

# Shipping Your Vehicle – Jacksonville, FL to USVI

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 value, year, make, model, and the complete VIN #.
- Sail date from Jacksonville to SJU (every Tuesday & 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](https://www.census.gov/foreign-trade/regulations/How_to_Obtain_an_EIN_COMBINED.pdf) or call 800.829.4933).

## 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)

## Step 3: Send Required Documents to Documentation Team and San Juan

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

- Vehicle Exportation Sheet (Included on p. 4)
- Insurance Acceptance or Declination Form (Included on p.5)
- Copy of Title, front and back (or authorization from the Financial Institution, if financed).
- Clear enlarged copy of the owners Driver's License (or Passport if no 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.

B. Please mail the following original documents to San Juan (address to right - expedited recommended) on the day you drop off your vehicle at the Jacksonville Port. San Juan needs to receive the documents by Monday to acquire Customs release in time for your vehicle to make the connecting vessel to the VI. Do not send through USPS, they do not deliver to our terminal. Please use FedEx only.

- Original Title (or Certified Copy provided by Department of Motor Vehicles)
- Original Notarized Export Power of Attorney (Included on p. 6)
- A legible copy of the Drivers License or Passport.

<b>ONLY FEDEX DELIVERS</b>
<b>TOTE PUERTO RICO</b>
<b>Attention Car Division</b>
<b>1225 Ponce de Leon Ave.</b>
<b>Suite 1205</b>
<b>San Juan, Puerto Rico 00907</b>

## Step 4: Drop off Your Vehicle at the Jacksonville 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.

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

**Cut Offs** For Tuesday Sailing, drop by **Friday at 12:00PM**  
For Friday Sailing, drop by **Wednesday at 12:00PM**

**Drop Hours** Monday-Friday 8:00AM – 4:00PM

**Address** 5250 William Mills Street  
Jacksonville, Florida 32226

**Phone** 904.751.2110



**Escort** Please have someone in a separate vehicle accompany you to the port. This will be your way of exiting the terminal once your vehicle is dropped off. 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 **up to 4:00PM** or you may pay to contract independently.

**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.

**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.

### Important Info When Dropping Off Vehicle

- \*Do NOT leave documents in the Vehicle
- \*Additional cargo (that is not physically attached to the vehicle) are 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 ¼ tank of gas
- \*The Booking Confirmation does not guarantee that your vehicle will be loaded in the referenced sailing. Vessel departure and arrival times are subject to change.

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

**Track and Trace** 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.

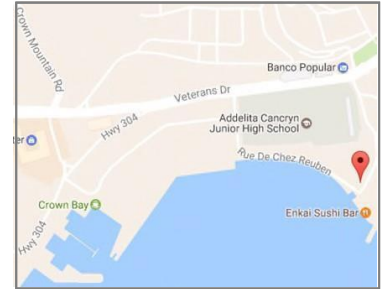
## Step 6A: Pick Up Vehicle in St. Thomas

In order to pick up your vehicle, you are responsible for following the 5 steps below.

**Terminal Address** TOTE Maritime – St. Thomas Terminal  
 3800 Crown Bay  
 Charlotte Amalie, St Thomas, USVI 00802

**Pick Up Hours** Monday-Friday 8:00AM-5:00PM

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



1. Pick up documents from TOTE Maritime Puerto Rico office at the container port.
2. Proceed to IRS/VI Excise at Nisky Center to pay ROAD TAX(they accept cash, credit/debit cards, money orders, certified checks).
3. Continue to US Customs to complete the customs clearance. US Customs DUTY payment is due on all foreign made vehicles(they accept cash, checks, or credit cards).
4. Proceed to VI Department of Motor Vehicles to obtain a temporary permit to transport the vehicle from TOTE Maritime Puerto Rico to the VI Department of Motor Vehicle to be registered and titled. Charges will be due. You will need to provide proof of insurance and the original title/lien letter is required to register/title the vehicle.
5. Return back to TOTE Maritime Puerto Rico with the US Customs Stamped bill of lading for release of the vehicle.

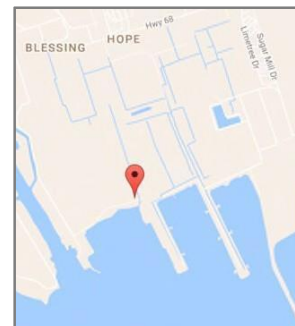
## Step 6B: Pick Up Vehicle in St. Croix

In order to pick up your vehicle, you are responsible for following the 3 steps below.

