



Hi! I'm Ginnie Blaine and this is my brother, Greg. Together, we own Continental.

Our staff of seasoned moving professionals has compiled a helpful handbook regarding overseas moving. These

folks are great and the information they provide was developed from years of experience in international moving. We hope you find it informative as you prepare for this important transition.

Once you have read the handbook, should you have any questions, [email](#) or call us at (800) 426-0286. We are happy to help.

Ready to get started?

To request a free no-obligation estimate, [CLICK HERE](#).

All the best,

*Ginnie Blaine and Greg Blaine*



## Planning for an Overseas Move



Presented by  
Agent for

Member

Certified

Active Participant



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## An Overseas Move

Moving overseas can be both intimidating and exciting. Nevertheless, if you haven't lived abroad before, there are understandable anxieties, especially about the safe handling of your household goods. We've heard the horror stories too.

OK, let's get real. The fact is that there aren't many moving companies that specialize in international moving. They say that they do, but in reality, they don't.

Continental learned long ago that talk is cheap. If you don't know about international moving, then don't say you do.



Continental has three FIDI Institute Graduates on staff. No other mover in the Pacific Northwest or Alaska can make that claim. Their specialized expertise distinguishes Continental as THE leading international mover in their markets.

If you want to know the latest customs information for Belize, we can give it to you. If you want to work with someone who knows about a pending dock strike in France, you have come to the right place. We know our overseas partners on a first name basis.

Bottom line, the key to an uncomplicated international relocation is "pre-planning" with an international expert from Continental and taking the guesswork out of moving by reducing it to a series of manageable events- ones that won't choke you going down.

Continental and its partner UniGroup Worldwide UTS have prepared this guide as your road map to the planning process. It lists the steps to be taken, the special documents you will need and where to obtain them, and suggestions for getting settled abroad. And once you read this, we are here to walk you through every step.

You will find your Continental Move Consultant to be very helpful as you plan your move. They are specialists whose experience in overseas moving assures safe, dependable transportation of your valued possessions.



Speaking of someone who understands international moving, Kelli Hembree, one of Continental's Certified Moving Consultants, is fully knowledgeable in all aspects of international relocation.

So, ready to get down to the basics of international moving? Let's demystify the international moving process.

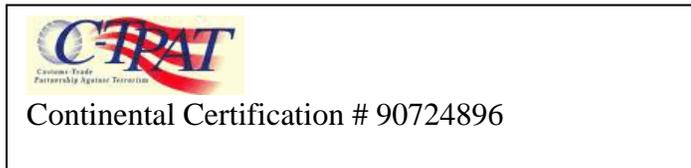
## Choosing a Mover

To find a qualified international mover, follow these simple steps:

1. Make sure that they are affiliated with FIDI ([www.fidi.com](http://www.fidi.com)). FIDI movers must meet extensive quality standards and own actual brick and mortar facilities. Every other year, these firms must pass a comprehensive audit performed by Ernst and Young. Every FIDI affiliate must demonstrate competence in all aspects of international moving and quality processes. Once they have passed the audit, they become FAIM certified.



2. Is the company a certified member of CTPAT?  
(Customs-Trade Partnership against Terrorism).



3. Ask about the company's credentials. Are they licensed by the FMC?
4. Get an in-home written estimate. Never. Let me say that again, never, hire a mover over the internet. Very bad things can happen. Very bad.
5. Check references. Google the company. Google FIDI. Be wary of on-line blog or website postings extolling the virtues of any particular company as you don't know the credibility of the source.
6. Check with co-workers, friends, relatives, and neighbors to see if they have had any recommendations.
7. By all means, contact Continental. ☺

## A Bit About Continental

Continental, established in 1952, has a worldwide reputation for excellence and expertise in international relocation. Continental affiliated with FIDI in 1981 and is recognized around the world as an international moving company of the highest repute. That and \$4 will buy you a cup of soup, but we are known across the globe as someone who “gets it”. That is quite a compliment in our industry.

Everyone in the industry knows Ginnie Blaine, our co-owner responsible for our international division. When you go to a world-wide convention, watch out and don't get trampled because everyone loves her.



Continental established a separate international division, Continental International, in 1981 when it also affiliated with FIDI. The first hire was Nancy Mitchell, the first US graduate of the FIDI Institute, based in Brussels, Belgium.



