



TIMOR-LESTE  
Customs  
Authority



# Customs Clearance of Diplomatic Bags

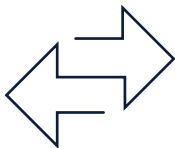
A Step-by-step Guide for  
Accredited Diplomatic Missions

English version



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Information provided within this guidance manual is correct at the time of publication; however, rules and regulations may be subject to change. If you are in any doubt, please visit the Customs Trade Portal for further information at: **[www.customs.gov.tl](http://www.customs.gov.tl)**



# Why should you read this guide?

The Government of Timor-Leste is committed to ensuring that accredited Diplomatic Missions can receive diplomatic bags in a secure and efficient way, per our responsibilities under the Vienna Convention on Diplomatic Relations, 1961.

As the government agency responsible for the handling and release of diplomatic bags, we play a pivotal role in ensuring that our process complies with the law and international conventions and that these goods are processed in an efficient and secure manner.

This booklet includes the following parts:

Part I — Roles and Responsibilities

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Part II — Clearance Process

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This booklet aims to provide you with a better understanding of the procedure for processing diplomatic bags by accredited diplomatic missions in Timor-Leste. You can find more helpful information about this process, along with other changes that we are making, by visiting the Customs Trade Portal at:

**[www.customs.gov.tl](http://www.customs.gov.tl)**



PART I

# Roles and Responsibilities



## Customs Authority

Our mission is to ensure that we:

- Provide you with a quick and secure process that complies with Article 27 of the Vienna Convention on Diplomatic Relations, 1961
- Safeguard the safety and inviolability of your diplomatic bag(s) upon arrival in the Customs controlled area.

To help us achieve our mission, we will apply a simplified procedure that means you do not need to submit a formal customs declaration, which we call a Declaração Unica Aduaneira. This procedure is described more in **Part II** of this booklet.

You can also access and download the approved "Customs Clearance of the Diplomatic Bag from Accredited Diplomatic Missions" procedure, which includes a copy of the official request form for processing diplomatic bags, by visiting the Customs Trade Portal at: [www.customs.gov.tl](http://www.customs.gov.tl)

This service is free of charge. If any of our staff or any other government official asks you for money, please ask to speak to one of our supervisors immediately. Alternatively, you can report information to us in confidence by calling the **Customs Hotline on 12200**.





DIPLOMATIC POUCH



## Accredited Diplomatic Missions

Only accredited Diplomatic Missions operating in Timor-Leste can utilize this simplified procedure, which must be limited to processing diplomatic bags per Article 27 of the Vienna Convention on Diplomatic Relations, 1961.

### Packages constituting the diplomatic bag must:

- Bear visible external marks of their character and may contain only diplomatic documents or articles intended for official use.
- Include appropriate security features to confirm that the diplomatic bag(s) has not been opened or tampered with.

### Accompanied Baggage

- You must provide your diplomatic courier with an official document indicating their status and the number of packages constituting the diplomatic bag. Failure to present this type of document may result in us temporarily detaining your diplomatic bag(s) while we confirm the status of your diplomatic courier.

### Unaccompanied Baggage

- You must declare your unaccompanied diplomatic bag(s) on the inward shipping bill of lading (for bags arriving by land or sea) or the airline manifest (for bags arriving by air).



PART II

# Clearance Process

CUSTOMS AUTHORITY



## DIPLOMATIC MISSION REQUEST FOR CUSTOMS CLEARANCE OF DIPLOMATIC BAG

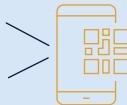
(To be submitted to Dili Airport Customs Supervisor)

PART 1 – Diplomatic Mission Details			
Diplomatic Mission Name:			
TIN Nr:			
Contact Person Name			
Contact Number:		Email:	
PART 2 – Diplomatic Bag Details			
Airway Bill Nr.		Carrier	
Date of Arrival	Click here to enter a date.	Number of Packages	
Support documents submitted (if any)			
PART 3 – Declaration by Responsible Diplomatic Mission's Person			
<p>I hereby declare, that the <u>package or packages</u> covered by Airway Bill Nr. _____, contains <b>Goods with No Commercial Value</b>, that only require a verbal declaration (Article 153 of Customs Code, DL 14/2017), and which form part of the <b>Diplomatic Bag</b> of this Diplomatic Mission, as described in Article 27 of the Vienna Convention on Diplomatic Relations 1961.</p>			
Person's Name		Position	
Signature:		Diplomatic Mission's Stamp	
Date	Click here to enter a date.		
FOR CUSTOMS USE ONLY			
Date Request Received	Click here to enter a date.	Customs Officer's Name	
Customs Officer's Signature		Customs Stamp	



## Standard Operating Procedure for Customs Clearance of the Diplomatic Bag from Accredited Diplomatic Missions

[www.customs.gov.tl/document-database/](http://www.customs.gov.tl/document-database/)



Scan  
the qrcode  
to download  
the form

## Clearance Process

### Accompanied Baggage

1. Upon arrival, your diplomatic courier must advise us that they are carrying a diplomatic bag(s) and provide us with an official document confirming their official status and the number of packages they are carrying that constitute the diplomatic bag(s). Failure to present this type of document may result in us temporarily detaining your diplomatic bag(s) while we confirm the status of your diplomatic courier.
2. Once we have verified this information, your diplomatic courier can leave our controls with your diplomatic bag(s).

### Unaccompanied Baggage

Your diplomatic bag(s) will usually arrive by air at Dili International Airport, but we can apply this process at any Customs office, including Tibar Bay Port or Batugade land border crossing:

1. The carrier will inform us when your diplomatic bag(s) arrive, and we will immediately store them in a secure area.
2. You will need to complete the form titled "Request for Customs Clearance of a Diplomatic Bag" and bring this with you to the customs area along with a copy of the airway bill (if arriving by air) or the bill of lading (if arriving by sea or land).
3. You must include the name and official position of the person that will collect the diplomatic bag(s) on this form.
4. Upon arrival, we will check the official identification of the person collecting the diplomatic bag(s) to confirm that it matches the name and position on the request form.
5. We will then take a copy of the completed request form and a copy of the identification of the person collecting the diplomatic bag(s) for our records.
6. You or your official representative can leave our controls with your diplomatic bag(s).



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