

AIA ROME CENTER - shipping advice

BE VERY CAREFUL ABOUT MAILING ITEMS TO YOURSELF. YOU MAY END UP PAYING A HEFTY CUSTOMS DUTY ON YOUR OWN PERSONAL EFFECTS

All packages mailed into Italy are subject to an import duty of up to 22%. Anything you receive directly from a merchant will almost certainly be taxed. On the other hand, non-commercial items, such as personal effects and gifts, should be excluded, but there is no way to guarantee this. However, you can be careful to avoid some common mistakes when sending and receiving personal items in the mail. You should be very careful when packing new items and when you label your package and customs declaration. Here are some tips:

- 1) Your name can appear as both sender and receiver.
- 2) Label the package clearly as “USED PERSONAL ITEMS / EFFETTI PERSONALI USATI” and “NO COMMERCIAL VALUE / SENZA VALORI COMMERCIALI” if this is accurate. Be honest, customs may check the contents of your box.
- 3) Don't overstate the value for the contents on insurance or customs declarations, or you will likely pay a duty on this inflated value. If it is a personal effect this amount may reflect your subjective personal value for the contents, not the commercial value of a new item.
- 4) Avoid sending items sealed in their original packaging. (That gift from your grandmother still in its shrink-wrapped box will look like merchandise sent to you by a merchant).
- 5) Check with your shipper (especially private ones like DHL, UPS, FedEx for their instructions – some will require a copy of your passport photo page to accompany the waybill).
- 6) Don't mail medicine. Bring it with you. It will most likely be sent back.

There is no guarantee these steps will save you from paying an unnecessary duty, but if you are not careful you will likely be charged at least 20% of the declared value of your goods.

NOTE: The Rome Center office cannot pay unexpected customs fees for you when a package arrives. If you are expecting a package you should let the office know and you may be asked to leave some money for the duty or consent payment in advance. If a package is not paid for at delivery you will need to pick it up at the post office.

your mailing address will be:

your name
% AIA ROME CENTER
Piazza delle Cinque Scole 23
00186 Rome, Italy