



User Guide on Customs Procedure for Media Equipment

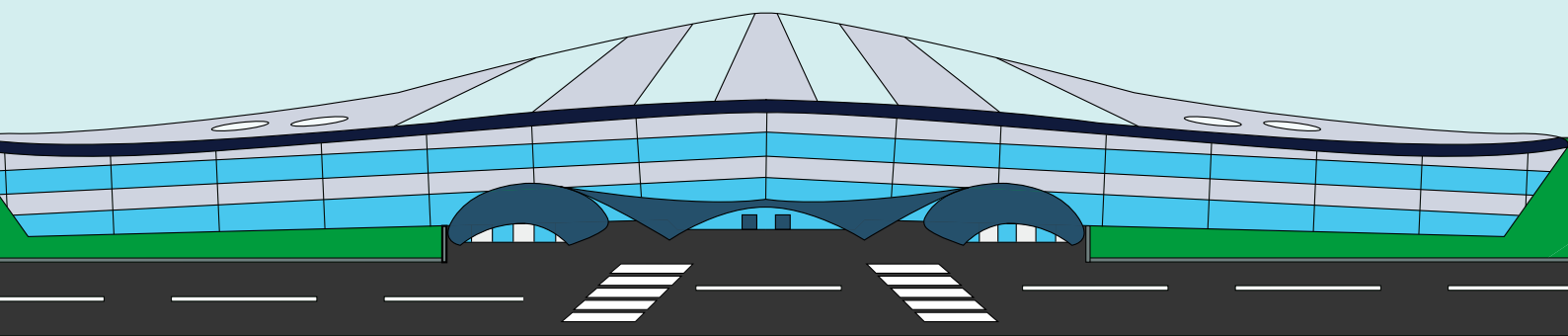


Table of Contents

Customs Procedure for Temporary Import and Export	2
Declaration Procedure.....	2
Customs Requirements upon Arrival.....	2
Customs Requirements upon Departure.....	2
E-customs: Electronic Customs Services Portal	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 **USD 800**
- 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

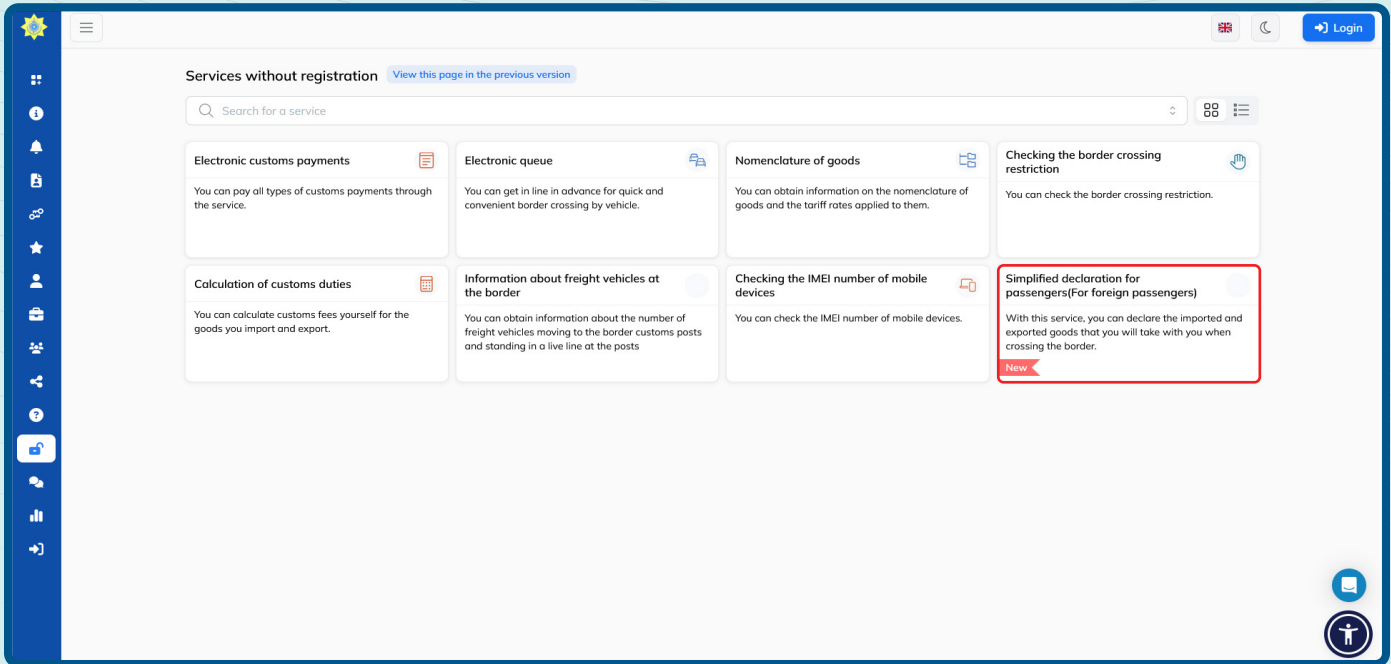
Upon departure from Azerbaijan, the following items must be presented to a customs officer:

