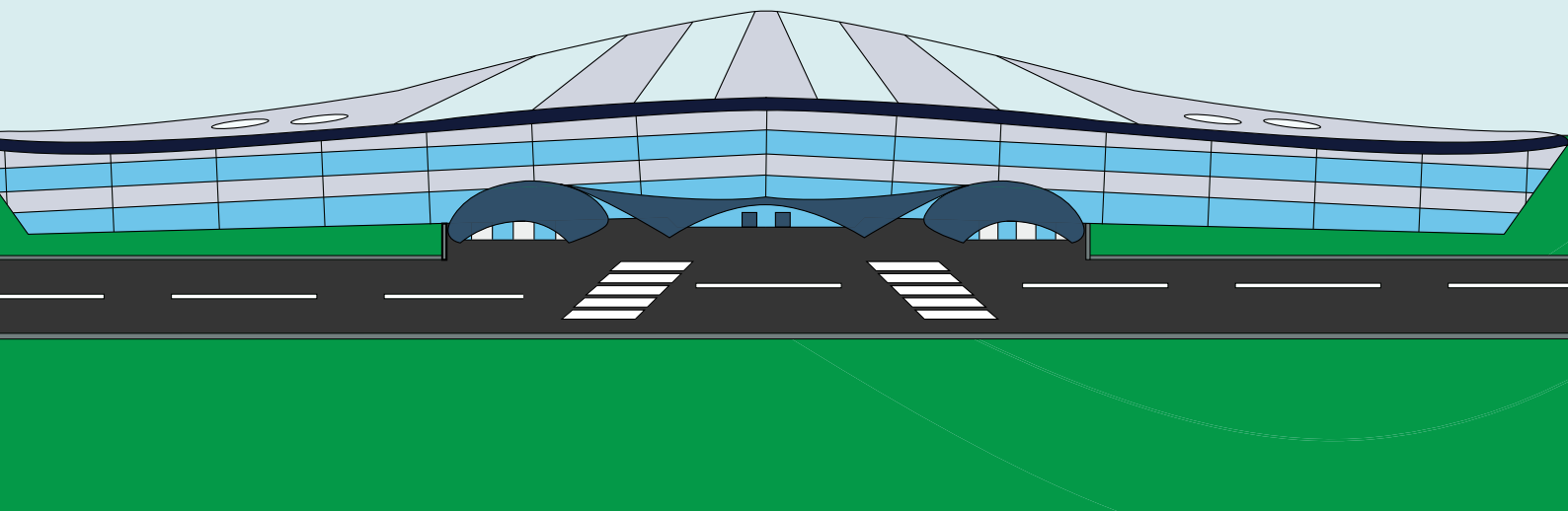




# User Guide on Customs Procedure for Media Equipment



# Table of Contents

<b>Customs Procedure for Temporary Import and Export</b> .....	2
Declaration Procedure.....	2
Customs Requirements upon Arrival.....	2
Customs Requirements upon Departure.....	2
<b>E-customs: Electronic Customs Services Portal</b> .....	3
Creation of a new declaration.....	3
Declaration of goods.....	5
Declaration of currency.....	7
Submission of declaration.....	8
Review of a declaration.....	10

# Customs Procedure for Temporary Import and Export

## Declaration Procedure

Goods temporarily brought into Azerbaijan must be declared via the **E-customs: Electronic Customs Services Portal** at least **72 hours** prior to arrival in the country:

- All media equipment temporarily imported into the country (both wireless devices registered via the **WUF13 Spectrum Management Portal** and any other equipment not requiring spectrum allocation)
- Goods with a customs value exceeding **800 USD**
- Cash amounts exceeding the equivalent of **USD 10,000**

## Customs Requirements upon Arrival

Upon arrival in Azerbaijan, the following items must be presented to a customs officer:

- Registration Acknowledgement Letter
- QR code from the **WUF13 Spectrum Management Portal** (for wireless devices)
- Simplified Declaration for Passengers (hard copy or QR code)
- Declared goods

## Customs Requirements upon Departure

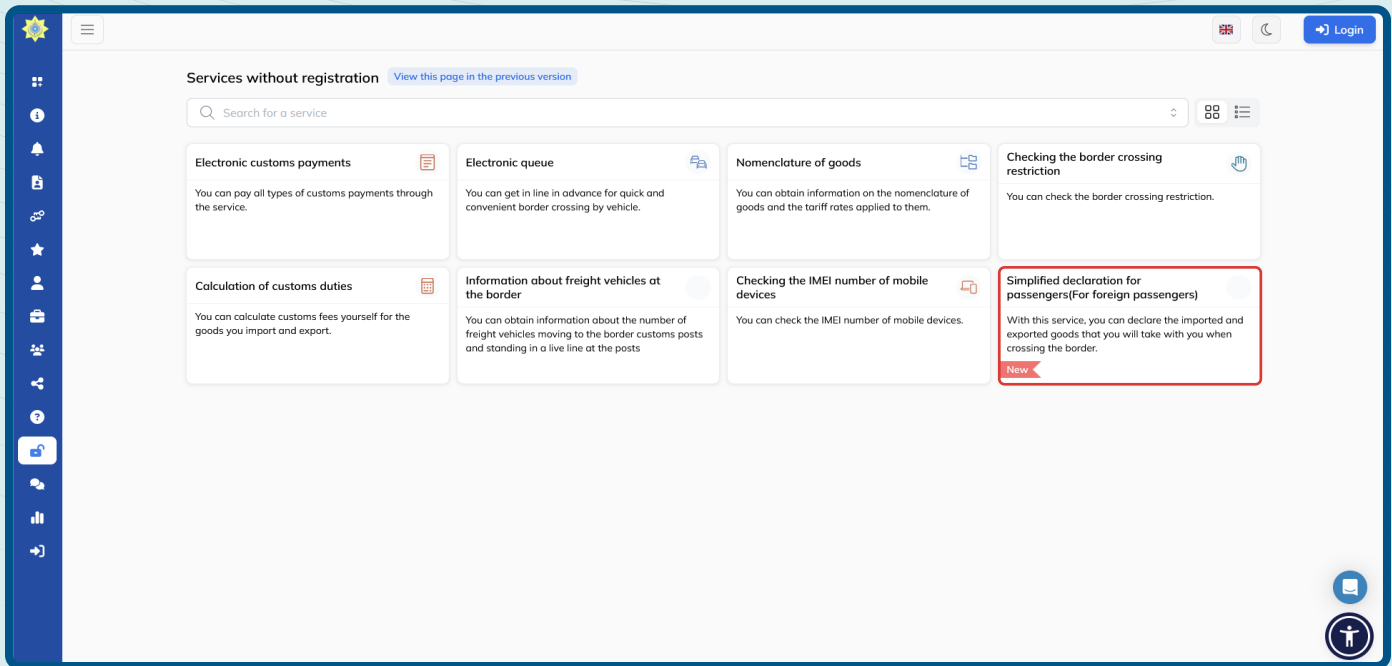
Upon departure from Azerbaijan, the following items must be presented to a customs officer:

- The Simplified Declaration for Passengers submitted upon arrival (printed copy or QR code)
- Declared goods