Still with Continental today, Nancy is Continental's International Traffic Manager.

Today, Continental has an extensive staff of international specialists, including an on-site US customs broker, international move specialists, certified moving consultants, a full time quality assurance manager and three graduates of the FIDI Institute.

## **OK, first. What's the difference between Continental and UniGroup Worldwide/UTS?**

(Be patient, my friend. It can be a bit confusing. Please read on.)



**Continental =Agent-** An agent represents the forwarder and generally acts as the origin agent, packing the shipment for overseas movement and loading into an overseas container. The agent is also are your point of contact, managing the shipment from start to finish.

**UniGroup Worldwide/UTS (UGWW)=Forwarder**- The forwarder oversees an international network of agents. The forwarder determines the best routing for your shipment and works closely with the origin agent to ensure excellent, timely service.

Forwarders move huge volumes and get better rates from overseas shipping lines and other service providers. If you don't move huge volumes, you are invisible in the international world of moving. Lucky that UGWW is the largest international household goods forwarder in the world. Yep, the world. That means more clout and lower rates. That's good.



The UGWW International agency network must meet extensive quality and financial standards, consistent processes, and work flow.

## How are the costs determined?

### Shipping Costs



To determine costs, Continental will survey your entire home. Be sure to show the consultant everything to be moved, including any items in the garage, basement or attic. The estimate you receive will detail the charges for packing and transporting your household goods from door-to-door.

Overall costs are determined by the following:

- Origin and Destination service rates (packing, labor, drayage, delivery, unpacking)
- Volume and weight of shipment
- Overseas Transportation (steamship costs, port handling fees)
- Insurance
- Additional Services (crating, appliance servicing, other)

No matter how your shipment is transported, you (or your employer, if you are being transferred) will receive only one invoice. UniGroup Worldwide UTS can arrange your relocation from point of origin to point of destination with one order for service.

### **Other Expenses Involved**

Other relocation-related expenses to plan for might include:

- Travel accommodations
- Travel insurance
- Customs duties and/or taxes on your household goods
- Possible storage of your belongings at origin and/or destination
- Document fees for passport, visa and permits
- Inoculations and a physical examination
- Pre-move trip to find housing
- Temporary housing until a permanent residence is found or until your furnishings arrive
- Cross-cultural training in advance of your move
- Tuition costs if your children will be in a private school abroad or in a boarding school at home
- Shipping your car, plus customs duties
- Automobile conversion to meet government standards

### **Payment for services**

Unless prior arrangements have been made, payment for your shipment must be received before the goods are moved to the port of exit. As soon as your shipment is prepared, you will be notified of the actual charges. Payment can be made by credit card, cashier's check, money order, cash or traveler's checks. Personal checks are accepted only if tendered well in advance of service date. Corporate transferees must provide a purchase order or letter of authorization from their employer. In some cases, payment may be required to be in local currency. Any additional charges not included in your transportation cost - such as extra deliveries, storage, customs duties or taxes - must be paid to the destination agent or customs officials prior to delivery.

## **So, how is my shipment transported?**

By land, sea or air, over four oceans and seven continents, Continental and UniGroup Worldwide UTS can move you anywhere. Continental, as your direct contact, will guide you through every detail of your international relocation.

### **Types of Transportation**

Your shipment will be forwarded via one or more modes of transportation:

- Motor freight carrier
- Railroad
- Steamship line
- Airline



After your shipment has been packed and loaded, it will be transported by truck or rail to the port of exit. Depending on the type of transportation selected, the container(s) will be loaded into a vessel or into an aircraft.

## How long does it take to move?

### Transit Time for Goods

*Important Update (Summer 2008): Due to recent economic conditions, demand for outbound overseas containers is at an all time high. Delays of up to 4 weeks to obtain an empty container are common. Please make arrangements with Continental well in advance of the date you wish to move.*

The type of transportation used, the distance to be covered and the time required to clear customs will affect the transit time of your shipment.

UniGroup Worldwide UTS utilizes a computerized monitoring system to track shipments. As information is received during transit, the shipment's progress is updated.

You can receive periodic updates about your shipment by calling Continental. When you arrive at your new location, contact your destination agent and stay in touch with Continental. We also offer the opportunity for some shipments to be tracked on the World Wide Web. Ask your agent if your shipment qualifies.

