

“DÉMARCHES SIMPLIFIÉES”

STEP BY STEP USER GUIDE

1 Creating an account

2 Account activation

3 Connection

4 Customs declaration for import

5 Access and manage folders

6 Communication with customs authorities

7 Customs declaration for export

8 Account unlocking



1

CREATING AN ACCOUNT

CREATING AN ACCOUNT

ACCESS TO “DÉMARCHES SIMPLIFIÉES”

The “Démarches Simplifiées” platform will allow you to manage your customs declarations for the clearance of goods imported for temporary admission and free of duties and taxes by persons accredited by the Paris 2024 Organizing Committee for the Olympic and Paralympic Games (COJOP).


In order to carry out your import and re-export declarations, as regards exemption from value added tax and customs duty on the final importation of certain goods and/or temporary admission procedure, please log into the following link:

Import: COMING SOON!


Re-export: COMING SOON!

Then create your account by entering an email address and password.
Your password must be at least 8 characters long.

CREATING AN ACCOUNT


RÉPUBLIQUE
FRANÇAISE
*Liberté
Égalité
Fraternité*


Paris 2024 Olympics and Paralympics Games - Customs formalities

 Estimated fill time: 69 mn

Start the procedure

With FranceConnect

FranceConnect is a solution proposed by the government to secure and simplify the connection to web services.

 **Sign in with
FranceConnect**

[What is FranceConnect? ↗](#)

OR

Create an account demarches-simplifiees.fr

What is the purpose of this procedure? —

Accredited persons and accompanied luggages.

Declaration and authorisation of temporary admission and duty-free imports.

Communication of mandatory documents regarding the processing of specific goods (firearms, medicines, animals, etc).

Create an account demarches-simplifiees.fr

With FranceConnect

FranceConnect is a solution proposed by the government to secure and simplify the connection to web services.



[What is FranceConnect?](#)

OR

Create an account using an email

Fields marked by an asterisk (*) are mandatory.

Email *

Expected format : john.doe@example.com

Password *

Show

Your password must have :

8 characters minimum

Create an account

CREATING AN ACCOUNT

It is very important to remember your password, as it will not be communicated to you and any repeated error will cause your account to be blocked.

In order to unlock your account, please go to Section 7.

2

ACCOUNT ACTIVATION

ACCOUNT ACTIVATION

You must confirm the creation of your account. For this you will receive a validation email.

If you do not receive this email, you can request a new mailing.

An English version of those screens will be available.



Confirmez votre adresse email



Avant d'effectuer votre démarche, nous avons besoin de vérifier votre adresse

Ouvrez votre boîte email, et **cliquez sur le lien d'activation** dans le message que vous avez reçu.

Si vous n'avez pas reçu notre message (avez-vous vérifié les indésirables ?), nous pouvons vous le renvoyer.

Votre email

Renvoyer un email de confirmation

ACCOUNT ACTIVATION



Click on the activation link.


Once your account is activated, return to the initial link:

Import: COMING SOON!
Re-export: COMING SOON!


3

CONNECTION

CONNECTION

 **RÉPUBLIQUE FRANÇAISE**
*Liberté
Égalité
Fraternité*


Paris 2024 Olympics and Paralympics Games - Customs formalities

 Estimated fill time: 69 mn

Start the procedure


With FranceConnect

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 **Sign in with FranceConnect**

[What is FranceConnect? !\[\]\(d19d18e4523bf4c3b871235e105e23a5_img.jpg\)](#)

OR

Create an account demarches-simplifiees.fr | **I already have an account** 

What is the purpose of this procedure? —

Accredited persons and accompanied luggages.

Declaration and authorisation of temporary admission and duty-free imports.


Communication of mandatory documents regarding the processing of specific goods (firearms, medicines, animals, etc).

CONNECTION

Sign in on demarches-simplifiees.fr

With FranceConnect

FranceConnect is a solution proposed by the government to secure and simplify the connection to web services.

 **Sign in with FranceConnect**

[What is FranceConnect? ↗](#)

_____ OR _____

Sign in with my account

Fields marked by an asterisk (*) are mandatory.

Email *
Expected format : john.doe@example.com

Password * Show

[Forgot password?](#)

Remember me

Sign in

Enter your login and password, then log in to your account.




4


CUSTOMS DECLARATION

CUSTOMS DECLARATION

Signed in successfully.


