



**Trailer Bridge, Inc.**

Northbound Vehicle Shipping Instructions  
Please read carefully

In Puerto Rico

Prior to shipping your vehicle,

1. Individual must go to the nearest Excise Tax Collection Office (Colecturia) and obtain a \$10.00 receipt for vehicle exportation.
2. A letter certifying that the vehicle has no outstanding tickets must be obtained from "Obras Publicas". This letter expires 5 days from issue date.
3. A receipt from a gas station for a motor and chassis wash must also be obtained and presented. The receipt will expire in 2 days from issue date.
4. Before delivering car to Trailer Bridge, you must take it to your county's (municipio) Police Department Stolen Vehicles Division to be inspected.

Delivering vehicle to Trailer Bridge San Juan facility

5. Please bring two copies of all documents requested on this list below, as well as two copies of the driver's license, vehicle registration and title.
6. The vehicle must be delivered to Trailer Bridge's San Juan Terminal no later than the Monday prior to the date of departure (vehicles sail each Thursday). Regular receiving hours for vehicles are from 6:50 AM to 11:00 AM and from 1:00 PM to 3:00 PM in the afternoon. Trailer Bridge San Juan Terminal is located at the Old Army Terminal - State Rd. 165 (corner of PR 28) in Guaynabo. See phone number below.
7. Inspections are only performed Monday through Friday during regular hours, see above.
8. Customer must ensure that vehicle being delivered to San Juan Terminal for shipment contains no more than one-fourth of gasoline in tank as per **49CFR176.905**. Failure to do so will delay sailing of vehicle and additional storage charges will apply.
9. A Vehicle Dock Receipt, which will be provided to you when you drop off your vehicle, must be completed to include full name of Shipper (sender) and Consignee (receiver), addresses, and phone numbers. Private individuals must provide us their Social Security number. If the vehicle is being shipped on behalf of a company we must have the company's Employer Identification Number (EIN). All pertinent information about the vehicle must be completed as well, (ex: last 8 digits of Vehicle Identification Number (VIN), make/model, year, color, number of doors, transmission, and value).
10. You must provide proof of ownership, a copy of the vehicle title. If the vehicle is not owned outright (i.e. it is financed), then you must also have your lender provide an **ORIGINAL notarized letter** granting permission for Trailer Bridge to ship your vehicle to the United States. If anyone other than the person who is named on the title drops off the vehicle, they must also have an **ORIGINAL notarized letter** from the owner granting permission for shipment as well as a copy of the owner's driver license.
11. If at the time the Stolen Vehicles Division conducts it's physical inspection here in our facilities they find any discrepancies and the vehicle is not authorized to be shipped by that agency, Trailer Bridge Inc., cannot be held responsible and the shipper must resolve any issues directly with the San Juan Stolen Vehicles Division.
12. Please disengage all alarms whenever possible. The motion of the barge may cause the alarm to go off during transit and drain the car battery. Trailer Bridge will not accept liability for any electrical or mechanical problems of the vehicle.
13. Payment by cashier's check, money order, MasterCard or Visa must be presented when you drop off vehicle in San Juan. **No vehicle will be shipped until payment is made. Cash, personal check, or company check are NOT accepted.** A 3% surcharge will be assessed by TRBR for all credit card payments.

14. After the vehicle is delivered to Trailer Bridge, you must then proceed to the Stolen Vehicles Division at the Police Station and present the receipt from the Excise Tax Collections Office as well as the certified letter from Obras Publicas and a copy of the title and registration. At the police station you will be required to complete additional paperwork.

Stolen Vehicles Division at the Police Station  
Cerra Street #900, 15th Parada, Fernandez Juncos Ave.  
Santurce, PR 00908  
(In front of the Condominium Bahia and Parque Central)  
Telephone: (787) 725-1690 / (787) 725-3332

Trailer Bridge can't ship vehicle until it is released by the Stolen Vehicles Division and will not be held responsible for any delays or expenses that result due to vehicle not being released.