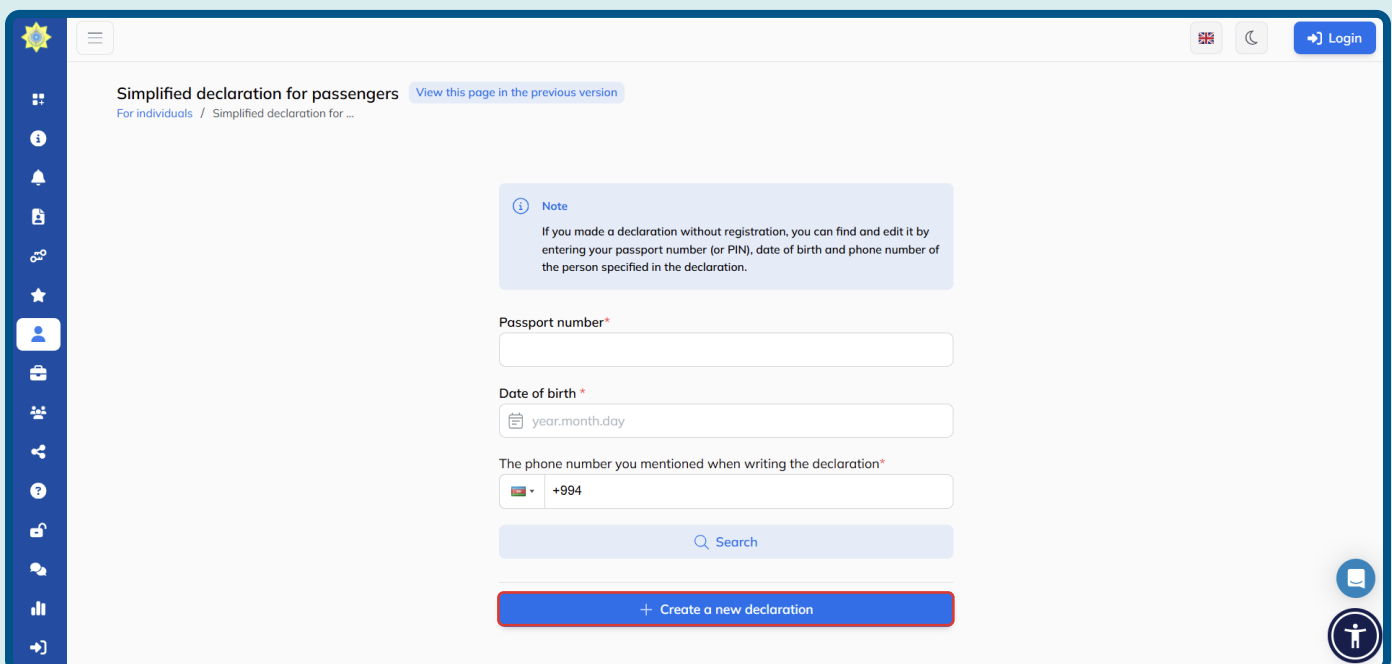
# E-customs: Electronic Customs Services Portal

## Creation of a new declaration

To create a new declaration, access the **E-customs: Electronic Customs Services Portal** and navigate to the **“Public services”** page.

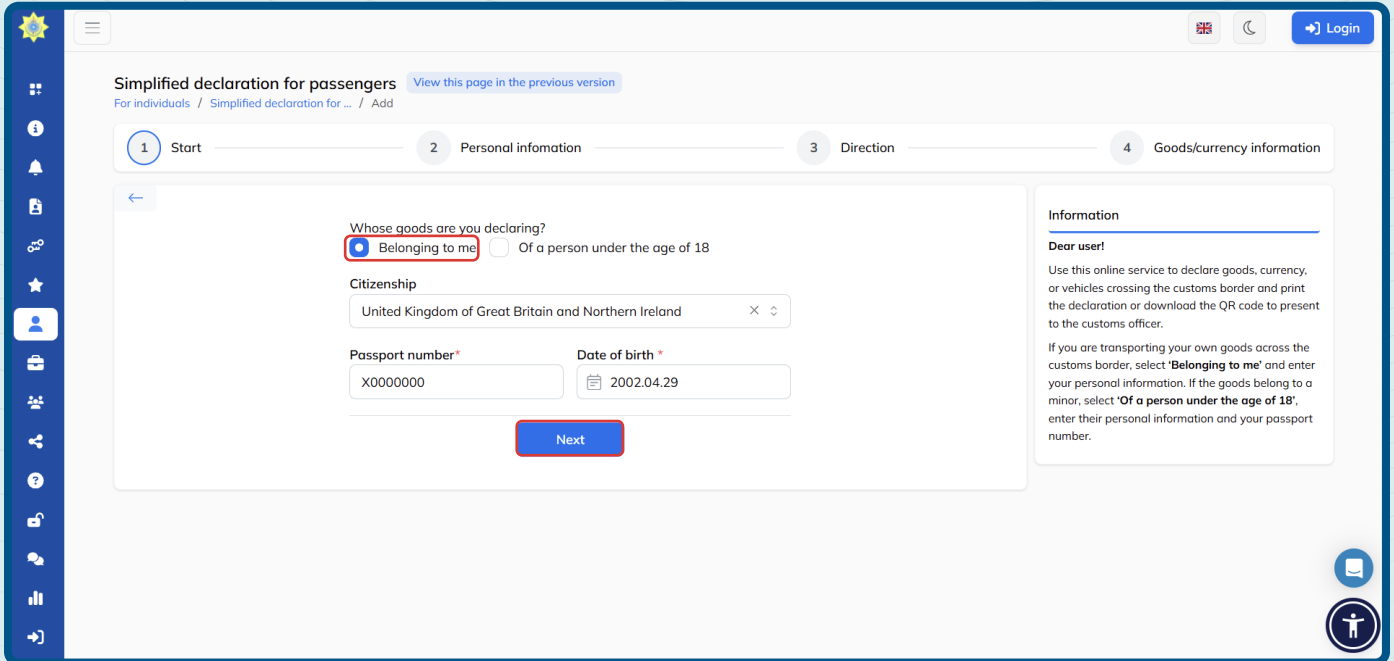


On the following page, click **“+Create a new declaration”**.



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 at the 'Personal information' step. The progress bar at the top indicates four steps: 1. Start, 2. Personal information (current), 3. Direction, and 4. Goods/currency information. The main form area contains the following fields and options:

- Whose goods are you declaring?**: Two radio buttons. The first, 'Belonging to me', is selected and highlighted with a red box. The second is 'Of a person under the age of 18'.
- Citizenship**: A dropdown menu showing 'United Kingdom of Great Britain and Northern Ireland'.
- Passport number\***: A text input field containing 'X0000000'.
- Date of birth\***: A date picker showing '2002.04.29'.
- Next**: A blue button at the bottom center.

On the right side, there is an 'Information' panel with the following text:

**Information**

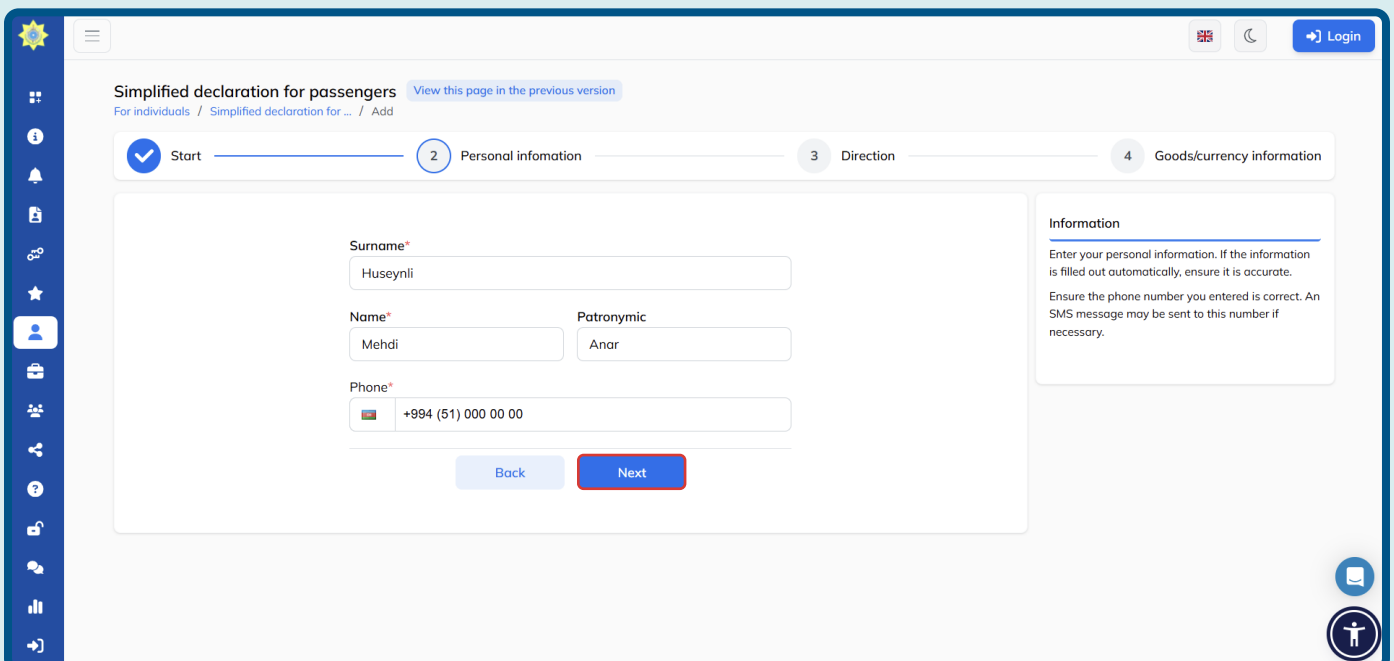
**Dear user!**

Use this online service to declare goods, currency, or vehicles crossing the customs border and print the declaration or download the QR code to present to the customs officer.

