



**\*\*EXPORTING FROM THE PORT OF NEW YORK\*\***  
**\*\* UPDATED RULES RECEIVED FROM U.S. CUSTOMS\*\***  
**\*\*PLEASE READ TO AVOIDS CUSTOMS REJECTIONS \*\***

Please see below a list of helpful tips to keep in mind when making up your dock receipts for shipments loading out of the Port of New York. **These tips will help avoid your shipments being rejected by U.S. Customs.** We have been seeing an increase with U.S. Customs rejecting shipments and if you follow the below guidelines for your units being exported out of New York this will make the title acceptance procedure go more quickly and will reduce the number of rejected shipments. **\*\*PLEASE BE ADVISED - IF YOUR CARGO IS REJECTED PRIOR TO THE VESSEL COMING IN – IT CAN NOT LOAD\*\***

**\*\* PLEASE NOTE THE FOLLOWING WHEN PREPARING YOUR DOCK RECEIPTS \*\***

- 1.) **\*\*NEW RULE\*\* - ALL UNITS WITH MODEL YEAR 2010, 2011 & 2012 WILL REQUIRE AN ORIGINAL, NOTARIZED BILL OF SALE ALONG WITH THE ORIGINAL TITLE.**
- 2.) **THE CONSIGNEE INFORMATION MUST HAVE:**
  - A.) A COMPLETE NAME.
  - B.) A PHYSICAL STREET ADDRESS INCLUDING BUILDING NUMBER
  - C.) **P.O. BOXES WILL NOT BE ACCEPTED AND WILL BE REJECTED.**
  - D.) CITY AND COUNTRY – WITH TELEPHONE NUMBER
  - E.) NO ABBREVIATIONS FOR COUNTRIES
  - F.) **PLEASE REFRAIN FROM USING THE WORDS “IN TRANSIT” ANYWHERE ON THE DOCK RECEIPT.**
- 3.) **PAPERWORK REQUIREMENTS UPON DELIVERY OF YOUR CARGO:**
  - A.) ALONG WITH THE 6 COPIES OF THE DOCK RECEIPT – THE ORIGINAL TITLE PLUS FIVE (5) COPIES FRONT AND BACK OF TITLE ARE REQUIRED.
  - B.) DO NOT MAKE COLOR COPIES OF YOUR TITLES.
  - C.) IF YOU ARE SHIPPING A UNIT THAT IS NOT FOR USE ON ROADWAYS OR THAT MAY NOT HAVE A TITLE I.E. BOATS, AGRICULTURAL EQUIPMENT (TRACKED OR RUBBER TIRED) OR CRATED CARGO - CUSTOMS STILL WANTS TO SEE AN ORIGINAL, NOTARIZED BILL OF SALE MENTIONING THE SELLER, BUYER AND THE AMOUNT PAID FOR THE UNIT(S), OR CRATES.
- 4.) IF THERE IS A “LIEN HOLDER” SHOWN ON THE TITLE, AND THE UNIT IS MANUFACTURED WITHIN THE PAST TEN (10) YEARS - THERE MUST BE A SEPARATE ORIGINAL, NOTARIZED “LIEN RELEASE LETTER” (ON THAT COMPANIES LETTERHEAD) SUBMITTED ALONG WITH THE TITLE. **THE LIEN RELEASE STAMPS ON TITLES WILL ONLY BE HONORED FOR UNITS OLDER THAN TEN (10) YEARS OLD.**

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