HANDBOOK

Diplomatic Immunities and Privileges in Estonia

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Ministry of Foreign Affairs of the Republic of Estonia
State Protocol Department

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INTRODUCTION. STATE PROTOCOL DEPARTMENT

The privileges and immunities of foreign diplomatic missions and consular posts and of their members in Estonia are governed by the Vienna Convention on Diplomatic Relations of 1961 and by the Vienna Convention on Consular Relations of 1963.

Since changes have been made in the Estonian national legislation and in practices concerning foreign diplomatic missions and consular posts in Estonia (hereinafter referred to as "missions"), and because of the rotation of the members of missions, the State Protocol Department of the Ministry of Foreign Affairs of Estonia has the pleasure to provide the missions with an updated version of the handbook entitled *Diplomatic Immunities and Privileges in Estonia*.

In addition to the privileges provided in the abovementioned conventions, certain rights may be granted under Estonian laws or bilateral and multilateral agreements.

An online version is available on the Ministry´s homepage, which will be updated monthly. More information can be obtained from the State Protocol Department on request.

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1. HEAD OF MISSION

1.1. Agrément

The sending State must ascertain that an agrément from the receiving State has been granted to the person proposed to be accredited as the Ambassador of the sending State.

The sending State shall address its request for an agrément to the State Protocol Department. The request should include the curriculum vitae of the designated Ambassador.

Having received the agrément, the sending State may accredit the designated Ambassador as its representative in Estonia. However, the Ambassador can officially assume his/her functions only after the presentation of his/her credentials to the President of the Republic.

1.2. Arrival

Prior to arrival, Missions shall inform the State Protocol Department of the new Ambassador's arrival date and hour by verbal note. The note should also include information about courtesy calls that should be arranged. The State Protocol Department will arrange courtesy calls to Speaker of the Parliament, Prime Minister and in Ministry of Foreign Affairs, including Minister of Foreign Affairs, if asked. Other courtesy calls should be arranged by Foreign Mission itself.

A new Ambassador will be met on arrival in Tallinn by a Protocol Officer, provided that the Ministry of Foreign Affairs has been notified of the date and hour of his/her arrival in advance, and that the Ambassador arrives by air, ship or train between the hours of 9 a.m. and 5 p.m. on Monday to Friday.

On arrival within the period from Monday to Friday between 9 a.m. and 5 p.m., the State Protocol Department provides transport for the Ambassador and accompanying persons from airport to the hotel/embassy/residence, if necessary. On the day of presenting credentials transport will be provided from the hotel/embassy/residence to the Office of the President and back. All other needs for transport are arranged by the Visitor.
If the Ambassador is travelling by car, the Ministry of Foreign Affairs will facilitate the Ambassador's entry into Estonia by informing the border authorities of his/her arrival, provided that the Ministry has been notified of the date and hour of his/her passage across the border well in advance.

1.3. Presentation of Credentials

Before presenting his/her Credentials to the President of the Republic, the Ambassador shall present a copy of his/her Letter of Credence and a copy of his/her predecessor's Letter of Recall to the Chief of State Protocol.
The State Protocol Department will arrange the ceremony of the presentation of Credentials to the President of the Republic. The Ambassador may be accompanied by his/her spouse and one member of the Embassy's diplomatic staff. Chargés d'Affaires en pied are accredited to the Minister of Foreign Affairs.

Official meetings with Members of Government, except the Prime Minister, may take place after a copy of the Letter of Credence has been presented to the Chief of State Protocol. Official meetings with the Speaker of the Parliament and Prime Minister may take place only after Credentials have been presented to the President of the Republic. Before Credentials have been presented, it is however permitted to attend events where the Speaker of the Parliament and Prime Minister are present. An Ambassador shall not attend events where the President of the Republic is present before having presented his/her Credentials to the President of the Republic.
Public speeches and press statements are permitted after the presentation of Credentials to the President of the Republic.

1.4. Departure

Missions shall inform the State Protocol Department of the date of termination of office of Heads of Mission in Estonia by a verbal note. The note should also include information about the departure date and information about farewell calls that should be arranged.

The State Protocol Department will arrange farewell calls to the President of the Republic, Speaker of the Parliament, Prime Minister and in Ministry of Foreign Affairs, including Minister of Foreign Affairs, respectively. Other farewell calls should be arranged by Foreign Mission itself.

Farewell calls for **a non-resident Head of Mission** are arranged to the officials in the Ministry of Foreign Affairs. Farewell call to the Minister of Foreign Affairs will be arranged if possible. Farewell visits to the President, Speaker of the Riigikogu (Parliament) and Prime Minister are not practiced.

1.5. Chargé d'Affaires ad interim

A Chargé d'Affaires ad interim may act provisionally as the Head of Mission. The name of the Chargé d'Affaires ad interim should be notified to the State Protocol Department by a verbal note. A Chargé d'Affaires ad interim shall be named if the post of a Head of Mission is vacant or a Head of Mission is for some reason unable to perform his/her functions.

In situations where none of the members of the diplomatic staff are present, a member of the administrative or technical staff may be designated as the person in charge of the current affairs of the mission.

2. ARRIVAL AND DEPARTURE

Pursuant to the provisions of Article 10 of the Vienna Convention on Diplomatic Relations, foreign missions are obliged to inform the Ministry of Foreign Affairs about the assignment of employees to foreign missions, as well as employees' arrival, departure, promotion, and other changes.
In order to assign a Military Attaché and a Deputy or an Assistant Military Attaché, the prior consent of the Ministry of Foreign Affairs is required.

2.1. Applying Visas Prior to the First Arrival in Estonia

The employees of foreign mission and their family members **from any third-country coming to Estonia for their assignment** are subject to a long-stay visa obligation. Therefore, prior to first arrival in Estonia a long-stay (D) visa must be applied in a foreign representation of Estonia. In order to do so, a long-stay visa application and one colour photo (35x45mm) are submitted along with a verbal note to the Estonian foreign representation. Application form for a visa can be pre-filled online.

Additional information on how to apply for an Estonian visa and contact information for Estonian foreign representations can be found on the Ministry's homepage at http://www.vm.ee/?q=en.

On the basis of the new wording of the Aliens Act, as of 1 October 2010 the Republic of Estonia will no longer issue long-term diplomatic and service visas. Therefore, the diplomatic identity card (see below 2.2.) is the only legal basis for residence in Estonia for the personnel of diplomatic representations, consular establishments and representations of international organisations that are accredited in Estonia.

2.2. Diplomatic Identity card

Diplomatic identity card grants the immunities and privileges outlined in the Vienna Convention on Diplomatic Relations and other international conventions and treaties according to the relevant category.
Diplomatic identity cards are diplomatic and service cards, which are also the legal basis for residence in Estonia for the employees of a foreign mission and their family members, and entitle the bearer together with a passport to enter and travel within the territory of the Schengen States.

