

Customs Guidelines For Exporting Used Vehicles (Non-Titled Vehicles)

Definitions

1. **Self-Propelled Vehicle**

“Self-Propelled Vehicle” includes any automobile, truck, tractor, bus, motorcycle, motor home, self-propelled agriculture machinery, self-propelled construction equipment, self-propelled special use equipment, and any other self-propelled vehicle used or designed for running on land but not rail.

2. **Certified**

“Certified” when used with reference to a copy means a document issued by a government authority that includes on it a signed statement by the authority that the copy is an authentic copy of the original. A certified copy is issued by the State, and is not to be confused with a Notarized Copy. A NOTARIZED COPY IS NOT ACCEPTABLE.

3. **Copy**

“Copy” refers to a duplicate or photocopy of an original document. Where there is any writing on the backside of an original document, a “complete copy” means that both sides of the document are copied.

Documentation Required For Non-Titled Vehicles

For used, self-propelled vehicles not issued a title, such as construction equipment, agricultural equipment, cranes, etc., the owner must provide to Customs, at the time and place specified below, the **Original Bill of Sale** and two complete copies. **Note: Notarized Copies of the Original Bill of Sale is no longer acceptable.**

When Presented

The required documentation and vehicle must be presented to Customs **at least 72 hours** prior to vessel sailing. The purpose of requiring the documentation **at least 72 hours** before export of the vehicle is so that Customs can cross-check the VIN with information entered into the NCIC on stolen vehicles. The minimum statutory **72 hours** requirement does not include weekends and Federal Holidays. It is suggested that the documentation be presented at **least 72 hours prior to the start of any holiday weekend, to ensure the documents are processed timely and the vehicle export not delayed. THERE ARE NO EXCEPTIONS TO THE 72 HOUR REQUIREMENT. THERE ARE NO EMERGENCY SITUATIONS THAT CIRCUMVENT THIS REQUIREMENT.**

1. **Vehicle Presentation**

The self-propelled vehicle must be delivered to terminals under a DOCK RECEIPT with booking number prior to document presentation to Customs; signed by the terminals before submitting to Customs along with certified bill of sale.

The vehicle must be available for inspection from the time the documentation is turned into Customs until the authenticated documentation is returned to the exporter or the agent for the exporter. The authenticated copy of the documentation must be available for review by any inspector prior to export of the vehicle. Once I receive the cleared paperwork back from customs,

I fax them to the agent of the vessel, who will keep them on file should Customs need to make an inspection.

2. **Documentation for Processing**

Vehicle documentation as outlined in the section above, entitled "Documentation Requirements", along with two copies of a Letter of Intent cover sheet may be presented to Customs for processing **Monday through Friday** between the hours of **8:00am to 4:30pm** at the **U.S. Customs Border and Protection. Attention: Outbound Team.** But after 10 am delivery the time for 72 hours will start the next day.

The information on the Letter of Intent cover sheet must include:

- (a) Vehicle information – year/make/model/color, estimated value, VIN number, license number and state, and location for inspection
- (b) Exporter Information – name, address, phone number, EIN/IRS NO.
- (c) Consignee Information – name and address
- (d) Export Information – vessel and voyage number, booking number, dock where the vessel is located, sailing date, and container number (if applicable).
Shipper/Agent/Forwarder Information – company name, address, contact person, and phone and fax numbers.

As the forwarder, I must have the owner sign a power of attorney to empower SKELTON TOMKINSON to do their export transactions.

3. **Retrieval of Documentation**

Processed documentation may be retrieved from U.S. Customs **Monday through Friday** between certain hours depending the on which port. The receipt copy (with the unique Customs number) of the Letter of Intent cover sheet given to the exporter or the agent for the exporter must be presented to retrieve the authenticated documentation (ONLY IN HOUSTON CUSTOMS)

4. **Cleared / Authenticated Customs Documentation**

Once I get the export documentation back from U.S. Customs and it is authenticated with the unique Perforated Numbers, then I fax the documentation to the **Terminals w/ booking number**. At such time, your cargo will be cleared to load the vessel.