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

Prior to shipping your vehicle in Puerto Rico

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 Públicas". This letter expires 3 days from issue date. This letter must include internal revenues stamps with the DTOP/CESCO seal on them.
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. Police Inspection form is valid only from 1 to 5 days.
5. 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.
6. 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 20 days.
7. 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.
8. 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.
9. 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)
10. 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) 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 or Thursday 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 at Trailer Bridge. Vehicle must be in Trailer Bridge Facilities 72 hours before shipping. We ship the vehicles to Dominican Republic every Thursdays.
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, you must then proceed to the Stolen Vehicles Division at the San Juan Police Station, and present the paperworks mentioned above:

Stolen Vehicles Division at the SJ Police Station
Cerra Street #900, 15th Parada, Fernandez Juncos Ave.
Santurce, PR 00908
Telephone: (787) 725-1690 / (787) 725-3332

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 San Juan 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 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.
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 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 Vehicle Dock Receipt.

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

Signature of Shipper: _________________________ Date: _________________

Print Name: _________________________ Phone: _________________

EIN#: _________________________

________________________________________________________________________________________

For TB Office Use Only:

Trailer Bridge Representative receiving paperwork:

Signature: _________________________ Date: _________________

Print Name: _________________________