

Shipping Your Vehicle – San Juan, PR to Jacksonville, FL

Shipping your vehicle with us is as easy as following the steps below. If you have any questions, please contact us at 877.775.7447 Prompt 4 or email customerservicePR@totemaritime.com

Step 1: Gather Required Information

- Shipper's complete name, physical address, phone, and email address.
- Consignee's (Owners) complete name, physical address, phone, and email address.
- Vehicle's year, make, model, and the complete VIN #.
- Desired Sail date from San Juan to Jacksonville (every Tuesday & Saturday).
- EIN # - Obtain at <http://www.irs.gov>

Step 1A: Policy for Shipping Hybrid Electric Vehicle

- Hybrid Vehicles – Hybrid electric vehicles are powered by an internal combustion engine and one or more electric motors, which uses energy stored in batteries. A hybrid electric vehicle cannot be plugged in to charge the battery
- TOTE will accept all Hybrid Vehicles.
- No requirements regarding State of Charge (SoC).
- Used Hybrid vehicles must show no signs of damage and no critical alarms present on the dash.
- No certificates are needed regarding UN testing criteria at this time.
- **TOTE will not accept any Plug-in Hybrid or Electric vehicles for transport.**

Step 2: Contact Booking Team to Make a Booking

- Call 877.775.7447 Prompt 1 or email bookingPR@totemaritime.com

Step 3: Send Required Documents to Documentation Team

Please email the items below to documentation@totemaritime.com or fax to 904-805-8106, and have the originals available at the time of drop off.

- Copy of title, front and back, if vehicle is financed an original letter from the lien holder authorizing shipment from Puerto Rico is required. Police Department will not accept a copy.
- Current vehicle registration.
- Clear enlarged copy of the owner's driver's license. If you are authorizing someone to drop on your behalf we will need a copy of their driver's license as well.
- A signed Sworn Declaration must be included and stamped by a lawyer licensed in Puerto Rico, indicating:
 - a) Reason why the vehicle is being shipped
 - b) Authorizing TOTE to export the vehicle
 - c) Vehicle Identification (make, model, year, VIN) and
 - d) If owner is not present to deliver, the authorized person must be included in the sworn declaration.
- If owner of the vehicle is not present in Puerto Rico to make all the proper steps to comply with all documentation neither to make the Sworn Declaration notarized by a lawyer in Puerto Rico for export:
 - a) Vehicle's owner will need to make a Power of Attorney, done at the city or country of residence and it must contain (Personal information of who is authorized to make anything in Puerto Rico on their behalf, vehicle information, Tote authorization to export and reason of why the vehicle is being exported).
 - b) Authorized Official Certification, which varies depending on the state (this may be a county clerk, Secretary of State, or others): Obtain a certification from the County Clerk in the state of residence confirming that the notary public who notarized the POA had a valid commission at the time of notarization. This step is crucial for Puerto Rican authorities to recognize the document's authenticity.

- a) Authorized person in Puerto Rico needs to go to a public notary with the Original Power of Attorney from the owner for Protocolization of the document. This is also known as an official registry of the document, this involves entering the document into the notary's protocol and issuing an Protocolization Act, which gives the POA full legal effect in Puerto Rico.
- "Certificate of No Debt" from (ACCA)Commonwealth of Puerto Rico Automobile Accident Compensation Administration (Valid for only 30 days.)
 - Form DTOP-DIS-224 Official Certificate of Administrative Fines to vehicle, from Dept. of Motor Vehicles indicating vehicle is free of fines. **Must have a signature of DTOP/DISCO authorized personnel, and seal with a voucher from Internal Revenue Department of \$2 ("Donación Centro de Trauma" code 0842) and a stamp of \$11.00 (Code 5120) valid 3 calendar days.**
 - Form DTOP-DIS-234: Vehicle Information Document, from Dept. of Motor Vehicles indicating vehicle is free of fines. **Must have signature of DTOP/DISCO authorized personnel, and seal with a voucher from Internal Revenue Department of \$2 ("Donación Centro de Trauma" code 0842) and a stamp of \$11.00 (Code 5120) valid 3 calendar days.**
 - Receipt from Pressure Washing Vehicle (motor, undercarriage, exterior).
 - Obtain the followings vouchers from Internal Revenue Department: **Voucher of \$10 ("Derecho Certificar Exportación de Vehículo" Code 5122 Certificate of Exportation along with a \$2.00 ("Donación Centro de Trauma" voucher Code 0842).** We do not accept electronic stamps.
 - "Motor Vehicle Inspection Certificate" from Police Department, Division of Stolen Vehicles. (Valid for 5 days)
 - Vehicle Exportation Sheet (Included in this packet)
 - Insurance Acceptance or Declination Form (Included in this packet.)
 - Acceptance of USDA retention information (Included in this packet.)
 - ***Failure to send documentation prior to sailing may result in rolled cargo or cargo held in destination***

