
Information on the application and use of the Carnet de Passages (Version 26A)

Please read the information below very carefully. It is an essential part of the Carnet conditions.

1) General information

The Carnet de Passages (CdP) is a customs document. It is required for the temporary duty-free importation of vehicles into many African, Asian and South American countries as well as into Australia and New Zealand. It entitles a person to make multiple trips and is valid for 12 months.

Carnets de Passages are issued based on the 1954 and 1956 UN customs conventions on the temporary importation of private and commercial road vehicles. The conditions were revised by the Istanbul Convention of 1992. Carnets de Passages are distributed by the following organisations:

FIA - Fédération Internationale de l'Automobile/AIT - Alliance Internationale de Tourisme.

The **Carnet de Passages** is an official document. **It remains the property of the issuing club ADAC e.V. (hereinafter also referred to as "ADAC") and must be returned to ADAC on or before its expiry date.**

The holder should keep it exercising the same care as for personal identification documents and credit cards.

The Carnet de Passages cannot be transferred to another person or vehicle. Please note: the data entered in the application form must be absolutely identical to that in the vehicle papers. Incorrect and incomplete data will cause difficulties at the border.

During the validity of the Carnet de Passages the vehicle may only be used by the document holder. It may neither be sold, lent, leased, given away, pledged nor made available for use to any third party. The document holder is liable for any consequences resulting from the loss of the Carnet de Passages and its misuse by unauthorised third parties.

At the time of issuing of the Carnet de Passages, the countries listed at the back of the document are members of the Carnet system. You may be requested to present the Carnet de Passages any time you enter one of these countries. Please note that ADAC has no influence on whether or not the Carnet de Passages is accepted or even required at the respective borders. ADAC gives no guarantees or warranties in that respect.

2) Where and how to apply

The application for the Carnet de Passages is processed at the ADAC head office in Munich.

Access to the online application form is available at www.adac.de/cdp-en

Data protection information: <https://www.adac.de/datenschutz/carnet-de-passages-en/>

Please make sure to prepare thoroughly in advance to submit the application successfully.

The following documents and information are required for the application and issuance of the Carnet de Passages:

- **Passport or national identity card of the applicant**
The following special provisions apply to copies of the passport or identity card:
 - The copy is used exclusively for identification purposes.
 - The copy must be clearly marked as such (e.g. labeled "Copy").
 - The copy will be destroyed immediately once the purpose for which it was obtained (identification) has been fulfilled.
- **Residence permit/visa of the applicant, if applicable**
(Residence permits must be valid for at least 30 months from the date of issuance of the Carnet de Passages.)
- **Vehicle registration certificate Part I**
In the case of export registration plates, the International Vehicle Registration Certificate may also be required.
- **Collateral Promise**
If the applicant is not the registered owner of the vehicle, the vehicle owner must sign the additional form "Collateral Promise in respect to the application for a Carnet de Passages". A copy of the vehicle owner's passport or identity card must also be submitted.
- If the **application is submitted by a legal entity and/or the vehicle is registered to a legal entity**, proof of authorization to sign (e.g. an extract from the commercial register) is additionally required. Please consult the ADAC Border Traffic Department (ADAC Grenzverkehr) in this regard.
- **Current proof of value for camping vehicles and motorhomes** (e.g. a valuation report or an official dealer invoice)
- **Engine number** - Must be read directly from the engine block.
- **Automobile club membership card**
The automobile club must be affiliated with the FIA umbrella organization (for ADAC members, stating the membership number is sufficient).
- **Security deposit**
The security may be provided either by bank transfer to ADAC e.V. (security deposit) or in the form of a bank guarantee. Only the bank guarantee form issued by ADAC will be accepted.
Please refer to the fee schedule for the required amount of the security and the bank details.
- In addition, **a fee is payable for the issuance of the Carnet de Passages**. The applicable amount can be found in the fee schedule.

File upload requirements

For uploading copies of the passport or identity card, if applicable the residence permit or visa, the vehicle registration certificate Part I, if applicable the collateral promise, if applicable the valuation report, and if applicable proof of company status, only the following file formats may be used: PDF, JPG, PNG, and TIF.

The maximum file size per document is 5 MB.

3) After receipt of the Carnet de Passages

Make sure to check all entries before your trip, i.e. the **technical and personal data**, the **validity date** and the **blocked countries** (see back cover). Please also make sure your **Carnet de Passages is complete** (25 pages plus 1-page Certificate of Location). We disclaim any responsibility for any inaccuracy. **The front cover of the Carnet de Passages must be signed by the document holder in line 12.**

4) Which stamps are required on the customs document (Carnet de Passages)?

