

Shipping Your Vehicle – San Juan, PR to Jacksonville, FL

Shipping your vehicle with us is as easy as following the steps below. If you have any questions, please contact us at 877.775.7447 Prompt 4 or email customerservicePR@totemaritime.com

Step 1: Gather Required Information

- Shipper's complete name, physical address, phone, and email address.
- Consignee's complete name, physical address, phone, and email address.
- Vehicle's year, make, model, and the complete VIN #.
- Desired Sail date from San Juan to Jacksonville (every Monday & Friday).
- EIN # - Obtain at <http://www.irs.gov> (Instructions on how to obtain EIN: https://www.census.gov/foreign-trade/regulations/How_to_Obtain_an_EIN_COMBINED.pdf or call 800.829.4933).

Step 2: Contact Booking Team to Make a Booking

- Call 877.775.7447 Prompt 1 or email bookingPR@totemaritime.com to make a booking.

Step 3: Send Required Documents to Documentation Team

Please email the items below to documentation@totemaritime.com or fax to 904-805-8106, and have the originals available at the time of drop off.

- Copy of Title, front and back (authorization from the Financial Institution, if financed). All vehicles with a lien need the original letter from the bank. Police will not accept a copy.
- Current Registration, if financed an original letter from the lien holder authorizing shipment from Puerto Rico is required.
- Clear enlarged copy of the owner's driver's license. If you are authorizing someone to drop on your behalf we will need a copy of their driver's license as well.
- A signed Sworn Declaration must be included and stamped by a lawyer licensed in Puerto Rico, indicating: 1) Reason why the vehicle is being shipped 2) Authorizing TOTE to export the vehicle 3) Vehicle Identification (make, model, year, VIN) and 4) If owner is not present to deliver, the authorized person must be included in the sworn declaration.
- "Certificate of No Debt" from the Commonwealth of Puerto Rico Automobile Accident Compensation Administration (ACAA).
- Voucher Code 5122 Certificate of Exportation of \$10.00 along with a \$2.00 Voucher Trauma Code 0842. (We do not accept stamps).
- Certificate from Dept. of Motor Vehicles indicating vehicle is free of fines (Form DTOP-DIS-224)(valid 3 calendar days) for \$11.00. Must have signature of DTOP/DISCO authorized personnel, seal, and \$2.00 Voucher Trauma Code 0842 from Internal Revenue Department (Colecturia).
- Receipt from Pressure Washing Vehicle (motor, undercarriage, exterior).
- "Motor Vehicle Inspection Certificate" from Police Department, Division of Stolen Vehicles. (Valid for 5 days)
- Vehicle Exportation Sheet (Included in this packet)
- Insurance Acceptance or Declination Form (Included in this packet)
- USDA Hold Acknowledgment Form (included in this packet)

Step 4: Drop Off Your Vehicle at the San Juan Port

Pre-Payment Payment should be made prior to the vehicle being dropped off at the terminal with a Certified Check, Money Order, Visa, Master Card or American Express. NO CASH will be accepted. The payment HOTLINE is 877-821-0055. Vehicles cannot be released to sail without payment.

Drop Window Drop your vehicle no earlier than 7 calendar days prior to sailing, but before the cut off (below).

Cut Off If sailing Friday, must drop vehicle off by **11:30AM Tuesday**
 If sailing Monday, must drop vehicle off by **11:30AM Thursday**

Drop Hours Monday-Friday 7:00AM-12:00PM, 1:00PM-3:00PM

Address Puerto Nuevo Terminal
 Avenida C, Muelle "H" Zona Portuaria
 San Juan, PR 00920

Phone 787.721.2330

- Inspection** Agents from the Police Department will physically inspect all units. Owner of vehicle or authorized person to ship unit should not travel out of Puerto Rico until unit has been approved by the Police and Agriculture Department. This approval is given the day of the unit's departure. TOTE Maritime Puerto Rico is not responsible for any changes made by the governmental entities.
- Recalls** Vehicles with recalls that may create a fire hazard are subject to a \$100.00 charge related to safety procedures. If the fire hazard recall is fixed prior to dropping the vehicle off at the port, you can send proof of completion to customerservicePR@totemaritime.com and avoid the \$100.00 fee. You can look up your VIN on vinrcl.safercar.gov/vin/ to see incomplete fire hazard recalls.
- In Container** If you are shipping a vehicle inside a container, please **1)** receive stamp from USDA (Tony Santana Ave., Carolina, PR - airport 2nd entrance, next to Burger King's left side 787-710-7339), **2)** Call to arrange Police Department Division of Stolen Vehicles inspection (787-785-0210 or 787-785-0370), **3)** Once inspected, receive Certificate of EXPORTATION from Police Department Division of Stolen Vehicles, and **4)** If unit is under company name, a Corporate Resolution must be issued and stamped by a lawyer licensed in Puerto Rico.

