



United Nations Educational, Scientific and
Cultural Organization
Organisation des Nations Unies pour
l'éducation, la science et la culture



World Customs Organization
Organisation mondiale des douanes

MODEL EXPORT CERTIFICATE FOR CULTURAL OBJECTS

EXPLANATORY NOTES

1. General

This model comprises five copies, which must be filled in legibly for each cultural object, without overwritten text, erasures or alterations. They should preferably be completed using a mechanical or electronic typewriter.

Each heading must be completed, except headings 2, 12 and 18 if they do not apply. Areas not used must be barred or scored out in such a way that nothing can be added.

In the multipart form, copies are identifiable by their number and function, located in the left margin. They are arranged in the following order :

- Copy No. 1 : Application to be retained by the issuing authority;
- Copy No. 2 : To be presented, in support of the export declaration, to the Customs export office and to be retained by the applicant requesting the exportation (or his representative);
- Copy No. 3 : To be presented to the Customs export office and then to accompany the consignment to the Customs office at the point of exit from the country. After endorsement by the Customs service, this copy is returned to the issuing authority by Customs, or by the applicant requesting the exportation or his representative.
- Copy No. 4 : To be retained by the Customs export office (or the Customs office at the point of exit from the country).
- Copy No 5 : To be presented to the Customs export office and then to accompany the consignment to the Customs office at the point of exit from the country. After endorsement by the Customs service, it accompanies the cultural object and must be presented at importation in the country of destination to certify the legality of the export operation.

2. Headings

- Heading 1 : *Beneficiary applicant requesting the exportation* : Full name and address. The applicant requesting the export authorization (e.g. museum, art dealer, gallery or individual) may or may not be the owner of the cultural object (if the regulation so permits).
- Heading 2 : *Beneficiary applicant's representative* : Full name and address of the legal or authorized representative (e.g. carrier, forwarding agent, authorized agent or other). To be completed only when such a representative exists.
- Heading 3 : *Issuing authority* (heading for issuing authority only) : Name and full address of the competent authority issuing the authorization.
- Heading 4 : *Export license* (heading for issuing authority only) : Indicate the authorization number, its duration (in months or years), the date from which export is authorized and the country of destination.
- Heading 5 : *Initial consignee (and subsequent consignee(s) if known)* : Full name and address of the consignee(s) of the cultural object (e.g. museum, art dealer, gallery or individual). Continue on supplementary pages if necessary.
- Heading 6 : *Type of export* (heading for the issuing authority only) : Tick the appropriate heading. If it is a temporary export, the time limit for re- importation of the cultural object must be indicated.
- Heading 7 : *Owner of the cultural object* : name (e.g. museum, art dealer, gallery or individual) and full address.
- Heading 8 : *Photograph of the cultural object* (in colour and minimum 9 x 12 centimeters) : To be stuck on to the form. The issuing authority must validate the photo by signing and stamping it. The issuing authority is invited to request other photos, taken from different angles, for three-dimensional objects.
- Heading 9 : *Dimensions and net weight of the cultural object (possibly with its stand)* : The unit of measurement for these dimensions is in meters or centimeters, in the following order : height, width, depth and diameter if appropriate. For the net weight of the cultural object (possibly with its stand), the unit of measurement is kilograms or grams.
- Heading 10 : *Inventory number or other identification* : Tick the appropriate heading(s). Enter the inventory number of the cultural object within the establishment or collection of origin. If no inventory exists, specify this for the cultural object at issue and enter the number of any other existing specific or by category classification.

Heading 11 : *Description of the cultural object*. Apart from identification by number (inventory or other, see heading 10), describe the cultural object by:

- (a) Its precise nature (e.g. painting, statue, low-relief);
- (b) Its possible author or co-authors, if known and/or documented. If the author is unknown, indicate : name unknown. Specify if the work is signed (signature, monogram) and in what part;
- (c) Its precise title or, failing that, the subject matter it represents :

- Title : The title to be used is the official one, i.e. that listed in an inventory of cultural property or by the national heritage and cultural property authorities. The title should be given: (1) in the author's original language or, failing that, in the language of the catalogue; (2) in the language of the form.

