

Vehicle Shipping

IMPORTANT: Pre-Booking your shipment is required prior to delivery of your vehicle to Tropical Shipping. Vehicles are shipped on a space-available basis. Please contact our Customer **Service Department at (800)-638-TROP (8767)** to request a Booking Number or to obtain a Rate Quote.

To avoid delays in shipping your vehicle please review the following instructions, and have all necessary forms completed prior to delivering your vehicle.

Forms and Documents

Forms must be filled out completely. Please be prepared to provide the following:

- **Vehicle Declaration Form** *-Required-* Form must be filled out completely for all vehicles being shipped. (Note: Tropical Shipping can accept the following forms of payment **only**: Cash, Money Order, Cashier's Check, Traveler's Checks, Visa and MasterCard.)
- **Letter of Authorization (LOA)** *-Required-* If you would like Tropical Shipping to prepare and submit the Shipper's Export Declaration (SED) electronically on your behalf, the appropriate authorization form (for a business or individual) must be completed.
- **Vehicle Export Power of Attorney** *-Required-* 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. Otherwise, the owner of the vehicle is responsible for clearing U.S. Customs or giving another party (besides Tropical) an **original notarized Power of Attorney**.
- A **Hold Harmless Waiver** must be signed if your vehicle is classified as a "non-operable" vehicle. (Please refer to definitions under the 'Prepare your Vehicle' section below)
- **Driver's License or Passport** *-Required-* A valid copy of the vehicle **owner's** driver's license or passport
- **Original Title or Original MSO** (Manufacturer Statement of Origin) *-Required-* plus 2 copies (front & back) If purchased, the Purchaser's name must appear on the Title/MSO.
- **Motor Vehicle Reassignment Form**- An original copy of this form must be completed and signed if the back of the vehicle title is full of the names of previous owners
- If a **Lien Holder** is recorded on the Title, then a notarized letter from the Lien Holder on their company letterhead is required, authorizing export, **and** certified copies of the title must be certified and notarized in the state where the vehicle is titled. Copies must be certified and notarized on both the front & back of the document. Three (3) sets are required.
- **If the vehicle belongs to a Company**, the person signing the Vehicle Export Power of Attorney must also provide a letter on company letterhead, stating that they are an officer of the company and are authorized to sign the Power of Attorney
- **Bill of Sale**- Required if the vehicle is a new purchase

- Name, mailing address and phone number of the shipper and consignee. The consignee is the person to whom the vehicle is being shipped. Sometimes, the shipper and consignee is the same person.
- General information about your vehicle - year, make, model, license plate number, VIN number and current value.
- Port of discharge - know which port your car is being shipped to
- A set of keys for the ignition, trunk door, gas tank, and any other locking compartment. U.S. Customs inspects all compartments of your vehicle and will place a Customs Hold on any vehicle without a key to a locked compartment. We will provide a special key fob and your keys will accompany your vehicle to its final port of discharge.

Prepare Your Vehicle

- 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.
- Anti-theft Alarm Systems - If you leave the car alarm system in your vehicle, make sure that the system is disengaged prior to delivery to Tropical.

Important: Vehicles must be in a safe, drivable condition, capable of normal operation on public streets or highways when tendered for shipment to be considered an “operable vehicle”. Non-operable vehicles that have been accepted for shipment will be loaded into a container with the use of a forklift, and a Hold Harmless Waiver must be signed before the vehicle is loaded.

EFFECTIVE IMMEDIATELY FOR NON-TITLED SELF-PROPELLED MACHINERY/VEHICLES:

All “Non-titled Self-Propelled Machinery/Vehicles” presented for U.S. Customs pre-clearance are required to have an original invoice signed & notarized by both seller & buyer, along with all other required documents presented at time of delivery.

Customs will NOT accept the paperwork on equipment unless

1. The invoice is Original
 2. The invoice includes the description of the equipment (Case, Caterpillar, Bobcat, etc)
 3. The invoice includes the serial number of the unit
 4. The invoice is signed by both the buyer and the seller
 5. The invoice is notarized
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Note: Tropical Shipping will consider the vehicle non-operable, if the following conditions exist:

- Cracked or damaged windshields or windows.
- Flat, missing or damaged tires
- Leaking fluids
- Deployed airbags
- Unable to stay running under its own power source
- Out of fuel/gas

Please Note: Tropical Shipping reserves the right to reject receipt of cargo if the cargo does not meet the requirements for safe transportation & handling by our stevedore or our vessel operations.

Delivery to the Port Facility

If you have pre-booked your vehicle, your **Booking Number** will be required upon delivery of your vehicle to Tropical Shipping. Please contact our **Customer Service Department at: (800)-638-TROP (8767)** to obtain a Booking Number.

Note: Tropical Shipping does not forklift vehicles or heavy equipment for the purpose of unloading. It is the responsibility of the delivering carriers to provide the means to unload the vehicle or equipment onto the pavement.

Vehicles are received for shipment at the following address:

Tropical Shipping
 Attn: Vehicle Receiving – PPB-05-03
 West Port Road
 Riviera Beach, FL 33404
 561-881-3999 or 800-638-TROP (8767)

Receiving Hours:

M-F, 8:00am – 12:00pm; 12:30pm – 3:00pm

U.S. Customs:

M-F, 9:00am – 3:00pm

Phone: 561-844-4393

- **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 to the island destination.
No change to measurement figures will be allowed after our acceptance of your vehicle for shipment.
- **Original Title** and associated Documents will be mailed via FedEx directly to the Port of Discharge, to ensure secure delivery and to allow for tracking, if necessary.

U.S. Customs closely regulates the exporting of vehicles from the United States. All vehicles for export are placed on a 3 business day hold by U.S. Customs. This does not include day of delivery, weekends or holidays.

Exception: For new vehicles delivered against the MSO, shipping from dealer to dealer: Customs does not impose the 3-day hold.

Special Note: If a vehicle has been received for export but will no longer be shipped, a letter addressed to U.S. Customs that explains why the vehicle is not being exported is required **from the owner** before the vehicle can be released for pick-up. An 'In-and-Out' Handling and Storage fee will be applied.

Please contact our **Customer Service Department at (800)-638-TROP (8767)** to request a Booking or if you need further assistance.