Step 4: Drop Off Your Vehicle at the San Juan Port

Pre-Payment Payment should be made prior to the vehicle being dropped off at the terminal with a Certified

Check, Money Order, Visa, Master Card or American Express. NO CASH will be accepted. The payment HOTLINE is 877-821-0055. Payment can be made on-line 24/7 using <https://pay.totemaritime.com/> Vehicles cannot be released to sail without payment.

Hybrid Vehicles that have been approved by Carrier for transport will be subject to a charge of \$250 per vehicle.*

Drop Window Drop your vehicle no earlier than 7 calendar days prior to sailing, but before the cut off (below).

Cut Off If sailing Friday, must drop vehicle off by 11:30AM Tuesday
 If sailing Monday, must drop vehicle off by 11:30AM Thursday

Drop Hours Monday-Friday 7:00AM-11:30AM, 1:00PM-3:00PM

Address Puerto Nuevo Terminal
 Avenida C, Muelle "H" Zona Portuaria
 San Juan, PR 00920

Phone 787.721.2330

Inspection Agents from the Police Department will physically inspect all units. Owner of vehicle or authorized person to ship unit should not travel out of Puerto Rico until unit has been approved by the Police and Agriculture Department. This approval is given the day of the unit's departure. TOTE Maritime Puerto Rico is not responsible for any changes made by the governmental entities.

Recalls

Vehicles with recalls that may create a fire hazard are subject to a \$100.00 charge related to safety procedures. If the fire hazard recall is fixed prior to dropping the vehicle off at the port, you can send proof of completion to customerservicePR@totemaritime.com and avoid the \$100.00 fee. You can look up your VIN on vinrcl.safercar.gov/vin/ to see incomplete fire hazard recalls.

Important Info When Dropping Off Your Vehicle

- Do NOT leave documents in the vehicle
- Additional cargo (that is not physically attached to the vehicle) is NOT permitted to remain in the vehicle. Restricted items include but are not limited to car seats, jumper cables, tool boxes, etc.
- Vehicle must contain no more than a 1/4 tank of gas
- The Booking Confirmation does not guarantee that your vehicle will be loaded on the reference sailing. Vessel departure and arrival times are subject to change.

Step 5: Prepare to Pick Up Your Vehicle in Jacksonville

Use the track and trace tool on the TOTE Maritime Puerto Rico web portal to monitor shipment activity (instructions on p.8). Load and discharge events as well as changes to the ETD and ETA of your shipment will be reflected on the site.

Step 6: Pick Up Vehicle in Jacksonville

USDA

Upon arrival in the US vehicles are subject to USDA inspection. Upon release, TOTE Maritime will contact customer to pick up vehicles. Please ensure that you have been contacted prior to making arrangements to pick up the vehicle.

Escort

A valid Transportation Worker Identification Credential (TWIC) badge is required to reach our Jacksonville port location. If you or someone traveling with you does not have one, the JAXPORT Access Control Center (904.357.3344) can provide a security guard to act as a TWIC escort who will escort you to and from the TOTE terminal from the JAXPORT front gate at no charge to you.

You must arrive at the JAXPORT gate at least 30 minutes prior to the close of the TOTE terminal to drop off or pick up a vehicle

Address

5250 William Mills Street
 Jacksonville, Florida 32226

Hours

Monday - Friday 8AM – 4PM

Phone

904.751.2110

What to Bring

Copy of Booking Confirmation, State Issued Drivers License or Passport, and a copy of the Vehicle Registration or Bill of Sale.

Free Time

Shipments of vehicles, not exceeding 900 cubic feet (self-propelled) will be allowed a free time period of 7 calendar days from the time USDA released them. Please call 877.775.7447 Prompt 4 with any questions.

Demurrage (storage) starts day 8. Demurrage charges will be collected prior to cargo being released.