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

E-customs: Electronic Customs Services Portal

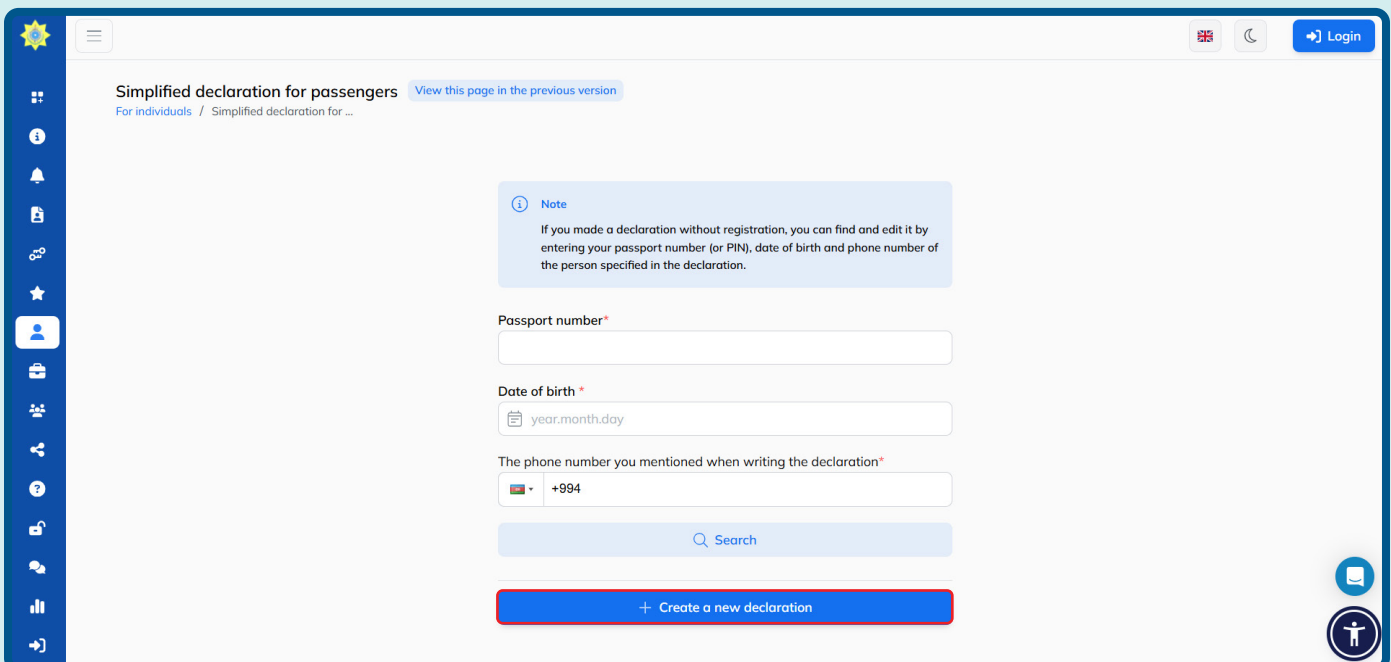
Creation of a new declaration

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



The screenshot shows the 'Services without registration' page of the E-customs portal. The page features a search bar and a grid of service cards. The card for 'Simplified declaration for passengers (For foreign passengers)' is highlighted with a red border and a 'New' tag. The card text reads: 'With this service, you can declare the imported and exported goods that you will take with you when crossing the border.'

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



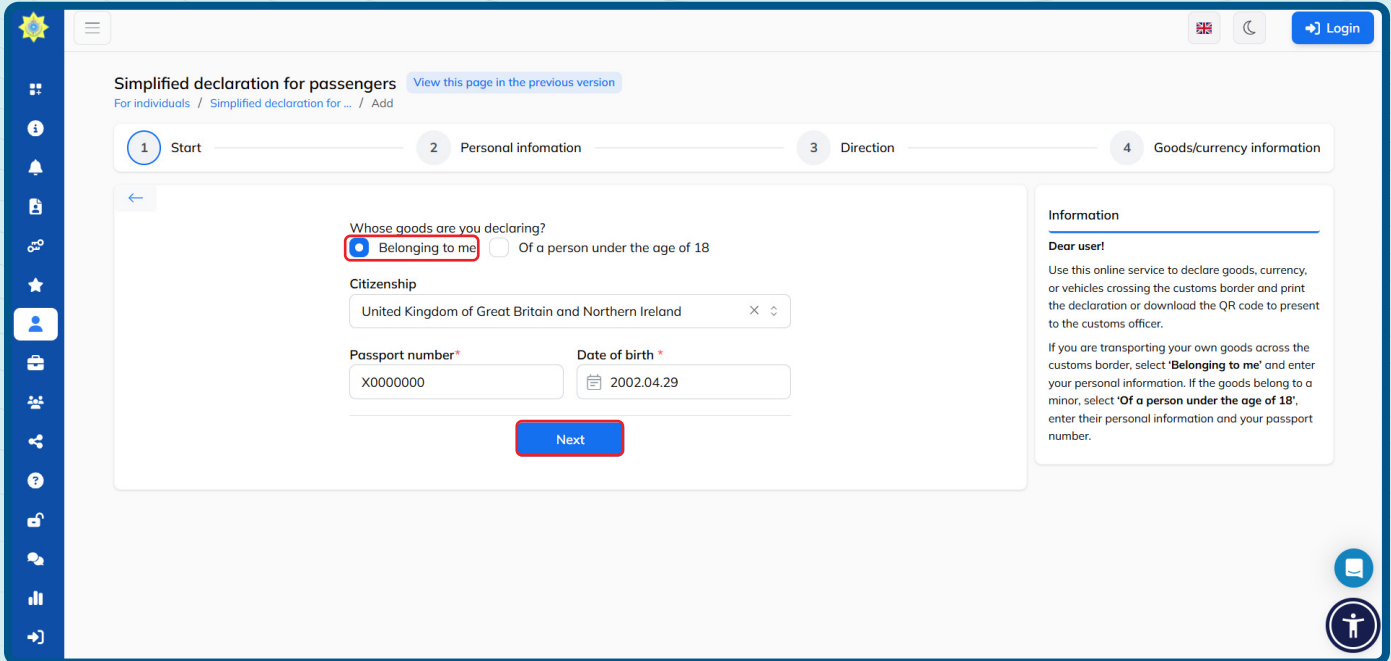
The screenshot shows the 'Simplified declaration for passengers' page. The page displays a form with the following fields:

- Passport number***: A text input field.
- Date of birth***: A date picker field with the format 'year.month.day'.
- The phone number you mentioned when writing the declaration***: A text input field with a country code dropdown set to '+994'.

A search bar is located below the form. At the bottom of the page, a red box highlights the **+ Create a new declaration** button.

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, 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

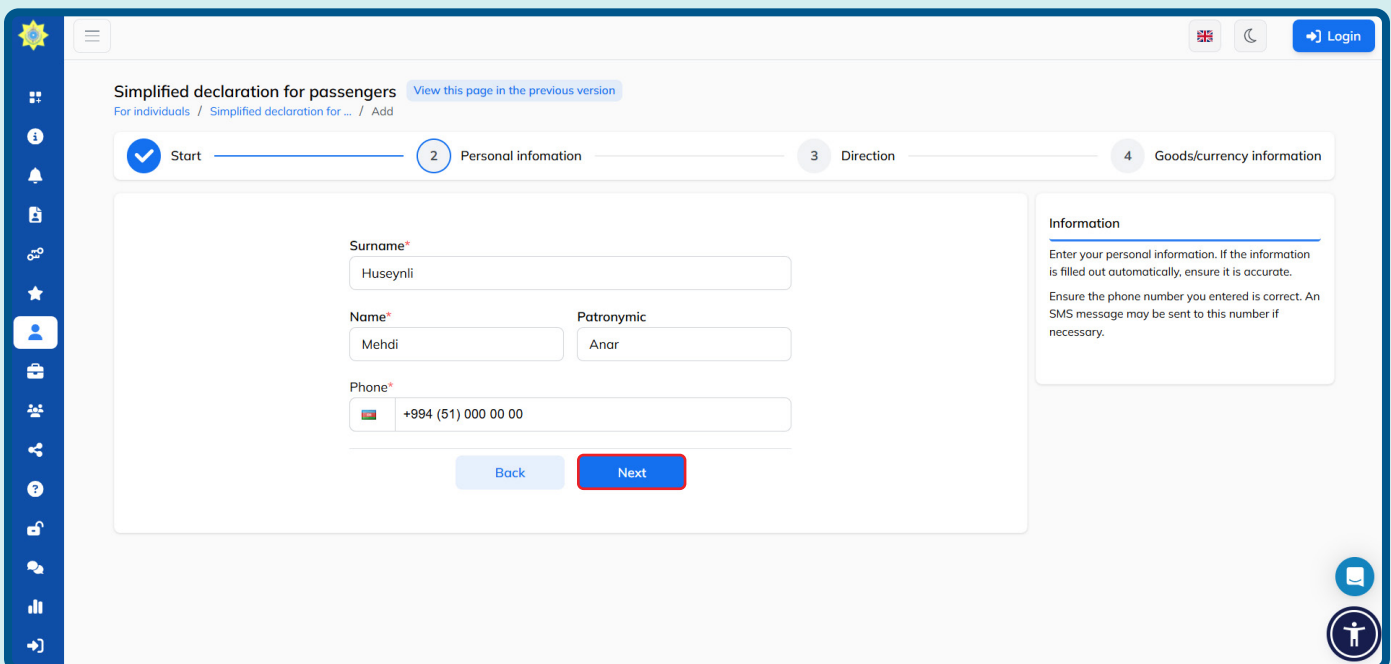
Dear user!

