



Delivery Instructions



Livorno, Italy
Terminal CILP Varci Valessini
Via Pisa, 1
57100 Livorno, Italy



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Hours of Operation:

Monday to Friday, 8:00am – 12:00pm; 1:00pm – 5:00pm

Vehicle Delivery/ Title Processing Paperwork Requirements:

1. Port cut-off: 48 hours prior to vessel's arrival
2. Appointments **SHOULD** be made 24 hours in advance when service handling (forklift or crane) are required for load
3. Drivers are required to hold a Livorno Port Authority issued pass to enter the terminal.
 - a. Without a pass, you **MUST** call our office so we, the local agent can get the authorization required from the Port Authority. In this case, we will need:
 - i. A Copy of the Driver's I.D
 - ii. License Plate #
4. There is no age limit for POVS or High Heavy Units.
5. Damaged/ Non-running/ Salvage units are allowed to ship if declared as "Damaged Vehicle"
6. Free Time:
 - a. SP Cars/ Vans (up to 5m long) = 5 days from entry into the port
 - b. All other Cargo = 20 days from entry into the port
7. Classic Cars (Cars older than 30 years) are allowed to ship with Original Title, Original Certificate of Property and Customs Invoice
8. **HAZMAT** Units require Multimodal form with all necessary formalities for authorities

Mandatory Documents for Customs & Agents:

1. In the case that customs doc (mod. T1) has already been issued at origin, no other documentation is required.
2. In case we have to issue the T1, we will need the following at the time of delivery:
 - a. A copy of the selling invoice
 - b. Packing List (if cargo is boxed, in containers, or on a pallet)
 - c. Original Title
 - d. Original Certificate of Property



SPECIAL NOTES FOR CUSTOMS PROCEDURES:

1. If the unit will arrive in Livorno with the custom doc EX1 or T1 already issued at origin:
THERE WILL NO MORE NEED OF ANY OTHER DOCUMENTATION and we will NOT NEED ANYMORE THE POLICE AUTHORIZATION TO LOAD.
2. If the unit will arrive in Livorno without the EX1 issued at origin, the client has to provide IN ORIGINAL the following documentation:
 - a. original selling invoice
 - b. original title
 - c. original certificate of property
 - d. original certificate of conformity
 - e. declaration of free exportation
 - f. declaration named "atto notorio"

Once we receive the original we have to bring all the docs to the Police Office.

Once the unit will arrive in the port, The police will go to the terminal and check the chassis on the unit. Then they will issue the authorization to load, and only at that point we can load the unit