

Requirement for completion of Declaration Forms when persons are travelling with more than US \$ 10,000.00

Travellers are reminded that there is a legal requirement to complete a Declaration Form of any country when travelling with currency valued at more than US \$10,000.00. In accordance with the Customs (Currency and Goods Declaration) Regulation section 2 (1) and (3), the Money Laundering (Prevention) Act sections 18 (1) and (3), the currency may be seized if it has not been declared or if there is reason to suspect that it is the proceeds of crime, or is intended for use in unlawful activity.

Persons leaving or entering Antigua and Barbuda with more than **(US\$10,000) or its equivalent in EC dollars** or in any other currency whether in **cash or negotiable bearer instruments** should make a declaration in the form prescribed.

The following process has been established to complete the declaration forms when taking currency out of the country.

Step 1. - Notify Ministry of Finance

- a. The Applicant submits two copies of the letter of request to the Ministry of Finance to transfer currency.
- b. The Ministry stamps, signs, dates and returns to applicant a copy of the request letter for submission to the ONDCP, along with the relevant currency transfer form (Form 1).

Step 2. – Submission of Form 1 in triplicate to ONDCP

- a. The Applicant submits Form 1 (in triplicate) to the ONDCP along with the stamped copy of the letter of request.
- b. On approval by the ONDCP, the original triplicate copy of approved Form 1 (signed and approved by the ONDCP) is returned to applicant.

Step 3. – Submit a copy of the ONDCP approval to the Ministry of Finance

- a. The Applicant presents the original triplicate of authorized Form 1 received from the ONDCP to the Ministry of Finance.
- b. Having satisfied its own process the Ministry provides the applicant, a duplicate letter authorizing the movement of the currency out of the country.

Step 4. – Present the approval to Customs and Excise Division

- a. The Applicant presents the original of Form 1, duplicate authorization letters from the Ministry of Finance, and cash to Customs for verification.
- b. Upon verification, Customs signs Form 1 and both copies of the authorization letter and give a copy of Form 1 and the original authorization letter from the Ministry of Finance to the applicant.

The individuals are advised to make their application at least five (5) business days before the travel date.

The ONDCP had signs installed at the VC Bird International Airport to ensure that all travellers are notified of the legal requirements when travelling with currency valued at more than US \$ 10,000.00.