

# Instructions for Documentation Submission at PAG Terminal in Jax

## **Rules:**

Further explanation of CBP rules for exporting a self propelled vehicle can be found at:

[http://www.cbp.gov/xp/cgov/trade/basic\\_trade/export\\_docs/motor\\_vehicle.xml](http://www.cbp.gov/xp/cgov/trade/basic_trade/export_docs/motor_vehicle.xml)

*This is not a full explanation of documentation rules and should not be used as such. This outline is intended to assist the line in ensuring vehicles delivered have the best chance of certification. **Drivers will be responsible to obtain any and all missing documents.***

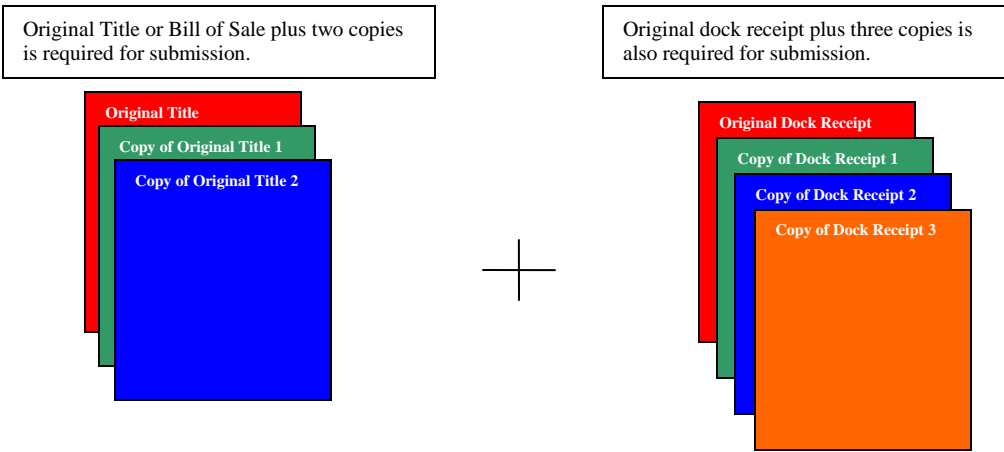
## **Titles and Bill of Sales**

- Original title or original bill of sale issued must be submitted along with 2 front and back copies of the original documents.
- Copies of the original title or original bill of sale must NOT be in color; black and white copies accepted only.
- Copies must be clear and legible; muddy copies will be rejected
- If a self propelled vehicle is delivered without a title or bill of sale, the driver or Forwarder is expected to contact the shipper and obtain a tracking number (preferably UPS or FEDEX) which the missing documents will be delivered to the port. This will be acceptable as long as we have a dock receipt that indicates the correct information.
- If a title cannot be presented for a vehicle that was originally titled, then a certified letter from the DMV must be submitted explaining why the vehicle can no longer be titled (typically a 3 page letter that is certified by the state from where the vehicle was purchased.
- If a self propelled vehicle is not subject to titling requirements within the state of purchase then an original bill of sale with original signatures and a certification stamp from the state of purchase must be submitted.
- If an original bill of sale is submitted then an additional statement from the owner of the self propelled vehicle to US Customs must be submitted which states “This is a bona fide transaction with no liens or encumbrances on the vehicle and the vehicle presented is not stolen.” This statement may exist on the original bill of sale if it is printed, not hand written.
- Original title/bill of sale and 2 copies - FRONT and BACK including any other documents that proves ultimate owner of the vehicle submitted with dock receipts
- Please make sure original signatures are on bill of sale
- Please make sure title has all appropriate fields filled correctly

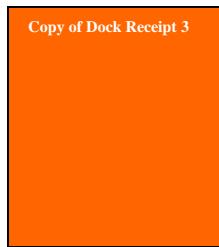
## **Dock receipts**

- A dock receipt must be submitted along with 3 copies.
- Dock receipt has to be legible, muddy copies will be rejected
- Shipper, Consignee, and Forwarding Agent must be noted on dock receipt
- Dock receipts must have Year, Make, and Model, full VIN (NO PARTIAL VINS) and Weight (KGS and LBS).
- Weight must be broken down per individual piece if more than one item exists on a dock receipt.
- VIN must match vehicle and title.
- If a vehicle does not run then the dock receipt must indicate “tow” (please not only a limited number of tow vehicles will be accepted. In addition an additional tow charge will be asset to the B/L. **No FORKLIFT vehicles will be accepted**)
- Dock receipt must indicate correct loading vessel with voyage number and port of destination
- Shipper must be last owner of vehicle.
- Consignee must be ultimate owner of vehicle
- DBA (Doing Business As) or ICO (In Care Of) is not recognized by CBP and will be rejected
- Forwarding agent cannot be the same as the shipper unless the title indicates the agent as the last owner.
- Shipper must have a US address.
- Dock receipt must have AES ITN information and whether a SED is required or not

# Quantity of documents required



The third copy of the dock receipt is used as the working copy. This will be returned back to the driver signed and stamped, after inspection.



# Proper structure for originals and copies submission