## What are the documents that I need to sign and understand?

### Order for service and limitation of liability

At the time your goods are loaded and again at delivery, you will sign an agreement known as an order for service. It will contain all charges for services performed, in addition to terms and conditions under which your goods are moved.

An order number in the top right hand corner of your order for service will identify your move. You will need that number when seeking information about your move.

On the order for service, you must choose the level of carrier liability for your goods in terms of dollars and cents per pound, per item/package. This choice will provide some compensation in the event items are lost or damaged, but does not eliminate the need for separate insurance. Even the highest level of carrier liability is not adequate protection by itself.

Also, for your protection, take pictures of your furniture and valuables as proof of ownership in the event of loss or damage. In addition, photograph anything that might need to be disassembled for transit so the destination crew will know how to reassemble the items.

## Insurance Documents

Keep copies of your insurance documents with you and keep a separate copy in a safe place.

## Inventories

Prior to the loading of items into the truck or container, the movers will provide copies of the inventories of items that will be loaded. These documents will be required for customs clearance at destination. Again, keep these with you, keep a separate copy in a safe place.

## The Packing and Loading Process

### Packing and Loading

When the packing team arrives at your home, your personal belongings will be placed in appropriate cartons or containers. To protect your goods from damage, items will be individually wrapped in paper pads as needed (see photo). Made of shock-absorbing fiber, the paper pads are used exclusively for international locations.



Once your shipment has been prepared for loading, it will be placed inside one or more shipping containers.



The type of containers selected will depend on the mode of transportation, the size of your shipment and your destination. Your shipment can be loaded into one or more of the following:

- Lift-vans (pictured below)
- Steamship containers (pictured left)
- Air containers



A lift-van is a wooden or plywood container with skids that is normally loaded by a forklift. Lined with water-resistant paper and caulked to prevent leakage, lift-vans once loaded are then placed into a overseas container.

To transport small shipments by air, the most common containers used are tri-wall boxes (pictured). Constructed of triple-layer corrugated cardboard, tri-walls range in size from five to 100 cubic feet. When sending a large shipment by air, goods normally are crated in wood. In all cases, cartons and crates must comply with dimensional specifications to meet aircraft cargo requirements.



### **Preparation of Appliances**

Before you decide to ship your appliances overseas, determine if they will work with the prevailing power voltage in the new country. As nice as your new range is, if you are moving to a country with 220 volts, it will end up as a doorstop. Although many appliances, especially counter top items, can operate with a converter, it is best to start over.

Should you decide to move your appliances, before the packers arrive at our home, make certain all of the appliances you plan to take have been cleaned and serviced.

## **Pre-Planning your Move**

Careful pre-planning is vital when moving overseas. It can make the difference between a smooth transition and one laden with problems. It is important to know what to expect in advance and plan accordingly.

### **Choosing a moving date**

Keep in mind the following when deciding which date to start your move:

- In light of previous information regarding demand for shipping containers, give Continental at least one month notice.
- Try to plan your move for regular working days to avoid overtime charges incurred on Saturdays, Sundays and holidays.
- Try to avoid moving on the first or last few days of a month, because these tend to be the busiest moving times.
- Check your destination country's holiday schedule to ensure your move date won't result in unnecessary delays.

## **Resources Available**

Continental's expert staff can answer most of your international moving questions. In addition, UniGroup Worldwide UTS's Relocation Services Department can provide a variety of services to assist you with your move. UniGroup Worldwide UTS offers services that include everything from information about your destination and customs regulations, to cross-cultural training, housing assistance and settling-in services. Some of the services are fee-based. Call Relocation Services at 800-282-0636 for additional information.

Other resources for information include a consulate, embassy, customs office or chamber of commerce for your destination country/city. To obtain telephone numbers for these agencies, call directory assistance or ask a reference librarian.

Nearly all countries have a customs department responsible for collecting fees or duties on some imported and less commonly exported goods. You might have to go through customs twice - when exiting the origin country and again when entering the destination country. Since requirements can differ between countries, check in advance with customs offices for both countries regarding information on dutiable items.