RÉPUBLIQUE
FRANÇAISE
*Liberté
Égalité
Fraternité*

Paris 2024 Olympics and Paralympics Games - Customs formalities

 Estimated fill time: 69 mn

[Start the procedure](#) 

What is the purpose of this procedure? -

Accredited persons and accompanied luggages.

Declaration and authorisation of temporary admission and duty-free imports.

Communication of mandatory documents regarding the processing of specific goods (firearms, medicines, animals, etc).

What is the procedure estimated fill time ? +

CUSTOMS DECLARATION

Complete the form with the identity data (civility, first name and surname) of the person who will transport the goods when they are imported into French territory.



Identity data

Please complete your personal information to access the procedure.

All fields are required.

Gender

Ms Mr

First name

Last name

Continue

CUSTOMS DECLARATION

FIRST PHASE: GENERAL INFORMATION

Fields marked by an asterisk (*) are mandatory. Your file is automatically saved after each modification. You can close the window at any time and pick up where you left off later.

Identification data

Identification data 1

Accreditation number *

ID number delivered by Paris 2024.



Date of birth *



The accreditation number is a mandatory data for the final validation of the file by the customs authorities.

CUSTOMS DECLARATION

SECOND PHASE: LEGAL CAPACITY

Legal capacity

Legal capacity 1
I'm a minor or protected adult *

Yes No

Identity of the person legally responsible *

ID document of the person legally responsible *

National identity card (front side only), passport, residency permit or other proof of identity.

File size limit : 20 MB. Supported formats : jpeg, png

Aucun fichier sélectionné.

French law restricts the validation of the form to adults or guardians of minors and protected adults.

CUSTOMS DECLARATION

THIRD PHASE: LOCATION OF ARRIVAL IN FRANCE AND STATUS

If you arrived by another place (for example train station), select "other"

Location of arrival in France *

Roissy Charles de Gaulle Airport Orly Airport UK Border Swiss Border Other

Status *

Fill in the reason of your participation to the World Triathlon



CUSTOMS DECLARATION

FOURTH PHASE: ARRIVAL AND STAY INFORMATION

1. Importation procedure

Day and time of arrival *

Expected format : dd/mm/yyyy hh:mm



Departure country *

Enter the country from which you are arriving.



French Address *

Inform the adress of the french lodging during the OG-PG



If it is one of the Olympic or Paralympic villages, specify only the name of the village.

CUSTOMS DECLARATION

FIFTH PHASE: DECLARATION OF DEFINITIVE IMPORTS

2. Final importation with duty relief

Final importation with duty relief

Reliefs from import duty allow certain types of goods, third-party to the European Union, to be imported, with total exemption from customs duties and taxes, intended to remain in, or even be consumed in, the territory.

- exemption for goods contained in travellers' personal luggage;
- exemption for pharmaceutical products used at international sporting events;
- import-related tax exemption relating to certain international relations (cuts, medals, trophies, etc.).

Final importation with duty relief 1

Do I carry goods destined to be permanently imported ? *

Yes

No



Final importation with duty relief 1

Do I carry goods destined to be permanently imported ? *

Yes

No



Types of duty relief *

Tick the following boxes regarding the type of goods imported.

- Personal goods transported in the luggage
- Pharmaceutical products used for an international sporting event
- Rewards and medals



Inventory of goods *

Join the .pdf file regarding the inventory of imported goods in accordance with Annex 6.11 of the Customs and Freight Guide edited by the Paris 2024 Organising Committee for the Olympic and Paralympic Games.

File size limit : 200 MB.

Parcourir... Aucun fichier sélectionné.

Part 2 consists of a conditional menu:

If you need to declare goods duty-free, then you select the type of franchise and attach an inventory.

In case of a negative answer, you can proceed to the next part.

CUSTOMS DECLARATION

SIXTH PHASE: DECLARATION OF TEMPORARY IMPORTS

Part 3 consists of a conditional menu:

If you need to declare goods for temporary admission, then complete the additional information and attach an inventory.

In case of a negative answer you can proceed to the next part.



3. Temporary Admission of goods

Temporary admission

The temporary admission procedure allows total or partial exoneration of customs duties and taxes for goods imported temporarily from third countries and which will be re-exported in the same state.

Do not declare good which will be consumed.