2.2.1. Conditions for Issuance of Diplomatic Identity Card

Conditions for the issuance of diplomatic identity card has been established by directive No. 2 by the Foreign Minister dated 9 February 2017, "The procedure for the issue and revocation of a diplomatic identity card, the format and technical specification of a diplomatic identity card and the list of information entered in a card and the registration procedure of non-residents exempt from income tax (https://www.riigiteataja.ee/akt/124112018006).

The State Protocol Department shall issue the following diplomatic identity cards:
1. an A-series diplomatic card (blue) to the head of mission and his family members;
2. a B-series diplomatic card (blue) to diplomats and their family members;
3. a C-series service card (red) to members of administrative staff and their family members;
4. a D-series service card (green) to service staff and their family members;
5. an E-series service card (green) to private servants;
6. an F-series service card (green) to Estonian citizens or permanent residents working in foreign missions;
7. a G-series service card (orange) to members and staff of the international organisation, NATO headquarters and the EU institutions based in Estonia (hereinafter: other relevant institutions);
8. an HC-series service card (grey) to the honorary consuls of foreign countries.

Diplomatic identity card shall not be issued if the duration of an assignment is shorter than **six (6) months**.

Missions and other relevant institutions are requested to return the diplomatic identity cards of departing members of missions and other relevant institutions and their family members to the Ministry within one month after the termination of their functions. The card is not considered to be valid after one month after the termination of function.

The State Protocol Department should be informed without a delay about the loss of diplomatic identity card.

NB! Expired diplomatic and/or service cards must be returned to the State Protocol Department.

2.2.2. Order for Issuance of Diplomatic Identity Cards to Members of Foreign Mission Resident in Estonia (A, B, C, D, E, F and HC cards)

In order to apply for primary diplomatic identity card, the employees of a foreign mission (diplomatic representations, consular establishments and representations of international organisations) and their family members, should submit the following documents to the State Protocol Department:

1. a verbal note that contains the data about the duration period of an assignment, official title and service rank of the person sent to the mission;
2. notification;
3. one (1) colour photo according to the following requirements;
4. CV (Curriculum Vitae (not obligatory for family members));
5. a photocopy of the page(s) of the card user's valid travel document that includes personal data and the passport's expiration date.

NB! The notification should have all fields filled out and be signed by the head of mission, confirmed with a seal. A separate notification form is required of each accompanying family member.
For HC cards the head of the Embassy should sign notification form and a note verbale from an Embassy is requested.
The State Protocol Department may, if necessary, require additional information.

2.2.3. Order for Issuance of a Diplomatic Identity Card to Diplomats Residing outside Estonia (A and B cards)

A diplomatic identity card is also issued to diplomats of foreign missions accredited to Estonia but residing outside Estonia and to their family members (required to have accreditation in the country of residence valid for at least six months.) In order to apply for the card, the following documents should be submitted to the State Protocol Department:

1. a verbal note, which contains data about the duration period of a mission, official title and service rank of the diplomat;
2. notification;

3. one (1) colour photo according to the following requirements;

4. CV (Curriculum Vitae (not obligatory for family members));

5. a photocopy of the page(s) of the card user's valid travel document that includes personal data and the passport's expiration date;

6. the document serving as the basis for residency in the country of residence (generally a copy of the diplomatic card).

Diplomatic identity cards are not issued to members of administrative staff of foreign missions residing outside Estonia.

2.2.4. Order for Issuance of a Diplomatic Identity card to Members and Staff of the International Organisation, NATO Headquarters and the European Union Institutions Based in Estonia (G cards)

In order to apply for primary diplomatic identity cards to the members and staff of the international organisation, NATO headquarters and the EU institutions based in Estonia, the following documents should be submitted to the State Protocol Department:

1. an official letter signed by the head of office that contains data about the duration period of an assignment and official title/category of the staff member;

2. notification;

3. one (1) colour photo according to the following requirements;

4. CV (Curriculum Vitae (not obligatory for family members));

5. a photocopy of the page(s) of the card user's valid travel document that includes personal data and the document's expiration date.

The State Protocol Department may, if necessary, require additional information.

2.2.5. Order for the Extension, Renewal, or Changing of data on a Diplomatic Identity Card.

For the extension, renewal, or changing of data on a diplomatic identity card (prolongation of accreditation time, new passport, name change, change in profession, etc.), the following documents should be submitted to the State Protocol Department:

1. a verbal note or an official letter signed by head of office (expected date of departure should be notified);

2. supplementary notification;

3. one (1) colour photo according to the following requirements;

4. a photocopy of the page(s) of the card user's valid travel document that includes personal data and the document's expiration date;

5. for diplomats and their family members residing outside Estonia, the document serving as the basis for residency in the country of residence (generally a copy of the diplomatic card).

NB! Expired diplomatic or service cards must be returned to the State Protocol Department.

2.3. Family Members

Family members are the following persons who are on the maintenance of and share a common household with a member of mission and other relevant institution:

1. a spouse;
2. an unmarried child of up to 21 years of age who resides with his or her parents;
3. an unmarried child of up to 23 years of age who studies on a daily basis at a higher education establishment in Estonia and resides with his or her parents;
4. another family member according to the relevant agreement or in exceptional cases.

For children under the age of 15 a notification form should be signed by a parent/legal guardian at field #21.

Each exceptional case is considered on an individual basis upon receipt of a verbal note with reasonable arguments from the mission.

2.4. Military Attaché

In order to assign a Military Attaché and Deputy/Assistant Military Attaché, a foreign mission must apply for pre-consent from the Foreign Ministry. In order to do so, the foreign mission must submit to the State Protocol Department a note along with the CV of the candidate for Military Attaché or the Deputy/Assistant Military Attaché.

2.5. Locally Hired Staff

Foreign missions may employ Estonian citizens and permanent residents of Estonia as their administrative staff in accordance with the relevant legislation of Estonia.

2.6. Private Servants

The State Protocol Department issues diplomatic identity cards to the private servants (home assistants, home teachers, etc.) of diplomats on the condition that a foreign mission notifies the Ministry of Foreign Affairs of their arrival and presents corresponding documents.

2.7. Estonian Personal Identification Code

An Estonian personal identification code (personal ID code) makes it easier to manage personal affairs and allows access to some relevant services offered in Estonia, though it does not offer the concessions that are granted to local residents. An Estonian personal ID code for the diplomats and administrative and technical staff of foreign missions and international organisations and their family members (personnel of foreign missions) is issued in the process of applying for the diplomatic identity card.