The Carnet de Passages consists of 25 pages comprising a counterfoil and 2 vouchers each and the Certificate of Location (page 26). Let us briefly explain the correct use:

**CARNET DE PASSAGES EN DOUANE
COUNTERFOIL**

1 Importation info / L'entrée en douane de la voiture décrite dans ce carnet / Importation / L'entrée en douane de la voiture décrite dans ce carnet

2 CPD no. / Numéro du carnet / CPD no. / Numéro du carnet

3 Valid until / Validé jusqu'à / Valable jusqu'au / Validé jusqu'au

4 look place on / à ou lieu de / look place on / à ou lieu de

5 at the customs office of / par le bureau de douane de / at the customs office of / par le bureau de douane de

6 Customs officer's signature / Signature de l'agent de la douane / Customs officer's signature / Signature de l'agent de la douane

7 Stamp / Tampon / Stamp / Tampon

COUNTERFOIL - SOUCHE

(Page 1 - 25)

To be stamped and signed by the customs officer in line 7 on entry and exit and to remain in the Carnet de Passages.

**CARNET DE PASSAGES EN DOUANE
EXPORTATION VOUCHER**

1 Holder (name, address) / Titulaire (nom, adresse) / Holder (name, address) / Titulaire (nom, adresse)

2 CPD no. / Numéro / Issued by / Délivré par / Issués par / Délivrés par

3 Inclusive / Inclusif / Inclusive / Inclusif

4 Registered in / Immatriculé en / Registered in / Immatriculé en

5 Year of manufacture / Année de construction / Year of manufacture / Année de construction

6 Net weight of vehicle (kg) / Poids net du véhicule (kg) / Net weight of vehicle (kg) / Poids net du véhicule (kg)

7 Value of vehicle / Valeur du véhicule / Value of vehicle / Valeur du véhicule

8 Chassis no. / Châssis n° / Chassis no. / Châssis n°

9 Make / Marque / Make / Marque

10 Engine no. / Moteur n° / Engine no. / Moteur n°

11 Make / Marque / Make / Marque

12 No. of cylinders / Nombre de cylindres / No. of cylinders / Nombre de cylindres

13 Horsepower / Nb. de chevaux / Horsepower / Nb. de chevaux

14 Coachwork / Carrosserie / Coachwork / Carrosserie

15 Type (car, van, etc.) / voiture, camion, ... / Type (car, van, etc.) / voiture, camion, ...

16 Colour / Couleur / Colour / Couleur

17 Upholstery / Garnitures intérieures / Upholstery / Garnitures intérieures

18 No. seats or carrying capacity / Nombre de places ou C.V. / No. seats or carrying capacity / Nombre de places ou C.V.

19 Equipment / Équipement / Equipment / Équipement

20 Radio (make) / Appareil radio (marque) / Radio (make) / Appareil radio (marque)

21 Spare tyres / Pneus de rechange / Spare tyres / Pneus de rechange

22 Other particulars / Divers / Other particulars / Divers

23

Date of exportation / Date de sortie / Date of exportation / Date de sortie

Customs office of exportation / Bureau de douane de sortie / Customs office of exportation / Bureau de douane de sortie

Voucher registered under no. / Valeur pris en charge sous le n° / Voucher registered under no. / Valeur pris en charge sous le n°

Customs officer's signature / Signature de l'agent de la douane / Customs officer's signature / Signature de l'agent de la douane

To be returned to the customs office of importation at / À retourner au bureau de douane d'importation à / To be returned to the customs office of importation at / À retourner au bureau de douane d'importation à

where the car was first registered under no. / où la voiture a été immatriculée sous le n° / where the car was first registered under no. / où la voiture a été immatriculée sous le n°

Stamp / Tampon / Stamp / Tampon

EXPORTATION VOUCHER - VOLET DE SORTIE

(Page 1 - 25)

To be stamped, signed and detached by the customs officer on exit.