SJU Vehicles	Days 1-5	\$10.00 Per Day
	Days 6 or more	\$15.00 Per Day



EXPORTATION SHEET/HOJA DE EXPORTACIÓN

BOOKING/RESERVACIÓN: **VSSL** _____ VOYAGE/VIAJE# _____PORT OF LOADING/PUERTO DE SALIDA: ☐ JAX ☐ SJU ☐ ST. CROIX ☐ ST. THOMASFINAL DESTINATION/DESTINO FINAL: ☐ JAX ☐ SJU ☐ ST. CROIX ☐ ST. THOMAS

MAKE/MARCA: _____ MODEL/MODELO: _____ YEAR/AÑO: _____ COLOR: _____

DOORS/PUERTAS: _____ AUT/STD WEIGHT/PESO: _____ GAS ☐ ELECTIC/ELECTRICO ☐HYBRID PLUG/HIBRIDOS ELECTRICO ☐ HYBRID/HIBRIDO ☐ ¼ TANK OF GAS/TANQUE DE GASOLINA ☐

*** FOR US CUSTOMS PURPOSES, PLEASE LIST THE **VALUE** OF YOUR VEHICLE \$ _____ ***
(For Customs purposes, provide value / Para propósitos de Aduana, provea el valor)

VIN: _____ TITLE/TÍTULO: _____ STATE/ESTADO: _____

SHIPPER'S NAME/NOMBRE DEL EXPORTADOR: _____

(Owner/ Origin or Who is Sending / Origen o Quien lo Envía)

PHYSICAL ADDRESS/DIRECCIÓN FÍSICA: _____

(Complete Physical Address / City / State & Zip Code / Dirección Física completa / Ciudad / Estado y Código Postal)

TELEPHONE/TELÉFONO: _____ EMAIL: _____

EMPLOYER IDENTIFICATION NUMBER (EIN): _____

(NON-US CITIZENS, PLEASE USE PASSPORT NUM / CIUDADANOS EXTRANJEROS, FAVOR USAR NÚM DE PASAPORTE – NOT REQUIRED FOR VI ORIGIN SHIPMENTS/NO REQUIRIDO PARA EMBARQUES ORIGINADOS DE ISLAS VIRGENES)

CONSIGNEE'S NAME/NOMBRE DEL CONSIGNATARIO: _____

(Owner/Who will receive it at final destination/Quien lo recibe en el destino final)

PHYSICAL ADDRESS/DIRECCIÓN FÍSICA: _____

(Complete Physical Address / City / State & Zip Code / Dirección Física completa / Ciudad / Estado y Código Postal)

TELEPHONE/TELÉFONO: _____ EMAIL: _____

Authorization to File the Electronic Export Information to the U.S. Census Bureau

In accordance with 15 CFR 30.3(f), I hereby authorize TOTE Maritime Puerto Rico, LLC. to file the required Electronic Export Information (EEI) into the government's Automated Export System (AES) for this shipment. We understand that this filing is required by U.S. Department of Census and is being enforced by Customs and Border Protection (CBP) for all merchandise subject to statistical reporting and/or licensed merchandise. All documentation submitted will be made available to CBP upon request. I further certify that I am the person familiar with the merchandise being forwarded and release TOTE Maritime Puerto Rico, LLC. officers and employees of all claims, demands, causes of action, damages, costs, and expenses, arising out of, incident to, or resulting directly or indirectly from the Principal Party in Interest's provision of incomplete or inaccurate information or statements to TOTE Maritime Puerto Rico, LLC.

SIGNATURE/FIRMA: _____ EIN: _____ DATE/FECHA: _____

BOOKING: _____ VEHICLE DESCRIPTION: _____**TO: TOTE Maritime Puerto Rico Shippers of Motor Vehicles****RE: Insurance on your motor vehicle**

Under the terms of the Bill of Lading, or contract for the shipment of your privately owned motor vehicle, the liability of TOTE Maritime Puerto Rico is limited up to \$500.00 if TOTE Maritime Puerto Rico is responsible for the loss or damage to your motor vehicle. If your motor vehicle is not more than **seven years old**, and you specify an insured value at the time of booking, TOTE Maritime Puerto Rico can provide you with All Risks cargo insurance at a cost of \$2.50 per \$100 of insured value. For example, the insurance premium for a motor vehicle insured at \$10,000 would be \$250.00.

All Risks cargo insurance will insure the motor vehicle against all risks (Acts of God, fire, etc.) of physical loss or damage from any external cause (TOTE Maritime Puerto Rico must cause the damage) excluding marring, denting, chipping, scratching and damage caused by atmospheric fall out, up to a limit of liability of the sound market value of the motor vehicle at the time of the loss.

If you wish to purchase this insurance, please show the insured value of your motor vehicle below so that the applicable premium can be calculated. TOTE Maritime Puerto Rico recommends that you purchase All Risks insurance on your motor vehicle either from TOTE Maritime Puerto Rico, another agency or an insurance company.