3. MOTOR VEHICLES

The State Protocol Department should be informed of all changes connected with the vehicles of foreign missions, i.e. the purchase, sale, import or export of vehicles, loss of certificate of registration, accidents, theft, etc.

3.1. Traffic Rules

Traffic management and traffic safety requirements on Estonian roads are provided by the "Traffic Act". The members of mission are advised to become familiar with the local traffic rules and adhere to them.

According to Estonian law, in the case of poor visibility or in the dark a pedestrian is required to wear a safety reflector!

In accordance with valid traffic rules, the maximum speed permitted by law within towns in Estonia is 50 km/h and outside towns is 90 km/h, unless it is marked otherwise with road signs. While in motion, a vehicle must have dipped beam headlamps, side lamps, and rear registration plate lamps turned on; winter tyres are obligatory from 1 December to 1 March. Studded tyres are allowed from 15 October to 31 March. In connection with weather- and road conditions (snow, slipperiness etc.) the studded tyres are allowed already from 01 October until 30 April.

Every driver is obliged to pull over if requested to do so by a police officer and to present the registration documents of the vehicle and the diplomatic or service card issued by the State Protocol Department. The police will return the documents after verification.

The driver and all passengers are also obligated to wear safety belts. While driving the driver of a motor vehicle is not allowed to be engaged with actions which may disturb driving, including holding a mobile telephone in his/her hand.

The police authorities use automatic traffic control cameras for traffic control. These cameras record speeding of vehicles. The police authorities send notices of vehicles with CD, CMD and AT registration plates to the missions concerned, adding a complaint form for a reply. The missions should either pay the traffic ticket or reply to these notices by fulfilling the complaint form and sending it to the Traffic Proceedings Bureau of Law Enforcement Police Department of Police and Border Guard Board, P. Pinna tn 4, 13619 Tallinn. The police inform the State Protocol Department about the traffic violations of vehicles with CD, CMD and AT registration plates.

The driver may not be under the influence of either alcohol or drugs. Persons who enjoy inviolability cannot, however, be obliged to submit to a breathalyser, blood or urine test. Regardless of whether the person submits to the test or not, the police officer may decide that it is not in the interest of public safety to permit him/her to continue driving. The Ministry for Foreign Affairs considers driving under the influence of alcohol or other intoxicating substances by a member of a mission a serious misbehaviour and shall take action when a suspicion of a violation of the law is brought to its attention by the police authorities.

Use of the special public transportation pathway is allowed only for public transportation vehicles (buses, trolleys, taxis).

Driving in pedestrian areas is not allowed. A person with a residence in the Old Tallinn pedestrian area whose first and last name appears on the certificate of registration of a vehicle may access the pedestrian area by vehicle in order to get to his/her parking spot, on the basis of an Access Card issued by the Tallinn City Transport Department. Trading and servicing companies on pedestrian areas can be accessed with transport vehicles from 6 a.m. to 10 a.m. Additional information at the Tallinn City Government homepage.

The Ministry does not have the authority to dismiss violations or cancel fines associated with traffic citations.

3.2. Importation of Motor Vehicle

Pursuant to the Value Added Tax Act, missions and diplomats as well as members of the administrative staff of missions who are not nationals of Estonia may purchase **a new** motor vehicle exempt from taxes.

Pursuant to the Customs Act (from 1 January 2013) a diplomat may import, exempt from customs duty, one new or used motor vehicle per adult family member and not more than two motor vehicles per family.

Members of the administrative staff may import, exempt from customs duty, one new or used motor vehicle per family during the first three months of their stay in Estonia.

The right of missions to import motor vehicles for official use is not restricted as long as the number of vehicles is reasonable in relation to the size of the mission.

When a new or used motor vehicle is imported to Estonia from outside the European Union, it is subject to customs clearance.

In order to import exempt from customs duty, a diplomat or member of the administrative staff must present a duly completed (which in addition to the name of the item also lists the maker of the vehicle, model, chassis number, date of release, and engine capacity) Customs Declaration of Diplomatic Merchandise (or available at the State Protocol Department on paper) to the State Protocol Department as promptly as possible with a copy of the certificate of registration or, in the case of a new vehicle, a copy of the contract of purchase and sale.

The applicant should present the Customs Declaration of Diplomatic Merchandise form approved by the State Protocol Department to the Tax and Customs Board for clearance.

3.3. Vehicle Inspection and Compulsory Insurance

Prior to the first registry in Estonia, all vehicles (new and used) must pass a pre-registration inspection by the Estonian Transport Administration.

After the registration, the vehicle must be inspected by an inspector of motor vehicles to ensure that the condition of the vehicle meets Estonian roadworthiness requirements. Locations of the inspections stations can be found here.

After the initial inspection, the roadworthiness of the vehicle must be inspected regularly according to the deadlines set at the previous inspection.

Pursuant to the Motor Third Party Liability Insurance Act, all motor vehicles registered in Estonia are subject to compulsory motor third party liability insurance which must be purchased from an insurance company based in Estonia. It should be noted that the vehicle must be covered by such insurance from the moment of registration.

The driver must carry the motor third party liability insurance policy at all times. In case of a traffic accident, the individuals involved are obligated to inform each other and any injured parties of their name, address and insurer. Should the other party or injured party request so, an insurance policy should be presented to them.

Upon departure from Estonia, the motor third party liability insurance policy should be presented at the border. In case of failure to maintain the order of the motor third party liability insurance, the insurance fee along with a fine should be paid prior to departure from Estonia.

3.4. Registration of Motor Vehicle

The **motor vehicles owned by** foreign missions, diplomats and members of the administrative staff shall be registered at the Estonian Transport Administration on the basis of an approval letter from the State Protocol Department. Diplomatic licence plates foreseen for the motor vehicles (cars and minivans) of the staff of a foreign mission have a blue background with the following white marks of identifications:

1. CMD (*Chef du Mission Diplomatique*);
2. CD (*Corps Diplomatique*);
3. AT (*Personnel Administrative-technique*).

The mark of identification is followed by the number code of the foreign mission and a serial number.

Licence plates are issued in sizes 113x520 mm and 152x302 mm.

The delivery time for new licence plates is at least one week.

Only a diplomat and his/her spouse may each register one vehicle to CD (blue) licence plates and only a members of the administrative staff may register one vehicle per family to AT (blue) licence plates, **but no later than six months prior to the (presumed) termination of their mission.**

A motor vehicles owned by the leasing company shall not be registered with the diplomatic license plates.

In order to register a vehicle, the foreign mission should submit to the State Protocol Department a verbal note which states the following:

1. the owner and make of a vehicle;
2. the identification number of the vehicle.

In addition to the verbal note a copy of the certificate of registration or, in the case of a new vehicle, a copy of the contract of purchase and sale should be submitted.

