



VEHICLES SHIPPING REQUIREMENTS

PUERTO RICO – JACKSONVILLE / PENNSYLVANIA

The following is a guide to expedite your vehicle shipping process. Make sure to keep a copy of all the documents for your records.

DOCUMENTS	DETAILS
1. Registration	Original and a copy of the vehicle's registration, without any conditional sale.
2. Ownership Title	<u>If the vehicle has an active loan</u> : You will need a letter from the bank or lending institution (original and notarized) authorizing the vehicle's shipment, and a copy of the Ownership Title.
3. Copy of the driver's license	Enlarged - about half a sheet of paper
4. Notarized Letter of Authorization by a licensed lawyer from P.R.	<p>An affidavit signed by the vehicle's owner and by a licensed lawyer in P.R. authorizing <i>Crowley Puerto Rico Services</i> to ship the vehicle. (Must include year, model, VIN and responsibility waiver.)</p> <p><u>If the owner is not present</u>, he/she must authorize the person who will deliver the unit, and provide a copy of the person's driver's license.</p> <p><u>If the unit is a company-owned vehicle</u>, the affidavit must be accompanied by an original Corporate Resolution letter authorizing the shipment.</p>
5. Certificate of No Debt from ACAA	Original. (Valid for 3 days only) (ACAA: 787-759-8989)
6. Internal Revenue \$11 voucher	Code 5122 for each vehicle, can be purchased at a Tax Collector's office or "Colecturía", or approved institutions.
7. Certificate of pre-inspection by the P.R. Police Division of Stolen Vehicles	From the Precinct that corresponds to the customer's residence. (Valid for 5 days only)
8. Certificate of "No Fines" from DTOP or "Obras Públicas"	DTOP-DIS-224 and DTOP-DIS-234, due with one <u>\$11.00 voucher</u> and one <u>\$2.00 voucher</u> (code 842) (Valid for 3 days only).
9. Receipt of Pressure Wash and Clean	Receipt must state the engine, exterior, chassis and wheel well area have been cleaned.
10. Fuel in the vehicle	No more than one-fourth (1/4) tank of fuel.



VEHICLES SHIPPING REQUIREMENTS
PUERTO RICO – JACKSONVILLE / PENNSYLVANIA
- Page 2 -

DOCUMENTS (cont.)	DETAILS
11. Vehicle Identification Number (VIN)	No vehicle will be accepted unless it has legible vehicle identification number (VIN) on the doors, hood, trunk and dashboard. If the vehicle has replacement parts, owner must include documents for each replaced part.
12. Personal Items	No personal items will be accepted inside the vehicle, including umbrellas, visor shades, CDs, etc.

All these Law requirements must be met before delivering the vehicle at the terminal. Violators will be prosecuted, according to the Law.

Before Delivering Vehicles at the Isla Grande Terminal:

1. Make your reservation: Due to high demands, it is recommended to make a reservation prior to delivering the vehicle. For a booking number, please call: 1-800-276-9539. Be ready to provide the vehicle's make, model, year, its current market value, as well as its weight, and measurements in cubic feet.

Social Security number (SSN) must be provided for all shipments. If no SSN is offered, customer must provide an Employer Identification Number (EIN) from the IRS: <https://sa2.www4.irs.gov/modiein/individual/index.jsp>

2. Delivery times: Monday thru Friday from 8:00 a.m. to 11:00 a.m., and from 1:00 p.m. to 2:00 p.m. The vehicle will be received by Crowley Car Division Department, located at Lindbergh St., Isla Grande, PR 00907 (Across of the Isla Grande Airport).

3. Freight charges: must be paid at time of delivery. We accept: ATH, Money Order, Certificate Managers Check, Visa, Master Card or American Express. **NO PERSONAL CHECKS OR CASH WILL BE ACCEPTED.**

Optional cargo insurance available: \$100 for up to \$25,000 worth of insurance; and \$200 for up to \$50,000; both with ZERO deductible. If customer declines this coverage, a Cargo Insurance Opt-Out Form must be signed. Crowley's liability for cargo loss or damage will be limited to a maximum of \$500 per vehicle, in accordance with Section 4-(5) of the U.S. Carriage of Goods by Sea Act, 1936 COGSA, and in accordance with the terms and conditions of the [Bill of Lading](#).

4. Vehicle Inspections Prior to Shipping: The P.R. Police Department, U.S.D.A., and Crowley officials will inspect the vehicle before loading on the vessel.

5. Customs Inspections: Vehicles shipped to the United State do not need U.S. Customs inspections.

All vehicles shipped to foreign ports, including the U.S.V.I., must be inspected by U.S. Customs and Border Patrol at the International Trade Center, San Juan Foreign Trade Zone, Road #165, Km. 2.4, Bldg. #2, Local #3, Pueblo Viejo, Guaynabo, P.R. • Tel. (787) 774-4101 • Inspection days: Tuesday and Thursday from 1:00 pm to 3:00 pm.

Visit our [Liner Shipment Tracking](#) page for shipment status, must provide booking number.