

Shipping Your Vehicle - USVI 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 complete name, physical address, phone, and email address.
- Vehicle's year, make, model, and the complete VIN #.
- Desired Sail date from USVI to Jacksonville (every other week).

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 only accept **NEW** Hybrid Vehicles (new means <200 miles).
- No requirements regarding State of Charge (SoC).
- 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 to make a booking.

Step 3: Send Required Documents to Documentation Team

Please email the items below to documentation@totemaritime.com or fax to 904.805.8106.

- Copy of Title, front and back (or authorization from the Financial Institution, if financed).
- Clear enlarged copy of the owners Driver's License, and if owner is not present to deliver, a signed Letter of Authorization must be granted to the party making the shipping arrangements.
- USDA Acknowledgment Form.
- Vehicle registration.
- Lien search conducted at the Lieutenant Governor's Office (if vehicle is registered in the V.I.).
- Customs Clearance from Dept. of Motor Vehicles indicating vehicle is free of fines (valid 3 days).
- Importer Security filing (ISF 10+2) mandatory for all shipments from the USVI to USA. You are responsible for contacting a licensed customs broker to file the ISF 10+2. A list of brokers for the Port of Jacksonville can be found here: <https://www.cbp.gov/contact/find-broker-by-port/1803>
- Receipt from pressure washing vehicle (motor, undercarriage, exterior).
- Copy of Consignee's Identification.
- Vehicle Exportation Sheet (Included in this packet)
- Insurance Acceptance or Declination Form (Included in this packet)
- ***Failure to send documentation prior to sailing may result in rolled cargo or cargo held in destination ***

Step 4A: Drop Off Your Vehicle at the St. Thomas Port

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

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

Lt. Governors 5049 Kongens Gade St. Thomas, Virgin Islands 00802 +1-340-774-2991

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

Cut Offs Documentation/delivery by **Thursday 12:00PM**

Drop Hours Monday-Friday 8:00AM-5:00PM

Address TOTE Maritime - St. Thomas Terminal
3800 Crown Bay
Charlotte Amalie, St Thomas, VI 00804

Phone Clarence Nibbs: 787-354-9666

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.

Step 4B: Drop Off Your Vehicle at the St. Croix Port

Payment Payment should be made when the vehicle is dropped off at the terminal with a Money Order, Visa, or Mastercard (No Cash) by calling the Financial Service Department at 877-775-7447 Ext. 5170. Payment can be made on-line 24/7 using <https://pay.totemaritime.com>. Vehicles cannot be released to sail without payment.

US Customs in St. Croix has instituted a 72-hour rule on northbound vehicles to perform necessary inspections. TOTE Maritime Puerto Rico's requirement is for customers to deliver vehicles to the port by 12:00 noon on Thursday prior to vessel sail date. This will provide US Customs ample time to perform inspections. If the vehicle is delivered after that time, it cannot sail for 2 weeks.

Address St. Croix Terminal (VIPA Container Port)
Ferrol Trucking Services
W. Allick Container Port
New Container Port Road
Kingshill, St Croix, USVI 00851

Drop Off Hours Monday-Friday 8:00AM-5:00PM

Cut Offs Documentation and delivery due by Thursday 12:00PM

Phone Clarence Nibbs: 787-354-9666
Ferrol Trucking: +1-340-778-9602

Lt. Governors 1131 King Street, Suite 101 Christiansted, St. Croix, Virgin Islands 00820

Important Info When Dropping Off 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. These restricted items include but are not limited to car seats, jumper cables, tool boxes, etc.
- * Vehicle must contain no more than a ¼ tank of gas
- * The Booking Confirmation does not guarantee that your vehicle will be loaded on the referenced sailing. Vessel departure and arrival times are subject to change.

Step 5: Prepare to Pick Up Your Vehicle in Jacksonville

Track Use the track and trace tool on the TOTE Maritime Puerto Rico web portal to monitor shipment activity (instructions on p.4). 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 Driver's 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. Demurrage (storage) starts day 8. Demurrage charges will be collected prior to cargo being released.

