

**Clearing of Goods at Airports: Roberts International Airport (RIA) &
James Spriggs Payne (JSP)**

ACRONYMS

MOCI	Ministry of Commerce & Industry
IPD	Import Permit Declaration
CRF	Clean Report of Findings
AW	ASYCUDA World (Automated System for Customs Data)
DI	Destination Inspection
DP	Delivery Point
PSI	Pre-Shipment Inspection
Payment Process	<ul style="list-style-type: none">➤ Obtain Customs Assessment Notice➤ Payment less than \$100.00 dollars, direct deposit without manager check➤ Payment above \$100.00, obtain manager check from any commercial bank➤ Proceed to Customs Cashier/CBL or Commercial Bank Teller to obtain a treasury receipt as proof of payment
Direct Trader Input	Importer/his agent Completing a Customs Declaration (SAD) using the ASYCUDA System
TIN	Tax Identification Number

Which documents do I need to clear my goods?

- 1. Import Permit Declaration (IPD) (where applicable)**
- 2. Clean Report of Findings (CRF) (where applicable)**
- 3. Airway Bill**
- 4. Detailed Commercial Invoice (or Commercial Invoice with a Packing List)**
- 5. Any other documents the importer may deem necessary to support a declaration.**

Are there any other requirements?

Yes, all individuals and businesses are required to have a TIN to clear their goods through AW.

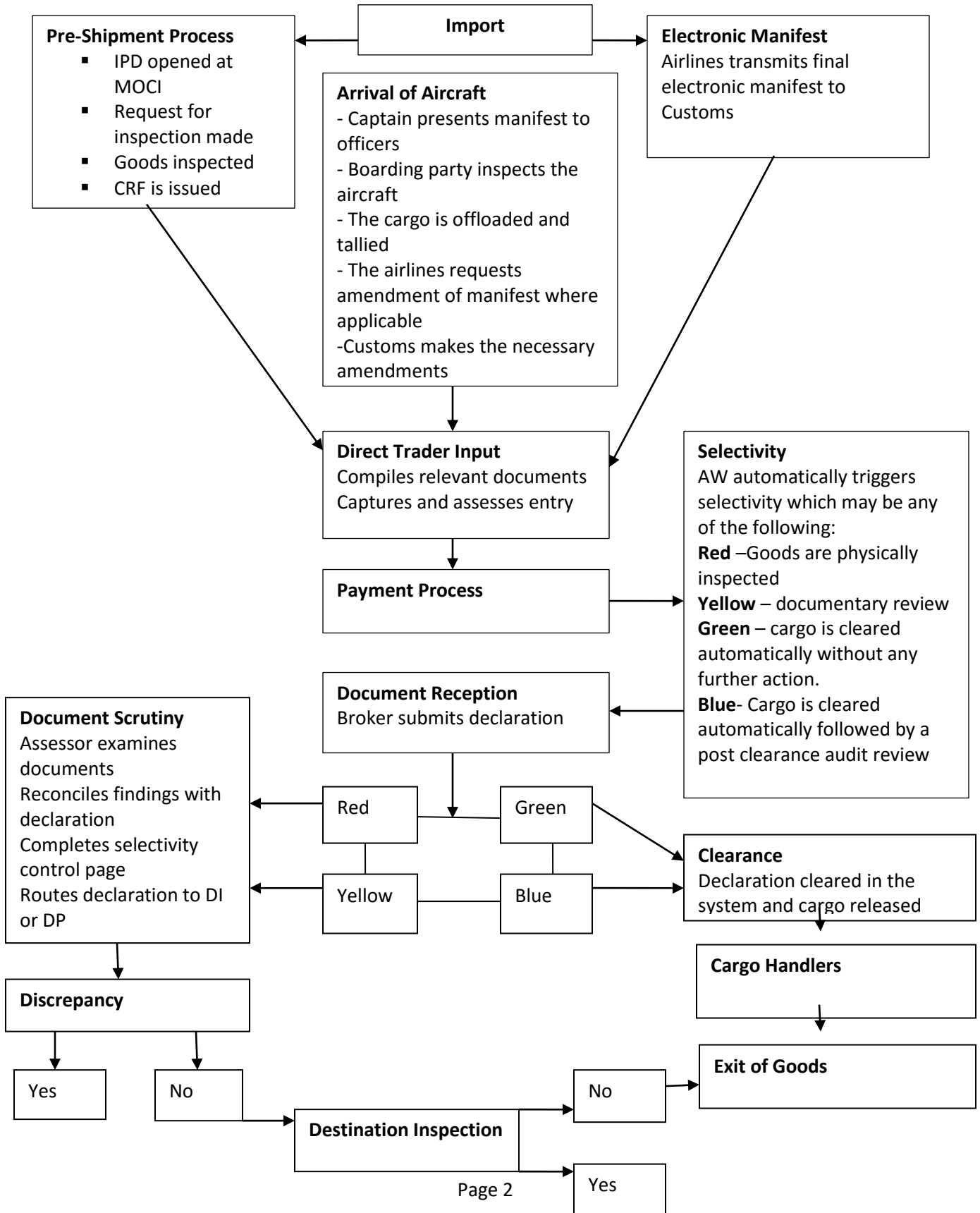
Which Customs Forms do I need to clear my goods?