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, 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, highlighted with a red box.

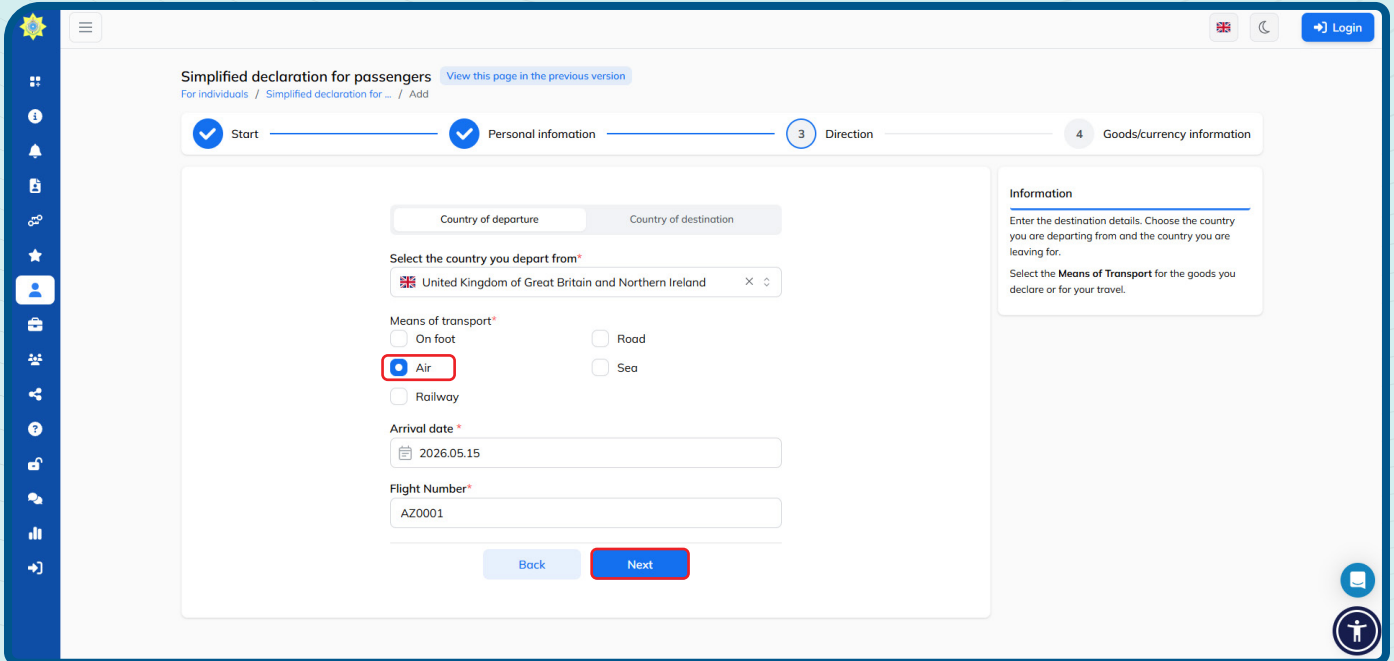
On the right side, there is an 'Information' panel with the following text:

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

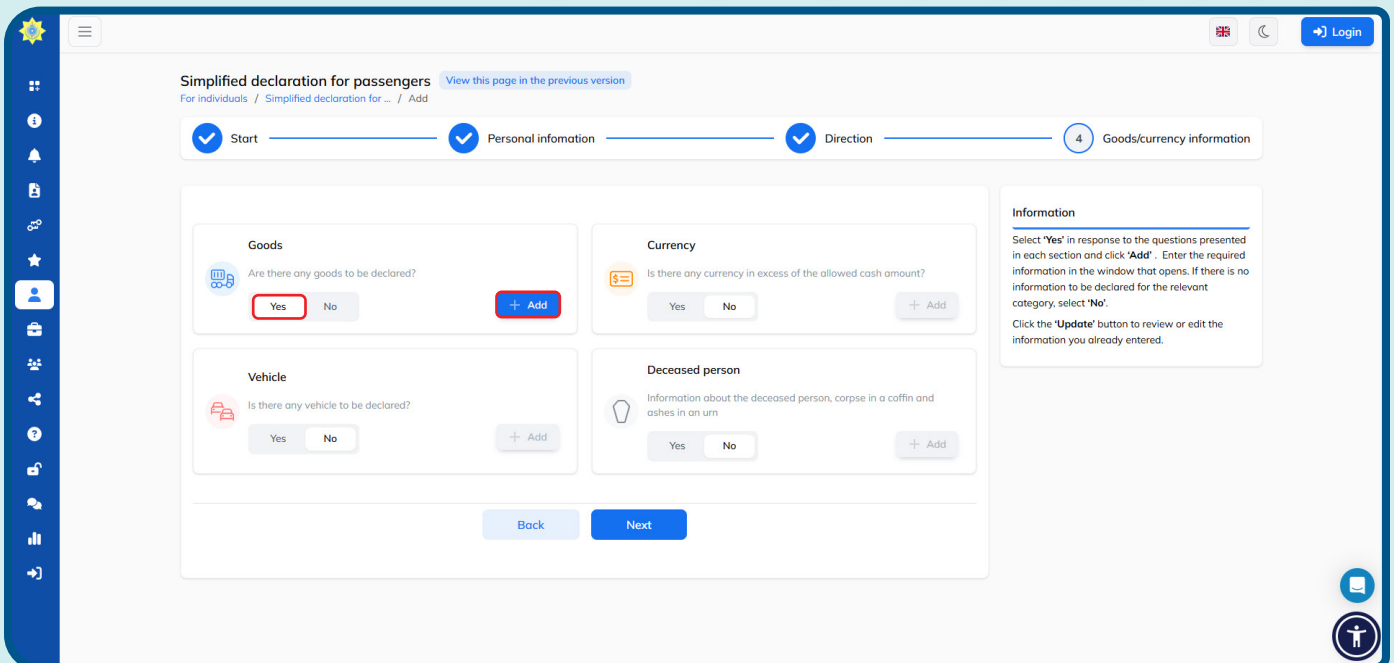
Information

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

Currency

Is there any currency in excess of the allowed cash amount?