You can also avoid the imposition of the \$500.00 limit of liability by declaring a higher value (AD VALOREM value) and by paying the regular freight rate plus an extra 2% (two percent) of the amount of the declared value. The declared value should not be more than the sound market value of the vehicle. **Ad Valorem is not insurance and will not cover Acts of God, fire, etc.**

Please note that Insurance or Ad Valorem needs to be added at the time of booking. Please contact our booking team at: 877.775.7447 Prompt 1 or email bookingPR@totemaritime.com.

PLEASE BE ADVISED THAT TOTE MARITIME PUERTO RICO HAS NO RESPONSIBILITY FOR PERSONAL EFFECTS SHIPPED IN YOUR MOTOR VEHICLE AND CANNOT PROVIDE INSURANCE ON SUCH PERSONAL EFFECTS.

Please advise us of your wishes below:

I wish to purchase All Risks insurance on my motor vehicle, with an insured value of \$ _____

I wish to pay the AD VALOREM rate on my motor vehicle with a declared value of \$ _____

I do not wish to purchase the All Risks Insurance _____

I do not wish to pay an AD VALOREM rate. _____

I understand that TOTE Maritime Puerto Rico has no responsibility for personal effects shipped in my motor vehicle - **Shipper acknowledges that TOTE Maritime Puerto Rico will not be liable for minor damages, such as scratches, scuffs and chips. Shipper further acknowledges that TOTE Maritime Puerto Rico will not be liable for damages that were not detected at the time of receipt, such as mechanical malfunctions and windshield cracks. The Shipper or Shipper's agent whose signature appears below confirms that he or she has read, fully understands, and agrees with all information in this form.**

Signature _____

Printed Name _____ Date _____



GOBIERNO DE PUERTO RICO
Negociado de la Policía de Puerto Rico



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PPR-105.11

SOLICITUD DE CERTIFICADO DE EXPORTACIÓN
CERTIFICATE OF EXPORTATION APPLICATION

(Art. 9, Ley 8 de 9 de agosto de 1987, según enmendada)
(Art. 9, Law 8 of August 9, 1987, as amended)

La División de Investigaciones de Vehículos Hurtados, requiere esta información para los procedimientos de exportación ó
transportación al exterior de vehículos o de sus piezas. (The Division of Stolen Vehicles Investigations, requires this
information for export or transportation procedures of vehicles or their parts).

I. Nombre de la Compañía de Exportación que Brindará el Servicio (Company Name that will Provide Export Service):

Nombre (Name): _____

Dirección (Address): _____

Número Teléfono (Phone Number): _____

II. Dueño del Vehículo o Pieza a ser Exportada (Owner of the Vehicle or Part to be Exported):

Nombre (Name): _____

Dirección (Address): _____

Número Teléfono (Phone Number): _____

III. Descripción del Vehículo (Vehicle Description):

Marca (Make): _____ Modelo (Model): _____ Año (Year): _____

Tipo (Type): _____ Núm. Tablilla (License Plate No.): _____

Núm. Motor (Engine No.): _____

Núm. Serie Caja (Serial No.): _____

IV. Haga Constar si Existe Algún Tipo de Gravamen a Favor de un Tercero (Indicate if There is Any Kind of Lien in Favor of a Third Party):

SÍ (YES) [☐] NO [☐]

Tipo de Gravamen (Lien Type): _____

V. Nombre y Dirección de la Persona que Tramita la Documentación del Vehículo o Pieza a Exportar (Name and Address of the Person who is Processing the Documentation of the Vehicle or Part to be Exported):

Nombre (Name): _____

Dirección (Address): _____

Número Teléfono (Phone Number): _____

VI. Nombre y Dirección del Destinatario del Vehículo o Pieza (Name and Address of the Vehicle or Part Recipient):

Nombre (Name): _____

Dirección (Address): _____

Número Teléfono (Phone Number): _____

Relación con el dueño del vehículo o pieza (Relationship with the owner of the vehicle or part): _____

Forma en que fue identificada la persona que somete los documentos (How the person submitting the documents was identified): _____

Número de licencia (License number): _____

Otra identificación (Other identification): _____

País o estado a donde se exportará el vehículo o pieza (Country or state where the vehicle or part will be exported to): _____

VII. Documentos a ser incluidos con este formulario (Documents to be included with this form):

☐ Copia de licencia del vehículo (Copy of vehicle license).

☐ Copia del título del vehículo, si aplica (Copy of ownership title, if applicable).

☐ Certificación de multas del D.T.O.P. (D.T.O.P. Certification of fines).

Si tuviera algún gravamen de venta condicional con un banco o compañía financiadora tendrá que presentar el relevo de los mismos (If you have any conditional sale lien with a bank or company funding will have to present the release thereof).