If you are transporting your own goods across the customs border, select 'Belonging to me' and enter your personal information. If the goods belong to a minor, select 'Of a person under the age of 18', enter their personal information and your passport number.

Enter your name, surname and mobile number, then click **“Next”**.

**Note:** Please ensure the entered mobile number is correct. You may receive an SMS message to this number if necessary.



The screenshot shows the 'Simplified declaration for passengers' form at the 'Personal information' step. The progress bar at the top indicates four steps: 1. Start, 2. Personal information (current), 3. Direction, and 4. Goods/currency information. The main form area contains the following fields and options:

- Surname\***: A text input field containing 'Huseynli'.
- Name\***: A text input field containing 'Mehdi'.
- Patronymic**: A text input field containing 'Anar'.
- Phone\***: A text input field containing '+994 (51) 000 00 00'.
- Back**: A light blue button on the left.
- Next**: A blue button on the right.

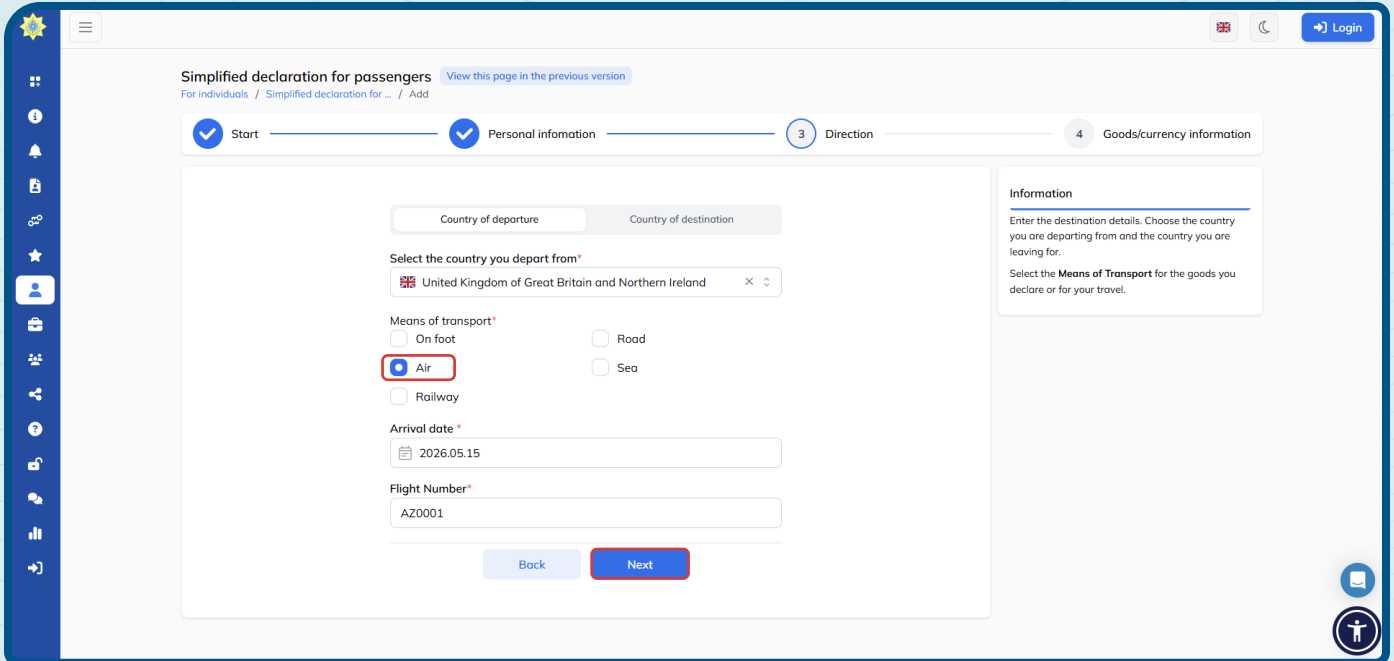
On the right side, there is an 'Information' panel with the following text:

**Information**

Enter your personal information. If the information is filled out automatically, ensure it is accurate.

Ensure the phone number you entered is correct. An SMS message may be sent to this number if necessary.

Select **“Country of departure”** and choose the country you are departing from. Then select the **“Means of transport”** and click **“Next”**.




**Simplified declaration for passengers** [View this page in the previous version](#)  
For individuals / Simplified declaration for ... / Add

Start — Personal information — **3 Direction** — 4 Goods/currency information

Country of departure Country of destination

Select the country you depart from\*

 United Kingdom of Great Britain and Northern Ireland

Means of transport\*

On foot  Road

**Air**  Sea

Railway

Arrival date \*

2026.05.15

Flight Number\*

AZ0001

Back Next

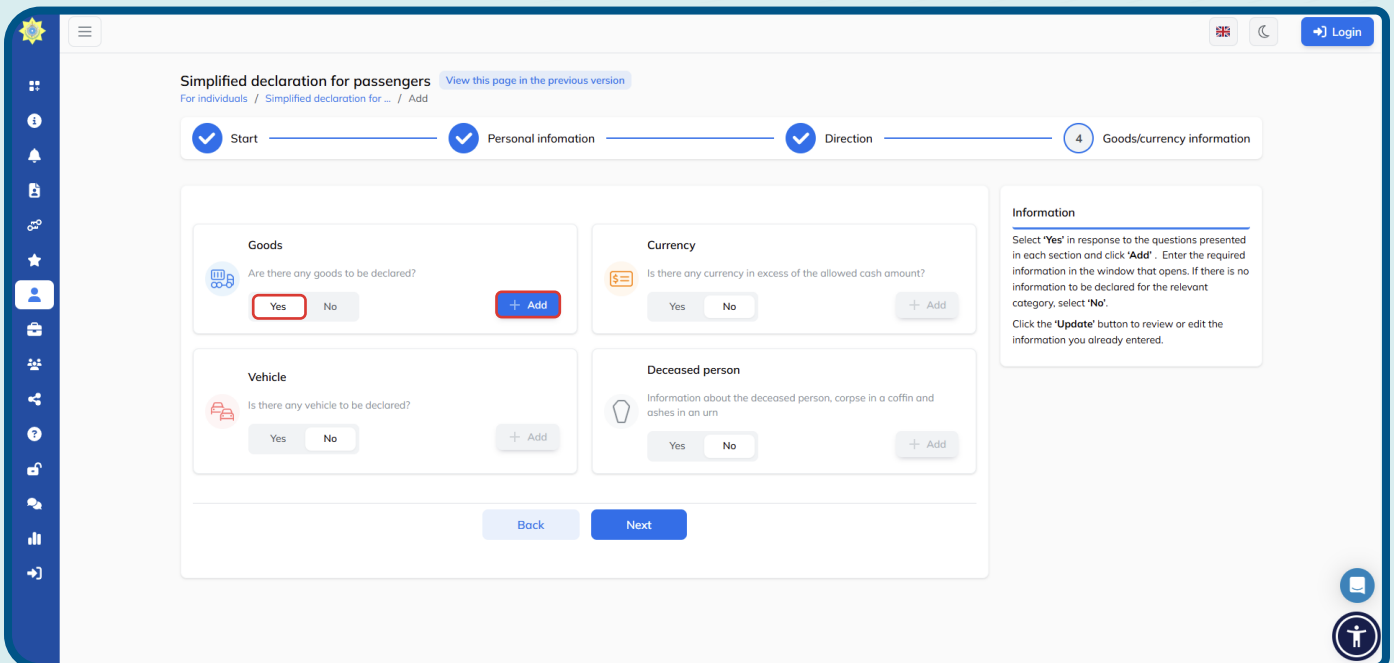
**Information**

Enter the destination details. Choose the country you are departing from and the country you are leaving for.