Example : Painting by Munch from the museum in Oslo (Norway)

(1) In the original language : SKRIK

(2) In the language of the form (English) : The SCREAM.

It is very important to give the exact title, especially for books.

- Subject matter : for paintings, mention portrait, landscape, still life, etc. For furniture, specify: armchair, commode, wardrobe, etc. If it is a statue: dancer, bishop, musician, etc. For a religious or liturgical object: chalice, paten, ciborium, etc.

- (d) Its scientific name (especially for natural science collections and specimens), if one exists,
- (e) Its geographical origin,
- (f) Dating (as accurately as possible),
- (g) Any other useful information that could facilitate its identification. Specify, for example, if restoration work has been carried out, if certain elements or parts of the object are missing, damaged, cracked, etc. Indicate the issue number for bronze castings, sculptures and works such as lithographs and engravings.

For collections comprising several items forming a homogenous whole (e.g. archaeological finds with similar dates found during the same excavation), a general description of the above characteristics, together with a list of objects and/or a certificate from the competent scientific or archaeological organization or institute.

Continue on supplementary pages if necessary.


- Heading 12 : *Number of cultural objects in the collection* : If the cultural objects presented at export form a homogenous whole making up part of a collection, specify their number and the number of other objects in the collection not presented at export (if applicable).
- Heading 13 : *Copy, attribution, period, studio and/or style* : If they are copies, indicate the author or authors copied. If the work is simply attributed to one author, indicate “attributed to”
- Attributed to : Followed by an author’s name, guarantees that the work was produced during the lifetime of the author mentioned and that there are serious reasons for believing he was the author.
- If the author is unknown, indicate the studio, school, style and period (e.g. Velasquez’s studio, Venetian school, Louis XV or Victorian style, Ming period, etc.). For printed documents, indicate the editor’s name.
- Studio : Followed/preceded by the author’s name, indicates that the work was produced in his studio or under his leadership.
- School : Expression which, when followed by the author’s name, indicates that the author was a pupil of the master. These terms may only be applied to a work produced during the author’s lifetime or within 50 years of his death.
- Heading 14 : *Material(s) and technique(s)* : Great care should be taken when completing this heading; indicate the materials used and specify the technique employed (e.g. oil painting, woodcut, charcoal or pencil drawing, low wax casting, nitrate films, etc.).
- Heading 15 : *Value of the cultural object in the country of exportation* : Indicate the actual values or, failing that, an estimated value on the basis of reasonable criteria, in the national or reference currency (in this case, indicate the currency).
- Heading 16 : *Legal status and use* : Specify whether the cultural object presented at export has been sold, loaned, exchanged or other, and whether it is being exported for an exhibition, appraisal, research, repair or any other use.
- Heading 17 : *Attached documents/Specific methods of identification* : Tick the relevant heading.
- Heading 18 : *Supplementary pages* : Indicate the number of supplementary pages used, if any.

- Heading 19 : For copy (1) : Application : Must be completed by the applicant requesting the exportation or his representative, who undertakes to provide accurate information in the application and the attached supporting documents.
For copies (2), (3), (4) and (5) : Endorsement by the Customs export office: to be completed by the Customs export office. This means the office where the export declaration is presented and the export formalities are completed.
- Heading 20 : Signature and stamp of issuing authority : To be completed by the competent authority, specifying the place and date on the five copies of the authorization.
- Heading 21 : Endorsement by the Customs exit office: For copies 3, 4 and 5 only. To be completed by the Customs exit office, bearing the date. Customs exit office means the last Customs office prior to the exit of the objects from the country.

