

# Shipping Your Vehicle - USVI 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](mailto: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 USVI to Jacksonville (every other week).

## Step 1A: Policy for Shipping Electric Vehicles

- Electric Vehicles – vehicles powered by wet batteries, sodium batteries, or lithium batteries and equipment powered by wet batteries or sodium batteries that are transported with these batteries installed.
- TOTE will only accept **NEW** Electric Vehicles (Factory Delivery).
- State of Charge (SoC) should be less than 30% on the HV Battery and in no case higher than 50%.
- Final auto manifest must include vehicle propulsion type (EV) including entry on DCM provided to vessel.

## Step 1B: Policy for Shipping Hybrid Electric Vehicle

- Hybrid Vehicles – vehicles that combine a conventional internal combustion engine (ICE) system with an electric propulsion system.
- TOTE will only accept **NEW** Hybrid Vehicles (new means <200 miles).
- No requirements regarding State of Charge (SoC).
- No certificates are needed regarding UN testing criteria at this time.
- Final auto manifest must include vehicle propulsion type (Hybrid, Internal Combustion, Etc.) including entry on DCM provided to vessel.

## Step 2: Contact Booking Team to Make a Booking

- Call 877.775.7447 Prompt 1 or email [bookingPR@totemaritime.com](mailto:bookingPR@totemaritime.com) to make a booking.

### Step 3: Send Required Documents to Documentation Team

Please email the items below to [documentation@totemaritime.com](mailto:documentation@totemaritime.com) or fax to 904.805.8106.

- Copy of Title, front and back (or authorization from the Financial Institution, if financed).
- Clear enlarged copy of the owners Driver's License, and if owner is not present to deliver, a signed Letter of Authorization must be granted to the party making the shipping arrangements.
- USDA Acknowledgment Form.
- Vehicle registration.
- Lien search conducted at the Lieutenant Governor's Office (if vehicle is registered in the V.I.).
- Customs Clearance from Dept. of Motor Vehicles indicating vehicle is free of fines (valid 3 days).
- Importer Security filing (ISF 10+2) mandatory for all shipments from the USVI to USA. You are responsible for contacting a licensed customs broker to file the ISF 10+2. A list of brokers for the Port of Jacksonville can be found here: <https://www.cbp.gov/contact/find-broker-by-port/1803>
- Receipt from pressure washing vehicle (motor, undercarriage, exterior).
- Copy of Consignee's Identification.
- Vehicle Exportation Sheet (Included in this packet)
- Insurance Acceptance or Declination Form (Included in this packet)

### Step 4A: Drop Off Your Vehicle at the St. Thomas 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. Payment can be made on-line 24/7 using <https://pay.totemaritime.com/> Vehicles cannot be released to sail without payment.

**Lt. Governors** 5049 Kongens Gade St. Thomas, Virgin Islands 00802 +1-340-774-2991

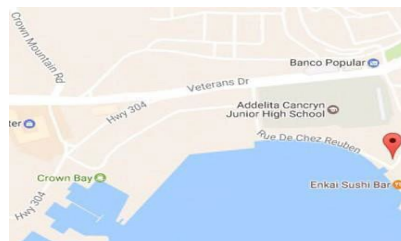
**Drop Window** Drop your vehicle no earlier than 7 calendar days prior to sailing, but before the cut off (below).

**Cut Offs** Documentation/delivery by **Thursday 12:00PM**

**Drop Hours** Monday-Friday 8:00AM-5:00PM

**Address** TOTE Maritime - St. Thomas Terminal  
3800 Crown Bay  
Charlotte Amalie, St Thomas, VI 00804

**Phone** Clarence Nibbs: 787-354-9666



**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](mailto:customerservicePR@totemaritime.com) and avoid the \$100.00 fee. You can look up your VIN on [vinrcl.safercar.gov/vin/](http://vinrcl.safercar.gov/vin/) to see incomplete fire hazard recalls.

## Step 4B: Drop Off Your Vehicle at the St. Croix Port

**Payment** Payment should be made when the vehicle is dropped off at the terminal with a Certified Check, Money Order, Visa, or Mastercard (No Cash) by calling the Financial Service Department at 877-775-7447 Ext. 5170. Vehicles cannot be released to sail without payment

US Customs in St. Croix has instituted a 72-hour rule on northbound vehicles to perform necessary inspections. TOTE Maritime Puerto Rico's requirement is for customers to deliver vehicles to the port by 12:00 noon on Thursday prior to vessel sail date. This will provide US Customs ample time to perform inspections. If the vehicle is delivered after that time, it cannot sail for 2 weeks.

