



## Customs & Border Protection Port Everglades Vehicle Export Procedures

Three complete packages of documents must be presented to the CBP Vehicle Export Section by the exporter or their agent. **No copies will be prepared by CBP and provided to trade customers, nor will faxes be received.** Vehicle Export Packages must be presented in a complete format. The packages should include the following:

### Customs and Border Protection Copy:

- ✓ Copy of Title/ Certificate of Origin/Certificate of Destruction/Invoice should have original bill of sale signed by the buyer and seller, and must be notarized
- ✓ Copy of Photo Identification: Driver License
  1. The person presenting documents,
  2. The owner of the vehicle (If foreign, a current passport with entrance stamp/I-94 stamp, employment authorization card, permanent resident card or I-797C)
- ✓ Original Power of Attorney/Foreign Letter of Authorization (Foreign must be notarized by a US Embassy, Consulate or other US Gov't entity if executed in a country that is not signatory to the 1961 Hague Convention; for countries that are signatory to the 1961 Hague Convention a regular Public Notary may be used)
- ✓ Original Dock Receipt or TIR
- ✓ Original Letter of Intent
- ✓ If a business or foreign dealership, provide copy of articles of incorporation.

### Ocean Carrier/Shipping Line Copy:

- ✓ Copy of Title/Certificate of Origin
- ✓ Copy of Power of Attorney
- ✓ Copy of Photo Identifications
- ✓ Copy of Dock Receipt or TIR
- ✓ Copy of Letter of Intent

### Exporter's Copy:

- ✓ Original Title/Certificate of Origin/Ownership
- ✓ Copy of Power of Attorney
- ✓ Copy of Dock Receipt or TIR
- ✓ Copy of Letter of Intent

**Any Export Document Packages not in the Proper Order or that are Incomplete will be REJECTED AND RETURNED to the Exporter for Corrections.**

**\*\*Corrections not made before 3:30pm may require a New Letter of Intent.\*\***

### Probable reasons for rejection of documents:

- ✓ No export power of attorney where required or export power of attorney signed and dated at a time when the owner is shown as not being present in the US
- ✓ Documents improperly prepared

- ✓ "White-out" used on the documentation
- ✓ Export date on Letter of Intent crossed out or changed (must be signed and stamped by authorizing party)
- ✓ Documents not presented prior to the 72 hour requirement
- ✓ Presenter not having identification
- ✓ No sale price indicated on the bill of sale
- ✓ No date of sale
- ✓ Missing seller/buyer printed name where required
- ✓ Missing seller/buyer original signature where required
- ✓ Altered title/certificate of origin or bill of sale or missing original signatures
- ✓ Illegible/unreadable copies

**Note:** A Bill of Sale is acceptable only for used self-propelled vehicles that are unable to be titled by the jurisdiction (state DMV). Bill of Sale must contain 3 Original signatures seller, buyer, and notary.

If the vehicle is **leased** or has a **lien** against it, there must be specific authorization allowing for the export of the vehicle on company letterhead, notarized.

**Company Letter** validations must be completed prior to presenting the package for processing.

**Ultimate Purchaser.** "Ultimate Purchaser" means the first person, other than a dealer purchasing in his capacity as a dealer, who in good faith purchases a self-propelled vehicle for purposes other than resale.

**Newly manufactured vehicles, issued a Manufacturer's Statement of Origin (MSO).** For newly manufactured, self-propelled vehicles that are purchased from a U.S. manufacturer, distributor, or dealer that become used ("Used" refers to any self-propelled vehicle the equitable or legal title to which has been transferred by a manufacturer, distributor, or dealer to an ultimate purchaser) and are issued an MSO, but not issued a certificate of title by any jurisdiction of the United States, the owner must provide an original MSO and two complete copies of the original MSO.

**Vehicle Rollover-** Request for a rollover must be made by the carrier, not the exporter or their agent.

## **Transaction Limits:**

In order to accommodate everyone, after 2:00pm only Ten (10) Titles per person will be processed at one time. Please note there is no guarantee that all titles presented at 1530 will be cleared by the close of business at 4:00pm.

Depending on the volume of customers, after 2:00pm on Monday, Tuesday, and Friday a ticketing system will be used; please ensure you get a ticket from an officer **PRIOR TO 2:00PM.**

**UNDER NO CIRCUMSTANCES WILL WE ROLL BACK THE  
PROCESSING DATE TO ACCOMMODATE THE 72 HOUR RULE**