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

Additional Customs and Tax Information

1. If your vehicle is a foreign make, an excise and customs duty based on the blue book value is required in the VI. If your vehicle was made in the US, this does not apply.
2. There is a One Time Road Tax that everybody has to pay in the VI. It is rated 16 cents per lb on weight of vehicle.
3. When shipping from the VI, TOTE Maritime Puerto Rico needs a copy of the title or bill of sale, not the original. The original should be sent to the consignee separately. The consignee cannot enter the car prior to Customs clearance, and they will need an original to complete the process required to receive Customs clearance.



EXPORTATION SHEET/HOJA DE EXPORTACIÓN

BOOKING/RESERVACIÓN: **VSSL** _____ VOYAGE/VIAJE# _____

PORT OF LOADING/PUERTO DE SALIDA: ☐ JAX ☐ SJU ☐ ST. CROIX ☐ ST. THOMAS

FINAL 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: _____

(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: _____

(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 (ADVALOREM 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 appear below confirms that he or she has read, fully understands, and agrees with all information in this form.**

Signature _____

Printed Name _____ Date _____



Yo _____, he sido informado que TODO vehículo que se exporta a Estados Unidos, es puesto en "HOLD" por el USDA una vez que descarga del barco y el mismo no puede ser recogido hasta tanto sea inspeccionado y liberado del "HOLD". Se me ha indicado que por esta razón debo llamar a las oficinas del puerto de destino antes de pasar a recoger mi vehículo para así confirmar cuando el mismo estará disponible.

Firma

Fecha

I _____ have been informed that all vehicle that is exported to the United States is placed on HOLD by USDA upon discharge from vessel and will not be available for pick up until it is inspected and released from HOLD. It has also been informed to me that for that same reason I should call TOTE Maritime office at the port before going to pick up my vehicle in order to confirm the availability.

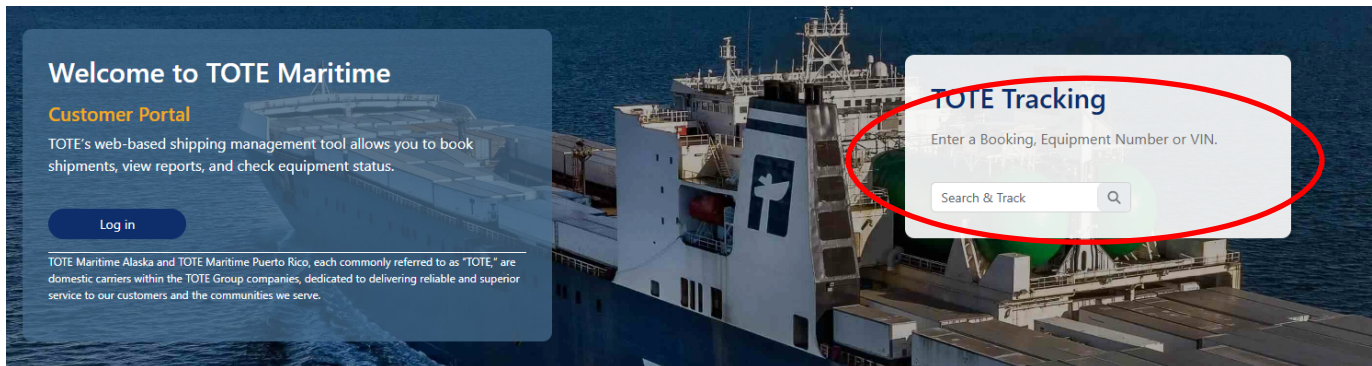
Signature

Date

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/Account/Login?ReturnUrl=%2f&portalid=1>
2. Use the "Track" feature on the right to enter your booking or VIN number in the white field.
3. Click "Track"



"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
UNT

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