As your shipment goes through customs, it is important that you be on hand to answer questions, to provide additional documentation if necessary and to pay any duties that are levied against your goods. Upon paying, keep the official receipt. Some duties may be refundable when you leave the country.

For those of you who live in the United States, the U.S. Customs Service offers publications on international moving. Call (202) 354-1000 for tape-recorded messages and to request publications or write: U.S. Customs Service, 1300 Pennsylvania Avenue, Washington D.C. 20229. Check the Customs Service's Internet site: - [www.customs.ustreas.gov](http://www.customs.ustreas.gov) - for online publications.

## **Understanding and Working with Customs**

### **Customs Regulations**

Continental will provide you with the latest customs information for your international location. However, you should check with a consulate, embassy or customs office to get clarification for your specific questions. If something is questionable, obtain prior written assurance from the consulate/embassy that the item can be admitted as part of your shipment.



The items listed in the following section often are regulated by foreign customs offices.

- **Household Goods**

Most countries permit duty-free entry of used household goods, but few allow free entry of items that are less than a year old. Before buying items to take abroad, determine if it is worth paying duty. You might want to purchase the items after the move if they are available at destination. Although you can order items by mail while living abroad, you still are required to pay duty.

It is advisable not to have the following items packed in your household goods shipment: alcohol, tobacco, cameras and unexposed film. Many countries limit the amount of these items you can bring. Check with a consulate, embassy or customs office for your destination country prior to your departure to determine the quantities permitted. When feasible, carry these goods with you.

In addition, international laws prohibit the transportation of flammable items, such as matches, candles, paint, and cleaning and lighting fluids. Check with a consulate or embassy of your destination country on other items that are restricted, prohibited, or in need of licenses or permits.

Keep in mind that homes overseas might be considerably smaller than your current one. Therefore, it is not advisable to take all of your furniture and large appliances. Take only what you need and what will fit inside your new home.

- **Personal Accessories**

Personal items such as clothing, furs and jewelry usually are duty-free as long as they are for the owner's use and not for resale. Check restrictions of your destination country before shipping your possessions. We suggest that jewelry and furs be shipped via airfreight or carried with you in your personal luggage to prevent theft.

- **Medication**

If you carry any prescription medications with you, follow these suggestions to avoid problems:

- Carry your medicine in small quantities.
- Keep medications in their appropriate prescription containers. If possible, these containers should list your doctor's name, pharmacy and medication name on the label.
- Obtain a letter from your doctor stating your condition, confirming the medication and telephone number for verification.

- **Pets**

Before you decide to move your pet to another country, two factors should be considered. First, will your pet be allowed in the destination country? If so, a health and/or rabies certificate might be required from your veterinarian. Be sure to ask a consulate or embassy of your destination country how long any certificate is considered valid and if your pet also will need an entry permit.

Cost is the second consideration. In most cases, you will be required to pay duty on your pet and pay for your pet to be quarantined. Depending on your destination country, your pet could be quarantined from a few weeks to a full year.

If you do take your pet, be sure to do the following:

- Get the pet's medical records from your vet
- Provide your pet with a travel identification tag - in addition to his/her permanent identification collar - so your pet can be returned to you if found. Include your pet's name; your name, destination address and telephone number; and an alternative contact person's name and telephone number.
- Schedule your trip to ensure your pet doesn't arrive at destination on a weekend or holiday when customs facilities are closed. Otherwise, your pet might be without food, water and other care for a long period.
- To help speed up the clearance process for your pet, write to the port entry veterinarian advising him of your pet's arrival date, flight number and other required information.

- **Houseplants**

Bulbs, seeds and houseplants cannot be packed as part of your household goods shipment. Many countries prohibit the entry of plants and bulbs. If seeds are allowed, find out if a special permit is necessary, and carry the seeds with you.

- **Motor Vehicles**

Before shipping your car overseas check for any fees and import regulations versus the cost of a comparable car at destination. Certain makes of automobiles might be prohibited. Models that are allowed might require an entry permit and modifications to meet emission or safety standards. If you decide to take your car, check the availability of parts, unleaded or premium gasoline, and right-hand versus left-hand driving.

When shipping a car, nothing can be left in the interior or in the trunk, except normal accessories - such as a jack and a spare tire. Customs also may permit transporting the vehicle's hubcaps, extra air filters and/or engine parts in the trunk. Be sure to check with customs officials in advance.