Temporary admissior

Do i have goods destined to be reexported ? *

Yes No

Reason of temporary importation *

Professional Material: journalist, press

Professional Material: medical equipment

Sports equipment (competition, training, etc.)

Material for the organisation of the event.

Animals

Estimated delay of stay *

3 months

6 months

12 months

18 months

24 months

Principal storage location *

Mention the principal storage location of the goods.

Inventory of goods *

Join the file .pdf regarding the inventory of imported goods in accordance with Annex 6.11 of the guidance

File size limit : 200 MB.

Aucun fichier sélectionné.

CUSTOMS DECLARATION

SEVENTH PHASE: DECLARATION OF IMPORTS OF SPECIFIC GOODS

Part 4 consists of a conditional menu for each theme:

If you have to declare specific goods, then complete the additional information and attach the mandatory document(s).

In case of a negative answer you can proceed to the next part.



4. Specific goods

Psychotropic or narcotic drugs and medicaments

If you are an individual and are transporting psychotropic or narcotic drugs or substances for more than 3 months
If you are a doctor and transporting up to 10 units of narcotic substances.

Psychotropic or narcotic drugs and medicaments 1

Status *

I am an individual

I am a doctor

Inventory of imported medicines, psychotropic or narcotif drugs

If you are an individual, please bring a medical prescription in French or in English, which must be presented to the customs department in the event of a check on your arrival in France.

I come from Iceland, Liechtenstein, Norway or Switzerland and import narcotics and psychotropic drugs *

Yes No

Destroy element

CUSTOMS DECLARATION

SEVENTH PHASE: DECLARATION OF IMPORTS OF SPECIFIC GOODS

Medicinal products for veterinary use

You are an individual or a veterinarian and you import veterinary drugs.

Medicinal products for veterinary use

I import veterinary drugs *

Yes No

Status *

I am an individual

I am a veterinarian

Prescription *

If you are an individual, please attach a prescription of the imported veterinary drugs in French or English.

File size limit : 200 MB.

Parcourir... Aucun fichier sélectionné.

Firearms and ammunitions

Firearms and ammunitions 1

I import a firearms and ammunitions *

Yes No

I come from a listed country *

Listed countries :

Belarus

Burma

Central African Republic

China

Democratic Republic of Congo

North Korea

Irak

Iran

Lebanon

Libya

Russia

Somalia

Sudan

South Sudan

Syria

Venezuela

Yemen

Zimbabwe

Yes

No

Authorization of import *

If you are coming from one of the listed country above, please attach your authorization.

File size limit : 200 MB.

Parcourir... Aucun fichier sélectionné.

CUSTOMS DECLARATION

SEVENTH PHASE: DECLARATION OF IMPORTS OF SPECIFIC GOODS

Animals

Animals 1

I imported my animal *

I come in France with my cat, ma dog or my ferret.

Please note: an original health certificate will be required for your pet upon arrival in France.

Yes No



I come from a listed country or not *

No



Certificat of Rabies serum antibody titer tests *

If you don't come from one of the listed country, please attach the certificat of rabies serum antibody titer tests.

File size limit : 200 MB.

Parcourir... Aucun fichier sélectionné.



CUSTOMS DECLARATION

SIXTH STEP: VALIDATION OF THE FILE

Once your file has been completed, select the button 'Submit the file'.

Your draft is automatically saved. [More informations](#) 

Submit the file



Thank you!

Your file on the procedure Paris 2024 Jeux Olympiques et Paralympiques - Formalités douanières has been sent.

You have now access to your online file.

You can edit it and talk with an instructor.

Access your file

Submit an other file

A message appears when your file is correctly sent to the customs authorities.