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* *

MODEL EXPORT CERTIFICATE FOR CULTURAL OBJECTS

Each heading must be completed, except headings 2, 12 and 18 if they do not apply

1 Application	1. Beneficiary applicant requesting the exportation (name and address)	2. Beneficiary applicant's representative (name and address)
	3. Issuing authority (name and address)	4. Export authorization No. Duration: _____ From : ___ / ___ / ___ Country of destination :
	5. Initial consignee (and subsequent consignee(s)) if known (name and address)	6. Type of export Permanent export Temporary export Time limit for re-importation : ___ / ___ / ___
	7. Owner of the cultural object (name and address)	
8. Photograph of the cultural object : 9 x 12 centimeters minimum		
		
(Continue on supplementary pages if necessary. Validate with the issuing authority's signature and stamp)		

<p>9. Dimensions and net weight of the cultural object (possibly with its stand)</p>	<p>10. Inventory number or other identification</p> <p><input type="checkbox"/> Inventory : No.</p> <p><input type="checkbox"/> No existing inventory</p> <p><input type="checkbox"/> Other classification : No.</p> <p><input type="checkbox"/> No other existing classification</p>
<p>11. Description of the cultural object</p> <p>(a) Type : (e) Geographical origin :</p> <p>(b) Author /co-author: (f) Dating :</p> <p>(c) Title or, failing that, subject matter : (g) Other information for identification purposes:</p> <p>(d) Scientific name if there is one:</p>	
<p>12. Number of cultural objects in the collection</p> <p>Presented :</p> <p>Not presented :</p>	<p>13. Copy, attribution, period, studio and/or style</p>
<p>14. Material(s) and Technique(s)</p>	
<p>15. Actual value of the cultural object or, failing that, estimated value based on reasonable criteria in the country of exportation :</p>	
<p>16. Legal status and use of the cultural object</p> <p>Status: <input type="checkbox"/> Sold <input type="checkbox"/> Loaned <input type="checkbox"/> Exchanged <input type="checkbox"/> Other (please specify) :</p> <p>Exported for: <input type="checkbox"/> Exhibition <input type="checkbox"/> Appraisal <input type="checkbox"/> Research <input type="checkbox"/> Repair <input type="checkbox"/> Other (please specify) :</p>	
<p>17. Attached documents /special identification methods</p> <p><input type="checkbox"/> Photograph (colour) <input type="checkbox"/> Bibliography <input type="checkbox"/> Other (please specify) :</p> <p><input type="checkbox"/> List <input type="checkbox"/> Catalogue</p> <p><input type="checkbox"/> Seals <input type="checkbox"/> Valuation documents</p>	
<p>18. Supplementary pages : number of supplementary pages if applicable (in figures and letters)</p>	
<p>19. Application</p> <p>I hereby apply for an export authorization for the cultural object described above and declare that the information in this application and the supporting documents is true.</p> <p>Place and date : Signature :</p> <p>(Position and name of signatory)</p>	<p>20. Signature and stamp of issuing authority</p> <p>Place and date :</p>

MODEL EXPORT CERTIFICATE FOR CULTURAL OBJECTS

Each heading must be completed, except headings 2, 12 and 18 if they do not apply

2	1. Beneficiary applicant requesting the exportation (name and address)	2. Beneficiary applicant's representative (name and address)
Applicant's copy	3. Issuing authority (name and address)	4. Export authorization No. Duration: _____ From : ___ / ___ / ___ Country of destination :
	5. Initial consignee (and subsequent consignee(s)) if known (name and address)	6. Type of export Permanent export Temporary export Time limit for re-importation : ___ / ___ / ___
	7. Owner of the cultural object (name and address)	
8. Photograph of the cultural object: 9 x 12 centimeters minimum		
<div style="border: 1px solid black; width: 80%; margin: 0 auto; height: 200px;"></div>		
(Continue on supplementary pages if necessary. Validate with the issuing authority's signature and stamp)		

