National Car Transport
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Shipping Checklist: Puerto Rico to the Mainland

Northbound · Port of San Juan → Jacksonville, FL or Philadelphia, PA

Puerto Rico requires several government certificates before a vehicle can be exported. Some are only valid for a few days, so plan the order you get them in. Keep copies of everything.

Document	What you need
☐ **1. Vehicle registration**	Original and a copy, free of any conditional sale.
☐ **2. Title / lien release**	If the vehicle has an active loan, an original notarized letter from the bank or lender authorizing the shipment, plus a copy of the title.
☐ **3. Owner's driver's license**	A clear, enlarged copy (about half a page).
☐ **4. Notarized authorization (affidavit)**	An export affidavit signed by the owner and a licensed Puerto Rico attorney. If the owner can't be present, the person delivering needs an apostilled, notarized power of attorney and a copy of their own license. Company vehicles also need a corporate resolution authorizing the shipment. **Call us before getting this document** and we'll send you the correct wording for your port.
☐ **5. Export filing authorization**	Required for government export filings, using an individual EIN or your Social Security number. Your agent sends you this form after booking.
☐ **6. ACAA certificate of no debt**	Original. Valid for 30 days. ACAA: 787-759-8989.
☐ **7. Hacienda (Internal Revenue) vouchers**	Vouchers (comprobantes) purchased at a Colecturía or an approved institution. Your agent will confirm the current codes and amounts.
☐ **8. Police pre-inspection certificate**	From the Puerto Rico Police Stolen Vehicles Division at the precinct for the owner's residence. Valid for a few days only, so get it close to your drop-off date.
☐ **9. DTOP certificate of no fines**	Forms DTOP-DIS-224 and DTOP-DIS-234 with the required vouchers. Also valid for a few days only.
☐ **10. Pressure-wash receipt**	Original receipt showing the business name and that the engine, exterior, chassis and wheel wells were cleaned.
☐ **11. Fuel**	No more than 1/4 tank.
☐ **12. VIN labels**	VIN must be legible on the doors, hood, trunk and dashboard. Replacement parts need supporting documents.
☐ **13. Personal items**	None. Remove everything, including umbrellas, sunshades and CDs.

EIN: federal export filings require an Employer Identification Number in place of your Social Security number. Individuals can request one free from the IRS at irs.gov/ein.

Vehicles that don't meet every requirement will not be accepted at the terminal. Fees, forms and validity periods are set by Puerto Rico agencies and can change; your agent will confirm them when you book.