Important Info When Dropping Off Your Vehicle

- Do NOT leave documents in the vehicle
- Additional cargo (that is not physically attached to the vehicle) is NOT permitted to remain in the vehicle. Restricted items include but are not limited to car seats, jumper cables, tool boxes, etc.
- Vehicle must contain no more than a 1/4 tank of gas
- The Booking Confirmation does not guarantee that your vehicle will be loaded on the reference sailing. Vessel departure and arrival times are subject to change.

Step 5: Prepare to Pick Up Your Vehicle in Jacksonville

Use the track and trace tool on the TOTE Maritime Puerto Rico web portal to monitor shipment activity (instructions on p.4). Load and discharge events as well as changes to the ETD and ETA of your shipment will be reflected on the site.

Step 6: Pick Up Vehicle in Jacksonville

USDA Upon arrival in the US vehicles are subject to USDA inspection. Upon release, TOTE Maritime will contact customer to pick up vehicles. Please ensure that you have been contacted prior to making arrangements to pick up the vehicle.

Escort An escort with a TWIC badge is required for you to reach our Jacksonville port location. The JAXPORT Access Control Center (904.357.3344) offers courtesy escorts for the owner of the vehicle and/or persons listed as a shipper or consignee on our Booking Confirmation or you may pay to contract independently. In order to leave the terminal, please arrange for a TWIC endorsed taxi or have someone accompany you in their own vehicle.

Address 5250 William Mills Street
 Jacksonville, Florida 32226

Hours Monday - Friday 8AM – 4PM
Phone 904.751.2110

What to Bring Copy of Booking Confirmation, State Issued Drivers License or Passport, and a copy of the Vehicle Registration or Bill of Sale.

Free Time Shipments of vehicles, not exceeding 900 cubic feet (self-propelled) will be allowed a free time period of 7 calendar days from the time USDA released them. Please call 877.775.7447 Prompt 4 with any questions.

Demurrage Demurrage (storage) starts day 8. Demurrage charges will be collected prior to cargo being released.

	Days 1-5	\$10.00 Per Day
SJU Vehicles	Days 6 or more	\$15.00 Per Day



**EXPORTATION SHEET/HOJA DE EXPORTACIÓN – SAN JUAN, PR**BOOKING/RESERVACIÓN: **VSSL** _____ VOYAGE/VIAJE #: _____ PORT OF LOADING/PUERTO DE SALIDA: **SJU**

PLEASE CHECK AND INITIAL FINAL DESTINATION:

FINAL DESTINATION/DESTINO FINAL: ☐ JAX ☐ STT ☐ STX

MAKE/MARCA: _____ MODEL/MODELO: _____ YEAR/AÑO: _____

COLOR: _____ DOORS/PUERTAS: _____ AUT-STD WEIGHT/PESO: _____

☐ ¼ TANK OF GAS/TANQUE DE GASOLINA*****FOR US CUSTOMS, PLEASE LIST VALUE OF YOUR VEHICLE \$ _____ *****
(Para propósitos de aduana favor indicar el valor del vehículo)

VIN: _____ TITLE/TÍTULO: _____ STATE/ESTADO: _____

SHIPPER'S NAME/NOMBRE DEL
EXPORTADOR: _____

(Origin or Who is Sending / Origen o Quien lo Envía)

PHYSICAL ADDRESS / DIRECCIÓN
FÍSICA _____

(Complete Physical Address / City / State & Zip Code / Dirección Física completa / Ciudad / Estado y Código Postal)

TELEPHONE/TELÉFONO: _____ EMAIL: _____

***** EMPLOYER IDENTIFICATION NUMBER (EIN): _____ *****

(NON-US CITIZENS, PLEASE USE PASSPORT#/CIUDADANOS EXTRANJEROS, FAVOR USAR NUM DE PASAPORTE)

