

Drop-off/Pick-up Checklist

All documents can be submitted to:

- Fax: 775-853-7655
- Email: autoservice@pashahawaii.com

Before you drop-off your vehicle:

- Original Current Vehicle Registration or Vehicle Title or a Bill of Sale
- Absentee Owner - If a vehicle is co-owned and co-owner is not present at our port facility, a notarized letter is required from the absent owner authorizing the vehicle to be shipped.
- Scheduled a drop-off appointment
 - Depending on your location, we work with outside facilities in addition to our own terminals to receive or deliver your vehicles. *Please note that due to the requirement for an appointment at these facilities, if you arrive without an appointment, you may be assessed a convenience fee of \$150.* Without having an appointment, the facility may not be ready to handle your vehicle and may turn you away.

In addition to the above, for vehicles dropped off in Hawaii for transport to the Mainland:

- Signed Declaration for the Department of Agriculture – will be provided at the drop-off facility.
 - Declares that vehicle does not contain any fresh fruits/vegetables; cotton balls or seed cotton; sugar cane or parts; straw and grass as packing or otherwise pulpy seeds, plants, soil or live insects and snails.
- Lien holder letter of authorization, if vehicle has a lien holder (loan)
 - The letter on the lien holder's letterhead must include the vehicle's year, make and model, VIN (vehicle identification number), destination port and name of person authorized to ship the vehicle

When you drop-off your vehicle:

- A Picture ID and Booking Confirmation or Booking Number
- Set of keys to ignition and every locked compartment

Before you pick-up your vehicle

- Schedule a pick-up appointment, as applicable:
 - All vehicles picking up at:
 - San Diego

- Los Angeles (Buena Park)
- Oakland
- Honolulu
- Kahului
- Hilo
- Depending on your location, we work with outside facilities in addition to our own terminals to receive or deliver your vehicles. *Please note that due to the requirement for an appointment at these facilities, if you arrive without an appointment, you may be assessed a convenience fee of \$150.* Without having an appointment, the facility may not be ready to handle your vehicle and may turn you away.
- For outer islands, you will be contacted by a representative when your vehicle is available.

When you pick-up your vehicle

- If someone else will be picking up your vehicle on your behalf, please call us to update your consignee information, or send them with a notarized authorization letter, in order for us to release your vehicle to them.
- Payment for any storage fees.
 - Storage is charged at \$25 per day for any days beyond the complimentary free time. The allowable free time is:
 - 7 Days in San Diego, Los Angeles, and Oakland
 - 4 days in Honolulu
 - 4 days in Kahului and Hilo, and the Outer Islands