Yes No

Vehicle

Is there any vehicle to be declared?

Yes No

Deceased person

Information about the deceased person, corpse in a coffin and ashes in an urn

Yes No

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.

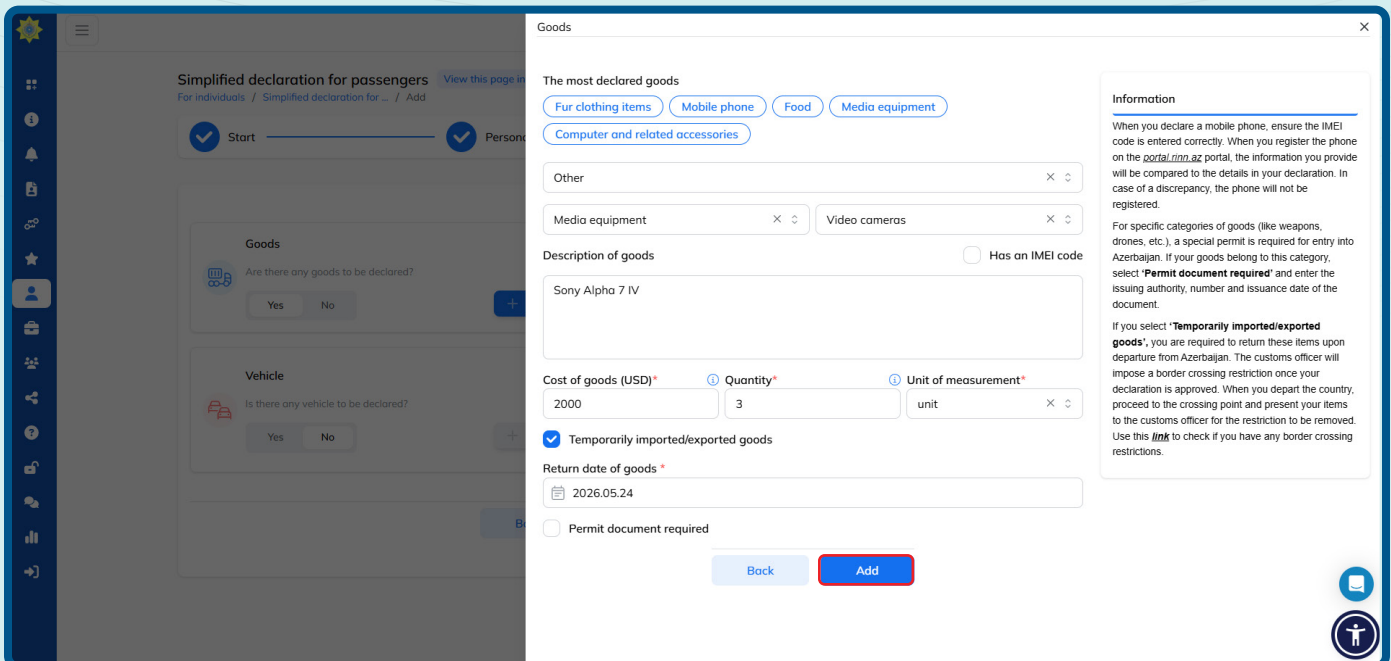
To declare media equipment, select **“Other goods”** from the **Main category** field, **“Media equipment”** in the **Main group** field and the specific equipment from the **Subgroup** field.

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.

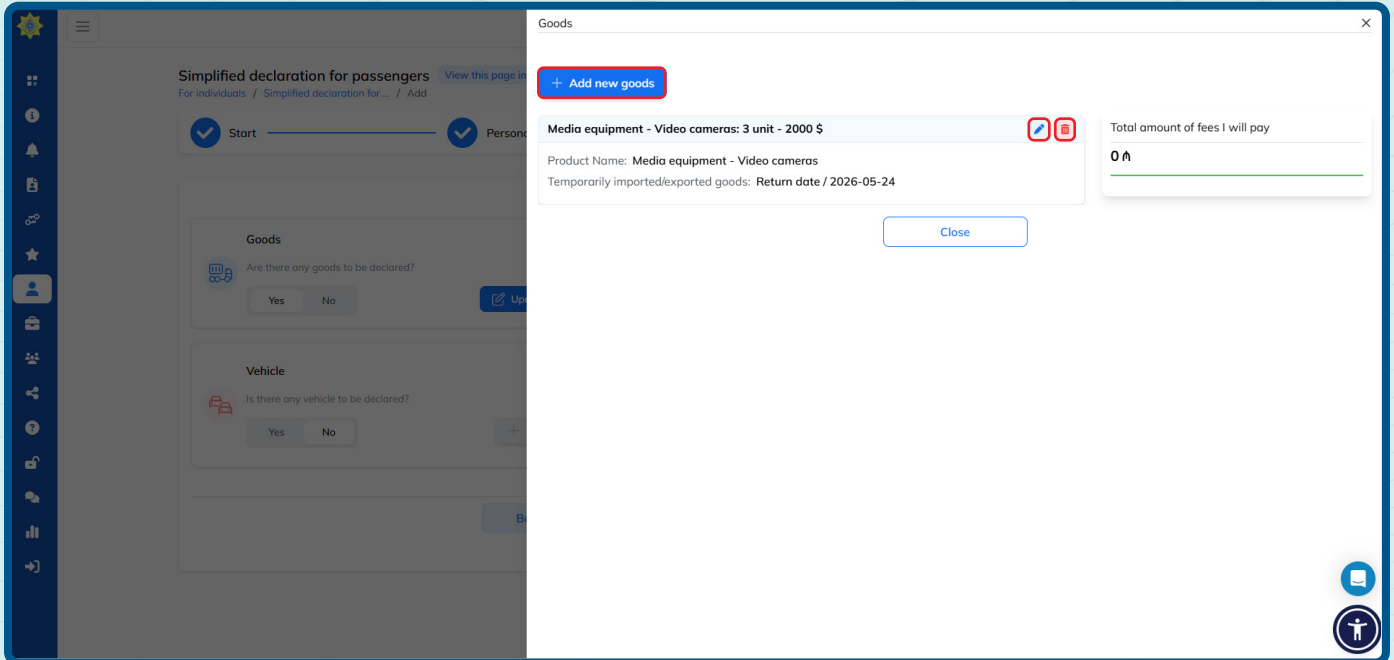
After entering all the required information, click **“Add”**.



The screenshot shows a web application interface for declaring goods. The main window is titled "Goods" and is part of a "Simplified declaration for passengers" process. The interface includes a sidebar with navigation icons and a main content area. The "Goods" section is active, showing a "The most declared goods" section with 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 phone registration. 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.

