





DELIVERY INSTRUCTIONS

BALTIMORE, MARYLAND

 Dundalk Marine Terminal
2700 Broening Highway, Lot 200
Baltimore, MD, 21222

 Tel: 410-220-0548
POC: Greg Ackerman

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Hours of Operation: Monday to Friday, 8:00am – 11:30Am; 1:00pm - 3:30pm

Vehicle Delivery/ Title Processing Paperwork Requirements:

1. All cargo that requires to be customs cleared must be done so by the person delivering the cargo.
2. Vehicles will **NOT** be accepted to terminal without a Dock Receipt, Title, or Bill of Sale.
 - a. For cargo that requires to be cleared by customs the customs clearance stamp **MUST** be on the D/R otherwise the terminal will not accept the cargo.
3. Titles / Documentation **SHOULD NOT** be left inside vehicles, inside glove box, etc. It is against terminal policy to retrieve ANY items from inside vehicles once delivered for liability reasons.
4. Appointments **must be made 24 hours in advance** when crane handling is required for cargo receipt/delivery.
5. No appointment is needed for self-propelled POVs and other HH units.
6. TWIC is **required** for entry to the port.
 - a. If the driver does not have a TWIC, they must hire at their own expense one of the following TWIC export companies:
 - i. A1 SECURITY – 302-655-4030
 - ii. AMERICAN SHIP SERVICE – 410-282-8810
 - iii. OPP Police Protective Services – 443-790-2511
 - iv. Chesapeake Vehicle – 201-675-5085
7. In addition to a TWIC card, the driver and truck should be registered with EMODAL (this is a Maryland Port Authority directive). Driver's are allowed a one-time access into the port without being registered with EMODAL. After the one-time access, they must be registered or they will not be able to come back into the facility. The registration for EMODAL is below:
 - a. www.emodal.com – there is a help desk number of 866-758-3838 ext 1 for EMODAL

FREE TIME AT DUNDALK TERMINAL IS 20 DAYS.

Mandatory Documents for US Customs & Agents:

1. (5) Copies of the Dock Receipt
2. Original Title or Bill of Sale, plus (4) copies front and back of the Title or Bill of Sale
3. If title has a lien, Original Lien release, Reassignments, Repo document are required unless the title has a lien release stamp and signature, plus (4) copies of all of the above.

Handling of keys for locked containers/boxes/trailers/non self-propelled cargo: With immediate effect, when shipping containers, boxes, trailers, or any non-self-propelled cargo that is required to be locked during while in LGL's custody....

- Customers will be required to include a DUPLICATE SET of keys with the shipment in the event that local port authorities (ie...customs, police, military, etc...) request to inspect the cargo while in transit.
- ORIGINAL keys must be sent to the consignee/receivers.
- LGL will NOT be responsible for lost keys.
- If DUPLICATE KEYS are not included with the shipment, LGL will NOT be responsible for damaged locks or the expense of a locksmith in the event that local authorities request to inspect cargo while in transit.