<p>9. Dimensions and net weight of the cultural object (possibly with its stand)</p>	<p>10. Inventory number or other identification</p> <p><input type="checkbox"/> Inventory : No.</p> <p><input type="checkbox"/> No existing inventory</p> <p><input type="checkbox"/> Other classification : No.</p> <p><input type="checkbox"/> No other existing classification</p>
<p>11. Description of the cultural object</p> <p>(a) Type : (e) Geographical origin :</p> <p>(b) Author /co-author: (f) Dating :</p> <p>(c) Title or, failing that, subject matter : (g) Other information for identification purposes:</p> <p>(d) Scientific name (if there is one):</p>	
<p>12. Number of cultural objects in the collection</p> <p>Presented :</p> <p>Not presented :</p>	<p>13. Copy, attribution, period, studio and/or style</p>
<p>14. Material(s) and Technique(s)</p>	
<p>15. Actual value of the cultural object or, failing that, estimated value based on reasonable criteria in the country of exportation :</p>	
<p>16. Legal status and use of the cultural object</p> <p>Status: <input type="checkbox"/> Sold <input type="checkbox"/> Loaned <input type="checkbox"/> Exchanged <input type="checkbox"/> Other (please specify) :</p> <p>Exported for: <input type="checkbox"/> Exhibition <input type="checkbox"/> Appraisal <input type="checkbox"/> Research <input type="checkbox"/> Repair <input type="checkbox"/> Other (please specify) :</p>	
<p>17. Attached documents /special identification methods</p> <p><input type="checkbox"/> Photograph (colour) <input type="checkbox"/> Bibliography <input type="checkbox"/> Other (please specify) :</p> <p><input type="checkbox"/> List <input type="checkbox"/> Catalogue</p> <p><input type="checkbox"/> Seals <input type="checkbox"/> Valuation documents</p>	
<p>18. Supplementary pages : number of supplementary pages if applicable (in figures and letters)</p>	
<p>19. Endorsement by Customs Export Office</p> <p style="text-align: center;">Signature and stamp :</p> <p>Customs office :</p> <p>Country :</p> <p>Export document No. :</p> <p>Dated:</p>	<p>20. Signature and stamp of issuing authority</p> <p style="text-align: center;">Place and date :</p>

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Each heading must be completed, except headings 2, 12 and 18 if they do not apply

3	1. Beneficiary applicant requesting the exportation (name and address)	2. Beneficiary applicant's representative (name and address)
Issuing authority's copy	3. Issuing authority (name and address)	4. Export authorization No. Duration: _____ From : ___ / ___ / ___ Country of destination :
	5. Initial consignee (and subsequent consignee(s)) if known (name and address)	6. Type of export Permanent export Temporary export Time limit for re-importation : ___ / ___ / ___
	7. Owner of the cultural object (name and address)	
8. Photograph of the cultural object: 9 x 12 centimeters minimum		
<div style="border: 1px solid black; width: 80%; margin: 0 auto; height: 200px;"></div>		
(Continue on supplementary pages if necessary. Validate with the issuing authority's signature and stamp).		