Select the **Means of Transport** for the goods you declare or for your travel.

## Declaration of goods

To declare the goods you plan to bring into Azerbaijan, select **“Yes”** in response to the question under the **“Goods”** category.



**Simplified declaration for passengers** [View this page in the previous version](#)  
For individuals / Simplified declaration for ... / Add

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

**Goods**

Are there any goods to be declared?

**Yes**  No [+ Add](#)

**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](#)

Back Next

**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.

You may choose relevant goods under **“The most declared goods”** section or scroll down to select specific goods.

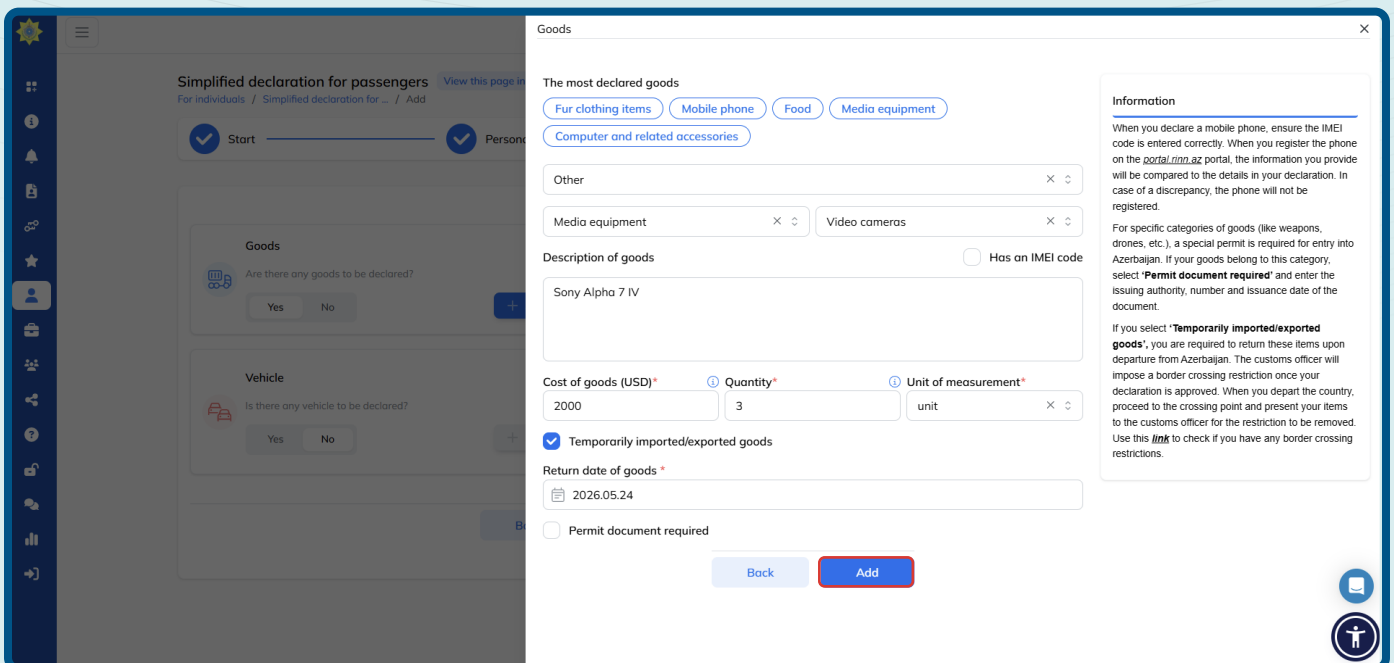
To declare media equipment, select **“Other goods”** from the **Main category** field, **“Media equipment”** in the **Main group** field and the specific equipment from the **Subgroup** field.

Next, enter the relevant details (make, model, etc.) in the **“Description of goods”** field and specify 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.

As the goods are being imported temporarily, select **“Temporarily imported/exported goods”** and provide the exact return date.

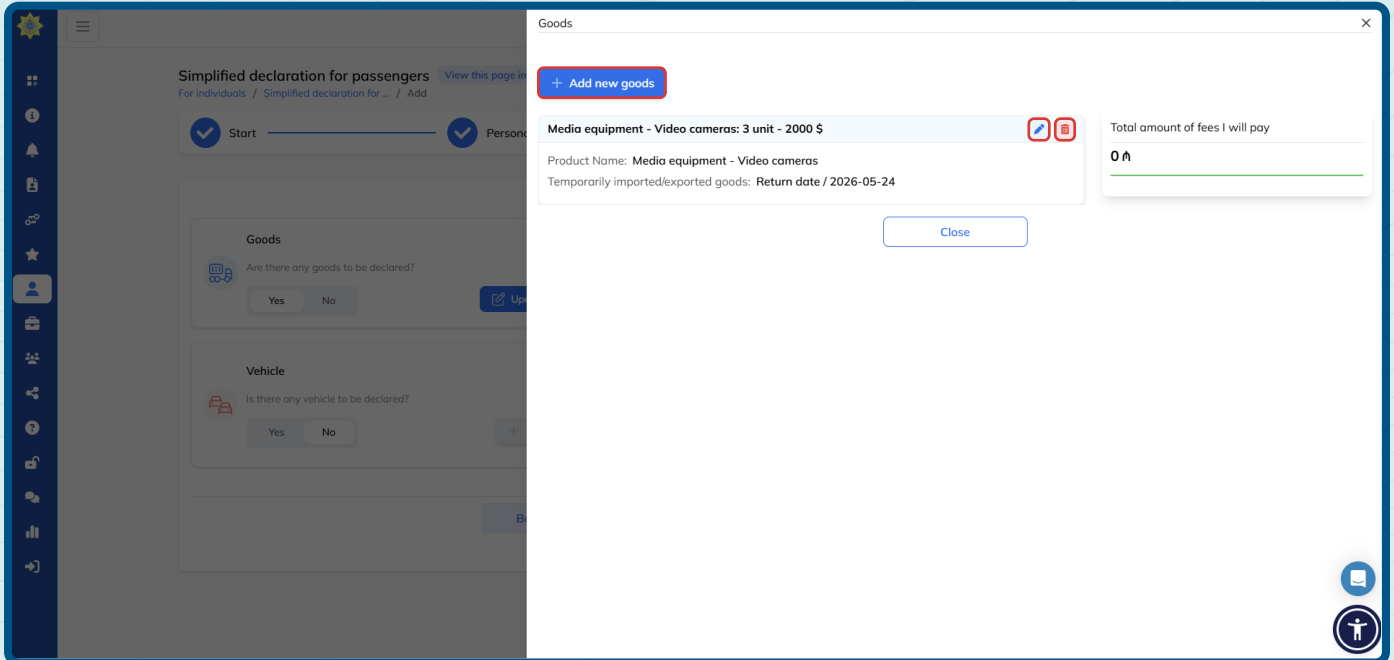
After entering all the required information, click **“Add”**.



The screenshot shows the 'Goods' declaration form. The 'The most declared goods' section has buttons for 'Fur clothing items', 'Mobile phone', 'Food', 'Media equipment', and 'Computer and related accessories'. The 'Media equipment' button is selected. Below this, there are dropdown menus for 'Other', 'Media equipment', and 'Video cameras'. The 'Description of goods' field contains 'Sony Alpha 7 IV'. There are fields for 'Cost of goods (USD)\*' (2000), 'Quantity\*' (3), and 'Unit of measurement\*' (unit). A checkbox for 'Temporarily imported/exported goods' is checked, and the 'Return date of goods\*' is set to '2026.05.24'. There is also a checkbox for 'Permit document required'. An 'Information' box on the right provides instructions for mobile phones and temporarily imported/exported goods. At the bottom, there are 'Back' and 'Add' buttons.

Click the  icon to edit the information entered about the goods or click the  icon to delete it.

