CROWLEY®
People Who Know®

VEHICLES SHIPPING REQUIREMENTS
PUERTO RICO – JACKSONVILLE / PENNSYLVANIA
(rev. 03/12/2020)

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	If the vehicle has an active loan or assessment: 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	Photocopied on a sheet of paper
4. Notarized Letter of Authorization by a licensed lawyer from P.R.	An Export Power of Attorney, or affidavit, signed by the vehicle's owner and by a licensed lawyer in P.R. authorizing *Crowley Puerto Rico Services* to ship the vehicle. (Must include year, model, VIN and responsibility waiver.) If the owner is not present, he/she must authorize the person who will deliver the unit, and provide a copy of the person's driver's license. If the unit is a company-owned vehicle, the affidavit must be accompanied by an original Corporate Resolution letter authorizing the shipment.
5. Certificate of No Debt from ACAA	Original. **(Valid for 30 days only)** (ACAA: 787-759-8989 or www.acaa.gobierno.pr)
6. Internal Revenue $10 voucher	Code 5122 for each vehicle, and one $2.00 voucher (code 842) can be purchased at "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 $11.00 voucher and one $2.00 voucher (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.

DOCUMENTS (cont.)	DETAILS
10. Fuel in the vehicle	No more than one-fourth (1/4) tank of fuel.
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, customers must 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.

As a Federal requirement, all customers must provide an EIN # that replaces the Social Security # at the time of export. To request your EIN # visit: https://sa2.www4.irs.gov/modiein/individual/index.jsp

2. Delivery times: Monday thru Friday from 7:00 a.m. to 11:00 a.m., and from 12:00 p.m. to 2:00 p.m. The vehicle will be received by Crowley Car Division Department, located at Lindbergh St., Isla Grande, PR 00904 (Across from the Isla Grande Airport). ****Due to the high volume of vehicles being shipped, customers are encouraged to arrive early to ensure same day processing. Customers will be handled on a first come, first serve basis or until the assigned turns run out.**

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

Optional cargo insurance available: $250 for up to $25,000 worth of insurance; and $500 for up to $50,000; both with ZERO deductible. If the 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 it 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.