

ITALY

1. General:

- a. The Italian Ministry of Finance has given broad guidance to local customs offices in each region. Each office has autonomy and exercises it. Thus, there are different procedures for each base, post, camp, and station in Italy. The Army has the responsibility for Vicenza in Northern Italy and at Camp Darby near Pisa. At Aviano Air Base, the Air Force provides CCO functions for AF cargo and the Army provides CCO functions for army cargo. The Naples Navy office is the coordinator for Southern Italy. Both Naples and Camp Darby offices have customs brokers as part of a transportation contract to process customs documents, resolve discrepancies, and handle unique situations.
- b. Emergency procedures exist to export and import material with a declaration of the emergency. Required customs clearance paperwork will be processed the next business day. Customs clearance material for Navy ships (in non-Naval Support Activity ports) should be delivered in a free-on-board status. This means the carrier must pay for all transit bonds and export fees. If transported, under the Navy transportation contract, customs clearance is part of the contract. Custom brokerage services can also be arranged through the Navy husbanding agent contract.

2. Surface:

- a. Currently, the Italian authorities have approved a process that is called “simplified procedures.” These simplified procedures have been implemented only in various locations and allow for customs processing of import/export cargo directly by an appointed US Government representative at the user activity after a one or two hour (depending on the location), waiting time. It is the responsibilities of the authorized simplified procedure user activity to ensure at all times that the customs declarations are truthful at origin and at destination.
- b. At origin Form 302s are logged by the cognizant local Customs Office and when utilized by the user, must be registered in the above mentioned log no later than the next working day.
- c. At destination, the appointed US Government representative is authorized to customs clear cargo and must register the destination customs process at the cognizant local Customs Office by no later than the next working day. At all times the cognizant local customs office must be advised by the user activity that import/export cargo will be processed after the one or two hour waiting time which is the time afforded to them to come and inspect paperwork and the cargo, if deemed necessary.
- d. Some commercial carriers have operations at certain civilian ports, and the local Customs Officials there will clear the shipments with the commercial carriers using these pre-signed and pre-stamped Forms 302.
- e. Under simplified procedures, central delivery points are designated to receive material. The receiving point notifies the military customs office that a shipment has arrived and certifies that all material is government official. The military customs office logs all receipts in a customs ledger and notifies the Italian Ministry of Finance customs office that it has two hours (may be longer in other areas) to decide if material will be inspected.
 - (1) If no inspection is to be performed, the receiving point can distribute the material. Form 302 is prepared for each T-1 and all Forms 302 and T-1s are taken to customs the next workday for closure.

- (2) If an inspection is requested, the Italian customs office will be brought to view the shipment, seal it (or inspect the seal that is already on it), and stamp and sign the customs form. This is done at every Customs Office checkpoint, at the origin (if originating in the EU) at the POD, and at the destination. The POD authorities may inspect and re-seal the shipment, or may just verify that the seals are still intact. They will seal the shipment if it has not been previously sealed (as in the case of shipments coming from non-EU countries, such as from the US).
3. Air:
 - a. Aviano:
 - (1) For all air shipments, military and contractor, that arrive on military or contracted aircraft that fly in directly to Aviano Air Base, no customs clearing is necessary and no forms are used.
 - (2) For all air shipments (military or contractor) that come into a civilian airport, customs clearance is necessary. Depending on the situation, either a Form 302 or T-1 is used.
 - b. A Form 302 is used if it is a carrier and airport where simplified procedures are authorized to be used. The Form 302 is also used if simplified procedures are not authorized and the carrier does not want to issue a T-1 for one reason or another. In these cases, the destination US Military customs officials must issue Form 302 and hand-carry it to the airport customs officials, as well as go through the more time consuming and labor intensive “normal” customs processes.
 - c. A T-1 is used for those shipments coming into a civilian airport where the simplified procedures are not authorized or have yet to be implemented with that carrier at that location. The shipment is later certified by the destination US Military Customs office by issuing a Form 302.
 - d. Navy:
 - (1) Commercial flights that fly directly into Naples utilize the Form 302 for onward movement.
 - (2) For commercial flights that bring military mail into Italy, the Italian Ministry of Finance has authorized the use of the International Form AV-7 in lieu of Form 302.
 - (3) Most carriers do not fly directly into Naples. The Navy has instructed carriers to issue a T-1 for transit by truck. Form 302 clears the T-1 under the simplified procedures and the military customs office returns the stub from the T-1 so that the carrier can get their bond back from the originating customs house quickly.
4. Sea:
 - a. Simplified procedures are an option by sea in Naples.
 - b. Commercial Sea Receipts: The military customs office prepares the Form 302 based on the ship manifest in advance of ship arrival and delivers the Form 302 to the Sea POD so that all cargo can be cleared upon cargo discharge. Personal property, such as HHG, is imported with a declaration certificate while automobiles are imported with a Form 302.
5. Personal Property. See the PPCIG at <https://tops.ppcigweb.sddc.army.mil/ppcig/menu/home/warning.do>. Select Query CG tab, select Country Instructions tab, at the Country drop down box under Custom Selection, select Italy, submit. Click on the detail icon on the upper right hand side to review shipping requirements.