- **Firearms**  
Handguns and other weapons are prohibited in many countries. Firearms that are allowed will require permits. Do not include any weapon in your household goods shipment without written assurance from a consulate or embassy of your destination country that it will be admitted. Remember that all ammunition is prohibited in shipments due to the risk of explosion.
  
- **Money and currency**  
Restrictions can be placed on the amount of currency you can take in or out of a country. This includes cash (native and foreign), money orders, traveler's checks and any other negotiable securities. Depending on the amount of money you can take across borders, you might need to complete a special customs report.
  
- **Antiques**  
Your precious collectibles might be duty-free if they are at least 100 years old. To verify this, you will need proof of antiquity from an appraiser. It is wise to have antiques and collections appraised, and to forward a copy of each appraisal to your UniGroup Worldwide UTS agent.
  
- **Food and perishables**  
Many families like to take a supply of their favorite foods with them overseas. However, your destination country might restrict or prohibit the entry of certain foods. Typically, processed foods such as canned goods are acceptable, whereas items such as flour, cornmeal and beans are not. Check with a consulate, embassy or customs office for your destination country before packing food to take along with you. Never include liquids.

## Items That You Should Take

Regardless of how your household goods are transported, there are many items you might want to take with you - such as clothing, bedding, medications, valuables, work materials or anything else you will need immediately. If your shipment is moving by sea, you might want to send the items you will need right away by air. Other items you might want to take include the following:

- **Electric Adapter and converters**

Some countries in the Western Hemisphere have an electric power of 110 volt, 60-hertz (cycles per second) alternating current (AC). However, the majority of countries run on 220-440 volt, 50 hertz AC. Depending on your destination, you might need converters, transformers, voltage regulators or adapter plugs.

Converters are used to change the electrical frequency (50 or 60 hertz) an item receives. Appliances and equipment that rely on internal timing mechanisms - such as clocks, mixers and stereos - should be converted if necessary. Depending on the appliance, it might be less expensive to purchase a new one at destination. Remember that converters work only with the same type of current- an appliance manufactured to run on AC will not work on direct current (DC).

If your destination country uses a different voltage, you will want to take several transformers with you. Electrical equipment designed for 110 volt needs a step-down transformer to operate on 220 volt.

Where the frequency of current is unstable, you can prolong the life span of your appliances by plugging them then into voltage regulators.

In addition to transformers and regulators, you also might need adapter plugs. Appliances with flat-blade plugs are common in the United States, whereas European countries often use plugs with two or three round prongs.

As well as differences in electricity, television broadcasting varies from country to country. Receivers manufactured for the U.S. market most likely will be incompatible with foreign signals. Check with a consulate or embassy of your destination country to see if this pertains to that country. If so, you might prefer to rent or purchase a television while abroad.

- **Medical Information**

Prescriptions for eyewear, immunization and medical/dental records (both from physicians and hospitals) should be taken with you. If medications are listed by brand name, have your physician include the generic name.

- **Special Infant Needs**

In some countries, prepared baby food is expensive, hard to find or different from that available in your home country. Similarly, disposable diapers and baby formula might be unavailable or of a different quality. As such, you might want to take a blender with you to use in making baby food, and your own supply of diapers and baby formula.

- **Hard-to-Find Items**

Some clothing to which you and your family are accustomed might be hard to find, expensive or nonexistent overseas. Jeans often are expensive and hard to locate in other countries, so consider taking extra pairs. It also might be difficult to find shoes of good quality and proper fit, especially for children and for adults who wear large sizes.

In addition, basic hand tools, sheets, pillowcases, blankets and bedspreads can be hard to find or expensive abroad, so plan to take some along. If you plan to take your vacuum cleaner (provided it will work abroad), be sure to bring a supply of vacuum cleaner bags.

- **School Records**

Take copies of your children's transcripts with you. If you move during the school term, ask for the grades your children have earned in classes at the time of withdrawal. If your children are in junior high, middle or high school, try to obtain a curriculum guide or course description of classes your children are taking.

You can receive addresses of schools abroad by requesting UniGroup Worldwide UTS Relocation Services destination information or by requesting the Directory of Overseas Schools, which is updated annually and cross-indexed by country, city, residential status and name. For a copy of the directory, write to: International School Services, P.O. Box 5910, Princeton, NJ 08540.