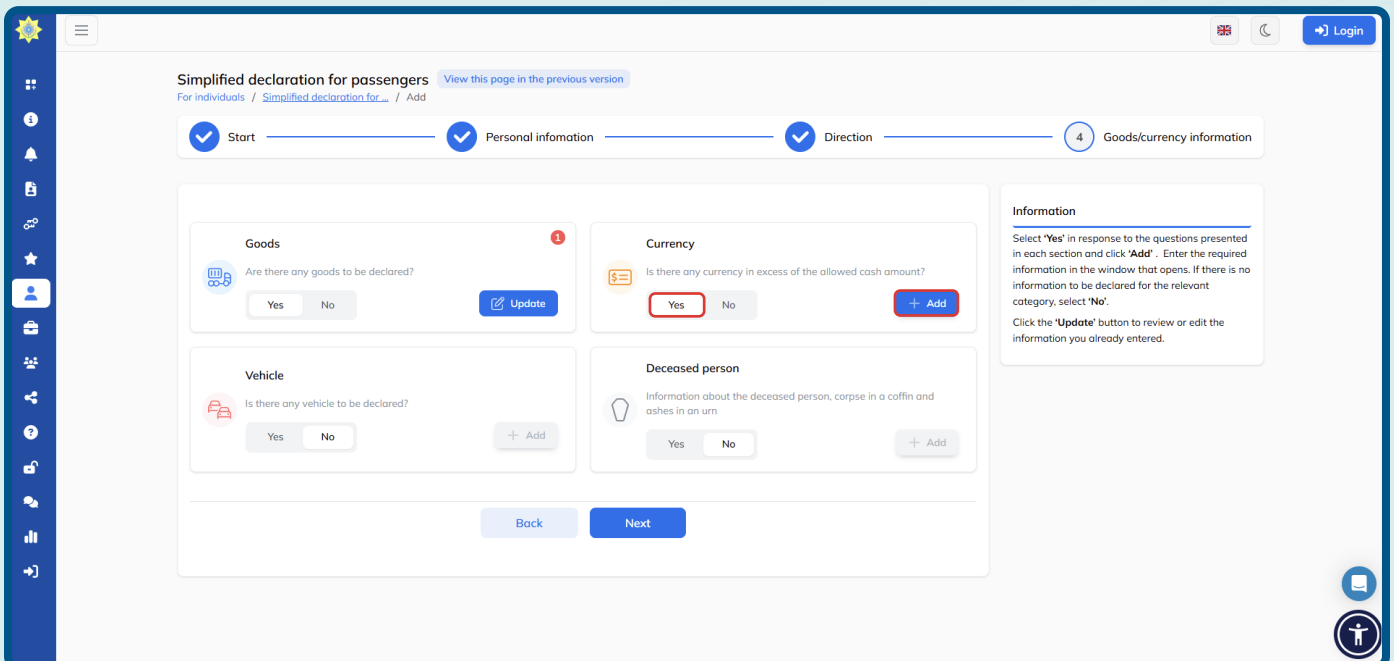
To add additional items, select **“Add new goods”**.



The screenshot shows a 'Goods' modal window overlaid on a 'Simplified declaration for passengers' form. The modal window has a title bar with 'Goods' and a close button. Inside, there is a red-bordered button labeled '+ Add new goods'. Below it, a list item is shown: 'Media equipment - Video cameras: 3 unit - 2000 \$'. To the right of this item are edit and delete icons. Below the list item, the following details are displayed: 'Product Name: Media equipment - Video cameras' and 'Temporarily imported/exported goods: Return date / 2026-05-24'. At the bottom of the modal is a 'Close' button. On the right side of the modal, there is a section titled 'Total amount of fees I will pay' with a text input field containing '0 ₺'. The background form shows progress indicators for 'Start', 'Personal information', and 'Direction', with 'Goods/currency information' being the current step.

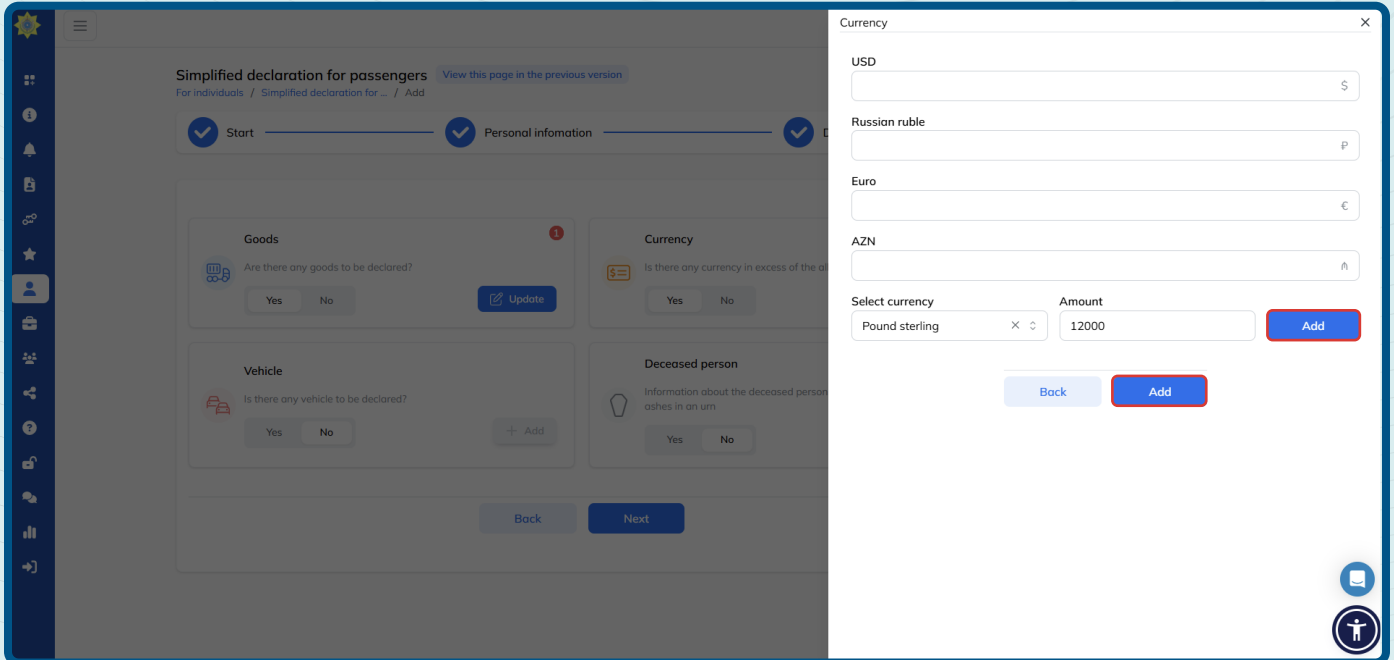
## Declaration of currency

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 'Goods/currency information' step of the 'Simplified declaration for passengers' form. The progress bar at the top indicates the current step is '4 Goods/currency information'. The form is divided into four sections: 'Goods', 'Currency', 'Vehicle', and 'Deceased person'. The 'Goods' section asks 'Are there any goods to be declared?' with 'Yes' and 'No' buttons and an 'Update' button. The 'Currency' section asks 'Is there any currency in excess of the allowed cash amount?' with 'Yes' and 'No' buttons and an 'Add' button. The 'Vehicle' section asks 'Is there any vehicle to be declared?' with 'Yes' and 'No' buttons and an 'Add' button. The 'Deceased person' section asks 'Information about the deceased person, corpse in a coffin and ashes in an urn' with 'Yes' and 'No' buttons and an 'Add' button. At the bottom are 'Back' and 'Next' buttons. On the right, an 'Information' box 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.' The background shows the progress bar with 'Start', 'Personal information', 'Direction', and '4 Goods/currency information'.

