

## **U.S. Customs and Border Protection: OK to Lade Guidelines**

The following is provided by Matson to help its customers shipping vehicles from Hawaii. These guidelines are to assist you but are not legal advice, are not to be acted on as such, and may not be current as laws and regulations are subject to change.

### **U.S. Customs and Border Protection**

Pursuant to Title 19 of the Code of Federal Regulations, Section 192.2 (19 CFR 192.2), a person attempting to export (out of the United States and into a foreign country) a used self-propelled vehicle shall present to Customs at the port of exportation, both the vehicle and required documentation describing the vehicle, which includes the Vehicle Identification Number (“VIN”) or, if the vehicle does not have a VIN, the product identification number (“PIN”). Exportation of a vehicle will be permitted only upon compliance with these requirements, unless the vehicle was entered into the United States under an in-bond procedure, a carnet, a Temporary Importation Bond, or under a personal exemption for non-residents who entered the vehicle for a 1-year period (19 CFR 148.45).

For shipments of vehicle(s) shipped or transshipped from Honolulu; the customer must do the following:

- 1. The vehicle must be in the Honolulu Matson Port for the Ok to Lade process to begin.**
2. A customer with a U.S.-titled vehicle is required to present the following documents in person or by mail to the U.S. Customs and Border Protection office (see below for address) 72 hours prior to being exported/sailing from Honolulu:
  - a. Booking Confirmation provided by Matson (sent via e-mail after the booking is made)
  - b. Valid ID of owner(s).
    - i. If any of the owners is not present, a notarized letter (from that the owner authorizing the person dropping off to ship) is required.
  - c. Proof of Ownership.
    - i. If the vehicle is owned by the customer/shipper, the original and two complete copies of the Certificate of Title must be presented to the U.S. Customs and Border Protection office in Honolulu.
    - ii. If the vehicle has a lien or is financed, a Letter of Authorization allowing the vehicle to be exported from the U.S. will be required. This letter must be from the lien holder, in writing and on their letterhead. The letter must contain a complete description of the vehicle include the VIN, the name of the owner or lienholder of the vehicle, and the telephone numbers at which the owner or lienholder may be contacted. The letter must be notarized and

bear an original signature of the third-party. The original signed/notarized letter of authorization must be presented to the U.S. Customs and Border Protection office in Honolulu.

- iii. If the used vehicle is owned by a U.S. government employee and is being exported in conjunction with that employee's reassignment abroad pursuant to official travel order then in lieu of providing a Certificate of Title, the employee may be required to establish that he or she has complied with the sponsoring agency's internal travel department procedures for vehicle export.
3. The U.S. Customs and Border Protection office will do an examination of the vehicle while in the Matson Honolulu yard. If all the paperwork is found to be in order, and if the examination of the vehicle is satisfactory, Customer will stamp the booking confirmation with "U.S. Customs and Border Protection Vehicle Export; Permission to Lade"
4. The U.S. Customs and Border Protection office will then notify the Honolulu Matson office of the OK to Lade, so the unit may be shipped.

*Additional Notes:*

Cut off for the Tuesday sailing out of Honolulu is the Wednesday prior, vehicles may in-gate earlier, but if the vehicle in gates after the Wednesday cut off, it will not load until the following week.

If the vehicle is trans-shipping in Honolulu the vehicle must be available for the Customs and Border Protection inspection 72 hours (3 work days) prior to the sailing, if not it will sail the following week.

\*The documents above will need to be delivered or mailed to:

U.S. Customs and Border Protection  
P.J.K.K. Federal Building  
300 Ala Moana Blvd., Room 2500  
Honolulu, HI 96850  
Phone: (808) 356-4122  
Hours of Operation: Monday-Friday 7:00 a.m. – 2:30 p.m.

Note: If mailing documents above to U.S. Customs and Border Protection, please include a self-addressed stamped envelope with the documents, so the original documents may be returned via mail.

**Important requirements for destinations to:**

With the exception of Guam, Pago Pago, Saipan and Tinian, all shipments require an Automated Export System (“AES”). U.S. Customs and Border Protection requires mandatory pre-departure, electronic filing of export cargo through the AES.

You may visit <https://www.census.gov/foreign-trade/aes/ace-aesdirect.html> or contact a Customs Broker for assistance. The following list of brokers are provided for your convenience and are not endorsed or recommended by Matson:

American Customs Brokerage  
521 Ala Moana Boulevard  
Room 252  
Honolulu, Hawaii 96813  
Phone: (808) 537-6102 x247

GFH Global Hawaii , LLC  
521 Ala Moana Boulevard  
Room 225  
Honolulu, Hawaii 96813  
Phone: (808) 523-0717

Kido S. and Company  
521 Ala Moana Boulevard  
Room 209  
Honolulu, Hawaii 96813  
Phone: (808) 537-9511

The U.S. custom and Border Patrol website may also be of assistance:  
<https://www.cbp.gov/trade/basic-import-export/export-docs/motor-vehicle>

Please contact Matson with any questions about our comprehensive ocean transportation service in the Pacific. Thank you for shipping with Matson.