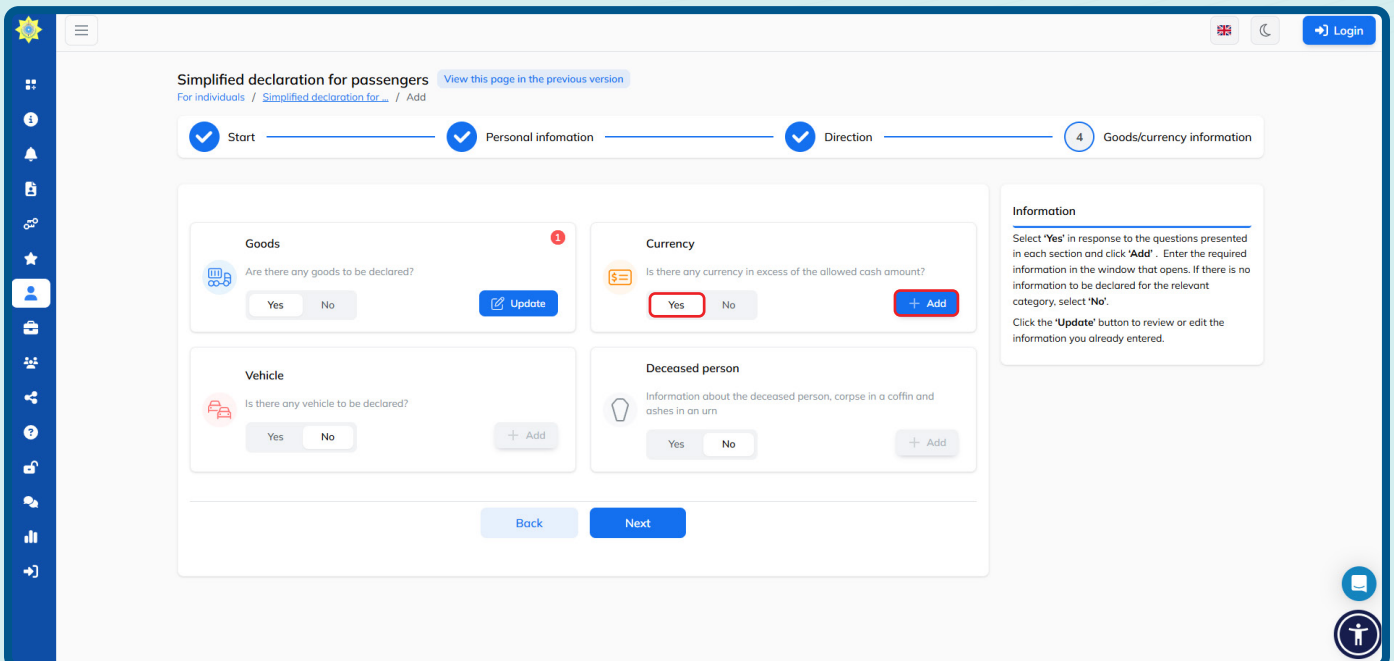
To add additional items, select **“Add new goods”**.



The screenshot shows a modal window titled "Goods" with a close button (X) in the top right corner. At the top left of the modal is a red-bordered button labeled "+ Add new goods". Below this, a list item is displayed: "Media equipment - Video cameras: 3 unit - 2000 \$". To the right of this item are two small icons: a blue pencil and a red trash can. Below the list item, the following details are shown: "Product Name: Media equipment - Video cameras" and "Temporarily imported/exported goods: Return date / 2026-05-24". At the bottom center 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 of the screenshot shows a blurred view of the main declaration form with sections for "Goods" and "Vehicle".

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.

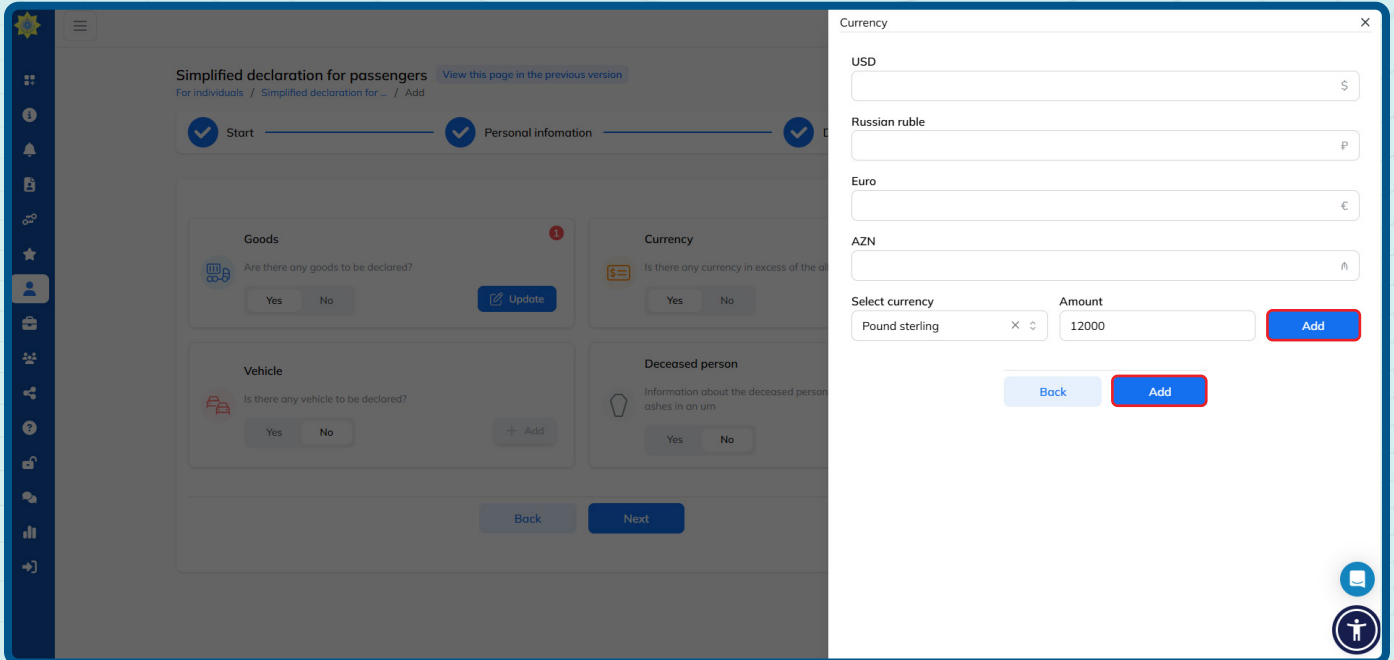


The screenshot shows the "Goods/currency information" step of the "Simplified declaration for passengers" process. The progress bar at the top indicates the current step is "4 Goods/currency information". The main content area is divided into four sections: "Goods", "Currency", "Vehicle", and "Deceased person".

- 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 "Add" button. The "Yes" button is highlighted with a red border.
- 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 of the form are "Back" and "Next" buttons. On the right side, there is an "Information" box with the following text: "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 main declaration form with the "Goods" and "Currency" sections highlighted.