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



The screenshot shows the 'Simplified declaration for passengers' form with a modal window open for entering currency information. The modal has the following fields and options:

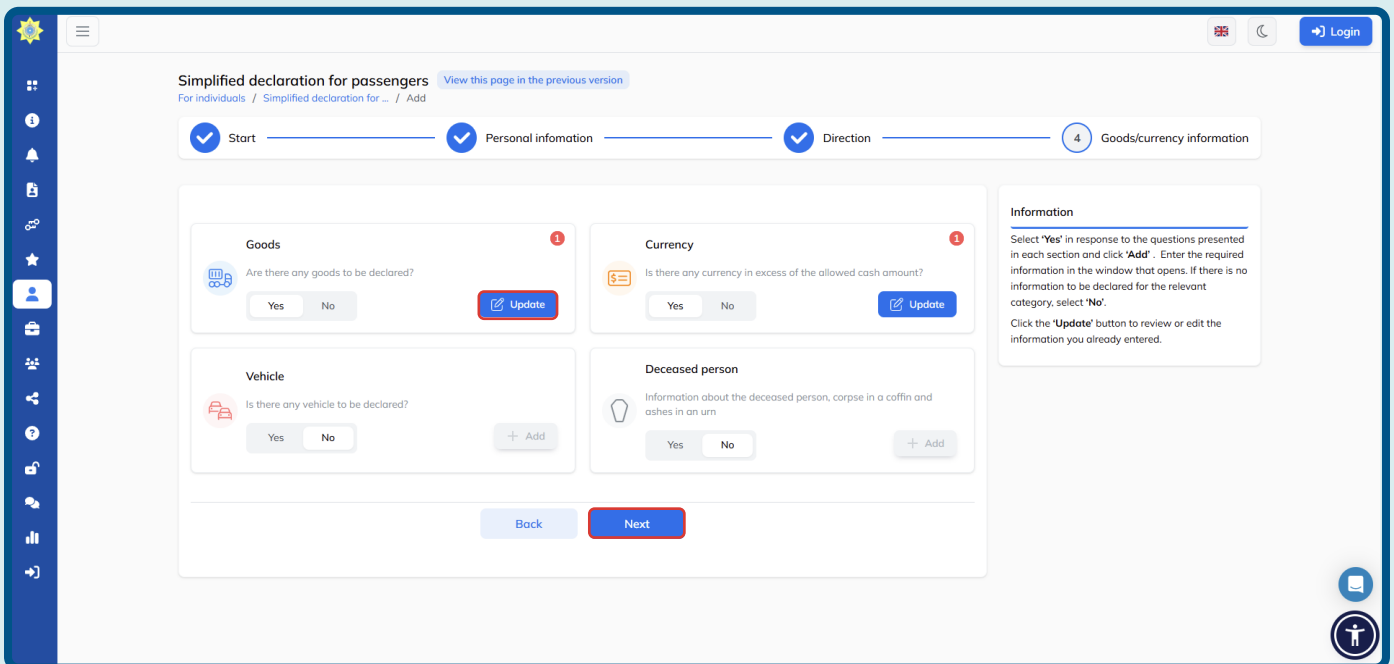
- Currency selection: USD (\$), Russian ruble (P), Euro (€), AZN (A).
- Select currency: Pound sterling (with a dropdown arrow).
- Amount: 12000.
- Buttons: Back, Add.

The background form shows progress through 'Start' and 'Personal information' steps. The 'Goods' section asks 'Are there any goods to be declared?' with 'Yes' and 'No' buttons and an 'Update' button. The 'Vehicle' section asks 'Is there any vehicle to be declared?' with 'Yes' and 'No' buttons and an 'Add' button. The 'Deceased person' section asks for information about the deceased person, corpse in a coffin and ashes in an urn, with 'Yes' and 'No' buttons and an 'Add' button. At the bottom, there are 'Back' and 'Next' buttons.

## Submission of declaration

To review or edit the information you entered, click **"Update"**.

To proceed to the next page and submit the declaration, click **"Next"**.



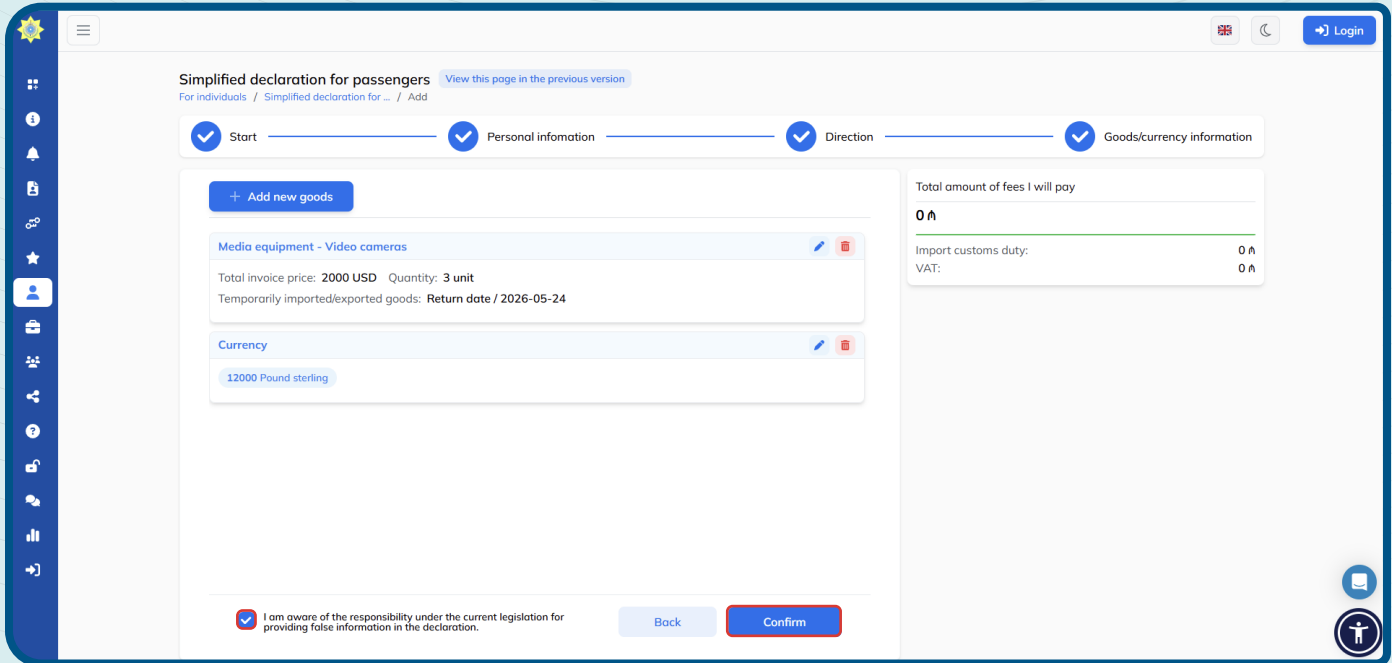
The screenshot shows the 'Simplified declaration for passengers' form at the 'Goods/currency information' step. The progress bar indicates the following steps: Start, Personal information, Direction, and Goods/currency information (4). The form contains the following sections:

- Goods:** 'Are there any goods to be declared?' with 'Yes' and 'No' buttons and an 'Update' button.
- Currency:** 'Is there any currency in excess of the allowed cash amount?' with 'Yes' and 'No' buttons and an 'Update' button.
- Vehicle:** 'Is there any vehicle to be declared?' with 'Yes' and 'No' buttons and an 'Add' button.
- Deceased person:** 'Information about the deceased person, corpse in a coffin and ashes in an urn' with 'Yes' and 'No' buttons and an 'Add' button.

At the bottom, there are 'Back' and 'Next' buttons. An 'Information' box 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.'

Carefully read the information provided and select the checkbox.

Ensure that all the information you provided is accurate, then click **“Confirm”**.