Your local library also might have a copy of the directory and/or other reference materials with addresses of schools overseas.

Many U.S. schools require children to have had a physical during the past year. You also might need to provide the dates your children received immunizations.

- **Old Telephone Books**

To save on long-distance information charges, take your local telephone books so you can contact friends and businesses easily.

### **People and Places to Notify**

You will need to alert many people of your upcoming relocation. Suggestions for people and places to contact follow:

- **Power of Attorney**

Before moving, you might want to execute a power of attorney, which will designate a person to act on your behalf. If you do, provide this person with a key to your safe deposit box. Be sure to leave behind an up-to-date will, insurance policies, appointment of your children's legal guardian (should the need arise), and copies of the legal documents you are taking with you. These documents might include birth and marriage certificates, divorce decrees, bank drafts, letters of credit, tax documents and Social Security Records.

Your personal attorney or your company's (if you are being transferred) might be able to refer you to a lawyer in your destination city. Be sure to ask for references.

- **Insurance Agent**

Find out if your automobile and homeowner's insurance policies will be valid at destination. If not, you might need to take out a new policy. To help obtain coverage in a foreign country, request a recommendation letter from your current insurance agent. The letter should state you have a good driving record and the specific dates you had coverage with that company.

- **Travel Agent**

Unless your employer is handling your travel arrangements, you might find that using a travel agent can save you time and trouble. A travel agent does not charge you for service. Instead, the agent receives a commission from the airline/ocean carrier you'll be using.

Have a travel agent make reservations far in advance and let airline personnel know if you will be traveling with an infant, small child or pet. Check to see if your pet can travel with you as accompanying baggage rather than in the cargo area.

- **Post Office**

Inform your post office that you will be moving, as well as when to start holding or forwarding your mail. Also, obtain from the post office change-of-address cards to notify publications and businesses of your move. Keep in mind that some magazines, books and records sent through the mail might be prohibited in foreign countries.

- **Government Tax Authority**

If you are expecting a tax refund, notify the appropriate revenue department that your address is changing.

If you are a U.S. citizen relocating outside the continental United States, keep a record of all moving-related costs. Some expenses might be tax-deductible if they are itemized on the appropriate Internal Revenue System (IRS) form. U.S. citizens can ask the nearest IRS office to send all of the government publications and forms needed for living as a resident of another country.

If you are a resident of a country other than the United States, check with the country's appropriate governmental department for tax information.

- **Finance and Credit Card Companies**

Discuss your move with any bank or finance company with whom you are doing business - such as the holder of your car title. A lender's permission often is required when moving unpaid items out of the country.

Also before moving, open a bank account at a worldwide financial institution. By using a bank with offices at your origin and destination, check-cashing privileges may be more readily obtained. Another advantage of an international bank is the accessibility of emergency funds should the need arise.

When you trade currency, the amount you receive will be based on the exchange rate for that day. The exchange rate fluctuates as the value of a nation's currency rises or falls compared with another country's monetary system.

- **Doctor/Dentist**

Inform your current physician and dentist that you will be moving, and ask for recommendations they might have for counterparts in your destination country. If they can't provide suggestions, ask a consulate or embassy of your destination country, or the following organization: The International Association for Medical Assistance to Travelers (IAMAT), 417 Center St., Lewiston, NY 14092; (716) 754-4883.

- **Housing Resources**

If possible, visit your destination country in advance to make housing arrangements. Before going, request information on your city or country from its local chamber of commerce. Time permitting; subscribe to a newspaper in your destination city or country.

Contact your local telephone company to inquire if you can purchase a telephone directory for your destination city. (Allow about one month for delivery.) Take with you recommendations for real-estate agents in your new city. To obtain recommendations, check with your employer and any local real-estate agents who have offices overseas. Or, contact agents at destination through the phone book you requested. Real-estate agents might specialize according to the type of property they handle, such as home or apartment. Search for an agent who best meets your needs.

Should you want to buy a home, ask whether foreigners can own property legally. Some countries have restrictions. If you rent, know the cost of any commission fees. Find out if the rent includes utilities, and determine who is responsible for repairs. In some countries, you must pay the rent for the entire length of the lease prior to occupancy. Have a lawyer review any documents before you sign them.

