

8 Steps to

# Clearing Your Barrels



*'The Port of Bridgetown - It is the first and last impression a ship's crew and passengers will have of Barbados'*

Every year at this time, activity at the Personal Effects Shed 2 at the Bridgetown Port moves into high gear as thousands of Barbadians come in to clear and collect their personal effects/barrels.

## A TWO-FOLD PROCESS

The personal effects system is a two-fold process, requiring interaction with both the Port officials and the Customs and Excise Department. Today's Port View is designed to take you through the process of clearing and collecting your personal effects.

## CALL CENTRE IN OPERATION

Persons are reminded that **possession of documents does not mean that their barrels or personal effects are ready for delivery.** Customers should **call to confirm** that their barrels or personal effects are ready for delivery **BEFORE** journeying to the Port.

## THE CALL CENTRE

Bridgetown Port  
Monday to Friday - 7:00am to 4:00pm  
▶ **CALL: 434-6101**

## HOW THE CLEARING PROCESS WORKS

### STEP: 1

#### PORT: CUSTOMER SERVICE BOOTH - CARGO GATE

- Present a photo ID and fill in an application for a Port Pass form.
- Port pass will be issued once your personal effects are ready for delivery.
- Only one adult will be allowed to proceed to Shed 2 to clear personal effects/barrels - **NO CHILDREN ARE ALLOWED INSIDE THE PORT.**

### STEP: 2

#### BOOTH (A) - CUSTOMS DOCUMENTATION

Present your documents to the Customs Officer who will determine if your documents are in order, and then designate your personal effects for Customs examination.

### STEP: 3

#### BOOTH (B) - PORT: BARREL RETRIEVAL

Present those documents at Booth (B) to the Port staff, who will identify the location of your barrel

and issue an order of retrieval from storage – your barrel will be transferred to the Customs Examination Area.

### STEP: 4

#### BOOTH (C) - CUSTOMS EXAMINATION

You will be called to proceed to the Examination Booth, where the Customs Officer will conduct the inspection of your barrel or personal effects. There are two forms of Customs examination for personal effects – the Enforcement Division examination and the regular examination. These two examination processes change the first-come, first-served system, as the Enforcement Division examination requires a longer time period. The Customs Officer designates the type of examination for each customer.

### STEP: 5

#### BOOTH (D) - CUSTOMS ASSESSMENT

After the examination of your barrel, your stamped documents must be taken to the Assessment Booth at Customs Booth (D), where the relevant duties will be tallied by the attending Customs officer.

### STEP: 6

#### BOOTH (E) - CUSTOMS CASHIER

Customers then proceed to the Cashier's Booth at the Customs Booth (E), where the assessed duties are paid.

### STEP: 7

#### BOOTH (A) - CUSTOMS DOCUMENTATION

Your documents must now be presented again to the Customs Officer at Booth A, who will issue an "Exit Note" which denotes compliance with all regulations and completion of the clearance process. Your barrel is now cleared for delivery.

### STEP 8:

#### BOOTH (F) - PORT: GATE PASS

Customers should then proceed to Booth (F) where Port staff will issue a gate pass to enable you and your personal effects to exit the Port through the Cargo Gate.

Barbados Port Inc hopes that this explanation of the process will assist customers as they seek to clear their barrels and personal effects during the busy Christmas season.

[www.barbadosport.com](http://www.barbadosport.com)



▲ Vehicles entering the Port at the Cargo Gate with the Customer Service Booth in background



▲ The Customer Service Booth in operation where Port passes are issued



▲ Port employees in Shed 2 retrieve barrels for Customs examination.

**'CUSTOMERS SHOULD KEEP THIS PAGE FOR REFERENCE'**