National Car Transport
Toll-free (800) 320-1050 · Puerto Rico (787) 777-1028
info@nationalcartransport.com · www.nationalcartransport.com

Shipping Checklist: Mainland to Puerto Rico

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

Use this checklist to get your vehicle ready for its sailing to Puerto Rico. Keep copies of every document for your records.

Before drop-off or pickup

- ☐ **Book first.** Every shipment needs a booking before the vehicle goes to the port. Book online 24/7 or call (800) 320-1050. A deposit is charged at booking to secure your sailing; the balance is due before delivery.
- ☐ **Vehicle title** (original) and a **valid government photo ID** for the registered owner.
- ☐ **Financed or leased?** Bring an authorization letter from your lienholder that lists the title number and the state that issued the title. A sample letter is available on our Resources page.
- ☐ **Someone else dropping off?** Bring a notarized Absent Owner Authorization signed by the registered owner.
- ☐ **EIN and Social Security number.** U.S. and Puerto Rico export filings require them. Your agent will explain how to request an individual EIN when you book.

Vehicle condition

- ☐ **Fuel: 1/4 tank or less.** No exceptions; the port cannot drain fuel.
- ☐ **Clean** inside and out at drop-off (or at pickup, if a carrier is collecting it from your door).
- ☐ **Empty.** No personal belongings. Only tools and accessories that are normally attached to or permanently installed in the vehicle may stay.
- ☐ **Safe to drive.** Vehicles with cracked windshields, mechanical problems or that do not run need special arrangements. Tell your agent before booking.
- ☐ **Take photos** of all four sides, the interior and the odometer before handing over the keys.

When your vehicle arrives in San Juan

- ☐ We email you an **arrival notice** when the vehicle is ready for pickup at the Port of San Juan. Please wait for that notice before going to the port.
- ☐ Bring your **Social Security card**, the **title or lienholder authorization**, and a **valid photo ID**.
- ☐ **Puerto Rico import tax (arbitrios)** must be paid to the Departamento de Hacienda before release. Estimate it online with your VIN at siscon.hacienda.gobierno.pr (Arbitrios de Vehículos), or call Hacienda at 787-721-2020 or 787-622-0123.