## **Obtaining Required Documents**

When crossing international borders, you will need several documents to avoid potential complications. Submit your applications far in advance. If possible, allow three to four months before your departure date.

### **A. To Leave a Country**

- **Passport**

This travel document attests to the bearer's identity and nationality. Passports are needed when leaving and entering most countries.

To obtain a passport, you must have a photograph taken. Order at least two prints for the passports, but as many as a dozen. Passport-size photographs often are requested when applying for other documents.

Valid passports, especially those from the United States, are in high demand on the world black market. If yours becomes lost or stolen, report it in writing immediately to a passport office.

**Because Continental is a participant in the import or export of your international household goods shipment, you must provide us with a copy of your passport. Passport information is utilized only by authorized personnel and no information is retained after import/export documents are processed and your move is complete.**

o **Certificates of Registration**

Any items in your possession that were made in another country should be registered with customs at origin. This includes goods such as stereos, appliances, cameras, jewelry and bicycles. If you take the foreign-made items back to their country of origin, you must have proof of previous possession. Otherwise, you could be charged duty for them. To register items, take them to the nearest customs office.

Foreign-made vehicles, including boats and airplanes, also will require registration. American vehicles don't have to be registered when leaving the United States if you have proof of possession, such as:

- A certificate of title on which you are named the owner
- A state registration card for your automobile, truck, camper or motorcycle
- A Federal Aviation Administration certificate for any aircraft
- A motorboat identification certificate or a yacht license for a boat

Whether foreign- or domestic-made, firearms must be registered with customs to prove ownership. Make certain the firearms will be allowed at destination before taking the time to register them. If you return to your country of origin, you will need these registrations to avoid confiscation of your firearms.

o **Export Declaration Form**

This document declares your household goods and motor vehicles to be shipped out of the country. A UniGroup Worldwide UTS agent will complete this form on your behalf before your shipment is packed. We advise not to pack any boxes yourself. That is because doing so can cause delays, as customs officials usually inspect boxes that are "packed by owner".

## B. To Enter a Country

Check with a consulate or embassy of your destination country to confirm which documents you'll need when immigrating. You cannot start too early to obtain the appropriate documents. Waiting for approval can take several months, if not longer. For some applications, you will need duplicates of your passport photos. Also, copies of any marriage certificates or divorce decrees can facilitate obtaining permits, so be sure to bring them along.

Continental is an active industry member of the Customs Trade Partnership Against Terrorism.



When entering the United States, the documents you will need depend on whether you are a returning resident or a non-resident. A U.S. citizen will need a passport. A U.S. resident alien should have a reentry permit or an alien registration receipt card issued by the U.S. Immigration and Naturalization Service. A non-resident must have a valid passport and visa issued by U.S. consulate or embassy abroad. Non-residents also should check with a consulate or embassy to see if they need a labor and/or immunization certificate.

If you're moving to a country other than the United States, you might need several documents in addition to your passport. Confirm with a consulate or embassy of your destination country which of the following documents you will need:

- Visa  
Before obtaining a visa, you must have an up-to-date passport. A visa is an endorsement certifying that your passport has been examined and that permission has been granted to enter a country for a specified period of time.
  
- Letter of Recommendation  
When required, this should be addressed to the consulate/embassy to which you are applying for a visa. The letter should be from a bank, commercial or industrial firm, trade association, chamber of commerce or public official. The letter should include your occupation, title and any business references - plus state you are financially responsible. Also, any documents you have verifying a good credit history might be needed.

- Residence Permit  
Depending on where you're moving, you might need this permit before leaving your country or origin. In some cases, however, you might be allowed to apply for it at destination. In many foreign countries, new residents must report to the police or local registration bureau without delay.
  
- Work Permit  
This is often a prerequisite to gaining employment in another country. Responsibility for obtaining this permit rests with the employer. Working without authorization might result in deportation. Additionally, further reentry might be affected if a country's work-related polices are violated.
  
- International Driving Permit  
If you will be driving your car in your new country, check to see how long you can drive on your current license and license plate. After your car is delivered, you might have only a few days to obtain these items in your new country.

