






## DELIVERY INSTRUCTIONS

### WILMINGTON, DELAWARE

 Transcargo / Autoport Terminal  
170 Pigeon Point Road  
New Castle, DE 19720

 1-302-655-1171 and 1-302-654-9670  
POC: Susan Schofield / Danielle Tracey

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**Hours of Operation:** Monday to Friday, 8:00am-11:45am and 1:00pm-4:00pm

### Vehicle Delivery/ Title Processing Paperwork Requirements:

1. Appointments must be made **24 hours in advance** for cargoes that are Tracked units, over 27,000lbs, and over 20' long only.
  - a. **Free time for these types of units is 10 days only at Port of Wilmington.**
2. TWIC is **ONLY** required for deliveries of Break-bulk and Tracked Units that are delivered directly into the port and not to Trans Cargo.
3. Vehicles will be accepted to terminal without Title.
4. 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.
5. Title must be presented to **Transcargo** 72hrs before cutoff.
6. Units and all documentation (including validated title copies) must be presented by 1600 hrs. on the cutoff date listed on LGL sailing schedule.

**FREE TIME AT TRANSCARGO / AUTOPORT TERMINAL IS 21 DAYS.**

### Mandatory Documents for US Customs & Agents:

1. If unit is self-cleared, only Certified Copy of Validated Title and Dock Receipt are required.
2. Original Title of Bill or Sale.
3. Two (2) copies of the Title or Bill of Sale (**FRONT and BACK**).
4. Five (5) copies of Dock Receipt (**ITN # MUST BE INCLUDED ON DOCK RECEIPT**).
5. If title has a lien, an original lien release will be necessary.
6. Two (2) copies of the Lien release, reassignments, repo document; if necessary.

## Note for Boat Deliveries:

Boats normally do not need to be cleared by customs; however, customs DOES like to see paperwork. To ensure there are no issues, we strongly suggest submitting a bill of sale for any boat deliveries.

## Documentation Requirements for High and Heavy Units:

Please be advised that the Code of Federal Regulations Title 19 part 192 requires the following information to clear for export any cargo that does not require title work in the State of Jurisdiction. Without the following paperwork, the cargo WILL NOT clear for export.

1. Original Notarized Bill of Sale. This bill of sale must include:
  - a. Amount is Paid in full,
  - b. Statement that there are no liens or encumbrances.
2. Letter or internet print out from the DMV of the State of jurisdiction that this type of unit does not require a title.
3. An original letter from the owner certifying that the procurement of the unit was a bona fide transaction, and that the vehicle presented for export is not stolen.

These requirements are listed under 19 CFR Part 192.2.3. iv.

**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.