You will then receive various emails informing you of developments in your file:

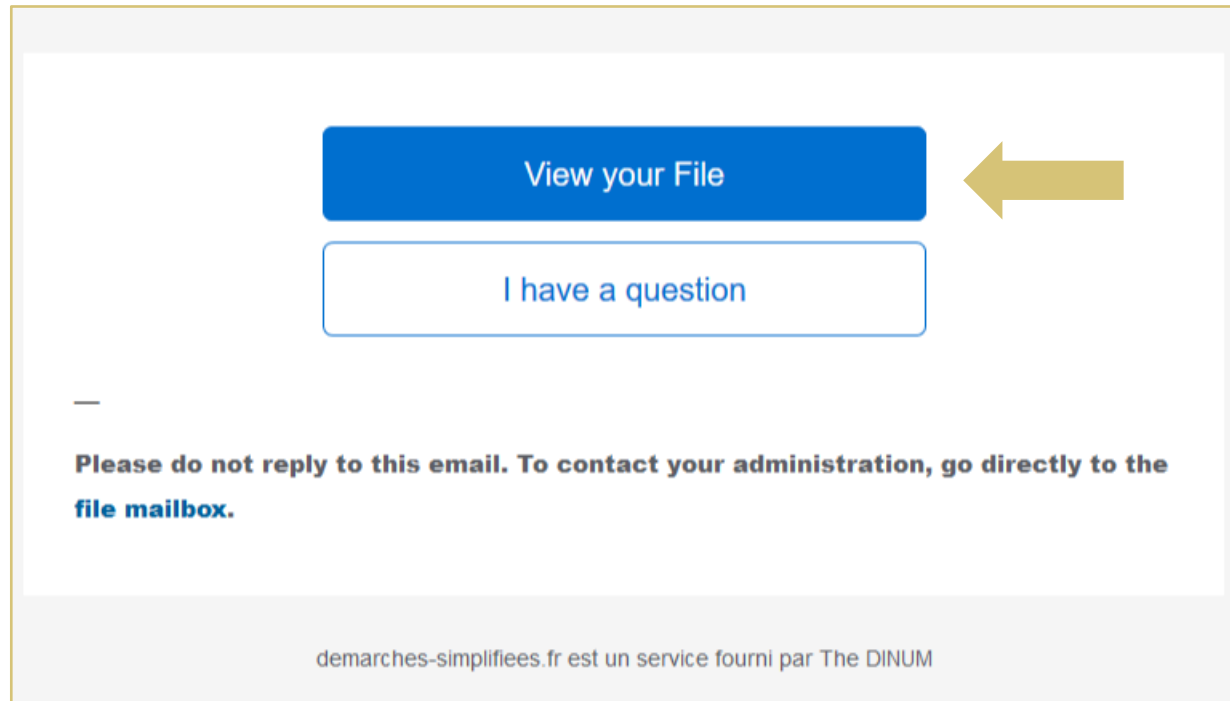
- It has indeed been deposited;
- it has been taken by an officer;
- It has been accepted or refused.



5

ACCESS AND MANAGE FOLDERS

ACCESS AND MANAGE FOLDERS



To access the files being processed, you can use the email received when submitting a file.

Or connect yourself directly to your account from:

demarches-simplifiees.fr

An English version of this email will be available.

ACCESS AND MANAGE FOLDERS

On your account all folders appear directly


My files

Search a file (File number, keywords) Search

2 in progress

Select a filter ▾

2 in 2 files

File n.	Procedure	Requester	Status	Updated	Actions
 12860697	TESTING PROCEDURE Paris 2024 Olympics and Paralympics Games - Customs formalities	France Douane	IN PROGRESS	June 07, 2023 21:19	Actions ▾

ACCESS AND MANAGE FOLDERS

File n.	Procedure	Requester	Status	Updated	Actions
12860697	TESTING PROCEDURE Paris 2024 Olympics and Paralympics Games - Customs formalities	France Douane	IN PROGRESS	June 07, 2023 21:19	Actions ▾
12184529	TESTING PROCEDURE Paris 2024 Jeux Olympiques et Paralympiques - Formalités douanières réexportation	A F	IN PROGRESS	April 13, 2023 19:31	

Paris 2024 Olympics and Paralympics Games - Customs formalities **IN PROGRESS**

File n. 12860697 - Submit on June 07 2023 21:19

Expires on 07/06/2024 (12 months after this file was last modified)

