



**Trailer Bridge, Inc.**

**Vehicle Shipping Instructions**  
**From Puerto Rico to Dominican Republic**  
**Please read carefully**

**Prior to shipping your vehicle in Puerto Rico**

1. Before dropping your vehicle to our facilities, you will need to call the customer service department at 1-800-964-4503, and request a booking number. A Bill of Lading, which will be provide to you by the customer service department, must be completed to include full name of Shipper (sender) and Consignee (receiver), addresses, phone numbers, email address and **Shipper's EIN**. All pertinent information about the vehicle must be completed as well, (ex: Vehicle Identification Number (VIN), make/model, year, color, number of doors, transmission, and value).
2. By US Federal Law, all customers must have an **Employer Identification Number (EIN)** in lieu of social security number to protect your privacy. We won't ship vehicles without EIN. No exceptions. To get your Employer Identification Number visit: <https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online> (IRS.GOV)
3. Individual must go to the nearest Excise Tax Collection Office (Colecturia) and obtain a \$10.00 receipt for vehicle exportation, and \$2.00 stamp of the Trauma Center of PR (**Code: 0842**).
4. Letters from "Obras Publicas" certifying that the vehicle has no outstanding tickets (**Forms: DTOP-DIS-224 y DTOP-DIS-234**) must be obtained. These letters expire 3 days from issue date. These letters must include internal revenues stamps with the DTOP or CESCO cancelation seal on them. **NOTE: Both certificates should also include a \$2.00 stamp of the Trauma Center of PR (Code: 0842).**
5. 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.
6. Before delivering car to Trailer Bridge, you must take it to your county's (municipio) Police Department Stolen Vehicles Division to be inspected.
7. An Original Notarized letter of an Attorney from the owner granting Trailer Bridge, Inc. permission to export the vehicle to Florida. This letter should also say that the owner exonerates the Puerto Rico Police Department ("Policía de Puerto Rico"), and the Department of Transportation and Public Works ("Departamento de Transportación y Obras Públicas") of any action, civil or criminal, related with this authorization / permission to export the motor vehicle.
8. Customer has to go to the ACAA office located at 249 Arterial Hostos, On the corner of Chardon (In front of the Federal Court) San Juan, PR, and obtain a certification of "negative of assessment" (Certificación de Negativa de Gravamen). The ACAA office can be reached at 787-759-8989. Document is valid for 30 days.
9. Customer has to prove us copy vehicle registration, and car 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.
10. 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. Corporate owned vehicles, or corporations shipping vehicle as a third parties need to provide a corporative resolution notarized by an attorney at law.

11. **IMPORTANT:** The government of the Dominican Republic is not accepting vehicles with more than 5 years in the market. The only exceptions are for foreign students. We recommend all customers to first visit DR Custom page ([www.aduanas.gob.do](http://www.aduanas.gob.do)) to obtain more information about it, and read section: [Solicitud de Admisión Temporal de vehículos para estudiantes extranjeros.](#)

## US Customs

1. Before going to Customs vehicle must be brought to Trailer Bridge together with all documents on Tuesday morning from 8am to 10am to have the Trailer Bridge Bill of Lading, the documents mentioned above, and then go to US Customs at 1pm and get approval for shipping. Trailer Bridge San Juan Terminal is located at the Old Army Terminal - State Rd. PR 28(corner of PR 165) in Guaynabo. See phone number below.
2. For foreign resident a passport or resident alien card is required.

US Customs performed inspections on Tuesday or Thursday only from 1:00pm to 4:00pm only. This is the US Customs address:

**US Customs Vehicle Exportation Team  
Zona Libre Commercial  
Building #2 Customs  
Guaynabo, PR  
PH: 787-774-4104**

## **Delivering vehicle to Trailer Bridge San Juan facility**

1. Cédula ID number of the individual claiming the vehicle in Dominican Republic has to be provide at the San Juan Port, or National Taxpayer Registration (RNC) in case is a company who is going to claim the vehicle at Dominican Republic.
2. Once the vehicle is given US Customs authorization, the vehicle must be delivered no later than Tuesday at Trailer Bridge. Vehicle must be in Trailer Bridge Facilities 72 hours before shipping. We'll ship the vehicle to Dominican Republic next week Thursday.
3. The vehicle must be delivered to Trailer Bridge's San Juan Terminal no later than 1:00 PM to 3:00 PM in the afternoon.
4. 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.
5. 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.
6. Payment by cashier's check, money order, American Express, MasterCard, or Visa must be presented when you drop off vehicle in Puerto Rico. **No vehicle will be shipped until payment is made. Cash, personal checks, or company checks are NOT accepted.**
7. After the vehicle is delivered to Trailer Bridge, we must then proceed to the Bayamón Stolen Vehicles Division at the Police Station and present the receipt from the Excise Tax Collections Office, ACCA letter, as well as the certified letter from Obras Públicas and a copy of the title and registration (No bank levy in them). At the police station you will be required to complete additional paperwork.

8. Trailer Bridge cannot 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.
9. If any discrepancies are found at the time the Stolen Vehicles Division conducts its physical inspection here in our facilities the vehicle will not be authorized to be shipped by that agency, Trailer Bridge Inc., cannot be held responsible and the shipper must resolve any issues directly with the Bayamón Stolen Vehicles Division.

### **Picking up vehicle in Puerto Plata**

Unless otherwise specified by shipper, all original documents will be sent to Trailer Bridge's agent in the Dominican Republic at:

**Trailer Bridge  
C/O Ageport  
Muelle Nuevo  
Puerto Plata DR, Tel (809)-586-1728**

1. Trailer Bridge Inc. of Santiago, Dominican Republic will notify the consignee upon vehicle arrival in Puerto Plata, and advise location of pickup. Per our sailing schedule, our normal transit time is 2 days and vehicles will be available on the 3rd day. It is recommended that the consignee call the Ageport Terminal Agent, in Puerto Plata (see phone number above) to verify availability of the vehicle. To expedite your call, please have your booking number or the last 8 digits of your Vehicle Identification Number (VIN) available when you call.
2. To pick up vehicle, you must present the Puerto Plata Customs authorities with proper ID, the original Bill Of Lading and title. After payment of import duties, Puerto Plata Customs will issue the vehicle release order.
3. Consignees requiring a letter of correction for Puerto Plata Customs vehicle release should contact the Ageport terminal agent (see phone number below.)

### **General Rules and Regulations**

The following is published in our TRBR Freight Tariff No. 008 in regarding to the shipment of vehicles:

#### **Insurance Provisions (Rule 32)**

1. We will sell insurance, upon request, at a rate of \$1.50 per \$100.00 of sound market value.
2. Items other than emergency equipment (ex: spare tire, jack, first aid kit etc.) inside the vehicle *are not covered by insurance. Trailer Bridge, Inc. will charge to the customer \$285.00 per item, and will move at the owner's risk for loss of damage.*
3. All claims must be reported when picking up the vehicle.
4. Insurance does not cover denting, marring, chipping, scratching, or atmospheric fall out.
5. Trailer Bridge will not accept liability for any electrical and/or mechanical problems of your vehicle.
6. A "Delay Clause" excludes any claims of loss caused by delay of delivery.
7. Trailer Bridge will not pay out of pocket expenses related to any delays in the shipment or arrival of a vehicle.

#### **Detention/Demurrage or Storage (Rule 21, 22 & 23)**

Please see Freetime/Demurrage in DR at [www.trailerbridge.com](http://www.trailerbridge.com) for freetime and charges that will apply when freetime expires.

Vehicle Shipping contact phone numbers and hours:

- *San Juan, PR: (787) 774-6370 Monday - Friday 6:50 am - 3:50 pm Lunch 11:50 - 12:50*
- *Puerto Plata, DR: (809) 586-1728 (Ageport) Monday - Friday 0800 am - 5:00 pm/ Saturday 8am - Noon*
- 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.

Please complete below information and attach to Bill of Lading.

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

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

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

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

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For TB Office Use Only:

Trailer Bridge Representative receiving paperwork:

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

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