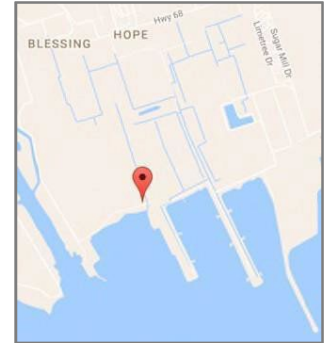
**Address** St. Croix Terminal (VIPA Container Port)  
Ferrol Trucking Services  
W. Allick Container Port  
New Container Port Road  
Kingshill, St Croix, USVI 00851

**Drop Off Hours** Monday-Friday 8:00AM-5:00PM

**Cut Offs** Documentation and delivery due by Thursday 12:00PM

**Phone** Clarence Nibbs: 787-354-9666  
Ferrol Trucking: +1-340-778-9602

**Lt. Governors** 1131 King Street, Suite 101 Christiansted, St. Croix, Virgin Islands 00820



### **Important Info When Dropping Off 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. These restricted items include but are not limited to car seats, jumper cables, tool boxes, etc.
- \* Vehicle must contain no more than a ¼ tank of gas
- \* The Booking Confirmation does not guarantee that your vehicle will be loaded on the referenced sailing. Vessel departure and arrival times are subject to change.

## Step 5: Prepare to Pick Up Your Vehicle in Jacksonville

**Track** 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 Driver's 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. Demurrage (storage) starts day 8. Demurrage charges will be collected prior to cargo being released.

**Demurrage** VI Vehicles Days 1-5 \$25.00 Per Day  
Days 6 or more \$30.00 Per Day

### Additional Customs and Tax Information

1. If your vehicle is a foreign make, an excise and customs duty based on the blue book value is required in the VI. If your vehicle was made in the US, this does not apply.
2. There is a One Time Road Tax that everybody has to pay in the VI. It is rated 16 cents per lb on weight of vehicle.
3. When shipping from the VI, TOTE Maritime Puerto Rico needs a copy of the title or bill of sale, not the original. The original should be sent to the consignee separately. The consignee cannot enter the car prior to Customs clearance, and they will need an original to complete the process required to receive Customs clearance.

### Approximate Travel Time

St. Thomas to Jacksonville					
Drop Date	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Approximate Travel Time (in Days)	21	20	19	18 / 26	25

St. Croix to Jacksonville (72 hour drop rule)					
Drop Date	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Approximate Travel Time (in Days)	22	21	20	19 / 26	25

## 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



# EXPORTATION SHEET/HOJA DE EXPORTACIÓN – U.S. VIRGIN ISLANDS

BOOKING/RESERVACIÓN: VSSL \_\_\_\_\_ VOYAGE/VIAJE #: \_\_\_\_\_

PLEASE CHECK AND INITIAL FINAL DESTINATION:

PORT OF LOADING/PUERTO DE SALIDA: ☐ STT ☐ STXFINAL DESTINATION/DESTINO FINAL: JAX SJU  
☐ ☐

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)

ADDRESS/DIRECCIÓN: \_\_\_\_\_  
(Complete Physical Address / City / State & Zip Code / Dirección Física completa / Ciudad / Estado y Código Postal)

TELEPHONE/TELÉFONO: \_\_\_\_\_ EMAIL: \_\_\_\_\_

CONSIGNEE'S NAME/NOMBRE DEL  
CONSIGNATARIO: \_\_\_\_\_

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

ADDRESS/DIRECCIÓN: \_\_\_\_\_  
(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  
M/O, Check, Visa, Master Card = AP# \_\_\_\_\_ Scanned  
Entered

Authorization: \_\_\_\_\_

For internal purposes only

- ☐ Copy of Title or authorization from the Financial Institution, if financed, / Copia de Título o Carta de Autorización de institución financiera, de estar financiado, o factura/comprobante de compra.
- ☐ Copy of Owners Driver's License/ Copia de Licencia de conducir del dueño.
- ☐ Copy of vehicle registration/Copia registro del vehículo
- ☐ Lien search conducted at the Lieutenant Governor's Office (if registered in the VI)/ Formulario de Levante de Vehículo realizado por la oficina del Teniente Gobernador.
- ☐ Customs Clearance from DMV indicating free of fines (valid for 3 days)/ Certificación de No Multas Pendientes del Dept. de Vehículos de Motor (vigencia de 3 días).

- ☐ Importer Security Filing (ISF 10+2).
- ☐ Receipt from pressure washing vehicle (motor, exterior, undercarriage)/Recibo de lavado a presión de vehículo (motor, exteriores, guardalodos) Copy of
- ☐ Consignee's ID/ Copia de Identificación del Consignatario.
- ☐ 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 (ADVALOREM 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

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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