



**Northbound Vehicle Shipping Instructions  
San Juan to Jacksonville  
Please read carefully**

**Before delivering your vehicle to the port. You must follow the below steps:**

**A. Obtain a Booking number:**

To request a booking number please call Customer Service Department at 800-964-4503 and provide your email to receive the following forms that needs to be completed before bringing your unit to the port in San Juan:

1. Vehicle Bill of Lading or BOL - **TB gives you the form**
2. Copy of the Vehicle Title / Purchase Contract or Bill of Sales / Letter from the Financing Bank
3. LOA - Authorization to Transmit Electronic Export - **TB provides the form**
4. EIN Number - It is a Federal requirement, the customer must provide EIN # instead of the social security number. TB will provide you with the instructions to request it if necessary
5. Copy of your photo ID
6. Last page of this Shipping Instructions

**B. The following documents must be in original and delivered to the Port along with your vehicle:**

1. **Fine-Free Certification – CESCO – Form DTOP-DIS-224** – This form must have an Internal Revenue Stamp of \$11.00 (code 5120) and one of \$2.00 (code 842) duly signed and cancelled stamps. This document is valid for 3 days.
2. **Vehicle Information - CESCO – Form DTOP-DIS-234** – This form must have an Internal Revenue Stamp of \$11.00 (code 5120) and one of \$2.00 (code 842) properly signed and stamps cancelled. This document is valid for 3 days.
3. **Internal Revenue Stamp \$10.00 (code 5122) and \$2.00 (code 842)**
4. **Certificate of Motor Vehicle Inspection and Heavy Equipment Law 531** - The vehicle must be inspected by the Police's Stolen Vehicles Division of your city before being taken to our facilities at the port. Inspection validation is 1-5 days depending on the policy of the Stolen Vehicles division of your municipality.
5. **Negative Certification of Levies – ACAA** - This certification must be obtain on the official ACAA website. The validity of the same is 30 calendar days: <http://www.acaa.pr.gov/certificaciones/>
6. **Original Notarized Letter of Authorization to Trailer Bridge to Transport Your Vehicle** - Such letter must be Original and certified by an attorney, indicating your authorization to Bridge Inc. Trailer to transport the vehicle to Florida and exonerating the PR Police and CESCO/DTOP of any claim. Important: If the delivery to the port of the vehicle is to be made by someone other than the owner of the vehicle, then the owner of the unit must include in the notarized letter the name of the person who is authorizing the boarding procedures with a copy of his id (License) as well as a copy of the Vehicle Owner's License.
7. **Engine and Chassis Wash Receipt** - The receipt must indicate a maximum of (2) days - The vehicle must be taken to a garage or "car wash" for engine and chassis washing. The USDA Department of Agriculture reserves the right to inspect all vehicles. If USDA finds that your vehicle has not been washed properly and cannot be inspected, you may have an additional charge starting at \$110.00.



### **C. Vehicle/Unit Delivery Process to San Juan port:**

1. Vehicle must have a maximum of ¼ tank of gas “no exception” per federal regulation 49CFR176.905. Failure on this rule car will not be shipped and customer will be responsible for any additional port storage at the port.
2. If your car has an alarm, the person who deliver the unit must deactivate it. The barge movement can cause the activation of the alarm during the trip and your battery will drained. Trailer Bridge will not be responsible for any electric problem of mechanic cause due to alarm left on.
3. The Vehicle inspections are at our Terminal and you will need to deliver car to the following address:
  - o **Address and Port Horary**  
Old Army Terminal  
Carretera 165 Esquina PR 28  
Cataño, PR  
Desde las 7:00am a 11:00am – 1:00pm – 3:00pm

### **IMPORTANT:**

PR Police Dept., Division of Stolen Vehicles requires every vehicle to be deliver to our facilities no later than **Thursday before 11 am** if you want the car to be release on time to sail on following Tuesday. Trailer Bridge will only load those vehicles that has been release by the PR Police Dept., Division of Stolen Vehicles and the USDA Department. If at the time of inspection the PR Police Dept., Division of Stolen Vehicles finds any discrepancy on any of the documents provided and the release is not authorized to sail, customer is responsible for any additional charges that might incurred as a result of not providing correct docs on time. Shipper must resolve any issue or discrepancy directly with the Puerto Rico Police Dept, Division of Stolen Vehicles.

You should be receiving your invoice 3-4 days after barge sails from San Juan, PR and it will be sent to the email you provided us by time of booking. Vehicles are COD and will be on hold until paid; proof of payment would be required at Trailer Bridge Terminal.

1. Trailer Bridge will **NOT** send arrival notices or advise customers the arrival of their vehicle. The regular transit time for our barges is (6) days
2. Once Trailer Bridge have confirmed the release of vehicle, he will be able to pick up the car, if the person does not have TWIC identification (Transportation Worker Identification Credential), customer is required to be escorted in at the port, escort instructions would be provide by time of booking. The cost associated with the escort services is the customer’s responsibility and pay direct to the Port of Jacksonville or to the private escort if customer chooses to go the route.
3. If person picking up vehicle does not show as the Consignee (receiver) on the Ocean Bill of Lading, they must present an Authorization Latter for Pick Up from the Consignee.
4. Vehicles up to five (5) years in age are insured against all risks of physical loss and/or damage from any external cause except for marring, denting, chipping, scratches and atmospheric fall-out.
5. For vehicles in excess of five (5) years of age, Trailer Bridge can provide insurance at a rate of \$1.12 per \$100 of sound market value.
6. Any claim should be reported before taking your car out the port.
7. Non-running vehicles will not be accepted
8. Trailer Bridge will not be responsible for any electronic or mechanical problem that might incurred the vehicle.
9. Vehicles containing cargo in or on said vehicle(s), will be charged **\$300** for the additional cargo, each piece to be properly manifested by the shipper on the dock receipt. The additional cargo will



- move at the Shipper/Owners risk for loss or damage of the goods. Claims will not be accepted for Goods and Insurance Item 572 does not apply.
10. You will have 7 calendar days to pick up your vehicle / unit at the Port in Jacksonville, FL, at no cost. Additional days will have an additional daily storage charge.

Please complete the information below and attach it to the Vehicle inspection sheet:

I have read and understood these instructions on how to ship my vehicle.

Shippers' signature: \_\_\_\_\_

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

Shippers Name (in print letters): \_\_\_\_\_

Phone Number \_\_\_\_\_

EIN: \_\_\_\_\_

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\_\_\_\_\_ **For Trailer Bridge use only**

Trailer Bridge representative receiving the document:

Signature:

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

\_\_\_\_\_

Printed name: \_\_\_\_\_