The following documentation should be submitted to the Estonian Transport Administration in addition to an approval letter from the Ministry of Foreign Affairs:

1. an application form to the Estonian Transport Administration;
2. the original of the certificate of registration or, in the case of a new vehicle, a copy of the contract of purchase and sale or invoice;
3. in the case of a new vehicle, an original of the certificate of conformity – COC certificate;
4. a pre-registration inspection certificate;
5. in the case of an imported car from outside of the European Union, a Customs Declaration of Diplomatic Merchandise approved by the Ministry of Foreign Affairs and Tax and Customs Board;

If necessary, the Ministry of Foreign Affairs and the Estonian Transport Administration have a right to request additional documents.

3.5. Deletion of Motor Vehicle from the Register

Upon the termination of the assignment of a diplomat or a member of the administrative staff, the vehicle must be deleted from the register prior to his/her departure from Estonia.

Not deleting the vehicle from the register could lead to the State Protocol Department refusing to issue an approval letter and new licence plates to the mission concerned or to its members.

In order to delete a vehicle from the register, a foreign mission must submit to the State Protocol Department:

1. a verbal note which states whether the vehicle shall be sold in Estonia, exported, or disposed. Should the vehicle be exported, a border crossing point and date must be stated and transit licence plates should be applied for (valid maximum 30 days);
2. a copy of the certificate of registration.

The following documentation should be submitted to the Estonian Transport Administration along with an approval letter from the Ministry of Foreign Affairs:

1. an application form to the Estonian Transport Administration;
2. the original of the certificate of registration for the vehicle.

3.6. Sale of Motor Vehicle

A motor vehicle acquired or imported to Estonia from outside the European Union free of duty and taxes may not be sold or otherwise transferred without incurring the liability to pay the customs duties from which it has been exempted for three years from the date of the customs declaration, unless the buyer enjoys the same exemptions as the seller.

After a three-year period, a tax-free motor vehicle may be sold in Estonia exempt from duties and taxes. If the motor vehicle is to be sold before the expiry of the three-year period since the customs registration, the owner is liable to pay 1/36 of the customs duties per every remaining month of the three-year period.

A motor vehicle acquired from Estonia or from the European Union may be sold without any restrictions.

3.7. Parking

In accordance with international practice, up to three parking places are allocated to foreign missions near their premises. These places are intended for cars carrying CMD/CD/AT licence plates and are marked with a sign that says "Parkimine lubatud ainult CD, CMD ja AT numbrimärkidega autodel" ("Parking allowed only for cars with CD, CMD and AT licence plates").

Diplomatic parking places are assigned to a mission even if this is not specified on the sign.

In order to apply for parking spaces, foreign missions must submit a verbal note to that effect to the State Protocol Department. The State Protocol Department will forward the application to the Tallinn City Transport Board.

According to the Traffic Act, a vehicle must not be parked in any place where it is prohibited by a traffic control device, including the pedestrian area in Tallinn Old Town. A vehicle must not be parked on a green area without the consent of the green area's owner or possessor; a vehicle must also not be parked partly or completely on a pavement if it is not allowed by a respective traffic control device.

A parking fee is a fee established by local governments in Estonia in order to manage parking in public paid parking areas. It does not exempt cars with diplomatic licence plates from payment.

In accordance with the decisions of the city councils of Tallinn and Narva, vehicles with diplomatic licence plates have permission to park for free in public paid parking areas in Tallinn and Narva. Please find more information on the Tallinn City Government homepage Parking in Tallinn.

Parked cars with diplomatic licence plates in private parking areas anywhere in Estonia (for example Europark, Citypark) are not exempt from the parking fee.

Diplomatic missions and their staff must pay fines received for parking illegally.

3.8. Driving Licences

Estonia recognises driving licences issued by or formalised according to the principles of the 1949 Geneva Convention on Road Traffic or the 1968 Vienna Convention on Road Traffic and the agreements and amendments attached to it.

If a license does not correspond to the abovementioned conventions, driving licences of diplomatic representatives and other members of foreign missions are valid in Estonia on the condition that

together with a driving licence, a valid diplomatic or service card issued by the State Protocol Department is also presented.

A driving licence must be translated into English or Estonian.

Estonian Transport Administration is an authority in Estonia that organizes theory and practical driving tests, approves examination results and grants the right to drive a motor vehicle.

To obtain an Estonian driving licence, the applicant must pass:

1. the preparation in driving school;
2. first-aid training;
3. a theory and practical driving test at a regional testing centre of the Estonian Transport Administration.

In order to participate at driving school, theory and driving tests the applicant may receive supporting letter from the Ministry of Foreign Affairs State Protocol Department.

Additional information:

Estonian Transport Administration
Tallinn Regional Bureau
Heli 6, 12618 Tallinn
Phone: (+372) 620 1200
https://transpordiamet.ee/en

Estonian Traffic Insurance Foundation (Eesti Liikluskindlustuse Fond):
Mustamäe tee 46, 10621 Tallinn
Phone: (+372) 667 1800
https://www.lkf.ee/en

4. TAXATION

The aim of the diplomatic privileges and immunities is not to prefer individuals, but to ensure the effective functions of diplomatic missions representing their countries. The tax exemptions for the members of the foreign diplomatic missions are intended to make the work better and easier for them in their residence country.

4.1. Conditions for Refund of Value Added Tax (VAT)

The standard rate of VAT is 20% of the taxable value. A lower taxation rate of 9% has been established for books, periodicals, accommodation service, some study materials, funeral items and services, and certain medicines and medicinal products.

The conditions for a refund of VAT are implemented on the basis of § 39 of the VAT Act. The VAT Act determines the tax incentives applicable to:

1. foreign diplomatic missions or consular posts, or representations of special missions, international organisations, European Community institutions, or NATO Headquarters;
2. foreign diplomatic representatives, consular agents (except honorary consuls) and their family members, representatives of special missions or international organisations accredited to Estonia;
3. members of the administrative staff of foreign diplomatic missions or consular posts and their family members accredited to Estonia;
4. members of NATO Headquarters according to the relevant agreement.

It should be noted that VAT refunding on goods (except foodstuffs) and services is granted only if the supplier is registered as a VAT liable person in Estonia and the invoiced amount is at least 64 Euros including VAT, and if it is not agreed otherwise on the basis of reciprocity.

In the case of public utility services, telecommunications services, and fuel within the limits of the Liquid Fuel Act, VAT shall also be refunded if the total value is less than 64 Euros, and if it is not agreed otherwise on the basis of reciprocity or according to the agreement.