<p>9. Dimensions and net weight of the cultural object (possibly with its stand)</p>	<p>10. Inventory number or other identification</p> <p><input type="checkbox"/> Inventory : No.</p> <p><input type="checkbox"/> No existing inventory</p> <p><input type="checkbox"/> Other classification : No.</p> <p><input type="checkbox"/> No other existing classification</p>
<p>11. Description of the cultural object</p> <p>(a) Type : (e) Geographical origin :</p> <p>(b) Author /co-author: (f) Dating :</p> <p>(c) Title or, failing that, subject matter : (g) Other information for identification purposes:</p> <p>(d) Scientific name (if there is one):</p>	
<p>12. Number of cultural objects in the collection</p> <p>Presented :</p> <p>Not presented :</p>	<p>13. Copy, attribution, period, studio and/or style</p>
<p>14. Material(s) and Technique(s)</p>	
<p>15. Actual value of the cultural object or, failing that, estimated value based on reasonable criteria in the country of exportation :</p>	
<p>16. Legal status and use of the cultural object</p> <p>Status: <input type="checkbox"/> Sold <input type="checkbox"/> Loaned <input type="checkbox"/> Exchanged <input type="checkbox"/> Other (please specify) :</p> <p>Exported for: <input type="checkbox"/> Exhibition <input type="checkbox"/> Appraisal <input type="checkbox"/> Research <input type="checkbox"/> Repair <input type="checkbox"/> Other (please specify) :</p>	
<p>17. Attached documents /special identification methods</p> <p><input type="checkbox"/> Photograph (colour) <input type="checkbox"/> Bibliography <input type="checkbox"/> Other (please specify) :</p> <p><input type="checkbox"/> List <input type="checkbox"/> Catalogue</p> <p><input type="checkbox"/> Seals <input type="checkbox"/> Valuation documents</p>	
<p>18. Supplementary pages : number of supplementary pages if applicable (in figures and letters)</p>	
<p>19. Endorsement by Customs Export Office</p> <p style="text-align: center;">Signature and stamp</p> <p>Customs office : Country : Export document No.: Dated:</p>	<p>20. Signature and stamp of issuing authority</p> <p>Place and date :</p>
<p>21. Customs exit office</p> <p>Stamp and date :</p>	

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Each heading must be completed, except headings 2, 12 and 18 if they do not apply

4	1. Beneficiary applicant requesting the exportation (name and address)	2. Beneficiary applicant's representative (name and address)
Copy for Customs authorities at exportation	3. Issuing authority (name and address)	4. Export authorization No. _____ Duration: _____ From : ___ / ___ / ___ Country of destination :
	5. Initial consignee (and subsequent consignee(s) if known) (name and address)	6. Type of export Permanent export Temporary export Time limit for re-importation : ___ / ___ / ___
	7. Owner of the cultural object (name and address)	
8. Photograph of the cultural object : 9 x 12 centimeters minimum		
<div style="border: 1px solid black; width: 80%; margin: 0 auto; height: 200px;"></div>		
(Continue on supplementary pages if necessary. Validate with the issuing authority's signature and stamp).		

<p>9. Dimensions and net weight of the cultural object (possibly with its stand)</p>	<p>10. Inventory number or other identification</p> <p><input type="checkbox"/> Inventory : No.</p> <p><input type="checkbox"/> No existing inventory</p> <p><input type="checkbox"/> Other classification : No.</p> <p><input type="checkbox"/> No other existing classification</p>
<p>11. Description of the cultural object</p> <p>(a) Type : (e) Geographical origin :</p> <p>(b) Author /co-author: (f) Dating :</p> <p>(c) Title or, failing that, subject matter : (g) Other information for identification purposes:</p> <p>(d) Scientific name (if there is one):</p>	
<p>12. Number of cultural objects in the collection</p> <p>Presented :</p> <p>Not presented :</p>	<p>13. Copy, attribution, period, studio and/or style</p>
<p>14. Material(s) and Technique(s)</p>	
<p>15. Actual value of the cultural object or, failing that, estimated value based on reasonable criteria in the country of exportation :</p>	
<p>16. Legal status and use of the cultural object</p> <p>Status: <input type="checkbox"/> Sold <input type="checkbox"/> Loaned <input type="checkbox"/> Exchanged <input type="checkbox"/> Other (to be specified) :</p> <p>Exported for: <input type="checkbox"/> Exhibition <input type="checkbox"/> Appraisal <input type="checkbox"/> Research <input type="checkbox"/> Repair <input type="checkbox"/> Other (please specify) :</p>	
<p>17. Attached documents /special identification methods</p> <p><input type="checkbox"/> Photograph (colour) <input type="checkbox"/> Bibliography <input type="checkbox"/> Other (please specify) :</p> <p><input type="checkbox"/> List <input type="checkbox"/> Catalogue</p> <p><input type="checkbox"/> Seals <input type="checkbox"/> Valuation documents</p>	
<p>18. Supplementary pages : number of supplementary pages if applicable (in figures and letters)</p>	
<p>19. Endorsement by Customs Export Office</p> <p style="text-align: center;">Signature and stamp</p> <p>Customs office : Country : Export document No. : Dated:</p>	<p>20. Signature and stamp of issuing authority</p> <p>Place and date :</p>
<p>21. Customs exit office</p> <p>Stamp and date :</p>	

