

## Vehicle Delivery Checklist

**Vehicles can *only* be delivered to:**

**For Deliveries Only**

**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:**

MON – FRI: 8am – 12noon / 12:30pm – 3:00pm  
 U.S. Customs – West Palm Beach  
 MON – FRI: 9:00am – 3:00pm  
 Phone: (561) 844-4393

**Requirements: *Must make a booking prior to delivery***

- *If vehicle is an EV or HEV (electric vehicle or hybrid electric vehicle), please follow the guidelines for EV and HEV Vehicles.*
- **Vehicle Declaration Form:** must be completely filled out by the consignee for each vehicle being shipped. Please note: there are two forms.
  - One for gasoline / diesel vehicles
  - One for EV and HEV vehicles.
- **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.
- **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 of the owner of the vehicle  
*\*Excludes shipments to the USVI*
- **Original Title or Original MSO (Manufacturer’s Statement of Origin):** If purchased, the Purchaser’s name must appear on the Title/MSO.  
*\*Shipments to the USVI require a copy of the Title or MSO not the original*

**Conditional Forms and Documents**

Form:	Suggested when:
Motor Vehicle Reassignment Forms	The back of the title is filled with names of previous owners.
<ol style="list-style-type: none"> <li>1. An original, notarized letter from the lien holder on company letterhead authorizing export.</li> <li>2. Clear, color copies certified and notarized in the state where vehicle is titled. Copies must be notarized on both the front and back of the document.</li> </ol>	There is a lien holder on the title.

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.
Bill of Sale	The vehicle is a new purchase
<b>For Electric and Hybrid Electric Vehicles (EV, HEV, PEV, PHEV)</b>	
Lithium Battery Certification	Odometer reading is over 200 miles. <i>Certification must be completed by an authorized EV / HEV dealer.</i>

**Vehicle Preparation:**

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.

**Changes to measurement figures will not be allowed after our acceptance of your vehicle for shipment.**

Gasoline & Diesel	Electric and Hybrid Electric (EV, HEV, PEV, PHEV)
Federal regulations (CFR 176.905[d]), require that there is less than ¼ tank of fuel/propane tanks must be empty.	<ul style="list-style-type: none"> <li>• If the vehicle is damaged, it will not be accepted.</li> <li>• Provide VIN #</li> <li>• Verify state of charge (SOC). <i>Must be &gt;30% and &lt;50%.</i></li> <li>• If the vehicle has more than 200 miles on the odometer, a Lithium Battery Certification form <b>MUST</b> be completed by an authorized EV / HEV dealer, before the vehicle can be delivered.</li> <li>• Provide Car Fax Report dated within two weeks of delivery.</li> <li>• VIN CHECK - A VIN check has been done using <a href="https://www.nhtsa.gov/recalls">https://www.nhtsa.gov/recalls</a> to verify if there are any open recalls on the vehicle or anything specific to a potential of fire</li> </ul>

**Please review the complete Vehicle Shipping Guidelines.**

Please contact our **Customer Service Department** at:  
(800) 638-TROP (8767) / 561-881-3999 for further assistance.