Pursuant to the Minister of Finance Regulation No. 52 a refund of VAT may be applied for **within ninety (90) days** after the date of purchase of the goods or receipt of the service. VAT shall not be refunded on the acquisition of **used goods** (incl. motor vehicles).

Information on the Estonian taxation system can be found on the Tax and Customs Board homepage and on the Ministry of Finance homepage.

4.2. Conditions for Refund of Excise Duties

Pursuant to the Alcohol, Tobacco, Electricity and Fuel Excise Duty Act § 45^2, excise duty paid on alcohol, electricity and fuel subject to excise duty which is purchased for official purposes by the following parties shall be refunded:

1. foreign diplomatic missions and consular posts;
2. representations or representatives of international organisations accredited to the Ministry of Foreign Affairs);
3. foreign diplomatic representatives, consular agents (except honorary consuls), or representatives of special missions accredited to Estonia;
4. European Union institutions, or NATO Headquarters (according to the relevant agreement).

Excise duty shall not be refunded to members of the administrative staff of foreign diplomatic missions and consular posts.

Pursuant to the Minister of Finance Regulation No. 56 the refund of Excise Duties may be applied for **within ninety (90) days** after the date of purchase of the goods or receipt of the service.

4.3. Order of Refund of VAT and Excise Duties

The order of the refund of VAT was established by Regulation No. 52 of the Minister of Finance of 28 June 2017. The application form has been established by Regulation No. 20 of the Minister of Finance of 2 May 2016. The application form can be found here.

The order of the refund of Excise Duty was established by Regulation No. 56 of the Minister of Finance of 7 April 2004. The application form can be found here.

There is a special Excise Duty application form for the NATO Headquarters and their staff. It can be found here.
Starting from 2020 all applications must be digitally signed by the Head of Mission/ Institution and no Official Seal of the Mission/ Institution is required. Digitally signed VAT or Excise Duties refund applications (max 25MB) accompanied by purchase receipts/ invoices, should be sent to the State Protocol Department by the **tenth day of the corresponding month** to the following e-mail **tax@mfa.ee**.

The completed application forms for the refund of VAT or Excise Duties should be accompanied by all the purchase receipts/ invoices described on the application. Multiple receipts could be scanned into one document, but it is of utmost importance that the following components of the receipts/ invoices should be clearly readable:

- number and date of the invoice;
- the precise description of the goods and/or services;
- the amount of purchase in total and the amount of VAT in Euros;
- the issuer of the invoice/receipt and it's VAT registration number;
- the buyer's name (should be written by hand if not already on the invoice).

The State Protocol Department will confirm the applicant's right to apply for a refund of VAT or Excise Duties by taking account of the applicant's position, reciprocity, and the intended use of the goods or services. Approved applications with supplemental invoices will be sent by the State Protocol Department to the Tax and Customs Board by the twentieth day of the month of receipt of the documents.

The Tax and Customs Board shall make a decision concerning the application within 30 days of the date of receipt of the application. The Tax and Customs Board shall inform of its decision directly to the applicant; refundable VAT or Excise Duties shall be transferred by the Tax and Customs Board to the bank account specified in the application.

4.4. Refund of VAT and Excise Duties on Purchases Made in other EU Member States

Foreign diplomatic missions and diplomatic representatives, international organisations, European Union institutions, armed forces of a State being a party to the NATO force and their staff members accredited to Estonia are exempt from VAT and Excise Duty on purchases made in other EU member states according to rules valid in Estonia by filling a VAT and Excise Duty exemption certificate (Directive 2006/112/EC- Article 151 and Directive 2008/118/EC – Article 13).

Reimbursement of VAT and Excise Duties is granted only for purchases that come into use in Estonia under similar conditions as refunds are usually granted in Estonia.

In accordance with the Alcohol, Tobacco, Electricity and Fuel Excise Duty Act § 27, alcohol imported or transported to Estonia from another member state of the European Union or purchased from an excise warehouse for official purposes by foreign diplomatic missions and consular posts, by representations or representatives of international organisations recognised by the Ministry of Foreign Affairs, or by foreign diplomatic representatives, consular agents (except honorary consuls) and representatives of special missions accredited to Estonia are exempt from Excise Duty.

Documents required for implementing a zero rate on transfer of goods or providing services to persons authorised for tax incentives is established by European Commission Regulation No 31/96/EC of 10 January 1996 on the Excise Duty exemption certificate.

In given cases, the document confirming the VAT-free total turnover is the Excise and VAT-free certificate established by European Commission Regulation No 31/96/EC (in Estonian and in English).

Completed certificates should be sent to the State Protocol Department for confirmation. The certificate should be filled out in block letters, signed by the Head of Mission, and certified with the official seal of the diplomatic mission or consulate. For reimbursement of Excise Duties, the certificate should be filled in on a duplicate as well.

Having been confirmed and stamped, the certificate should be presented to the seller of the products or service. One copy is held by the seller and the other is returned to the buyer together with the products supplied.

Additional information:

Ms Julia Laur
Estonian Tax and Customs Board (Maksu- ja Tolliamet)
Lõõtsa 8a, Tallinn 15176
Phone: (+372) 676 1674
E-mail: Julia.laur@emta.ee
https://emta.ee

Ministry of Finance (Rahandusministeerium)
Suur-Ameerika 1, Tallinn 15006
Phone: (+372) 611 3558
Fax: (+372) 696 6810
E-mail: info@fin.ee

5. CUSTOMS DUTIES

The implementation of customs duties on foreign missions, on their diplomats and members of the administrative staff and their family members, has been provided by the Customs Act.

The implementation of customs duties on international organisations, EU institutions and NATO Headquarters and their staff members is regulated by the relevant international agreement.

Information on the Estonian customs system can be found on the Tax and Customs Board homepage and on the Ministry of Finance homepage.

5.1. Conditions for Exemption from Import and Export Taxes

There is import and export tax exemption on goods brought over the customs border by:

1. diplomatic missions and consular posts, special missions and international organisations for official use;
2. diplomats and members of the administrative staff and their family members for personal use.

Import and export tax exemptions are implemented when a sending state implements similar preferences on diplomats and members of the administrative staff of a foreign representation of the Republic of Estonia.

Diplomats and their family members have the right to apply for import and export tax exemption for the duration of their assignment to Estonia.

Members of the administrative staff and their family members have the right to apply for import and export tax exemptions intended for personal use only during the settlement period, within the first three months of the applicant's stay in Estonia.

5.2. Procedure of Customs Formalities

The procedure of customs formalities on goods of foreign missions, diplomats and administrative staff and their family members exempted from all taxes is established by Regulation No. 39 of the Minister of Finance from 19 June 2017.

In order to get exemption from the import and export tax, one must fill out a customs declaration of diplomatic merchandise (a so-called "French paper"). The same declarations are valid for obtaining merchandise from a customs warehouse.