## In Jacksonville

15. **Trailer Bridge will not notify anyone upon arrival in Jacksonville.** Our normal transit time is 6 days from San Juan to Jacksonville. The USDA places all vehicles on hold and until they are inspected and released you will not be able to pick up your vehicle. USDA inspection usually takes 1-2 days. Please see [www.trailerbridge.com](http://www.trailerbridge.com) for additional charges that may apply. If USDA requires an Agricultural Wash additional charges will apply, these charges must be paid prior to release of vehicle. Ag Wash fee of \$60.00 plus an administration fee of \$30.00
15. **Do not go to the Trailer Bridge port facility in Jacksonville without first verifying availability of your vehicle and scheduling an appointment (see below).** Call our Customer Service Department in Jacksonville at (800) 964-4503 to verify availability of your vehicle prior to coming to pick it up. To expedite your call, please have the last 8 digits of your Vehicle Identification Number (VIN) available.
16. **Due to changes in port procedures implemented by the Department of Homeland Security, DHS, effective 12/1/08, all customers must make an appointment with Trailer Bridge 24 hours prior to arrival at our Jacksonville, FL port facility.** This can be done with customer service at 800-964-4503 or with port personnel at 800-554-1589 ext. #17104. Appointment times are available Monday to Friday from 8:00-11am and 1:30- 4pm. We are closed weekends and most national holidays. All individuals must have government issued photo identification in order to gain access to the Blount Island Marine facility along with all supporting documents pertaining to your business at the port.
17. Please limit your group **2 individuals per vehicle**. We are unable to accommodate larger groups at our facility. All customers entering Trailer Bridge's facility must be escorted by a TRBR representative at all times.
18. If person picking up vehicle does not show as the Consignee (receiver) on the Ocean Bill of Lading, **they must present a notarized written release from the Consignee.**

## Other Information

### General Rules and Regulations

19. The following is published in our TRBR Freight Tariff No. 200 in regarding to the shipment of vehicles:  
**Insurance Provisions (Section 1 Item 572)**
  - Vehicles 5 years old or less are automatically insured for "sound market value".
  - Vehicles older than 5 years are **not** automatically insured. We will provide insurance, upon request, at a rate of \$1.12 per \$100.00 of sound market value.
  - All claims must be reported when picking up the vehicle.
  - Insurance does not cover denting, marring, chipping, scratching, or atmospheric fall out.
  - Trailer Bridge will not accept liability for any electrical and/or mechanical problems of your vehicle.
  - A "Delay Clause" excludes any claims of loss caused by delay of delivery. Trailer Bridge will not pay out of pocket expenses related to any delays in the shipment or arrival of a vehicle.
  - Trailer Bridge will not accept Dealer and Privately Owned Vehicles, measuring less then 900 CFT loaded with any personal, non-emergency equipment. If without Trailer Bridge's knowledge, a Dealer or Privately owned Vehicle is received with any items other than normal emergency equipment (ex: spare tire, jack, first aid kit etc), Shipper / Owner does so at their own risk for loss or damage of the goods.
  - Vehicles exceeding 900 CFT containing any cargo, which is not emergency equipment, will be charged \$285.00 **per piece** for the additional cargo. Each piece must be properly manifested by the shipper on the Dock Receipt. The additional cargo will move at the Shipper / Owner own risk for loss or damaged of the goods.

**Storage (Item 910)**

- Please see [Freetime/Demurrage in PR](#) at [www.trailerbridge.com](http://www.trailerbridge.com) for freetime and charges that will apply when freetime expires.
- Vehicle Shipping Division phone numbers and hours:
- *San Juan, PR: (787) 774-6370 Monday - Friday 6:50 am - 3:50 pm Lunch 11:50 - 12:50*
- *Jacksonville, FL: (904) 751-7107 Monday - Friday 8:00 am - 4:30 pm Lunch 12:00 - 1:00*
- For current rate information, please visit us on line at [www.trailerbridge.com](http://www.trailerbridge.com) or call Customer Service at (800) 964-4503.
- If you have any other questions, please call Customer Service at 800-964-4503.
- Please complete below information and attach to Vehicle Dock Receipt.

**I have read and understand the preceding listed terms of shipment.**

Signature of Shipper: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Social Security #: \_\_\_\_\_

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For TB Office Use Only:

Trailer Bridge Representative receiving paperwork:

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

Print Name: \_\_\_\_\_