



Shipping Instructions

A vehicle shipment booking is required prior to delivering your vehicle to any of our terminals.

To make a booking, please call (904) 322-7644

Required Documentation

The following documents are required for all shipments:

- Listed owner on the title must be the shipper and show picture ID/proof of ownership (State/Fed ID).
 - Copy of the vehicle's title and registration.
 - If there are two owners listed on the title, both owners must be present with picture IDs and/or written notarized statements from the owner(s) not present authorizing shipment export of the vehicle.
 - If title is not clear of liens, there must be a letter from the Lien Holder releasing vehicle for export to PR on official letter head with contact information accompanying same.
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Wash Your Vehicle

All vehicles must have a clean exterior so that a vehicle survey may be conducted at the load port. Dirty vehicles will not be accepted.

Note: We cannot ship vehicles with cracked or damaged windshields or windows, as well as non-running vehicles. If your vehicle becomes inoperative after being received, an additional \$150.00 will be charged. Any vehicle deemed unsafe, will not be accepted for shipping.

No Personal Belongings

All personal belongings must be removed from the vehicle. The only items acceptable for shipment in your automobile are those tools and accessories normally attached to the vehicle, or permanently installed in the dash, doors, rear deck, trunk, or console.

¼ Tank Of Gas Or Less

All vehicles must have no more than ¼ tank of gas upon drop off – no exceptions.

Shipping From Puerto Rico Only

In addition to the documents and processes outlined above, the following documents/processes are required for vehicles originating in Puerto Rico:

- Certificate from the PR Dept. of Motor Vehicles of “no fines due” (valid for 3 days only). The Internet printout is not valid. An original certificate issued at the same place where you get item #2 below is required.
- A \$10.00 auto export voucher (“comprobante” from PR Internal Revenue Department (“Colecturía”). We do not accept stamps.
- Receipt from the company who performs the export car wash service.
- Motor Vehicle Export Certificate from PR Police Dept, Division of Stolen Vehicles – you must do this in the location closest to your place of residence or to the address appearing on the vehicle’s registration. No vehicle will be accepted unless it has legible identification numbers in the doors, hood, trunk and dash board, and all replaced parts are documented with copies of the original receipts.
- Certificate of no debts with ACAA (Administration that deals with car accidents).
- An original affidavit made in Puerto Rico authorizing the shipment.