TAX FREE PROCEDURE (Inglese)



PURCHASES CARRIED IN HAND BAGGAGE

Procedure

1. Pass security check.
2. Proceed to the Customs/Tax Free office.
3. Show:
   - Passport
   - Boarding pass
   - Tax Free forms
   - Purchased goods new and unused

⚠ **The goods must be available for Customs inspection after passing security check.**



PURCHASES CARRIED IN CHECKED BAGGAGE

If your Tax-Free purchases are contained in **checked baggage**, follow the procedure below before checking in your baggage.

Procedure

1. Check in for your flight.
2. Inform the check-in staff that you wish to claim Tax Free for goods contained in your checked baggage.
3. The baggage will be returned to the passenger in order to obtain Customs validation:
   - At the Global Blue Kiosk
   - Or directly at the Tax-Free Office of the Italian Customs and Monopolies Agency (ADM), located near Check-in 1
4. Once Customs validation has been obtained, the baggage may be handed over for shipment at:
   - Ski Point/ Oversized Baggage Drop-off

⚠ **Tax Free forms issued in EU Member States, once validated by the Customs Office, must be deposited in the mailbox or handed over to the Exchange Office.**

HOW TO OBTAIN YOUR REFUND

Cash Refund
To obtain a cash refund, please go to Exchange Office / Cash Refund Office.

- **Credit Card Refund for Global Blue forms**

Use the Global Blue application after Customs validation.
There is no need to mail the forms.

- **For forms issued by other Tax-Free companies:**

1. Complete the forms with your credit card number.
2. Post the validated forms in the Tax Free Mailboxes available at the airport.

Please make sure that the forms are completed correctly before submission.

REQUIRED DOCUMENTS

- Passport
- Boarding Pass
- Tax Free Forms
- Purchase Receipts/Invoices
- Purchased Goods goods new and unused

⚠ IMPORTANT

- Always inform the check-in staff when the Tax-Free goods are contained in checked baggage.
- Complete the Customs validation before shipping your baggage.
- Keep the purchased goods and all related documents available for inspection.
- Failure to comply with these procedures may result in Customs denial of tax-free validation and refund.

For further information: Contact the Customs Office exclusively for issues relating to Customs validation. For refund-related matters, please contact the Currency Exchange Office (Cash Refund Office).
Thank you for your cooperation and have a pleasant journey.