The customs declaration must be filled out in Estonian or in English, signed by the Head of Mission or a person authorised for it, and certified with the official seal of the diplomatic mission or consulate. The description of merchandise in the customs declarations must enable the identification of the goods. A filled customs declaration shall be submitted for approval to the State Protocol Department.

The mission or other applicant should deliver the confirmed document to the warehouse keeper or to customs.

Customs declaration forms are available from the State Protocol Department or an online version on our website www.vm.ee/en/state-protocol-department (should be confirmed with the digital signature).

5.3. Customs Examination

5.3.1. Diplomatic Baggage

Goods carried over the customs border by foreign missions, diplomats, or members of the administrative staff are not subjected to customs examination unless:

1. goods do not correspond to what is indicated on the documents;
2. the import and export of these particular goods is prohibited;
3. the goods require a special permit, and there is no indication of the name of the issuing institution, permit number or date of issue on the customs declaration;
4. goods have not been declared.

A customs examination of goods of a foreign mission may only be carried out in the presence of the Head of Mission or a person authorised by them. A customs examination of the goods of a diplomat or a member of the administrative staff may only be carried out in the presence of the aforementioned person or a person authorised by them.

5.3.2. Diplomatic and Consular Mail

Diplomatic or consular mail consists of documents and goods prescribed solely for official use. Diplomatic or consular mail must have a clearly visible external sign that refers to its contents.

Diplomatic and consular mail shall not be opened nor detained. If there is reasonable doubt that diplomatic mail does not correspond to what has been declared, customs has the right to ask that the addressee or an authorised person of the sending state open the mail in the presence of a customs official. In the case of refusal to open the mail, it shall be sent back at the expense of the sender.

Customs information and e-customs: (+372) 880 0814
E-mail: tolliinfo@emta.ee
http://www.emta.ee

6. ACQUISITION OF IMMOVABLE PROPERTY

Immovable property used by foreign missions consists of the land and buildings situated on the territory of the Republic of Estonia, as well as parts of buildings or constructions and the land belonging to them that a foreign mission uses, including the residence of the Head of Mission.

In order to acquire (by buying or renting) an immovable property in the Republic of Estonia, a mission must receive permission from the Ministry of Foreign Affairs. The foreign mission must notify the Ministry of Foreign Affairs in writing of its intent to acquire possession of an immovable property in Estonia and provide information on the location of the property, the person transferring the ownership and the contact details of the latter.

The owner or the landlord of the immovable property must present the application for the permit of transfer with attachments to the Ministry of Foreign Affairs, which reviews the application and makes a decision within 30 days.

Permission to transfer an immovable property may not be given when the principle of reciprocity has not been taken into account, when it endangers the security of state, or if it is in conflict with public interest.

Transfer of an immovable property to a foreign mission has been provided by Regulation No. 13 of the Foreign Minister of 20 December 2006: "Välisriigi või rahvusvahelise organisatsiooni esindusele kinnisomandi ja kinnisasja valduse üleandmisetingimused ja kord ning taotluse vorm".

7. SECURITY AND EMERGENCY

Missions may dial **112** in urgent, genuine cases of emergency where someone's life, health or property is in danger, or if there is any reason to assume this to be the case.

All violations of law committed against the territory and staff of a foreign mission must be reported as soon as possible to the **Estonian Police and Border Guard Board, Control and Command Centre of the Embassy Guard Service (24/7):**
phone **6123910**, **6123970** or **5173910**
and to the **State Protocol Department of the Ministry of Foreign Affairs:**
phone **6377500** (office hours: 08:30-17:00) or **6377000** (outside the office hours).

In the territory of the Republic of Estonia, foreign missions and their staff are guarded and protected by Police and Border Guard Board, Public Order Police Department, Guard Bureau, and Guard Service of Embassies.

The protection of diplomatic and consular missions is provided on the basis of threat assessment. In the event of threats or risks to the safety of diplomatic and consular missions or to its personnel, the mission should at first contact the State Protocol Department of the Ministry of Foreign Affairs of Estonia, which in turn immediately will contact the relevant authorities to take appropriate measures.

Diplomatic and Consular Missions should take all necessary measures to protect their premises, offices and residential accommodations. Adequate insurance against fire and burglary should be obtained.

Important numbers:

Tallinn help line: 1345 (city transport, environment, pets, greenery, etc)
Electricity emergencies 24/7 phone: 1343
Fee-charging info lines: 1188, 1182

7.1. The Diplomatic Security Programme

Starting from autumn 2007 the Guard Service of Embassies is using an internet-based object watch system called the Diplomatic Security Programme.

The Diplomatic Security Programme is divided into four parts:

1. technical equipment;
2. mobile unit service;
3. manned guard;
4. bodyguard.

7.1.1. Technical Equipment

The local alarm system of the territory is connected via the respective IP module to the Internet, via which the Guard Service of Embassies holds contact with the territory. A cryptographic and multiple duplication system has been used. When receiving alarm information, a mobile unit of the Guard Service of Embassies shall be sent to the scene of an event to determine the reason for the alarm and, if need be, to inform contact persons.
The control cab of the Guard Service of Embassies works 24/7.

A new Internet channel system also provides clients with video guard solutions. This involves visual surveillance of the property via the Internet (e.g. this would involve guarding the outside perimeter or entrance). The technical equipment of the video guard consists of a camera installed on the territory or a video server and a camera.

7.1.2. Mobile Unit Service

The primary task of the mobile unit service is to react to the alarm signals arriving from guarded areas. Mobile unit service provides assistance to the employees of the mission in everyday problems and dealing with traffic supervision connected with foreign missions.

7.1.3. Manned Guard

A manned guard is used in the following cases:

1. when is not technically feasible to use the electronic guard;
2. when according to a performed risk analysis there is a real danger of criminal attack to the foreign mission or its head.

7.1.4. Bodyguard

A bodyguard shall be implemented in cases when special danger is characterised at such a high level of risk that the other above-mentioned means are not sufficient.

NB! A foreign mission must inform the State Protocol Department of the names and contact information of the persons who are currently responsible for security issues and who can also be contacted outside of working hours.

Additional information:

Embassy Guard Service

Guard Bureau
Police and Border Guard Board
Helme 3, 10614 Tallinn
Phone: (+372) 612 3910
E-mail: pohja.vb.korrapidaja@politsei.ee
http://www.politsei.ee/en/

8. FIREARMS

The procedure for the handling of weapons and ammunition, the granting of permission for weapons and ammunition to be used for civilian purposes, and the use of weapons and ammunition for civilian purposes are established by the Weapons Act.