**CARNET DE PASSAGES EN DOUANE
IMPORTATION VOUCHER**

1 Holder (name, address) / Titulaire (nom, adresse) / Holder (name, address) / Titulaire (nom, adresse)

2 CPD no. / Numéro / Issued by / Délivré par / Issués par / Délivrés par

3 Inclusive / Inclusif / Inclusive / Inclusif

4 Registered in / Immatriculé en / Registered in / Immatriculé en

5 Year of manufacture / Année de construction / Year of manufacture / Année de construction

6 Net weight of vehicle (kg) / Poids net du véhicule (kg) / Net weight of vehicle (kg) / Poids net du véhicule (kg)

7 Value of vehicle / Valeur du véhicule / Value of vehicle / Valeur du véhicule

8 Chassis no. / Châssis n° / Chassis no. / Châssis n°

9 Make / Marque / Make / Marque

10 Engine no. / Moteur n° / Engine no. / Moteur n°

11 Make / Marque / Make / Marque

12 No. of cylinders / Nombre de cylindres / No. of cylinders / Nombre de cylindres

13 Horsepower / Nb. de chevaux / Horsepower / Nb. de chevaux

14 Coachwork / Carrosserie / Coachwork / Carrosserie

15 Type (car, van, etc.) / voiture, camion, ... / Type (car, van, etc.) / voiture, camion, ...

16 Colour / Couleur / Colour / Couleur

17 Upholstery / Garnitures intérieures / Upholstery / Garnitures intérieures

18 No. seats or carrying capacity / Nombre de places ou C.V. / No. seats or carrying capacity / Nombre de places ou C.V.

19 Equipment / Équipement / Equipment / Équipement

20 Radio (make) / Appareil radio (marque) / Radio (make) / Appareil radio (marque)

21 Spare tyres / Pneus de rechange / Spare tyres / Pneus de rechange

22 Other particulars / Divers / Other particulars / Divers

23

Date of importation / Date d'entrée / Date of importation / Date d'entrée

Customs office of importation / Bureau de douane d'entrée / Customs office of importation / Bureau de douane d'entrée

Voucher registered under no. / Valeur pris en charge sous le n° / Voucher registered under no. / Valeur pris en charge sous le n°

Customs officer's signature / Signature de l'agent de la douane / Customs officer's signature / Signature de l'agent de la douane

A.B. The customs officer must fill in the lines indicated on the above exportation voucher. / Le douanier d'entrée doit remplir le volet de sortie ci-dessus aux lignes indiquées.

Stamp / Tampon / Stamp / Tampon

IMPORTATION VOUCHER - VOLET D'ENTRÉE

(Page 1 - 25)

To be stamped, signed and detached by the customs officer on entry.

CERTIFICATE OF LOCATION CERTIFICAT DE PRÉSENCE

CERTIFICATE OF LOCATION CERTIFICAT DE PRÉSENCE

(Page 26)

To be stamped by the respective country's customs office after return to the country of vehicle registration. Alternatively (in case of the vehicle registration in the EU), you will need to have the Certificate of Location confirmed by an EU customs office.

Please note: the date and customs stamp must be CLEARLY legible.

Means of transport / Véhicule de pass.

The undersigned authority / L'autorité soussignée

certifies that this day / certifie ce jour

a vehicle was produced at / un véhicule a été produit à

by / par

name, address / nom, adresse

The vehicle was found on examination / Le véhicule a été constaté lors de l'examen

to be registered in / à être immatriculé en

country / pays

on / le

date / date

DESCRIPTION OF VEHICLE / DÉSIGNATION DU VÉHICULE

Registered in / Immatriculé en / Registered in / Immatriculé en

Year of manufacture / Année de construction / Year of manufacture / Année de construction

Net weight of vehicle (kg) / Poids net du véhicule (kg) / Net weight of vehicle (kg) / Poids net du véhicule (kg)

Value of vehicle / Valeur du véhicule / Value of vehicle / Valeur du véhicule

Chassis no. / Châssis n° / Chassis no. / Châssis n°

Make / Marque / Make / Marque

Engine no. / Moteur n° / Engine no. / Moteur n°

Make / Marque / Make / Marque

No. of cylinders / Nombre de cylindres / No. of cylinders / Nombre de cylindres

Horsepower / Nb. de chevaux / Horsepower / Nb. de chevaux

Coachwork / Carrosserie / Coachwork / Carrosserie

Type (car, van, etc.) / voiture, camion, ... / Type (car, van, etc.) / voiture, camion, ...

Colour / Couleur / Colour / Couleur

Upholstery / Garnitures intérieures / Upholstery / Garnitures intérieures

No. seats or carrying capacity / Nombre de places ou C.V. / No. seats or carrying capacity / Nombre de places ou C.V.