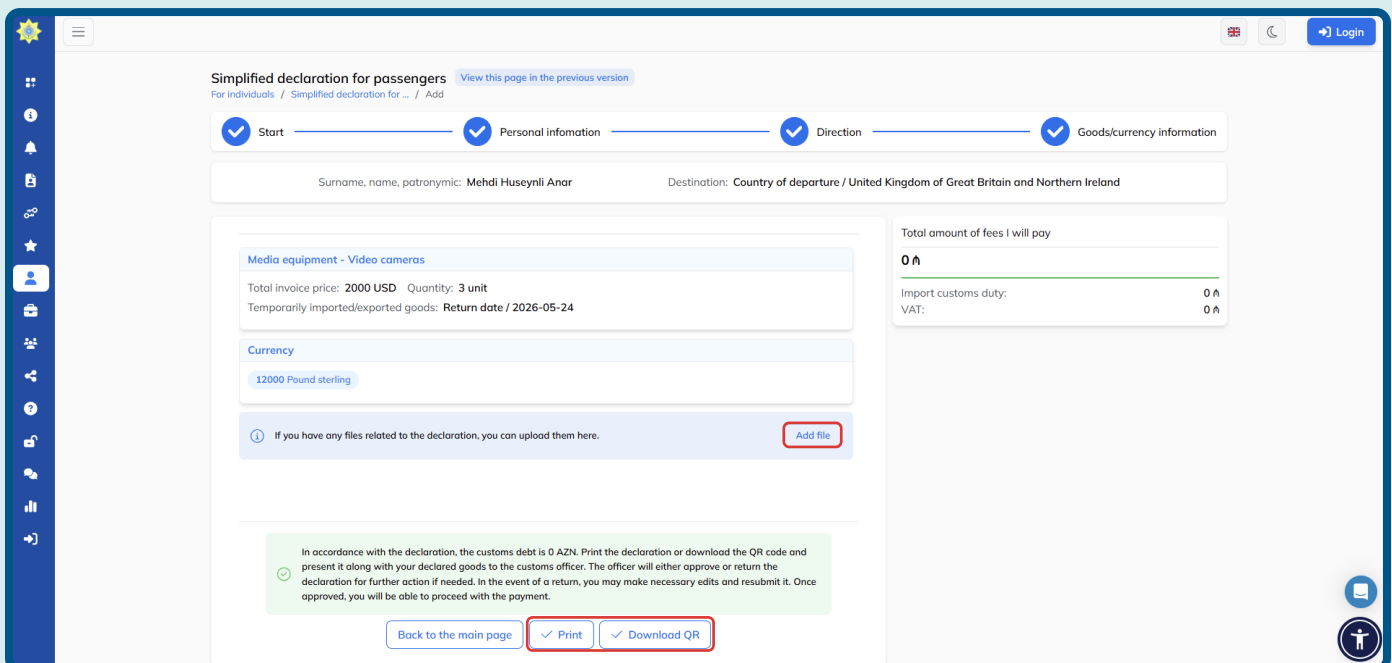


The screenshot shows the 'Simplified declaration for passengers' form, Step 4: Goods/currency information. The form is titled 'Simplified declaration for passengers' and includes a link to 'View this page in the previous version'. The progress bar shows four steps: Start, Personal information, Direction, and Goods/currency information, with the fourth step being active. The form contains the following information:

- Goods:** Media equipment - Video cameras. Total invoice price: 2000 USD. Quantity: 3 unit. Temporarily imported/exported goods: Return date / 2026-05-24.
- Currency:** 12000 Pound sterling.
- Summary:** Total amount of fees I will pay: 0 A. Import customs duty: 0 A. VAT: 0 A.
- Confirmation:** A checkbox is checked: 'I am aware of the responsibility under the current legislation for providing false information in the declaration.' Below this are 'Back' and 'Confirm' buttons.

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.

Once the photo has been uploaded, either **print the declaration or download the QR code** to present to a customs officer upon arrival.

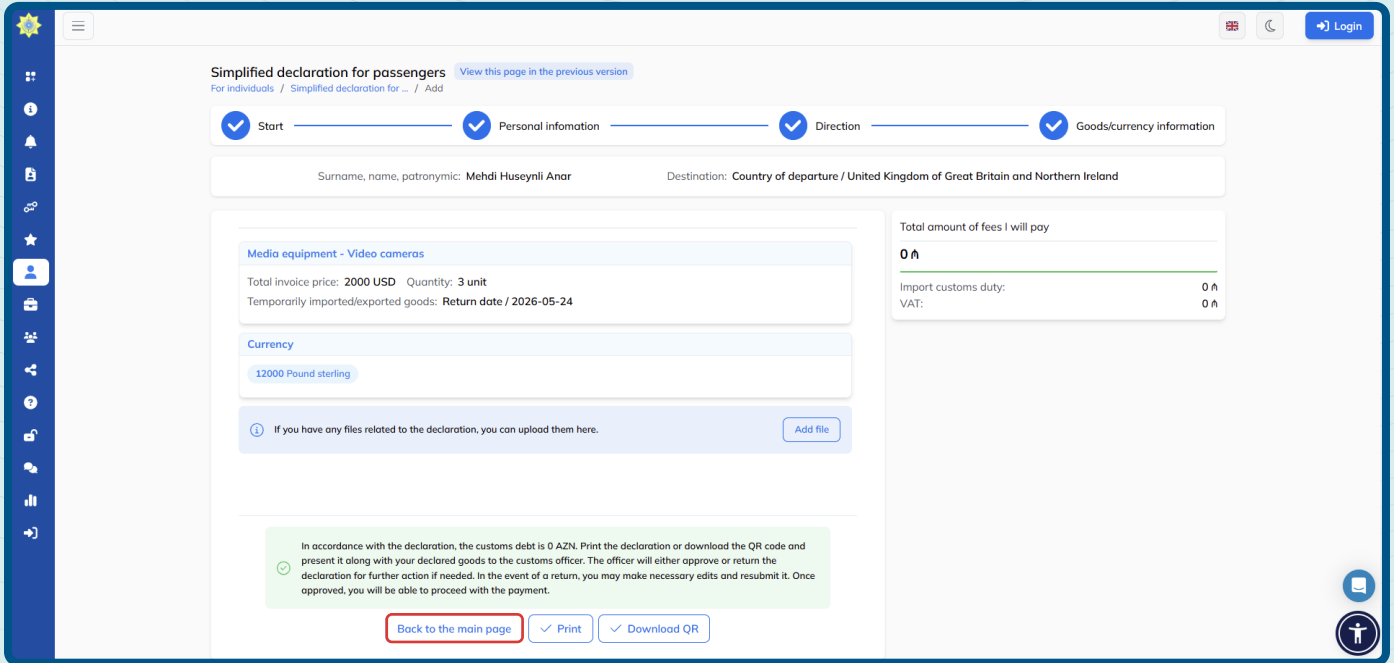


The screenshot shows the 'Simplified declaration for passengers' form, Step 4: Goods/currency information, after the photo upload. The form is titled 'Simplified declaration for passengers' and includes a link to 'View this page in the previous version'. The progress bar shows four steps: Start, Personal information, Direction, and Goods/currency information, with the fourth step being active. The form contains the following information:

- Personal Information:** Surname, name, patronymic: Mehdi Huseynli Anar. Destination: Country of departure / United Kingdom of Great Britain and Northern Ireland.
- Goods:** Media equipment - Video cameras. Total invoice price: 2000 USD. Quantity: 3 unit. Temporarily imported/exported goods: Return date / 2026-05-24.
- Currency:** 12000 Pound sterling.
- Summary:** Total amount of fees I will pay: 0 A. Import customs duty: 0 A. VAT: 0 A.
- File Upload:** A message states: 'If you have any files related to the declaration, you can upload them here.' Below this is an 'Add file' button.
- Confirmation:** A green box contains the text: 'In accordance with the declaration, the customs debt is 0 AZN. 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.' Below this are 'Back to the main page', 'Print', and 'Download QR' buttons.

## Review of a declaration

To edit your declaration, click **“Back to the main page”**.



