

# Cusmode Customs Brokers

## Personal Effects Checklist

### Owner / shipment details

Owner full name	
Date of birth	
Passport number	
Nationality	
Email	
Phone	
Origin country	
Arrival date / ETA	
Shipping document / B/L / AWB	
NZ / AU delivery address	

### Documents and information required

Required document / information	Provided / Notes
■ Copy of passport photo page	
■ Visa / residency / travel status evidence if applicable	
■ Inventory / packing list in English	
■ Bill of lading, sea waybill, air waybill or arrival notice	
■ Completed unaccompanied personal effects declaration required by the destination authority	
■ Details of food, alcohol, tobacco, medicine, plant, animal, wooden, cane, bamboo, straw or seed items	
■ Details of used outdoor equipment, shoes, bikes, camping gear, sports gear or gardening tools	
■ Cleaning confirmation for used items with soil, grass, seeds or contamination risk	
■ Purchase invoices for any new items, commercial goods or high-value items	
■ Delivery address and contact person at destination	
■ Authority to Act completed and signed	
■ Any special instructions, storage needs or delivery access restrictions	

### Important biosecurity reminder

Personal effects may still be inspected. Food, plant, animal, wooden, outdoor, used and contaminated goods can cause delays, treatment, destruction, re-export or extra costs. Declare all risk goods clearly.

Items to declare / special notes
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