8.1. Acquisition and Possession of a Weapon in Estonia

An employee of a foreign mission who is a citizen of a foreign country may acquire and possess a weapon in Estonia (except a truncheon) for hunting, dealing with a relevant sport, security, being active in a profession, or collecting. A person who has a weapon in his/her possession is obliged to register his/her weapon within 7 days of the day of arrival in Estonia.

When an employee of a foreign mission wishes to bring along his/her personal weapon to Estonia and possess it during the whole mission, he/she has to apply for three (3) different permits:

1. a weapons acquisition permit;
2. a prior permit/special permit in order to bring in the weapon;
3. a permit to carry a weapon.

In order to get the aforementioned permits, a foreign mission must submit a verbal note in addition to the required documents to the State Protocol Department, which in turn forwards these to the Police Board.

Employees of a foreign mission are exempt from the state fee when applying for a weapons permit.

8.1.1. Weapons Acquisition Permit

In order to acquire a weapons acquisition permit, one has to submit to the police prefecture of their residence:

1. a weapons permit from their country of citizenship (certified with an apostille and translated into Estonian)
2. an application;
3. a copy of the applicant's passport;
4. 2 photos, 3x4 cm.

A weapons acquisition permit is valid for three (3) months.

8.1.2. Permit to Carry a Weapon

In order to acquire a permit to carry a weapon, one has to submit to the police prefecture of their residence:

1. a weapons acquisition permit;
2. an application;
3. the procured weapon.

The permit to carry a weapon is valid for five (5) years.

Additional information:

Police and Border Guard Board
Põhja Prefecture (Põhja prefektuur)
Pärnu mnt 139, 15021 Tallinn
Phone: (+372) 612 4955
E-mail: pohja@politsei.ee

8.2. Transport and Carrying of Weapons and Ammunition across the Customs Border by the Security Official Accompanying High Level Visitors

Weapons and ammunition may be carried across the customs border only on the basis of a prior permit (EU member states) or of a special permit (outside the European Union) issued by the Police Board upon the request of the Ministry Foreign Affairs.

In order to apply for the permit, a foreign mission must submit as early as possible to the State Protocol Department a verbal note with the following information:

1. the personal data of a carrier of the weapon (name, data of birth, passport number);
2. the brand name of the weapon and its serial number;
3. the calibre of the cartridge;
4. the quantity of ammunition.

The special permit is sent electronically to the Tax and Customs Board prior to the visit to Estonia. The marking of a prior permit upon carrying a weapon into Estonia and departing from Estonia is not obligatory.

Additional information is on the homepage of the Police and Border Guard Board at www.politsei.ee.

9. RADIO COMMUNICATIONS

Pursuant to the provisions of Article 27 of the Vienna Convention on Diplomatic Relations, a foreign mission may install and use a wireless transmitter only with the consent of the receiving state. Use of radio telecommunications in the Republic of Estonia has been provided in the Electronic Communication Act. Radio frequency permits are issued by the Consumer Protection and Technical Regulatory Authority.

In order to apply for the radio frequency permit, a foreign mission must submit a verbal note to the State Protocol Department. The application must contain the type, make and model of the radio telecommunications, desired radio frequency (at least two optional desired radio frequencies), capacity (power), and operational area and time.

Permanent radio frequency permits are issued within 6 weeks if they do not require international co-ordination and within 8 months if they require international co-ordination.

Additional information:

Consumer Protection and Technical Regulatory Authority (Tarbijakaitse ja Tehnilise Järelvalve Amet (TTJA))
Endla 10A, 10122 Tallinn
Phone: (+372) 667 2000
E-mail: info@tja.ee

10. LENNART MERI TALLINN AIRPORT

10.1. Aviation Security

The Procedure for Aviation Security has been established by Regulation (EU) No 300/2008 of the European Parliament and of the Council of 11 March 2008 and Regulation (EC) No 272/2009 of the European Council of 2 April 2009 (establishing common rules in the field of civil aviation security).

Pursuant to the aforementioned regulations, diplomats and other privileged persons and their baggage are subject to the examination for security purposes, except in case of diplomatic mail. Passengers possessing diplomatic immunity are subject to ordinary pre-flight security checks. Their carry-on baggage and check-in baggage must pass ordinary pre-flight security checks.

According to the Estonian Aviation Act paragraph 46, only the Head of State, the Prime Minister of the Republic of Estonia, the President of the *Riigikogu*, the Minister of Foreign Affairs, their spouses and minor children travelling with them are exempt from security screening. The exemption from security screening applies to persons of foreign states holding an equal position, bodyguards who ensure the protection of the persons listed in this subsection or who travel with them or send them on a trip as well as to the cabin baggage of persons exempt from security screening.

Additional information can be found on the homepage of the Estonian Transport Administration.

10.2. VIP Service in Tallinn Airport

Lennart Meri Tallinn Airport offers VIP services. The description of packages and pricelist can be found on VIP service homepage.

Lennart Meri Tallinn Airport (Lennart Meri Tallinna Lennujaam)
Lennujaama 2, 111101 Tallinn, pk 1, Estonia
Phone (+372) 605 85 41
E-mail: vip@tll.aero
www.tallinn-airport.ee/eng

10.3. Parking at Tallinn Airport

All diplomatic representations could rent parking spaces at Tallinn Airport at a discounted price. For further information contact **Ms Carol Randlepp, Sales Manager** carol.randlepp@tll.aero or contact **Sales Department** sales@tll.aero or visit the airport homepage https://www.tallinn-airport.ee/en/transport/parking/

11. ELECTIONS

In order to conduct elections, permission must be obtained from the Ministry of Foreign Affairs. For that purpose, a foreign mission should submit a verbal note to the State Protocol Department notifying of the date, time, and expected number of participants in the elections, contact person and his/her phone number and a request for security measures if needed.

In Estonia foreign missions are only permitted to organise elections for the citizens of the sending country on the premises of foreign missions and honorary consulates.

12. EDUCATION

12.1. Pre-school child care institutions

International Kindergarten:
Address: Väike-Ameerika 39, Tallinn
Phone: (+372) 646 4067
Mobile phone: (+372) 5341 1884
http://www.kindergarten.tln.edu.ee

The International Kindergarten has operated in Tallinn since 1997.

International Pre-School of Estonia:
Address: Juhkentali 18, Tallinn
Phone: (+372) 660 6072
http://www.ise.edu.ee

12.2. School for international students

Tallinn European School
Address: Keevise 2, Tallinn
Phone (+372) 735 0550
E-mail: info@est.edu.ee
http://www.est.edu.ee/en

International School of Estonia
Address: Juhkentali 18, Tallinn 10132
Phone: (+372) 666 4380
Fax: (+372) 666 4383
E-mail: office@ise.edu.ee
http://www.ise.edu.ee

The school offers comprehensive education to children from age three (3) to eighteen (18) based on a curriculum in English.