**Simplified declaration for passengers** [View this page in the previous version](#)  
For individuals / Simplified declaration for ... / Add

Start  Personal information  Direction  Goods/currency information

Surname, name, patronymic: Mehdi Huseynli Anar Destination: Country of departure / United Kingdom of Great Britain and Northern Ireland

**Media equipment - Video cameras**  
Total invoice price: 2000 USD Quantity: 3 unit  
Temporarily imported/exported goods: Return date / 2026-05-24

**Currency**  
12000 Pound sterling

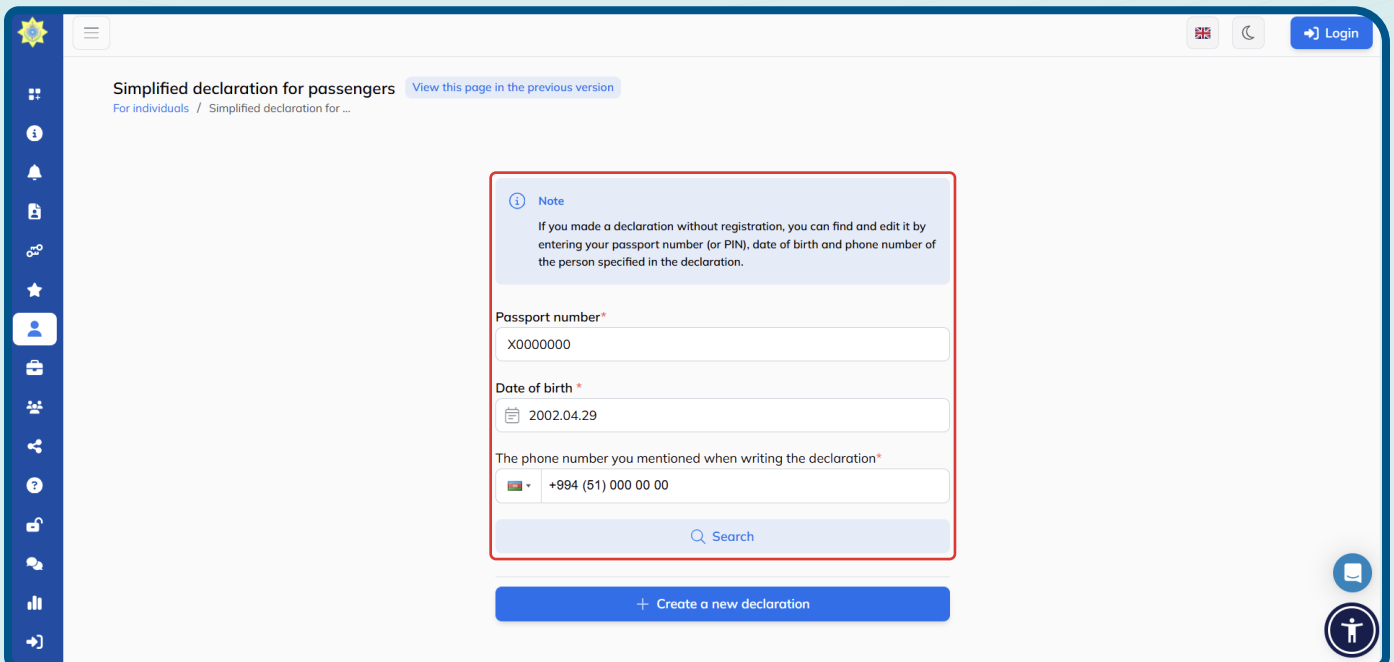
Total amount of fees I will pay  
**0 ₼**  
Import customs duty: 0 ₼  
VAT: 0 ₼

*If you have any files related to the declaration, you can upload them here.* [Add file](#)

In accordance with the declaration, the customs debt is 0 AZN. 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.

[Back to the main page](#) [Print](#) [Download QR](#)

Enter your passport number (or PIN), date of birth and the phone number you provided in the declaration, then click **“Edit”**.



**Simplified declaration for passengers** [View this page in the previous version](#)  
For individuals / Simplified declaration for ...

**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\***  
X0000000

**Date of birth\***  
2002.04.29

**The phone number you mentioned when writing the declaration\***  
+994 (51) 000 00 00

[Search](#)

[+ Create a new declaration](#)

Navigate to the icon to preview the information you provided.

**Simplified declaration for passengers** [View this page in the previous version](#)  
For individuals / Simplified declaration for ...

[+ New declaration](#)

Start and end date: 2026-02-01 - 2026-03-31

Declaration No./ Date	Personal information	Direction	Categories	Customs value (USD)	Duties (AZN)	Status	Edit
7260331512948 31.03.2026	X0000000 Huseynli Mehdi	Country of departure	Currency, Goods	2000	0	New	...

During the current month: 0 \$

Limit: 800 \$      Remainder: 0 \$

Total paid fees: 0 \$

You can navigate to the **“View files”** section to delete the uploaded photo and upload a new if necessary.

**Simplified declaration for passengers** [View this page in the previous version](#)  
For individuals / Simplified declaration for ...

[+ New declaration](#)

Declaration No./ Date	Personal information	Direction	Categories	Customs value (USD)	Duties (AZN)	Status	Edit
7260331512948 31.03.2026	X0000000 Huseynli Mehdi	Country of departure	Currency, Goods	2000	0	New	

**Declaration information**    Customs operations

**Declaration data**

Declaration number: 7260331512948

Declaration date: 31.03.2026 12:17

Passport number (or PIN): X0000000

Surname, name , patronymic: Huseynli Mehdi Anar

Date of birth: 29.04.2002

Citizenship: United Kingdom of Great Britain and Northern Ireland

Direction: Country of departure

Country of arrival: United Kingdom of Great Britain and Northern Ireland

Declarant's passport number: X0000000

Whose goods have been declared: Belonging to me

Files: [View Files](#)

**Goods**

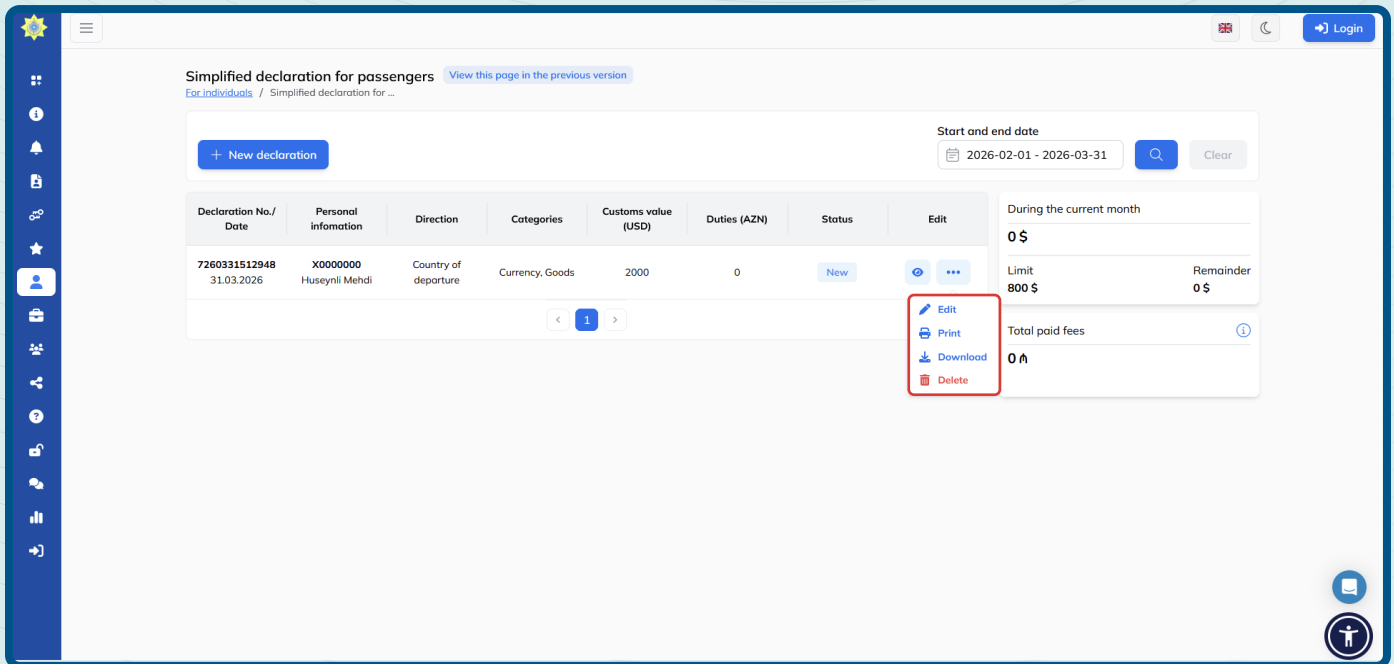
**Other - Media equipment**





Cost of goods (USD): 2000 USD    Quantity: 3 unit

**Currency**

12000 Pound sterling

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



Declaration No./Date	Personal information	Direction	Categories	Customs value (USD)	Duties (AZN)	Status	Edit
7260331512948 31.03.2026	X0000000 Huseynli Mehdi	Country of departure	Currency, Goods	2000	0	New	   



For questions regarding the customs procedure,  
please contact [mediaservices@wuf13.az](mailto:mediaservices@wuf13.az).