CONSIGNEE'S NAME/NOMBRE DEL
CONSIGNATARIO: _____

(Who will received it at last destination / Quien lo recibe en el último destino)

PHYSICAL ADDRESS / DIRECCIÓN
FÍSICA _____

(Complete Physical Address / City / State & Zip Code / Dirección Física completa / Ciudad / Estado y Código Postal)

TELEPHONE/TELÉFONO: _____ EMAIL: _____

Authorization to File the Electronic Export Information to the U.S. Census Bureau

In accordance with 15 CFR 30.3(f), I hereby authorize TOTE Maritime Puerto Rico, LLC. to file the required Electronic Export Information (EEI) into the government's Automated Export System (AES) for this shipment. We understand that this filing is required by U.S. Department of Census and is being enforced by Customs and Border Protection (CBP) for all merchandise subject to statistical reporting and/or licensed merchandise. All documentation submitted will be made available to CBP upon request. I further certify that I am the person familiar with the merchandise being forwarded and release TOTE Maritime Puerto Rico, LLC. officers and employees of all claims, demands, causes of action, damages, costs, and expenses, arising out of, incident to, or resulting directly or indirectly from the Principal Party in Interest's provision of incomplete or inaccurate information or statements to TOTE Maritime Puerto Rico, LLC.

SIGNATURE/FIRMA: _____ EIN: _____ DATE/FECHA: _____

Payment: \$ _____ Office Purpose: _____ Verified _____ AES: ☐ PPI ☐ SSL
M/O, Check, Visa, Master Card = AP# _____ Scanned _____
Entered _____Authorization: _____ *For internal purposes only*

- | | |
|---|--|
| <input type="checkbox"/> Copy of Title (authorization from the Financial Institution, if financed) / Copia de Título (Carta de Autorización de institución financiera, de estar financiado) | <input type="checkbox"/> Insurance Acceptance or Declination Form/ Formulario de Cobertura de Seguro |
| <input type="checkbox"/> Copy of vehicle registration/Copia registro del vehículo | <input type="checkbox"/> A Sworn Declaration/ Declaración Jurada |
| <input type="checkbox"/> \$11.00 Certificate of DMV vehicle free of fines (valid for 3 days) with \$2.00 Voucher Trauma Code 0842/ Certificado de No Multas Pendientes de DTOP/CESCO (vigencia de 3 días) con Recibo de Pago por \$2.00 de Colecturía (Centro de Trauma, código 0842) | <input type="checkbox"/> Copy of Owners Driver's License/ Copia de Licencia de conducir del dueño |
| <input type="checkbox"/> Motor Vehicle Exportation Certificate from Division of Stolen Vehicles Puerto Rico Police Dept./Certificado de Exportación de la División Vehículos Hurtados (Policía de Puerto Rico) | |
| <input type="checkbox"/> \$10.00 voucher from Colecturía with \$2.00 Voucher Trauma Code 0842/Comprobante de Exportación de \$10 (no sellos) con Recibo de Pago por \$2.00 de Colecturía (Centro de Trauma, código 0842) | |
| <input type="checkbox"/> Receipt from pressure washing vehicle (motor, exterior, undercarriage)/Recibo de lavado a presión de vehículo (motor, exteriores, guardalodos) | |
| <input type="checkbox"/> USDA Hold Form/Aceptación de recibo de información sobre retención por USDA | |

BOOKING: _____ **VEHICLE DESCRIPTION:** _____
TO: TOTE Maritime Puerto Rico Shippers of Motor Vehicles
RE: Insurance on your motor vehicle

Under the terms of the Bill of Lading, or contract for the shipment of your privately owned motor vehicle, the liability of TOTE Maritime Puerto Rico is limited up to \$500.00 if TOTE Maritime Puerto Rico is responsible for the loss or damage to your motor vehicle. If your motor vehicle is not more than **seven years old**, and you specify an insured value at the time of booking, TOTE Maritime Puerto Rico can provide you with All Risks cargo insurance at a cost of \$2.50 per \$100 of insured value. For example, the insurance premium for a motor vehicle insured at \$10,000 would be \$250.00.