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



The screenshot shows the 'Simplified declaration for passengers' form. The 'Currency' modal is open, displaying the following fields:

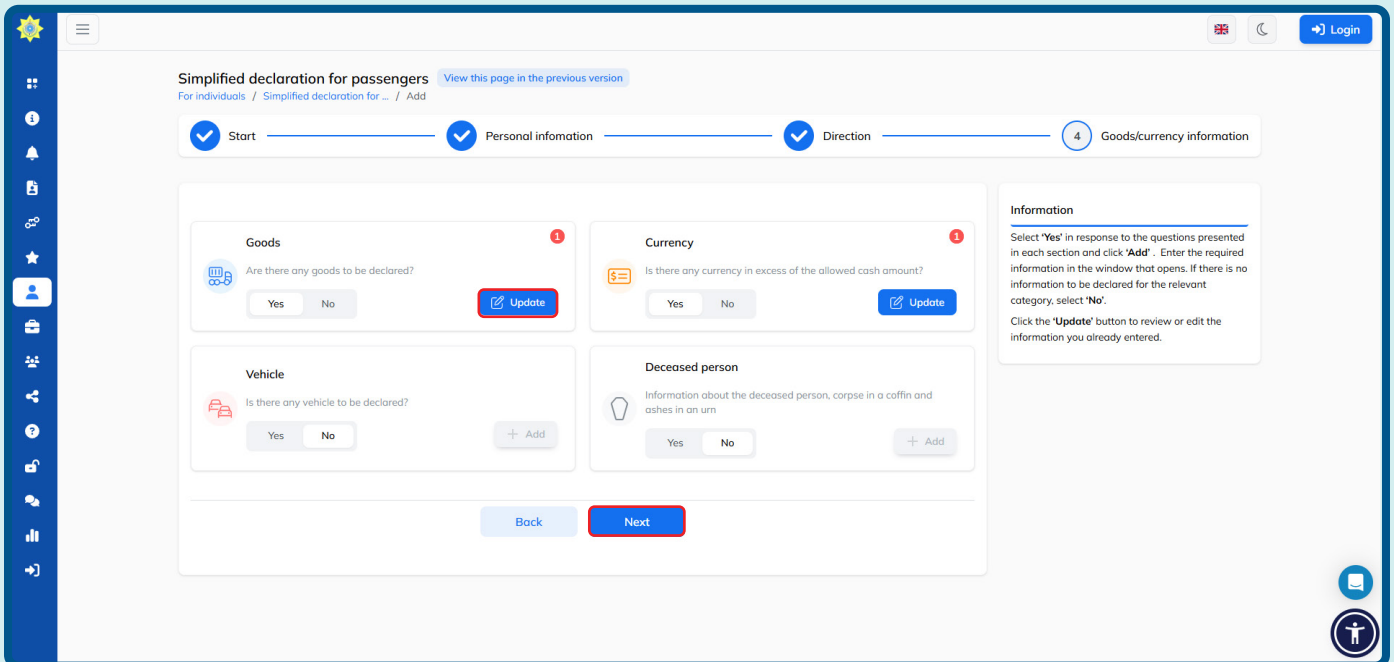
- Currency: USD (selected), Russian ruble, Euro, AZN
- Select currency: Pound sterling
- Amount: 12000
- Buttons: Back, Add

The background form shows the 'Personal information' step completed. 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 'Information about the deceased person ashes in an urn' with 'Yes' and 'No' buttons and an 'Add' button. The 'Next' button is highlighted in red.

Submission of declaration

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

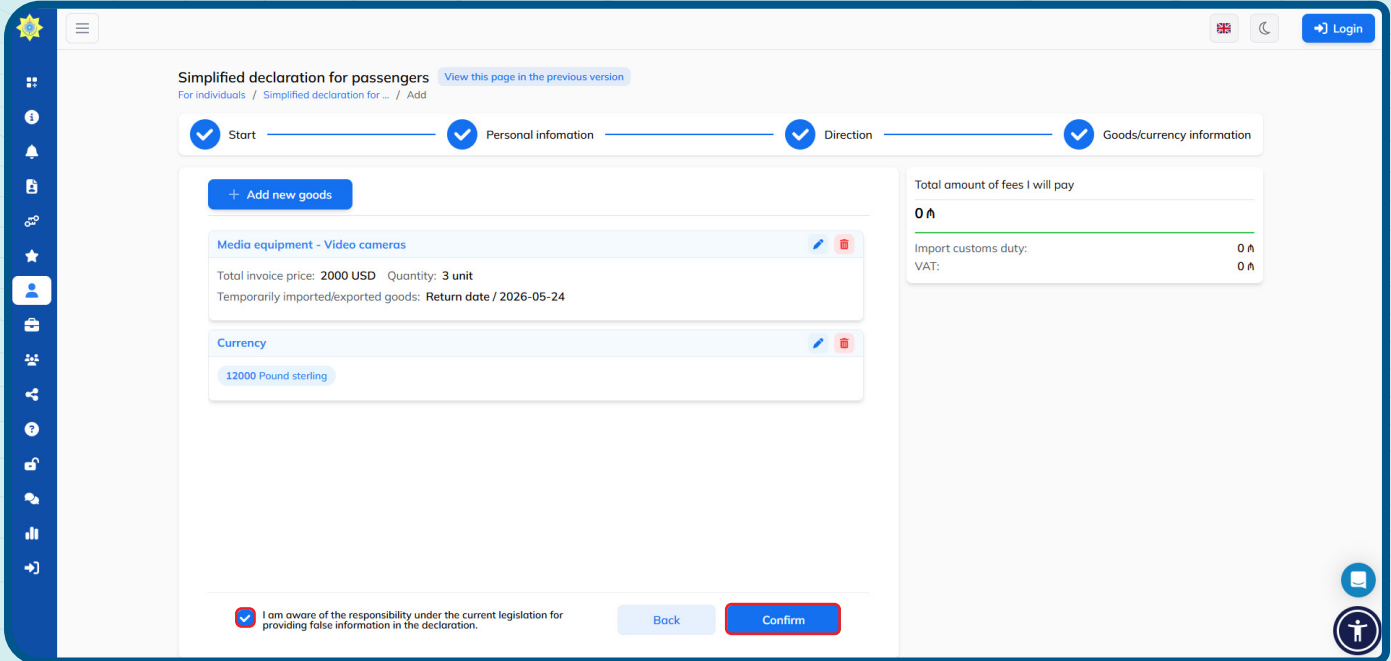
To proceed to the next page and submit the declaration, click **"Next"**.



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 '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 '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 'Information about the deceased person, corpse in a coffin and ashes in an urn' with 'Yes' and 'No' buttons and an 'Add' button. The 'Next' button is highlighted in red. 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”**.