Invite someone to edit this file ▾ **Edit my file** 🖨️

Summary Request Mailbox

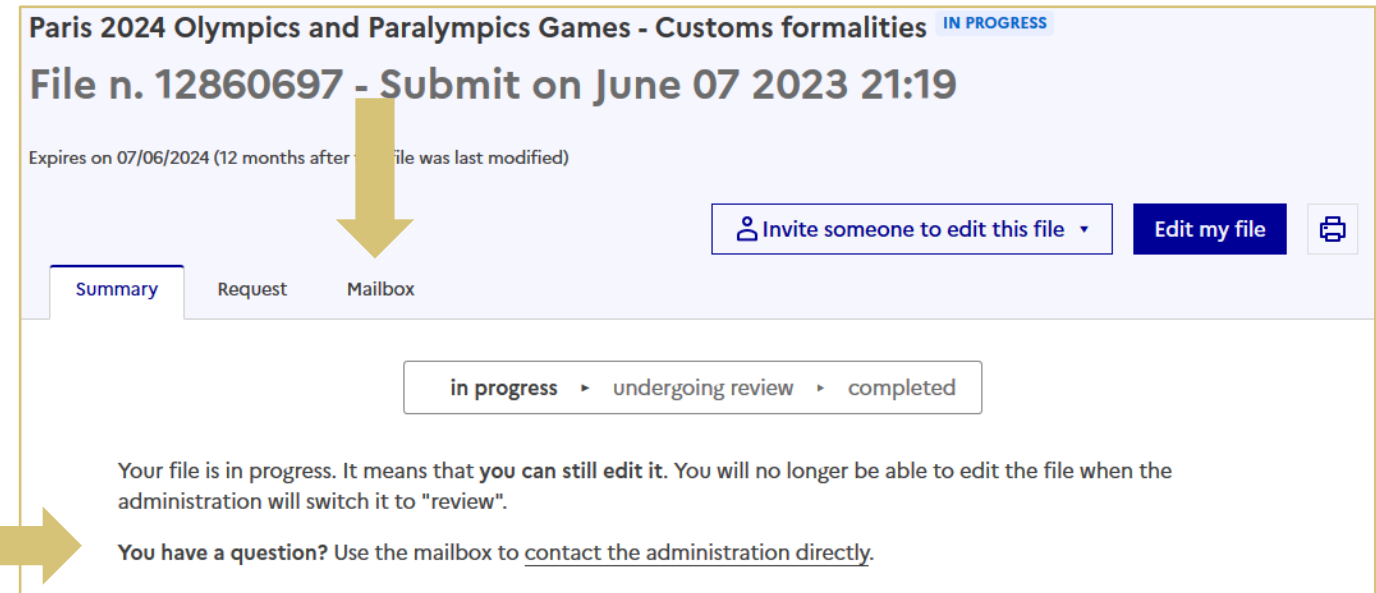
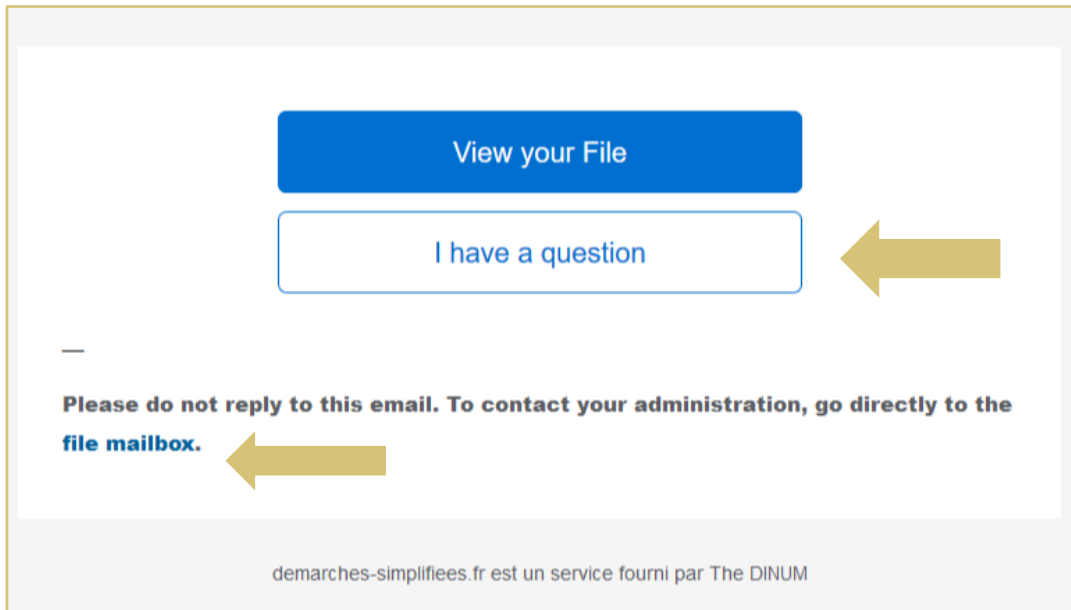
in progress ▶ undergoing review ▶ completed

- Several actions are possible:
- Amend the declaration when it is not under instructions by the customs services;
 - Share the file;
 - Start a new file;
 - Duplicate the file;
 - Delete the file.