Equipment / Équipement / Equipment / Équipement

Radio (make) / Appareil radio (marque) / Radio (make) / Appareil radio (marque)

Spare tyres / Pneus de rechange / Spare tyres / Pneus de rechange

Other particulars / Divers / Other particulars / Divers

CPD no. / Numéro / Issued by / Délivré par / Issués par / Délivrés par

A. The examination has been made on presentation of the carnet de passages issued for the vehicle described here. / L'examen a été effectué sur présentation du carnet de passages émis pour le véhicule décrit ci-dessus.

B. No temporary importation papers were produced / Il n'a été présenté aucun titre d'importation temporaire.

Signature

It is vital that the counterfoil is correctly completed! Therefore, you need to verify that for each entry stamp your Carnet de Passages includes an exit stamp and a date.

Please make absolutely sure that no unused or incorrectly completed counterfoils (stubs) and/or entire pages are removed from the Carnet de Passages. If necessary, you must ask to have any removed stub(s)/page(s) returned to you. Any stub(s)/page(s) of the Carnet de Passages incorrectly filled in by the customs officer should be marked accordingly, and the next page should be used. **Incomplete Carnets will be treated the same as lost Carnets (see item 6).**

Upon completion the journey, you must present your vehicle to a customs office in the country of vehicle registration and have the last page of the Carnet de Passages (page 26 – CERTIFICATE OF LOCATION) stamped and signed by the customs officer. If the vehicle has a registration within the EU, you will need to have the Certificate of Location confirmed by an EU customs office. It does not matter if the Carnet de Passages is still valid or has already expired.

A confirmation by other authorities (police, mayor, court officer and similar) as specified in the text of the Certificate of Location will **not** be accepted.

If the Carnet de Passages is unused and complete, there is no need to have the Certificate of Location stamped and signed.

Returning a used Carnet de Passages **without a confirmed Certificate of Location and/or customs clearance papers** (see item 7) may delay the release of the security for defined periods of time (cf. international Conventions and periods of prescription applicable in the different countries), i.e. waiting times of several years have to be expected.

4.1. Costs of settlement

If the exportation voucher is not properly stamped and signed on exit, many foreign customs authorities charge settlement fees (e.g. cancellation fees). This amount is not included in the issuing fee and must be paid separately.

5) Extension of the Carnet de Passages

If the vehicle cannot be re-exported from a country during the Carnet's period of validity, it is possible to extend the validity of the document. Normally, the maximum extension period is 3 months, and it is generally granted by the local automobile club in the respective country. Since extension processing procedures vary depending on the country, make sure to enquire in time (at least 4-6 weeks before your permission to stay and your vehicle's temporary import permission and/or your Carnet de Passages expire) and consult the ADAC head office in Munich. Any extension of your Carnet de Passages is subject to the foreign customs authority's consent. After approval by the customs authority, the partner club and, where required, the foreign customs authority will notify us and ask for our consent. We will give our consent after we have received the extension fee by bank transfer.

Please note: an extended Carnet de Passages may not be accepted by the foreign customs authorities in the countries to which the vehicle is taken after the extension.

5.1. Return/onward journey

If you intend to continue your journey into other countries, you will need a Follow-up Carnet. Please apply for a Follow-up Carnet 6-8 weeks before your current Carnet de Passages expires at the ADAC head office in Munich. Therefore, we need a new application form. The Follow-up Carnet can be shipped worldwide using DHL (at your charge). The security can be transferred if the amount is sufficient for the new destinations; if not, the amount must be increased. The issuing fee must be paid

a second time. The current table of fees shall apply. On leaving a country, the old Carnet de Passages must be stamped, and the new Carnet de Passages must be presented for entering another country.

6) Loss of the customs document

Should you lose your Carnet de Passages, you must promptly inform the ADAC head office in Munich in writing. However, the Certificate of Location must not be confirmed by the customs office in the country of vehicle registration or in case of the vehicle registration within the EU by a customs office in the EU until **after expiry of the validity** of the lost Carnet de Passages. This also applies when a replacement Carnet has been issued.

You are strongly advised to bear this in mind if you consider selling your vehicle. The **security** will not be **released** before the confirmed Certificate of Location has been received at the ADAC head office.

If you need a replacement Carnet, file a new application. The security can be transferred. The issuing fee must be paid a second time. If you are staying abroad, we recommend that you involve the contact person indicated on the application. The replacement Carnet will be issued for the same period of validity.