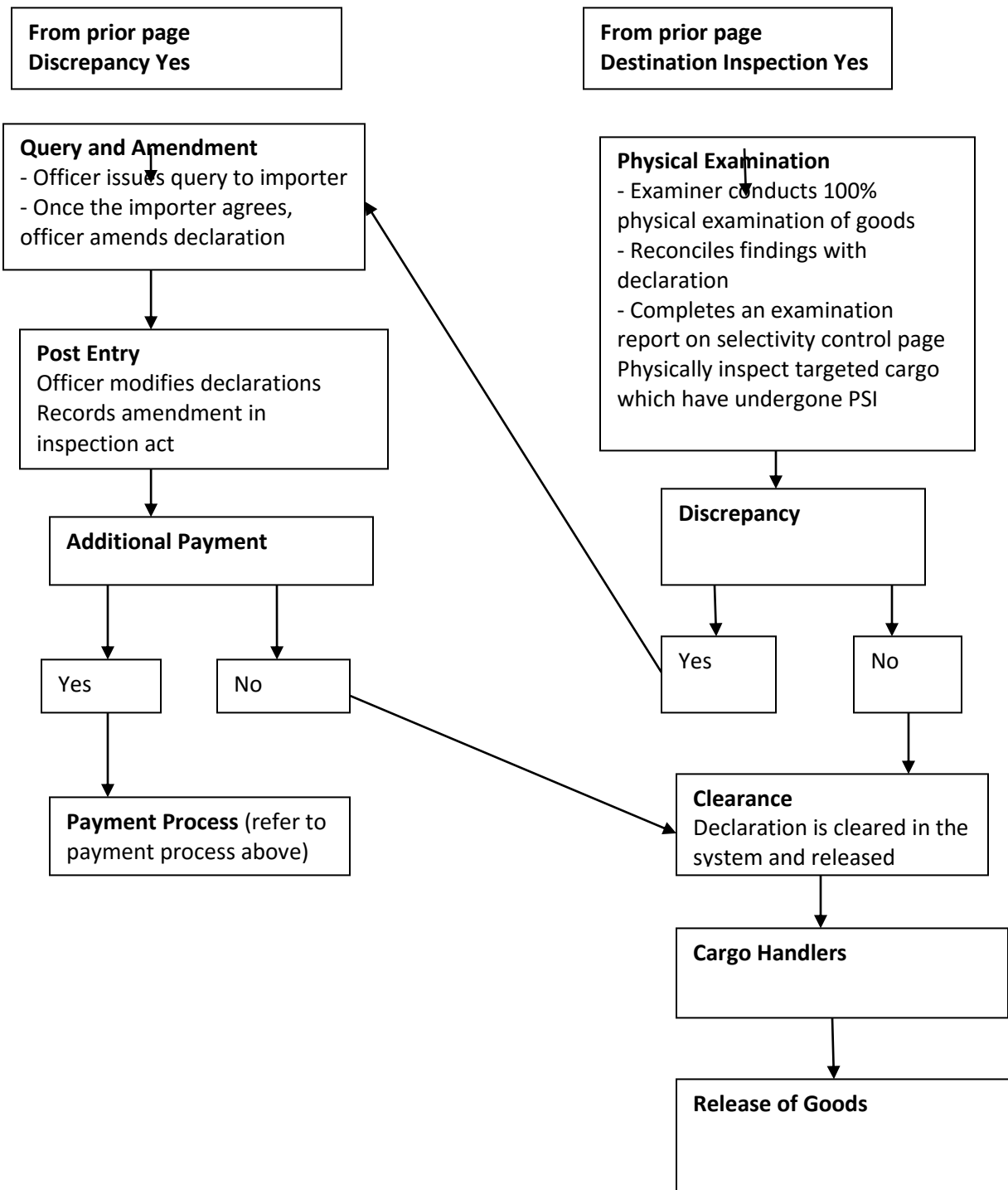
You need the Single Administrative Document (SAD) which is electronic in AW and without charge.

Which forms should I use if I am applying for Duty Free privilege?

You need the Single Administrative Document (SAD) and the Duty Free Application form all without charge.

Process Flow Chart Clearing goods at the Airport





Liberia Revenue Authority contact information for Customs forms:
Liberia Revenue Authority website, www.lra.gov.lr, email info@lra.gov.lr
or telephone numbers 0888572572, 0770572572 or 0555572572
Customs Business Office, Roberts International Airport telephone
number: 0886523678