6

**COMMUNICATION
WITH CUSTOMS
AUTHORITIES**

COMMUNICATION WITH CUSTOMS AUTHORITIES



To access the mailbox, you can use the email received when creating the folder.
Or connect yourself directly to your account from demarches-simplifiees.fr and select mailbox.


An English version of this email will be available.

COMMUNICATION WITH CUSTOMS AUTHORITIES

Paris 2024 Olympics and Paralympics Games - Customs formalities IN PROGRESS


File n. 12860697 - Submit on June 07 2023 21:19

Expires on 07/06/2024 (12 months after this file was last modified)

[Invite someone to edit this file](#) [Edit my file](#) 

[Summary](#) [Request](#) [Mailbox](#)

The mailbox allows you to contact the instructor in charge of your file.

 **Automatic email** June 7th at 21:19

[Votre dossier n° 12860697 a bien été déposé (Paris 2024 Olympics and Paralympics Games - Customs ...)]

[Reply](#)

Fields marked by an asterisk (*) are mandatory.

Message *

Write your message here

File size limit : 20 MB.

[Parcourir...](#) Aucun fichier sélectionné.

7

CUSTOM DECLARATION FOR EXPORT

CUSTOM DECLARATION FOR EXPORT



Paris 2024 Olympics and Paralympics Games - Customs formalities for re-export

[Start the procedure](#)

What is the purpose of this procedure? –

Accredited persons and accompanied luggages.

Re-export of goods imported under temporary admission.

Communication of mandatory documents regarding firearms.

All the elements requested in the import declaration, namely:

- Full name,
 - Accreditation number,
 - The statute,
 - the place of arrival,
- are requested in this form

CUSTOM DECLARATION FOR EXPORT

1. Re-export

Temporary Admission discharge of goods

Temporary Admission discharge of goods 1

Day and time of departure *

Expected format : dd/mm/yyyy hh:mm



Destination *

Inform the country of destination



Temporary admission *

Join the file .pdf regarding the inventory of reexported goods in accordance with Annex 6.11 of the guidance

File size limit : 200 MB.

Aucun fichier sélectionné.



You must indicate the day of your departure, the country of destination, attach the inventory of the goods with which you are leaving and the number of your import declaration file



Import file number *

Numéro de dossier

CUSTOM DECLARATION FOR EXPORT

If you leave France with a weapon to go to one of the countries listed, you must join the export authorization that the customs services delivered you (see the procedure in the Customs and Freight Guide).

2. Firearms and ammunition

Firearms and ammunition

Firearms and ammunition 1

I re-export a firearm *

Yes No

I am returning to a listed country *

Listed countries :

Belarus

Burma

Central African Republic

China

Democratic Republic of Congo

North Korea

Irak

Iran

Lebanon

Libya

Russia

Somalia

Sudan

South Sudan

Syria

Venezuela

Yemen

Zimbabwe

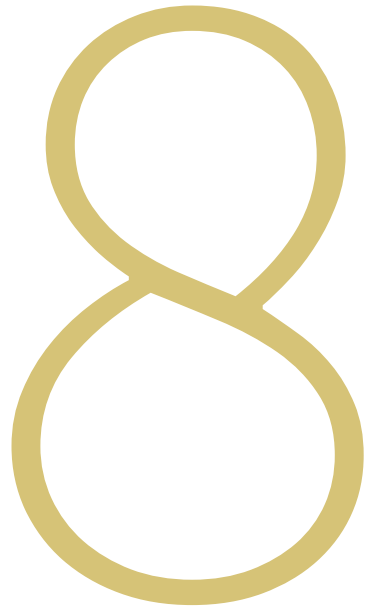
Yes No

Authorization of export *

If you are coming from one of the listed country above, please attach your authorization.

File size limit : 200 MB.

Parcourir... Aucun fichier sélectionné.



