



## Clearing Goods through Customs at the Postal Office

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**All imported goods arriving in Liberia (whether commercial or private, secondhand or new) through the International Mail Facility must be cleared through the Department of Customs of the Liberia Revenue Authority. All goods are subject to the assessment & valuation by Customs.**

### What is the procedure for the clearing of goods through the Department of Customs at the Postal Office?

- **Customs registers and assesses a simplified Customs declaration**
- **Assessment notice is issued to the addressee**

### Payment process is as follows:

- **Obtain Customs Assessment Notice**
- **Payment less than \$100.00 dollars, direct deposit without manager's check**
- **Payment above \$100.00, obtain manager check from any commercial bank**
- **Proceed to Customs Cahier/CBL Teller to obtain a treasury receipt as proof of payment**

### Parcel Examination as follow:

- **Check for prohibited or restricted goods**
- **Confirm that the description and value stated on the Customs declaration is correct**
- **Require additional information when the Customs declaration has insufficient information on the contents of the parcel.**

### Clearance Notice

- **Declaration is cleared in ASYCUDA World**
- **Parcel is delivered to addressee**



**Step 1:**

***Customer receives notification that parcel has arrived***

**Step 2:**

***Department of Customs conducts physical examination of parcel to ascertain if duty, and taxes are to be applied***

**Step 3:**

***If duty and/or levies are to be applied the postal item will be assessed for duty and tax payment***

**Step 4:**

***The Customs Officer presents the customer a bill of the assessed duties and/or levies due and payable***

**Step 5:**

***Customer makes payment at the cashier at the postal office (amounts over \$100US must be paid by Manager's check***

**Step 6:**

***The cashier/bank teller accepts payment and gives the customer a receipt.***

**Step 7:**

***The Customs officer provides the customer a release order and the postal item is released to the customer***