Tallinn English College
Phone: (+372) 646 1306
E-mail: tik@tik.edu.ee
http://www.tik.edu.ee/en

Tallinn Finnish School
Address: Vase 9a, Tallinn
Phone (+372) 641 1032
E-mail: info@soomekool.fi
http://www.soomekool.fi/index.php?lang=fi

For Finnish speaking children.
Tallinn German Gymnasium
Address: J.Sütiste tee 20, Tallinn
Phone: (+372) 652 2240
E-mail: kool@saksa.tln.edu.ee
http://www.saksa.tln.edu.ee/de/

German department for Grades 7-12. The Tallinn German Gymnasium is the only secondary school in Estonia whose students can obtain not only a Certificate of Secondary Education of the Republic of Estonia, but – provided they have studied in the school's German Department – also the so called „Abitur".

Audentes Private School
Address: Tondi 84, Tallinn
Phone: (+372) 699 6543
E-mail: audentes@audentes.ee
http://www.audentes.ee/

Offers English IB study only on gymnasium level (Grade 10-12), but is flexible for cooperation on basic level (Grade 1-9).

Vanalinna Hariduskolleegium
Address: Vene 22, Tallinn
Phone: (+ 372) 699 6100
E-mail: vhk@colleduc.ee
http://www.vhk.ee/

Doesn't offer study in English, but is known for the capability to help and handle children individually. There are some foreign students at the school.

13. SOCIAL SECURITY

Members of foreign missions and their family members belong, as a rule, to the social security system of the sending state. A member of a foreign mission who has been a resident of Estonia immediately prior to the start of employment may belong to the Estonian social security system.

Pursuant to the provisions of Article 33 of the Vienna Convention on Diplomatic Relations, foreign missions must follow the obligations laid down to the employer by Estonian acts in the field of social insurance – they must pay a social tax of 33% and an unemployment insurance premium of 1% of the wages of locally hired employees.

Medical treatment expenses are paid by the sending state, unless otherwise agreed in bilateral or multilateral agreements between countries.

13.1. Members of EU missions

If you are an EU posted member of mission with an E106 form and want to apply for health insurance in Estonia, you should take the following steps:

1. Turn to the nearest Estonian Health Insurance Fund's local office and fill in the application form for registration. Enclose two copies of your E106 form and a copy of your residence permit (diplomatic or service card) or diplomatic/service passport.
2. If there are any family members living with you in Estonia, write their names and birthdates on the application form. Enclose copies of their residence permit (diplomatic or service card) or diplomatic/service passport.
3. The form will be sent to the international relations department and if no problems occur, you will have insurance coverage within one month.

Additional information:

Health Insurance Fund (Haigekassa)
Harju Department
Lastekodu 48, 10144 Tallinn
Information phone: 16363
Fax: (+372)603 3631

E-mail: harju@haigekassa.ee
http://www.haigekassa.ee

Social Insurance Board (Sotsiaalkindlustusamet)
Lembitu 12, 10114 Tallinn
Phone: (+372)640 8120
Fax: (+372)640 8155
http://www.ensib.ee

Ministry of Social Affairs (Sotsiaalministeerium)
Gonsiori 29, 15027 Tallinn
Phone: (+372) 626 9301
Fax: (+372) 699 2209
E-mail: info@sm.ee
http://www.sm.ee

Health advice, information about health care system in Estonia
Phone: 1220; (+372) 630 4107

Tallinn Children`s Hospital (Tallinna Lastehaigla)
Tervise 28/ Ravi 27, Tallinn
Phone: (+372) 697 7113
http://www.lastehaigla.ee

North Estonia Medical Centre (Põhja-Eesti Regionaalhaigla)
J. Sütiste tee 19/ Paldiski mnt 52/ Hiiu 39,44 Tallinn
Phone: (+372) 617 1300
http://www.regionaalhaigla.ee
East Tallinn Central Hospital (Ida-Tallinna Keskhaigla)
Ravi 18/ Pärnu mnt 104/ Energia 8/ Hariduse 6/ Magasini 34, Tallinn
Phone: 1900; (+372) 622 7070
http://www.itk.ee

West Tallinn Central Hospital (Lääne-Tallinna Keskhaigla)
Sõle 16, 23, 63/ Paldiski mnt 62, 68A/ Ehitajate tee 27, 137/ Jaama 11, Tallinn
Phone: 1314; (+372) 667 0679
http://www.ltkh.ee

14. MEDICINES

Travellers arriving to or departing from Estonia may carry a certain amount of medicinal products for their own personal use.

Without the permit of the State Agency of Medicines, any person can take along for personal use up to five retail packages and the number of different preparations is up to five variant denominations.

Narcotic drugs and psychotropic substances are governed by special legislation.

Requirements differ depending on the country of travel destination.

Travelling to a non-Schengen country – when carrying up to one retail package (i.e. up to 20 unit doses) of any medicinal preparation containing internationally controlled drugs, a person must have either a copy of the prescription or a letter from the physician indicating that the preparation was prescribed for the traveller, specifying the amount prescribed and the duration of treatment (maximum quantity up to 30 days treatment), is needed.
If the quantity exceeds the quantity mentioned above, a permit from State Agency of Medicines is required.

Travelling to a Schengen country – when carrying any psychotropic and/or narcotic drug, regardless of the quantity of the drug or duration of the travel, the traveller must apply for a Schengen certificate from the competent authority of the Schengen country (the certificate can only be issued in the country of permanent residence of the traveller).

Applications (in free format) for permits and Schengen certificates can be submitted to the State Agency of Medicines by e-mail info@ravimiamet.ee.

Additional information:

State Agency of Medicines (Ravimiamet)
Nooruse 1, 50411 Tartu
Phone: (+372)737 41 40
Fax: (+372)737 41 42
E-mail: info@ravimiamet.ee
http://www.ravimiamet.ee

15. PET ANIMALS

Regulations concerning the import and export of pets to Estonia are available on the web site of the Agriculture and Food Board (Põllumajandus- ja Toiduamet)

Travelling with a pet:
https://pta.agri.ee/en/animals/travelling-pet

Additional information:

Agriculture and Food Board (Põllumajandus- ja Toiduamet)
Teaduse 6a, Saku, Harjumaa 75501
Väike-Paala 3, Tallinn 11415
Phone: (+372)605 1710
pta@pta.agri.ee

16. INFORMATION/AOB

Information on the institutions, state agencies, parties, etc. of the Republic of Estonia can be found at: http://www.eesti.ee/eng/

NB! Diplomatic and service staff of the foreign missions does not enjoy the privilege of using free public transportation in Tallinn.