



STEVENSON FORMEL FREIGHT SERVICES LLC

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www.normahfreight.com

"A family name serving the Caribbean for over 30 years"

REQUIRED DOCUMENTS FOR VEHICLE EXPORTS TO THE USVI

These instructions apply to all vehicles (cars, motorcycles, trucks, boats) registered in Puerto Rico, including brand new vehicles and those obtained at Government Auction.

1. Copy of vehicle registration.
2. Copy of vehicle title. If still financed, obtain a notarized letter from your financial institution authorizing export.
3. Certificate from the Department of Motor Vehicles (Obras Publicas) that vehicle has no outstanding tickets. (Forms DTOP-DIS-224 and DTOP-DIS-234). The closest office in the metro area is in Carolina, off route 3 next to the Lilly Pharmaceutical complex. Can also be done online through the CESCO app. Expires in 3 calendar days from date of issue.
4. Receipt for vehicle exportation ("Sello de Exportacion") (\$10.00) and "Sello de Centro de Trauma" (\$2.00) from the Excise Tax Collection Agency (any Dept of Hacienda colecturia). Expires in 5 calendar days from the date of issue.
5. Certificate of Pre-Inspection. Proceed to the Police Department Stolen Vehicle Division and present the receipt for exportation and certificate from Department of Motor Vehicles. (Note that a notarized letter will be required if the actual owner of vehicle is not present for inspection.)
Police Department Stolen Vehicle Division
Cerra Street # 900 15th Parada Fernandez Juncos Avenue
Santurce, Puerto Rico
(In front of Bahia Condominium / Next to Hoare Hospital and San Juan Central Park)
Google maps: Policia de Puerto Rico – Division de Vehiculos Hurtados
787-725-1690 / 787-725-3332
6. Certificate of negative of assessment provided by the ACAA office. Expires 30 days after date of issue.

ACAA
249 Arterial Hostos
San Juan, Puerto Rico
(Corner of Chardon Ave. / In front of Federal Court)
Google maps: ACAA Hato Rey
787-759-8989

<http://www.aaa.gobierno.pr/servicios> (may not be available)

7. Notarized letter authorizing Stevenson Formel Freight Services to transport your vehicle to its final destination. Be sure the VIN is included and that it is correct, or the police may refuse it.
8. Stamped Bill of Lading from US Customs. Once the prior documents have been obtained, bring everything to our office so we can prepare the paperwork for you to take to the Customs office. Note that US Customs inspections are performed Tuesdays and Thursdays between 1pm – 4pm only. A notarized letter will be again be required if the actual owner of vehicle is not present for inspection.

US Customs
Zona Libre de Comercio (Free Trade Zone)
Building # 2
Guaynabo, Puerto Rico
787-774-4104
Google maps: Zona Libre de Comercio

9. Once the vehicle is given US Customs authorization, it must be delivered to our facility at Pier 10 for loading on the designated voyage. Cutoff for this is Thursday at 4pm.
10. We will then forward your documents to the main PRPD Stolen Vehicles department for a final inspection prior to loading.

Please call us the week prior to sailing to ensure there is room for your vehicle!!

Desireé: 787-723-4114

Shipping rates for standard vehicles start at \$650 to St. Thomas and \$700 to St. Croix.
*These prices include all Port Authority and documentation fees, but do not include fuel surcharge if applicable.
Larger vehicles or those not in working condition may incur a higher price.*

Duties: Customs in the US Virgin Islands may charge duties on the car, depending on where it was manufactured. If the first digit of your VIN is a 1, 4 or 5, there is no duty owed. VIN's beginning with 2 or 3 pay 6% duty. VIN's beginning with 6 or a letter pay 3.5%. Additionally, VIBIR charges road tax at 16 cents per pound.