MODEL EXPORT CERTIFICATE FOR CULTURAL OBJECTS

Each heading must be completed, except for headings 2, 12 and 18 if they do not apply

5	1. Beneficiary applicant requesting the exportation (name and address)	2. Beneficiary applicant's representative (name and address)
Copy for authorities at importation	3. Issuing authority (name and address)	4. Export authorization No. _____ Duration: _____ From : ___ / ___ / ___ Country of destination :
	5. Initial consignee (and subsequent consignee(s) if known) (name and address)	6. Type of export Permanent export Temporary export Time limit for re-importation : ___ / ___ / ___
	7. Owner of the cultural object (name and address)	
8. Photograph of the cultural object : 9 x 12 centimeters minimum		
<div style="border: 1px solid black; width: 80%; margin: 0 auto; height: 250px;"></div>		
(Continue on supplementary pages if necessary. Validate with the issuing authority's signature and stamp).		

<p>9. Dimensions and net weight of the cultural object (possibly with its stand)</p>	<p>10. Inventory number or other identification</p> <p><input type="checkbox"/> Inventory : No.</p> <p><input type="checkbox"/> No existing inventory</p> <p><input type="checkbox"/> Other classification : No.</p> <p><input type="checkbox"/> No other existing classification</p>
<p>11. Description of the cultural object</p> <p>(a) Type : (e) Geographical origin :</p> <p>(b) Author /co-author: (f) Dating :</p> <p>(c) Title or, failing that, subject matter : (g) Other information for identification purposes:</p> <p>(d) Scientific name (if there is one):</p>	
<p>12. Number of cultural objects in the collection</p> <p>Presented :</p> <p>Not presented :</p>	<p>13. Copy, attribution, period, studio and/or style</p>
<p>14. Material(s) and Technique(s)</p>	
<p>15. Actual value of the cultural object or, failing that, estimated value based on reasonable criteria in the country of exportation :</p>	
<p>16. Legal status and use of the cultural object</p> <p>Status: <input type="checkbox"/> Sold <input type="checkbox"/> Loaned <input type="checkbox"/> Exchanged <input type="checkbox"/> Other (to be specified) :</p> <p>Exported for: <input type="checkbox"/> Exhibition <input type="checkbox"/> Appraisal <input type="checkbox"/> Research <input type="checkbox"/> Repair <input type="checkbox"/> Other (please specify) :</p>	
<p>17. Attached documents /special identification methods</p> <p><input type="checkbox"/> Photograph (colour) <input type="checkbox"/> Bibliography <input type="checkbox"/> Other (please specify) :</p> <p><input type="checkbox"/> List <input type="checkbox"/> Catalogue</p> <p><input type="checkbox"/> Seals <input type="checkbox"/> Valuation documents</p>	
<p>18. Supplementary pages : number of supplementary pages if applicable (in figures and letters)</p>	
<p>19. Endorsement by Customs Export Office</p> <p style="text-align: center;">Signature and stamp</p> <p>Customs office :</p> <p>Country :</p> <p>Export document No. :</p> <p>Dated:</p>	<p>20. Signature and stamp of issuing authority</p> <p>Place and date :</p>
<p>21. Customs exit office</p> <p>Stamp and date :</p>	