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

**Pick UpHours** Wednesday 8:00AM-5:00PM

**Phone** +1 340.778.9602



1. Pickup documents from our agent, Ferrol's Trucking at the container port.
2. Proceed to IRS/VI Excise at Sunny Isle to pay ROAD TAX(they accept cash, credit/debit cards, money orders, certified checks).
3. Proceed to US Customs to complete the customs clearance. US Customs DUTY payment is due on all foreign made vehicles(they accept cash, checks, or credit cards).
4. Proceed to VI Department of Motor Vehicles to obtain a temporary permit to transport the vehicle from TOTE Maritime Puerto Rico to the VI Department of Motor Vehicle to be registered and titled. Charges will be due. You will need to provide proof of insurance and the original title/lien letter is required to register/title the vehicle.
5. Proceed back to Ferrol's Trucking with the US Customs Stamped Bill of Lading for release of car.

## Additional Customs and Tax Information

1. If your vehicle is a foreign make, a US Customs duty based on the blue book value is required in the USVI. If your vehicle was made in the US, this does not apply.
2. VI Excise Tax is a one time Road Tax that is charged to all vehicles in the USVI. The rate is 0.16 cents per pound. Based on the weight of the vehicle.



## EXPORTATION SHEET/HOJA DE EXPORTACIÓN – JACKSONVILLE, FL

BOOKING/RESERVACIÓN: VSSL \_\_\_\_\_ VOYAGE/VIAJE #: \_\_\_\_\_ PORT OF LOADING/PUERTO DE SALIDA: JAX

PLEASE CHECK AND INITIAL FINAL DESTINATION:

FINAL DESTINATION/DESTINO FINAL: ☐ SJU ☐ 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 \$ \_\_\_\_\_\*\*\***  
(For Customs purposes, provide value / Para propósitos de Aduana, provea el valor)

VIN: \_\_\_\_\_ TITLE/TÍTULO: \_\_\_\_\_ ESTADO/STATE: \_\_\_\_\_

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 NUM / CIUDADANOS EXTRANJEROS, FAVOR USAR NÚM 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: \_\_\_\_\_

### **FOR VEHICLES DESTINED TO PUERTO RICO / PARA VEHÍCULOS CON DESTINO A PUERTO RICO:**

- ☐ Copy of Title or authorization from the Financial Institution, if financed. / Copia de Título o Carta de Autorización de institución financiera, de estar financiado.
- ☐ Copy of Owners Driver's License/ Copia de Licencia de conducir del dueño.

### **FOR VEHICLES DESTINED TO U.S.V.I / PARA VEHÍCULOS CON DESTINO A U.S.V.I:**

- ☐ Certified Copy of Title or authorization from the Financial Institution, if financed, and Bill of sales. / Copia Certificada de Título o Carta de Autorización de institución financiera, de estar financiado, y factura/comprobante de compra.
- ☐ Copy of Owners Driver's License/ Copia de Licencia de conducir del dueño.



**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

# EXPORT POWER OF ATTORNEY

Date:\_\_\_\_\_

I hereby name and appoint TOTE Maritime Puerto Rico to be my lawful attorney in fact and act on my behalf to conduct all transactions necessary with U.S. Customs Services in the proper exportation of the below state vehicle which is described as:

Year:\_\_\_\_\_ Make:\_\_\_\_\_ Mode:\_\_\_\_\_ Color: \_\_\_\_\_

Vehicle Identification Number: \_\_\_\_\_

Title Number: \_\_\_\_\_

To do all things necessary to ensure compliance with all requirements pursuant to 19 USC Section 192 of the Customs Regulations.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Owner's Name (print)

\_\_\_\_\_  
Signature of Co-Owner

\_\_\_\_\_  
Co-Owner's Name (print)

\_\_\_\_\_  
Home Address of owner                      City/State/Country                      Zip Code

Sworn to and subscribed before me this\_\_\_\_\_day of\_\_\_\_\_

\_\_\_\_\_  
Signature of Notary Public                      Commission Expires

Personally Known:\_\_\_\_\_Produced Identification: \_\_\_\_\_

Type of Identification Produced: \_\_\_\_\_

(Notary Stamp)



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

Available  
Stow Location 0380402  
Container Type

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