If you have lost your Carnet de Passages in a country where a Carnet de Passages is required, you should contact the local automobile club and the local customs office to ensure that your vehicle can exit the country without any problems.

7) The vehicle cannot be returned to the country of vehicle registration

Although you have agreed to the General Terms and Conditions and thus confirmed to re-export the vehicle from the country visited, this may not be possible for a number of reasons (e.g. accident, write-off and scrapping, vehicle sale, theft, etc.). In this case, the following applies:

You must have the customs clearance and/or scrapping confirmed in the Carnet de Passages on the exportation voucher, the counterfoil and the Certificate of Location (page 26) by the foreign customs authority. **In addition, the relevant customs authority must issue and stamp a customs clearance or scrapping certificate quoting the chassis number and the engine number.** The customs clearance or scrapping certificate must also confirm that no further customs claims exist. Please send a copy of the certificate and the Carnet de Passages to ADAC. Unless a document is issued in several languages, request a **sworn translator** to provide a **certified translation** into the German or English language. **Translation costs will be your responsibility.**

Examples:

- You enter a country where a **Carnet de Passages is required** and the vehicle remains in this country (the Carnet de Passages has an entry stamp): the vehicle must be cleared and/or scrapped under customs supervision. The local customs officer must confirm the customs clearance and/or scrapping in the Carnet de Passages and issue a customs clearance or scrapping certificate. Any such certificate must indicate the chassis number and the engine number for positive identification of the vehicle. In addition, a receipt for the payment of the customs duties and taxes must be issued.
- You enter a **country where no Carnet de Passages is required** and the vehicle remains in this country: the local customs authority has to stamp the Certificate of Location and issue a customs clearance and/or scrapping certificate. Any such certificate must indicate the chassis number and the engine number. In addition, a receipt for the payment of the customs duties and taxes must be issued.

If your vehicle was **stolen**, you need to file a police report. Regardless of a theft report, the customs authority is authorised to demand payment of the customs duties and taxes even if you originally intended to re-export the vehicle. We recommend that you contact the foreign automobile club for assistance.

8) Customs risks

If your Carnet de Passages shows an entry stamp yet no evidence of the vehicle's exit, the foreign customs authority will assume that your vehicle has been left in the country.

Customs claim procedure:

The foreign customs authority will demand proof of the re-exportation of the vehicle or proof of the customs clearance, scrapping, etc. from ADAC (as the club which issued the Carnet de Passages). In such cases, ADAC is obliged to furnish such proof. If the documents you provided fail to provide this proof, you are liable to pay the full amount of the customs duties. This customs amount may be a multiple of the security, and payment is enforceable by court action.

Please note that customs authorities occasionally demand an official document confirming the vehicle's location also if the Carnet de Passages was stamped correctly (= customs-confirmed Certificate of Location, customs clearance or scrapping certificates).

9) Return of the Carnet de Passages

The Carnet de Passages must be returned to ADAC on or before the expiry of its validity. **Any pages/stubs (counterfoils) not used or filled in incorrectly must not be removed.** Please also note item 4.

You must let confirm the **Certificate of Location** by a customs office in the country of vehicle registration or in case of the vehicle registration within the EU by an EU customs office **before returning the Carnet de Passages**. If the vehicle remains abroad, please send the Carnet de Passages and the relevant customs clearance papers (**with certified translation into German or English, if applicable**) to ADAC (see item 7).

If the Carnet de Passages has not been used, no confirmation of the Certificate of Location will be necessary. There will be **no refund** of the issuing fee for Carnets that remain unused.

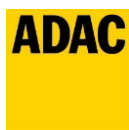
Send the Carnet de Passages directly to the ADAC head office in Munich (address stated below) by **registered mail**. We recommend making copies of the Carnet de Passages and the customs clearance papers, if any, before you post the originals.

The ADAC head office in Munich will verify the entries in the Carnet de Passages and/or the customs clearance papers and **release the security subject to the Carnet's proper cancellation**. Please note that **bank guarantees** will be returned directly to the bank for cancellation without further notice to you. The **deposit** will be transferred to the account of the **authorised recipient** indicated in the Carnet application. **Cash refunds are not possible.**

Recommendation

We recommend contacting your Foreign Office, the relevant embassies or consulates general for information about the entry regulations (travel warnings, information on current safety, etc.) applicable from time to time. ADAC will always endeavor to pass on up-to-date information to you. Nevertheless, we shall not be liable that any such information is complete or accurate.

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