

## Customs: OK To Lade Guidelines

---

Per 19CFR 192.2 (CFR=Code of Federal Regulation), 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. The customer is required to present the following documents in person or by mail to the Customs & Border Protection office below \* 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).
    - a. 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.
    - a. If the vehicle is owned by the customer/shipper, the original Certificate of Title & 2 copies of Title must be presented to the U.S. Customs and Border Protection office in Honolulu.
    - b. 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 & on their letterhead. The letter must contain a complete description of the vehicle including the Vehicle Identification Number (VIN), the name of the owner or lienholder of the vehicle & also must include the telephone numbers at which the owner or lienholder may be contacted. The letter must be notarized & 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. Note: If the owner/shipper does not have the title due to a lien or being financed, then the owner/shipper will only need to present the original letter of authorization to the U.S. Customs and Border Protection in lieu of the original title.
    - c. For Military members or Government shipments, they must provide their official travel orders along with the Proof of Ownership.

3. 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 documents, so the original documents may be returned via mail.

4. The U.S. Customs & Border Protection office may do an examination of the vehicle while in the Matson Honolulu yard. If all the paperwork is found to be in order & if the examination of the vehicle is ok, they will stamp the following documents with "U.S. Customs and Border protection Vehicle Export; Permission to Lade":
  - a. On the title.
  - b. On the booking confirmation.

## Customs: OK To Lade Guidelines

---

5. They will also 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 vessel departing the following week.

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

### **Important requirement for destinations to:**

With the exception of Guam, Pago Pago, Rota, Saipan and Tinian, all shipments require an AES#. US Customs & Border Protection requires mandatory pre-departure, electronic filing of export cargo thru the Automated Export System (AES).

You may visit: <http://aesdirect.census.gov> or contact a Customs Broker for assistance.

The following is a list of brokers:

American Customs Brokerage  
521 Ala Moana Boulevard  
Room 252  
Honolulu, Hawaii 96813

Phone: (808) 537-6102 x 247

Bowers M and Co., Inc.  
521 Ala Moana Boulevard  
Room 227  
Honolulu, Hawaii 96813

Phone: (808) 538-6984

GFH Global Hawaii, LLC  
521 Ala Moana Boulevard  
Room 225  
Honolulu, Hawaii 96813

Phone: (808) 524-1222

Kido S. and Company  
521 Ala Moana Boulevard  
Room 209  
Honolulu, Hawaii 96813

Phone: (808) 537-9511