Ask if your destination country recognizes an international driving permit or if you should apply for a license in your new country. To obtain an international permit in the United States, you will need an application, two passports-size photos and your valid U.S. driver's license. Your U.S. license must be at least one year old and cannot expire while you're living abroad.

If you have a driver's license from another country, contact the automobile club in your home country to see if an international driving permit is available. If you are in the United States and would like a permit application, contact your local American Automobile Association (AAA) branch or: American Automobile Association, 1000 AAA Drive (Mail Stop 100), Heathrow, FL 32746; (407) 444-8408 or (407) 444-8364.

Some countries might not recognize the permit for driving. However, because it is written in nine languages, it could be helpful identification should you need to communicate with the local officials.

Note: Do not let your current driver's license expire if possible. If you do, you might have to undergo the complete testing process upon your return.

- Immunization/Medical Certificates  
Your destination country might require that you show, along with your passport, a validated International Certificate of Vaccination Health Card as proof of vaccination against certain diseases. This form is available at passport offices and most city, county and state health departments. Check with a consulate or embassy of your destination country to determine which immunizations are required in your new country. Have all required inoculations three or more months in advance, if possible, for full protection.

A medical certificate from an examining physician might be required. Some consulates and embassies designate the examining physician and provide medical examination forms.

The [International Association for Medical Assistance to Travel \(IAMAT\)](#) offers travel clinical record forms, also called medical passports, to use in detailing your medical history. For a form, which is helpful should you need medical attention overseas, write to the IAMAT at 417 Center St., Lewiston, NY 14092, or call (716) 754-4883.

#### **Other Questions to Ask:**

The following are miscellaneous questions you might want to ask a consulate or embassy of your destination country:

- Are original documents required?
- Do they need to be translated into the destination country's main language?
- Do any documents need to be legalized by a consulate or embassy before departure?
- Are there restrictions on the quantity of goods I can bring?
- Can I bring more than one shipment?
- Are other taxes or fees involved besides duty?
- Are model or serial numbers of electrical items and /or appliances required for customs clearance?
- Are there special laws or regulations regarding women and children?
- What is the availability of "special family need" items services (such as dietary needs, medical treatment and prescriptions)?

## Arriving at Destination

When you reach your destination, you'll naturally undergo a transition period while adapting to the new surroundings. The more you have preplanned and prepared for your move, the easier your adjustment will be.

### Following Up

Amid the excitement of arriving at your new home, you will need to follow up on a few more details:

- Contact your UniGroup Worldwide UTS destination agent. Let the agent know where and when you can be reached.
- It is advisable to register with the nearest consulate or embassy, even though you might not be required to do so.
- Ask if there are any additional charges on your shipment, such as extra handling for storage. Be prepared to pay this when your household goods are delivered.
- Be on hand to accept delivery when your household goods arrive.
- Check the goods thoroughly. If there are any missing or damaged boxes, mark this in the inventory.
- Immediately report any loss or damage in writing to the UniGroup Worldwide UTS agent at destination.

### Settling In

Life in a foreign land can be exhilarating or frustrating, depending on your expectations and preparations. Information and organization are essential when "starting over" in a new country. Because you need information, remember to use your resources - UniGroup Worldwide UTS, a consulate or embassy of your destination country, customs offices in your home and destination countries, bookstores and your public library.

Acquaint yourself and your family with the lifestyle, currency and language of the destination before you go. This will put you at ease and give you greater self-confidence as you settle in to your new surroundings.

However, experiencing difficulty in adjusting to a new country is normal. If this happens to you or your family, do not view it as a weakness. The following suggestions might help:

- Allow time off from work for activities that help you cope with the stresses of adjustment, such as sports, outings or just curling up with a good book.
- Maintain ties with family members and friends in your home country, and build a support system in your new one.

- Resist the urge to make snap judgments of your new country and its people (including applying stereotypes), and to make comparisons to home. Appreciate and be sensitive to cultural differences.
- Above all, have a positive attitude and realistic expectations. View the experience as an adventure that will broaden your horizons.

**We hope that this handbook has helped you to understand and prepare for your next overseas move. Should you have any questions please do not hesitate to contact us at (800) 426 0286.**

**Ready for a free, no-obligation estimate? [Click Here](#) and you will be contacted to arrange an in-home survey.**

**We look forward to meeting you!**



**The Continental International Team**