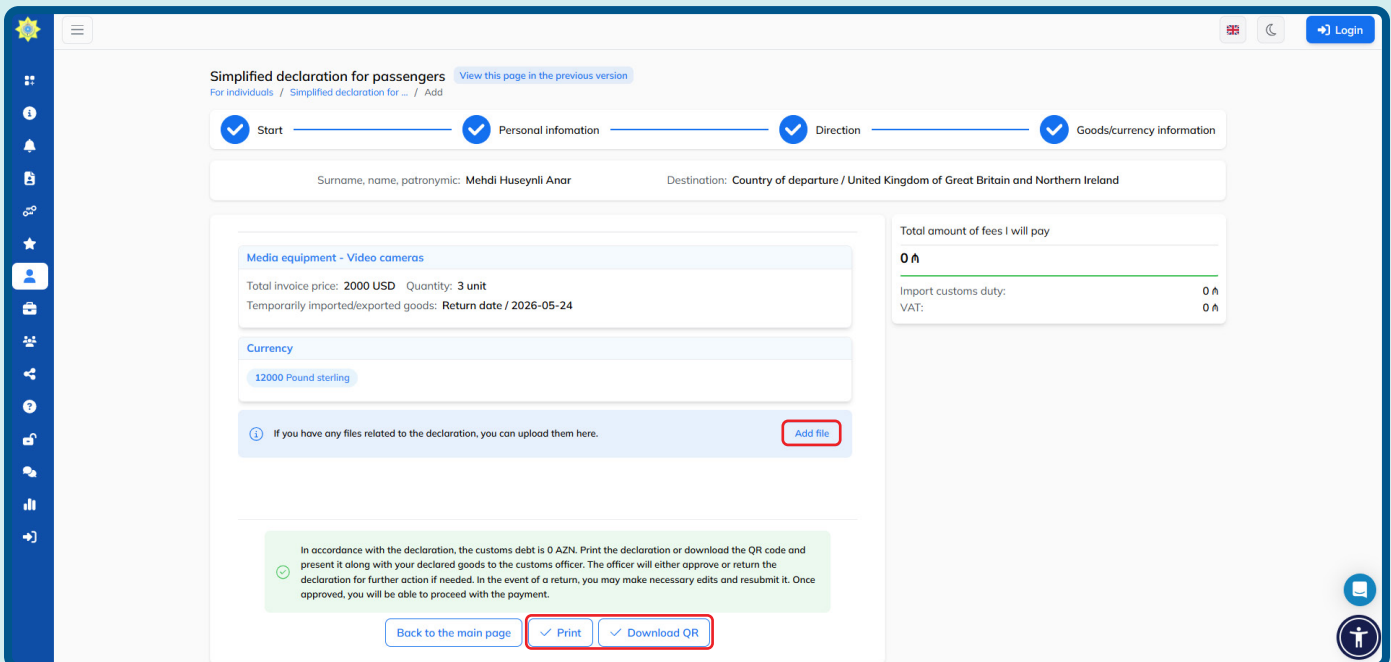


The screenshot shows the 'Simplified declaration for passengers' form, Step 4: Goods/currency information. The form is titled 'Simplified declaration for passengers' and includes a link to 'View this page in the previous version'. The progress bar shows four steps: Start, Personal information, Direction,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

- Goods:** A section titled 'Media equipment - Video cameras' with a total invoice price of 2000 USD, a quantity of 3 units, and a return date of 2026-05-24. There is an 'Add new goods' button above this section.
- Currency:** A section titled 'Currency' with a value of 12000 Pound sterling.
- Responsibility:** A checkbox labeled 'I am aware of the responsibility under the current legislation for providing false information in the declaration.' which is checked.
- Buttons:** 'Back' and 'Confirm' buttons are located at the bottom of the form.
- Summary:** A box on the right titled 'Total amount of fees I will pay' showing 0 AZN for Import customs duty and VAT.

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.

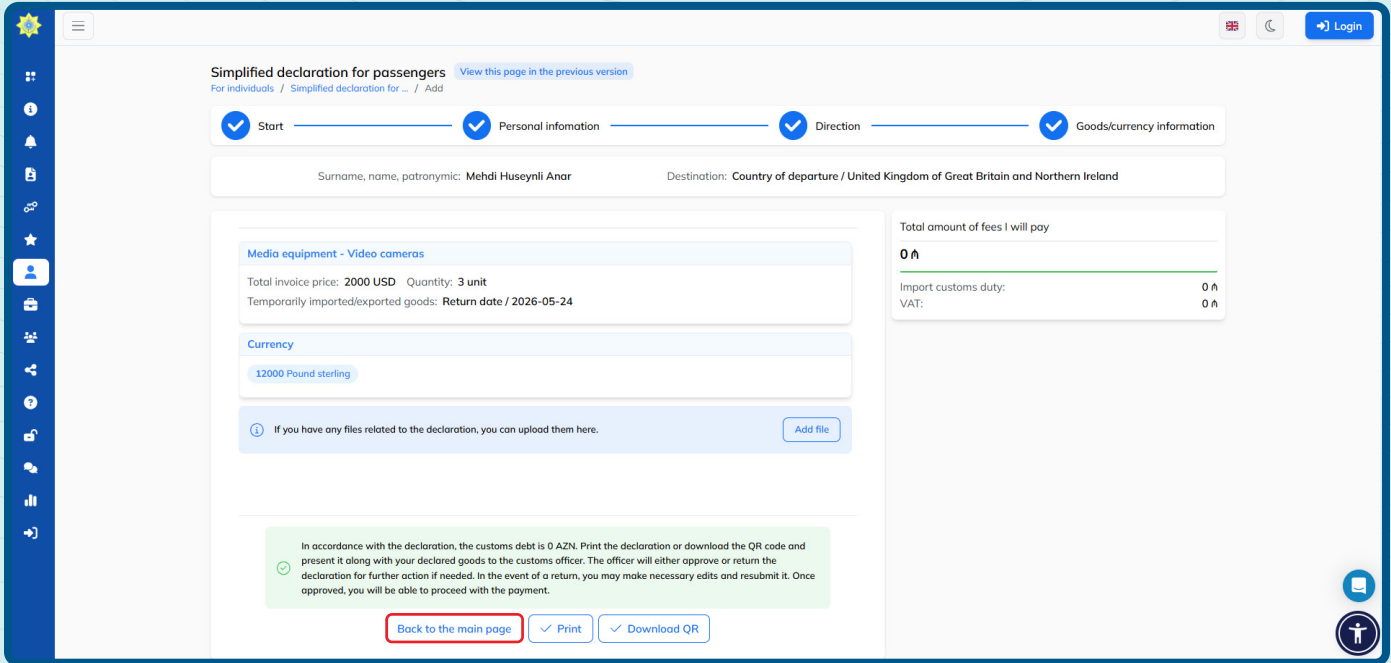


The screenshot shows the 'Simplified declaration for passengers' form, Step 4: Goods/currency information, after the photo upload. The form is titled 'Simplified declaration for passengers' and includes a link to 'View this page in the previous version'. The progress bar shows four steps: Start, Personal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

- Personal Information:** Surname, name, patronymic: Mehdi Huseynli Anar. Destination: Country of departure / United Kingdom of Great Britain and Northern Ireland.
- Goods:** A section titled 'Media equipment - Video cameras' with a total invoice price of 2000 USD, a quantity of 3 units, and a return date of 2026-05-24.
- Currency:** A section titled 'Currency' with a value of 12000 Pound sterling.
- File Upload:** A section with an information icon and text: 'If you have any files related to the declaration, you can upload them here.' with an 'Add file' button.
- Summary:** A box on the right titled 'Total amount of fees I will pay' showing 0 AZN for Import customs duty and VAT.
- Instructions:** A green box with a checkmark icon and 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.'
- Buttons:** 'Back to the main page', 'Print', and 'Download QR' buttons are located at the bottom of the form.

