

### **Apply for a CAPS ID Number**

- All business importers are required to have a number to import items to the island.
- All personal shippers will require this to avoid paying duty twice on an item that was short from your original order.
- Anyone using a special Custom CPC code.
- Anyone applying for a duty refund.
- Anyone shipping in personal effects when returning to the island from living abroad for work, school, etc..

When completing the Form ensure you include a local address and local telephone number for Bermuda.

A copy of your valid ID that you include in Section 4 is also required, please send it as a scanned colored copy to: [capshelpdesk@gov.bm](mailto:capshelpdesk@gov.bm) along with your completed form.

For a Company that is a Limited Liability the copy of the Certificate of Incorporation is required.

The turnaround time is usually 24 hours; and all information received is deemed private and confidential.