration No./Date	Personal data	Direction	Categories	Customs value (USD)	Duties (AZN)	Status	Edit
7240926801034 26.09.2024	C000000 Hasanli Humay	Country of departure	Goods	16000	0	New	<ul style="list-style-type: none">EditPrintDownload QRDelete

Count: 1

During the current month

0 \$

Remainder 0 \$

paid fees

195

Contact

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



COP29
Baku
Azerbaijan