ACCOUNT UNLOCKING

ACCOUNT UNLOCKING

If you are faced with multiple attempts to log in with an incorrect password, your account will be blocked as a security measure.

You will receive an email about it, which will invite you to click on a link to unlock it.

You will be able to unlock your account by logging in again with your email address and password.

An English version of this email will be available.



ACCOUNT UNLOCKING

If you no longer remember your password you can click on “forgot password” and enter your login email address.

Forgot your password?

Send me reset password instructions

Email

[Request new password](#)

Sign in on demarches-simplifiees.fr

With FranceConnect

FranceConnect is a solution proposed by the government to secure and simplify the connection to web services.



[What is FranceConnect?](#)

OR

Sign in with my account

Fields marked by an asterisk (*) are mandatory.

Email *

Expected format : john.doe@example.com

Password *

Show

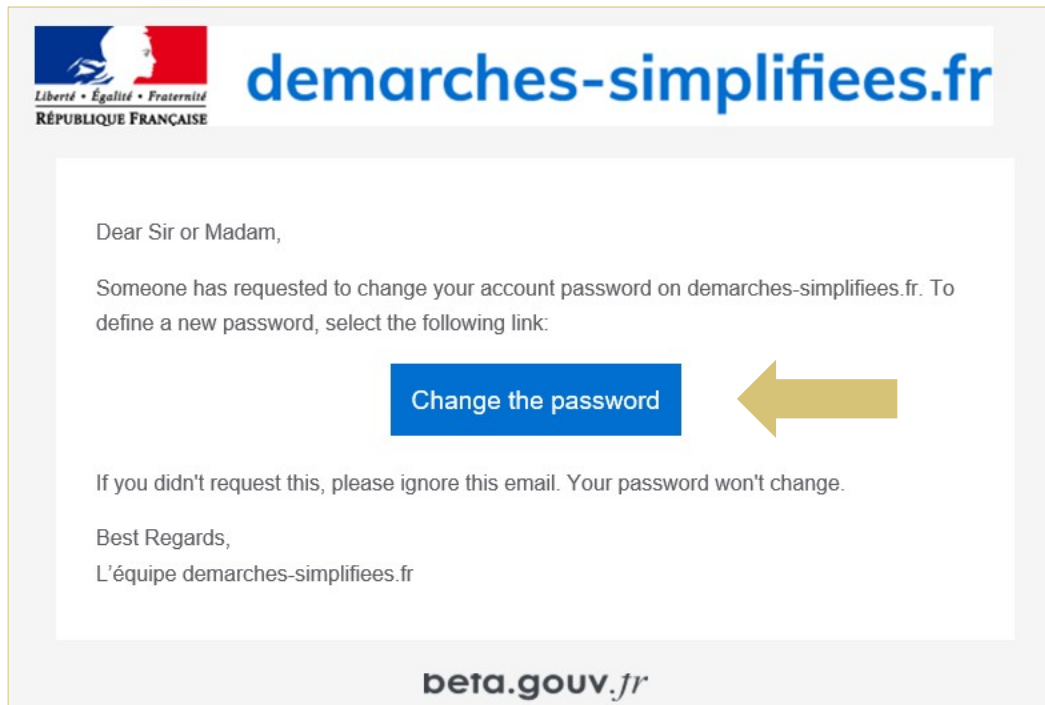
[Forgot password?](#)

Remember me

[Sign in](#)

ACCOUNT UNLOCKING

You will receive an email inviting you to reset your password.



The screenshot shows an email header with the French flag and the text "Liberté • Égalité • Fraternité RÉPUBLIQUE FRANÇAISE" and "demarches-simplifiees.fr". The main body of the email contains the following text:

Dear Sir or Madam,

Someone has requested to change your account password on demarches-simplifiees.fr. To define a new password, select the following link:

[Change the password](#)

If you didn't request this, please ignore this email. Your password won't change.

Best Regards,
L'équipe demarches-simplifiees.fr

At the bottom, it says "beta.gouv.fr". A yellow arrow points to the "Change the password" button.



Got it!
Now open your mailbox.

We have sent you an email to the address **aumartins@paris2024.org**.

Click on the link in the email to change your password.

Please note that this message can take up to 15 minutes to arrive.

Change password

Password * Show

Your password must have :

8 characters minimum

Password confirmation * Show

[Change password](#)