



# Thompson Line

A Division of Tropical Shipping and Construction Co. Ltd.  
Thompson Shipping Co. Ltd., Agent

## Port of Palm Beach Vehicle Delivery Checklist

Vehicles can only be delivered to:

Attn: Vehicle Receiving - PPB-05-03  
821 Ave E , Riviera Beach, FL 33404  
[Printable Driving Directions](#)  
(561) 881-3999 or 800-638-TROP (8767)

Receiving Hours:  
M-F, 8:00am -12:00pm; 12:30  
pm - 3:00pm  
U.S. Customs, WPB:  
M-F, 9:00am - 3:00pm  
Phone: (561) 844-4393

### Required Forms and Documents

- **Vehicle Declaration Form:** must be filled out completely for all vehicles being shipped
- **Letter of Authorization (LOA):** If you would like Tropical Shipping to prepare and submit the [Electronic Export Information \(EEI\)](#) on your behalf, the appropriate authorization form (for a business or individual) must be completed.
- **Vehicle Export Power of Attorney:** If you would like Tropical Shipping to clear Customs on your behalf, an original notarized copy of this form must be completed and signed by the vehicle owner(s). A clearance fee will be applied for this service.
- **Hold Harmless Waiver:** must be signed if your vehicle is classified as a "non-operable" vehicle. Tropical Shipping reserves the right to refuse receipt of a vehicle if it does not meet requirements for safe handling.
- **Driver's License or Passport:** A valid copy issued to the owner of the vehicle
- **Original Title or Original MSO (Manufacturer's Statement of Origin):** If purchased, the Purchaser's name must appear on the Title/MSO.

### Conditional Forms and Documents:

Form:	Required when:	
<b>Motor Vehicle Reassignment Form</b>	the back of the title is full of names of previous owners	<input type="checkbox"/>
1. An original, notarized letter from the lien holder on company letterhead authorizing export 2. Copies of the title must be certified and notarized in the state where vehicle is titled. Copies must be notarized on both the front and back of the document (3 sets required)	there is a lien holder on the title	<input type="checkbox"/>
Letter of Authorization, written on Company Letterhead	the vehicle belongs to a Company. The letter must declare that the person signing is an Officer of the Company and authorized to sign Power of Attorney	<input type="checkbox"/>
Bill of Sale	the vehicle is a new purchase	<input type="checkbox"/>

### Vehicle Preparation:

- Federal regulations (CFR 176.905[d]), require that there is **less than ¼ tank of fuel**/Propane tanks must be empty
- Remove all **loose items** and personal effects from the vehicle, including the trunk. If you wish to ship personal effects, the cargo must be packed for export and Tropical will ship that cargo as LCL at an additional cost. An itemized **Packing List** with an estimated value per box is required by U.S. Customs.
- Any part/item that would normally be permanently installed in/on the vehicle, but is loose or not bolted in, should be removed.
- Vehicle Measurements** will be verified by our Receiving Agent. In the event of a discrepancy between your measurements and ours, you may request a re-measurement prior to signing the Dock Receipt. Your signature acknowledges the accuracy of the measurements recorded on the Doc Receipt, and will be used to compute the price of shipping your vehicle.
- No change to measurement figures will be allowed after our acceptance of your vehicle for shipment.**

Please contact our **Customer Service Department at (800)-638-TROP (8767)** for further assistance.  
Revised: 06/2010