All Risks cargo insurance will insure the motor vehicle against all risks (Acts of God, fire, etc.) of physical loss or damage from any external cause (TOTE Maritime Puerto Rico must cause the damage) excluding marring, denting, chipping, scratching and damage caused by atmospheric fall out, up to a limit of liability of the sound market value of the motor vehicle at the time of the loss.

If you wish to purchase this insurance, please show the insured value of your motor vehicle below so that the applicable premium can be calculated. TOTE Maritime Puerto Rico recommends that you purchase All Risks insurance on your motor vehicle either from TOTE Maritime Puerto Rico, another agency or an insurance company.

You can also avoid the imposition of the \$500.00 limit of liability by declaring a higher value (AD VALOREM value) and by paying the regular freight rate plus an extra 2% (two percent) of the amount of the declared value. The declared value should not be more than the sound market value of the vehicle. **Ad Valorem is not insurance and will not cover Acts of God, fire, etc.**

PLEASE BE ADVISED THAT TOTE MARITIME PUERTO RICO HAS NO RESPONSIBILITY FOR PERSONAL EFFECTS SHIPPED IN YOUR MOTOR VEHICLE AND CANNOT PROVIDE INSURANCE ON SUCH PERSONAL EFFECTS.

Please advise us of your wishes below:

I wish to purchase All Risks insurance on my motor vehicle, with an insured value of \$ _____

I wish to pay the AD VALOREM rate on my motor vehicle with a declared value of \$ _____

I do not wish to purchase the All Risks Insurance _____

I do not wish to pay an AD VALOREM rate. _____

I understand that TOTE Maritime Puerto Rico has no responsibility for personal effects shipped in my motor vehicle - **Shipper acknowledges that TOTE Maritime Puerto Rico will not be liable for minor damages, such as scratches, scuffs and chips. Shipper further acknowledges that TOTE Maritime Puerto Rico will not be liable for damages that were not detected at the time of receipt, such as mechanical malfunctions and windshield cracks. The Shipper or Shipper's agent whose signature appears below confirms that he or she has read, fully understands, and agrees with all information in this form.**

Signature

Printed Name

Date



Yo _____, he sido informado que TODO vehículo que se exporta a Estados Unidos, es puesto en "HOLD" por el USDA una vez que descarga del barco y el mismo no puede ser recogido hasta tanto sea inspeccionado y liberado del "HOLD". Se me ha indicado que por esta razón debo llamar a las oficinas del puerto de destino antes de pasar a recoger mi vehículo para así confirmar cuando el mismo estará disponible.

Firma

Fecha

I _____ have been informed that all vehicle that is exported to the United States is placed on HOLD by USDA upon discharge from vessel and will not be available for pick up until it is inspected and released from HOLD. It has also been informed to me that for that same reason I should call TOTE Maritime office at the port before going to pick up my vehicle in order to confirm the availability.

Signature

Date



PPR-105.11

SOLICITUD DE CERTIFICADO DE EXPORTACIÓN
CERTIFICATE OF EXPORTATION APPLICATION

(Art. 9, Ley 8 de 9 de agosto de 1987, según enmendada)
(Art. 9, Law 8 of August 9, 1987, as amended)

La División de Investigaciones de Vehículos Hurtados, requiere esta información para los procedimientos de exportación ó
transportación al exterior de vehículos o de sus piezas. (The Division of Stolen Vehicles Investigations, requires this
information for export or transportation procedures of vehicles or their parts).

I. Nombre de la Compañía de Exportación que Brindará el Servicio (Company Name that will Provide Export Service):

Nombre (Name): _____

Dirección (Address): _____

Número Teléfono (Phone Number): _____

II. Dueño del Vehículo o Pieza a ser Exportada (Owner of the Vehicle or Part to be Exported):

Nombre (Name): _____

Dirección (Address): _____

Número Teléfono (Phone Number): _____

III. Descripción del Vehículo (Vehicle Description):

Marca (Make): _____ Modelo (Model): _____ Año (Year): _____

Tipo (Type): _____ Núm. Tablilla (License Plate No.): _____

Núm. Motor (Engine No.): _____

Núm. Serie Caja (Serial No.): _____

IV. Haga Constar si Existe Algún Tipo de Gravamen a Favor de un Tercero (Indicate if There is Any Kind of Lien in Favor of a Third Party):

