



Trailer Bridge, Inc.

## 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 Customer need to call Customer Service Department at 1-800-964-4503 and provide their email to receive the following forms that need to be fill out before bringing the unit to the port in San Juan :

1. Fill out the form "Bill of Lading" with the information about shipper (the person delivering car at port) and the formation for the consignee (person who will be receiving in JAX) information should include the addresses, phone number, email, complete Car VIN number, Model/Maker, year, color, number of doors , and commercial value of the unit.
2. Fill out the form "Authorization to Trailer Bridge to file EEI"
3. Provide us with the letter from IRS with your EIN or fill out the form W-9 with your EIN Number, you MUST provide proof of your EIN number
4. **IMPORTANT:** If shipper of the vehicle does not have an EIN they must obtain one with the Department of IRS this EIN Number is need it in substitution of use of SSN. By US Federal Law, you must have an Employer Identification Number (EIN) in lieu of social security number to protect your privacy. We will not receive vehicles without EIN, no exceptions. To obtain your EIN please go to the IRS website under this link:  
<https://www.irs.gov/es/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online> (IRS.GOV)

### B. The following documents are required by the Police division of Stolen Vehicles to to obtain the release of your vehicle/unit to be Export to Florida USA

1. Voucher from " Rentas Internas" for your Export Vehicle Certification  
This can be obtain at any Bank, Cooperative or Excise Tax Collection Office (Colecturía): Cost US\$ 10.00 (Código: 5122) and a stamp for \$2.00 from the Trauma Center of Puerto Rico (Código: 0842).
2. Official Certificate from "Obras Publicas" certifying that the vehicle has no outstanding ticket (Form DTOP-DIS-224) and form DTOP-DIS-234)  
Both forms must be requested to the "Obras Publicas" Department at any city county..  
**IMPORTANT:** Both certifications are valid only for (3) days. Also they are NOT valid w/out the stamps from rentas internas (código: 5120), without the signature of the officer of DTOP/CESCO and the seal of the same agency. Both forms also must include a stamp of rentas internas de \$2.00 from the Trauma Center of Puerto Rico (Código: 0842).
3. Receipt of Wash out of the Vehicle Motor and Chassis: Receipt for the wash must indicate max (2) days  
The Vehicle must be taken to a Car Wash to get a wash on the motor and Chassis.
4. Certificate of Inspection of the Vehicle Motor and Heavy Equipment Ley 531:  
The vehicle must be inspected by the Division of Stolen Vehicles in PR in your county previously to be taken to our facilities at the port. The inspection validation is 1-5 days depending on the politic of the department stolen vehicle on your county.
5. Original notarized letter from attorney to authorized Trailer Bridge to transport vehicle:  
Letter must be original and certified by an attorney, it must indicate your authorization to Trailer Bridge to transport vehicle to Florida and exonerating Puerto Rico Police and CESCO/DTOP for any claim.  
**Important:** If the vehicle is going to be deliver to port by other than the owner of the unit, then the letter must include the name of the person that is being authorized to do the delivery, and shipping paperwork



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along with copy of their personal ID (Driver's License) and copy of the driver's license of the owner of vehicle.

6. **Certification of Negative of Assessment (Certificación Negativa de Gravámenes)**

This certification can be obtain at the follow link on the official website for ACAA, and is only valid for 30 calendar days: <http://www.acaa.pr.gov/certificaciones/>

7. Copy of the vehicle license and a copy of the vehicle title or an ORIGINAL notarized letter from Lender institution if not title is available.

**The license and title of the vehicle must be free of liens.** If your vehicle still has a lien, we need an original letter from the bank or financial institution authorizing to ship the vehicle to Florida, USA, and letter MUST be original, copies will not be accepted.

**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, it must be deactivated by the person who delivers the unit. 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:

Old Army Terminal: Carretera 165 (Esquina con PR 28) en Cataño  
Inspections are done only from Monday to Friday  
During Morning: 7:00-11:00 and in the afternoon: 1:00 -3:00 pm.

**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. Payment can be done at our PR office or Jacksonville, FL, You can via Credit card, money order or certified bank check; payments in CASH, personal or company checks are not allowed for POV's/Boats or NIT's.

**In Jacksonville**

1. Trailer Bridge will **NOT** send arrival notices or advise customers the arrival of their vehicle.
2. The regular transit time for our barges is (6) days
3. Department of Agriculture (USDA) puts on HOLD vehicles for inspections by the time of arrival; it might take 1-2 working days. If USDA select your vehicle for a treatment there will be an additional charge of US\$ 110 if they might found your vehicle was not washed in PR under their standards. We highly recommend the customer to call our Customer Service Department at (800) 964-4503 to verify the status of the release of vehicle and make sure is available for pick up. Do not go to port to pick up vehicle without making sure is fully release.
4. 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



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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.

5. Please limit your port entrance only to (2) persons, escort service is only for (2) adults, even if one of the person have regular TWIC card the second person need escort. If customer is not the one coming to pick up the vehicle and they are sending a transportation company, they must fill out the release form provide by Trailer Bridge, if that company does not have TWIC card then they will also need to be escorted.
6. 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.

### General rules and regulations

The following are "General rules and regulations per our Tariff #200 related to Shipping vehicles:

#### Insurance Provisions (Section 1, Article 572)

- 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.
- 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.
- Any claim should be reported before taking your car out the port.
- Non-running vehicles will not be accepted
- Trailer Bridge will not be responsible for any electronic or mechanical problem that might incurred the vehicle.
- A "Delay Clause" excludes any loss caused by any delay on the delivery of your vehicle, however caused, and excludes claims based on loss of market. Trailer Bridge will not pay for any delay Carrier will not accept Privately Owned Vehicles, not exceeding 900 CFT, with equipment in or on the vehicle other than normal emergency equipment. If, without the Carrier's knowledge, Privately Owned Vehicles is received with equipment other than emergency equipment, Shipper/Owner does so at their own risk for loss or damage of the goods.
- Vehicles containing cargo in or on said vehicle(s), will be charged \$285 per item 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.

#### Demurrage (Artículo 910)

- Please refer to the section **Freetime/Demurrage in PR** at [www.trailerbridge.com](http://www.trailerbridge.com) to check how many days you have for free time at the port and the charges after free time expires.

Phones and Schedule time for the Auto Division department:

- San Juan, PR: (787) 774-6370 Monday- Friday 6:50 am - 3:50 pm – Lunch 11:50-12:50.
- Jacksonville, FL: 1 (800) 964-4503 Monday- Friday 8:00 am - 4:30 pm – Lunch 12:00-1:00.
- For more information on questions about shipping your vehicle, please visit our website at <http://www.trailerbridge.com/services/vehicle-shipping/> or call our customer service department at 1 (800) 964-4503.



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: \_\_\_\_\_