Comprobante o sellos de rentas internas por la cantidad de \$10.00 dólares, por cada vehículo o transacción. Número de comprobante: _____. Es compulsorio anotar el número de comprobante (Voucher or Internal Revenue stamps in the amount of \$10.00 dollars, per vehicle or transaction. Voucher number: _____. It is compulsory to write down the voucher number).

Nota: Si la persona que tramita la documentación y/o entrega del vehículo o las piezas al transportista es distinto al dueño registrado, se acompañará documentos donde el dueño registrado autorice a dicha persona a realizar tales gestiones. Someter documentos a la división de vehículos hurtados con por lo menos dos (2) días de anticipación a la fecha próxima en que se inspeccionará en las facilidades del transportista que brindará el servicio.

(Note: If the person who is processing the documentation and/or delivery of the vehicle or parts to the carrier is different from the registered owner, documents will be attached where the registered owner authorizes said person to carry out such procedures. Documents will be submitted to the Stolen Vehicles Division with at least two (2) days in advance of the next date in which it will be inspected in the facilities of the carrier that will provide the service).

VIII. Para Uso Exclusivo del Negociado de la Policía de Puerto Rico (For Puerto Rico Police Bureau Use Only):

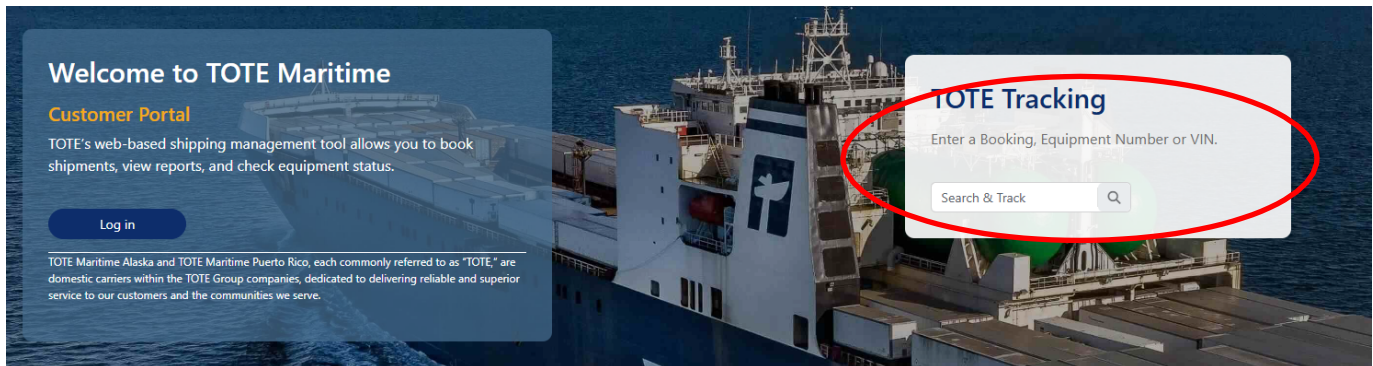
Nombre del agente que recibió la solicitud y documentos (Name of agent receiving application and documents): _____

Número de Placa (Badge No.): _____ Fecha (Date): _____ Hora de Solicitud (Time of Application): _____

Track & Trace Using Our Customer Portal

All vehicles are subject to space availability. Please use the track and trace feature in our portal to check your vehicle's status and ensure your vehicle is en route to its destination prior to making pickup arrangements.

1. Select Link: <https://portal.totemaritime.com>
2. Use the “Track” feature on the right to enter your booking or VIN number in the white field.
3. Click the search icon



“Gate in” is the time that your vehicle was received at the terminal.

“Vessel Loaded on Board” is the time that your vehicle physically loaded onto the vessel.

TOTE Tracking: VSSL001383844

Booking/Equipment/VIN

OCEAN BOOKING VSSL001383844

EQUIPMENT

EQUIPMENT NUMBER: 1FT7W2B64HED19586

BOOKING NUMBER: SSL001383844

EQUIPMENT NUMBER
1FT7W2B64HED19586

EQUIPMENT SIZE
UNIT

AVAILABLE TIME
07/25/2025 16:15

STOW POSITION
020380806

Jacksonville, US  **Loaded** FULL
07/22/2025 11:23

Jacksonville, US  **Gate In** FULL
07/15/2025 08:41

BOOKING

DETAILS

OCEAN BOOKING NUMBER
SSL001383844

POD ETA
07/25/2025 07:00

ROUTE
USJAX - PRSJU

POL ETD
07/22/2025 19:00

VOYAGE / VESSEL
6483S/PERLA DEL CARIBE