SÍ (YES) [] NO []

Tipo de Gravamen (Lien Type): _____

V. Nombre y Dirección de la Persona que Tramita la Documentación del Vehículo o Pieza a Exportar (Name and Address of the Person who is Processing the Documentation of the Vehicle or Part to be Exported):

Nombre (Name): _____

Dirección (Address): _____

Número Teléfono (Phone Number): _____

VI. Nombre y Dirección del Destinatario del Vehículo o Pieza (Name and Address of the Vehicle or Part Recipient):

Nombre (Name): _____

Dirección (Address): _____

Número Teléfono (Phone Number): _____

Relación con el dueño del vehículo o pieza (Relationship with the owner of the vehicle or part): _____

Forma en que fue identificada la persona que somete los documentos (How the person submitting the documents was identified): _____

Número de licencia (License number): _____

Otra identificación (Other identification): _____

País o estado a donde se exportará el vehículo o pieza (Country or state where the vehicle or part will be exported to): _____

VII. Documentos a ser incluidos con este formulario (Documents to be included with this form):

☐ Copia de licencia del vehículo (Copy of vehicle license).

☐ Copia del título del vehículo, si aplica (Copy of ownership title, if applicable).

☐ Certificación de multas del D.T.O.P. (D.T.O.P. Certification of fines).

Si tuviera algún gravamen de venta condicional con un banco o compañía financiadora tendrá que presentar el relevo de los mismos (If you have any conditional sale lien with a bank or company funding will have to present the release thereof).

Comprobante o sellos de rentas internas por la cantidad de \$10.00 dólares, por cada vehículo o transacción. Número de comprobante: _____. Es compulsorio anotar el número de comprobante (Voucher or Internal Revenue stamps in the amount of \$10.00 dollars, per vehicle or transaction. Voucher number: _____. It is compulsory to write down the voucher number).

Nota: Si la persona que tramita la documentación y/o entrega del vehículo o las piezas al transportista es distinto al dueño registrado, se acompañará documentos donde el dueño registrado autorice a dicha persona a realizar tales gestiones. Someter documentos a la división de vehículos hurtados con por lo menos dos (2) días de anticipación a la fecha próxima en que se inspeccionará en las facilidades del transportista que brindará el servicio.

(Note: If the person who is processing the documentation and/or delivery of the vehicle or parts to the carrier is different from the registered owner, documents will be attached where the registered owner authorizes said person to carry out such procedures. Documents will be submitted to the Stolen Vehicles Division with at least two (2) days in advance of the next date in which it will be inspected in the facilities of the carrier that will provide the service).

VIII. Para Uso Exclusivo del Negociado de la Policía de Puerto Rico (For Puerto Rico Police Bureau Use Only):

Nombre del agente que recibió la solicitud y documentos (Name of agent receiving application and documents): _____

Número de Placa (Badge No.): _____ Fecha (Date): _____ Hora de Solicitud (Time of Application): _____

Track & Trace Using Our Customer Portal

All vehicles are subject to space availability. Please use the track and trace feature in our portal to check your vehicle's status and ensure your vehicle is en route to its destination prior to making pickup arrangements.

1. Select Link: <https://portal.totemaritime.com/Account/Login?ReturnUrl=%2f&portalid=1>
2. Use the "Track" feature on the right to enter your booking or VIN number in the white field.
3. Click "Track"



TOTE Maritime
Customer Portal

Login
Trade
User name
Password
Forgot Password? | Remember Me ☐
LOGIN

Track
Booking/Equipment/VIN
TRACK

If you do not see that your freight loaded on board please contact Customer Service at 877.775.7447 Prompt 4

"Gate in" is the time that your vehicle was received at the terminal.

"Vessel Loaded on Board" is the time that your vehicle physically loaded onto the vessel.



Track
VSSL000632XXX
TRACK

4T1BF3EK6BUXXXXXX

USJAX Port of Load		PRSJU Port of Discharge	
ETD	03/20/18 18:00	ETA	03/23/18 10:00
Voyage	5122S	Vessel	ISLA BELLA

Available
Stow Location 0380402
Container Type

 —
  —
  —
  —
  —
 

GATE IN 03/13/18 10:30
 LOADED 03/19/18 16:00
 AT SEA
 UNLOADED
 LINE RELEASE
 GATE OUT