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

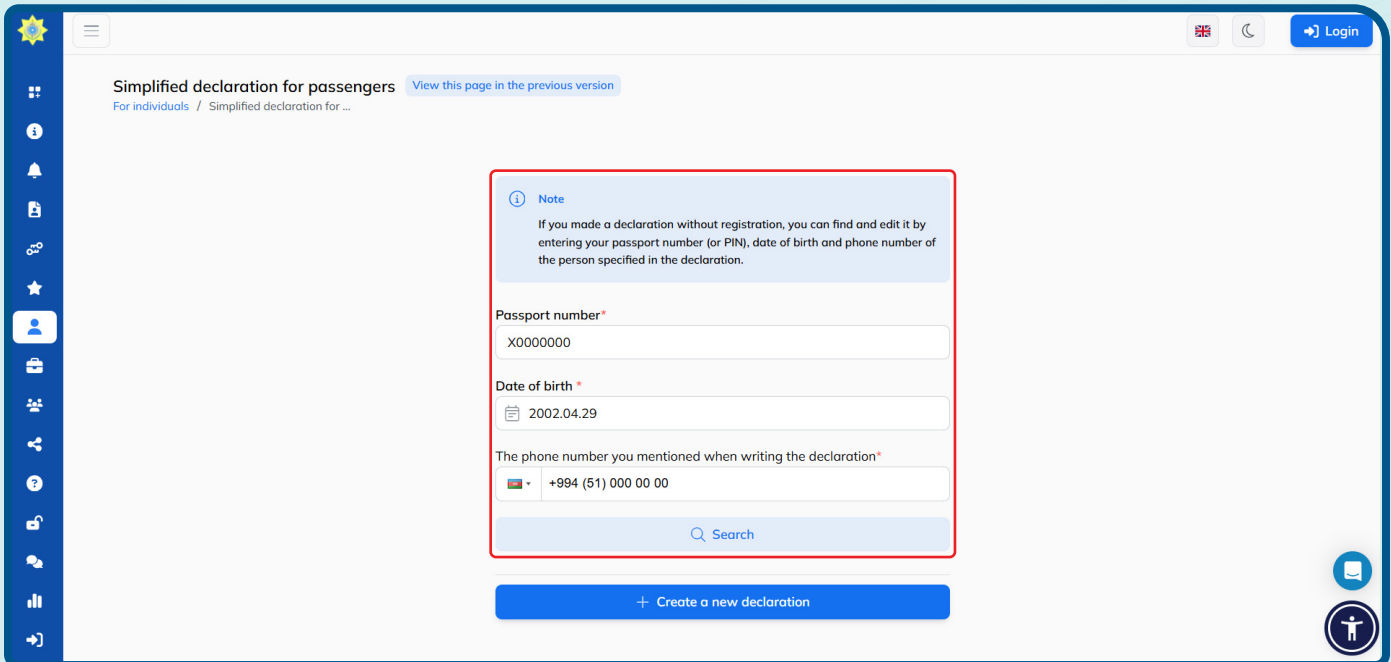
Total amount of fees I will pay
0 ₼
Import customs duty: 0 ₼
VAT: 0 ₼

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

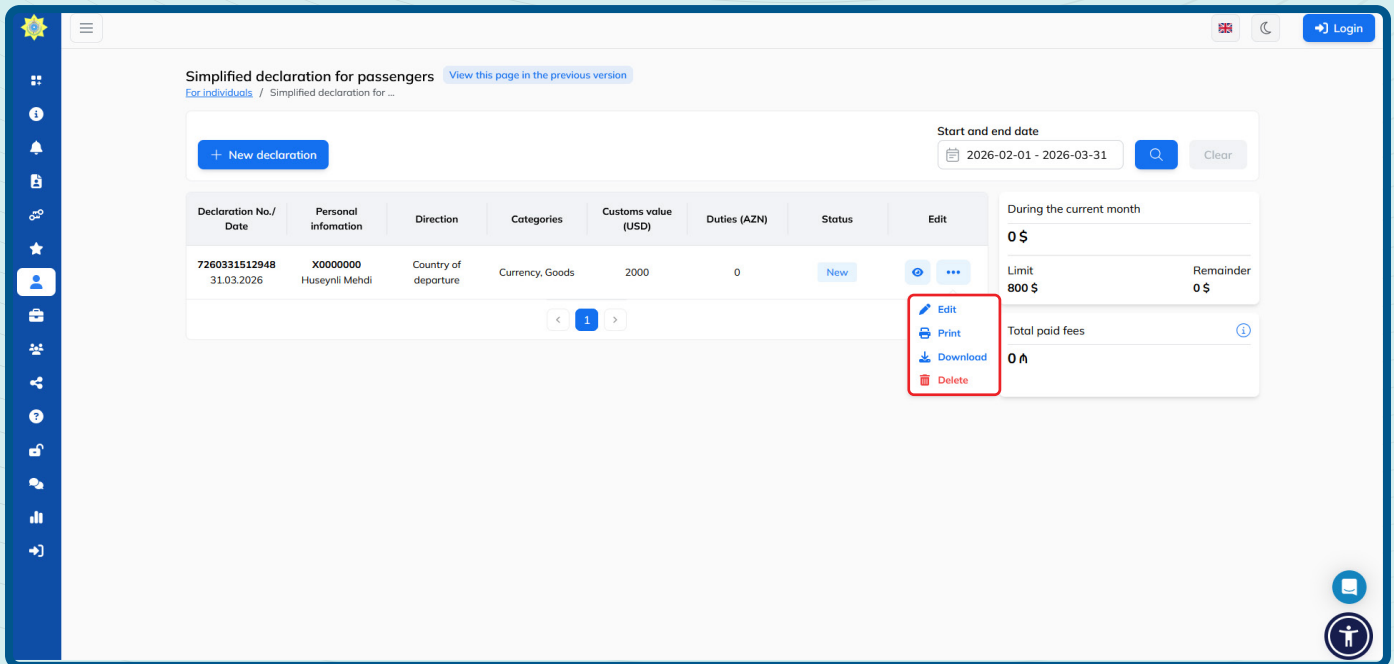
[Search](#)

[+ Create a new declaration](#)

Navigate to the icon to preview the information you provided.

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

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



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 [Search](#) [Clear](#)

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	Edit Print Download Delete

During the current month
0 \$
Limit 800 \$ Remainder 0 \$
Total paid fees 0 ₼



For questions regarding the customs procedure,
please contact mediaservices@wuf13.az.