



**IMPORTANT: Information for exporting and reimporting your equipment**

Race Teams,

Thank you for giving Livingston the opportunity to work with you to export and reimport your equipment. The following will provide you with details regarding some requirements and procedures that you'll need to follow to ensure a smooth trip.

Please read these instructions carefully, and follow them closely:

**1. Provide updated information regarding any changes to the truck, trailer, driver and/or passenger(s) at least 5 days (up to 21 days) prior to export to Canada**

If there are any changes, please email the specific details to [race.team@livingstonintl.com](mailto:race.team@livingstonintl.com) using the following **subject line format: PAPS/SCN information, race series, and expected port of crossing when returning to the U.S.**

**For example: JEDO123456, NASCAR, Buffalo**

Providing this information ahead of time will allow us to update our databases in a timely manner, and avoid unnecessary delays in the processing of your ACE manifest and U.S. Customs Entry.

**2. Complete the attached PDF forms**

All required information must be provided for each truck when exporting from the United States. Once completed, forward the complete package to [race.team@livingstonintl.com](mailto:race.team@livingstonintl.com) at least **5 days** (up to 21 days) prior to exporting to Canada. Follow the format noted above in your email subject line.

Your submissions cannot be processed if there are any missing or unclear details. If additional information is required to process your shipments, you may be assessed additional charges.

If you have questions regarding the completion of these documents, please contact us at [race.team@livingstonintl.com](mailto:race.team@livingstonintl.com).

**3. Have your team collect the Customs stamped copy of the 4455 form**  
(File title: U.S. Customs Form 4455)

Scan a copy to [race.team@livingstonintl.com](mailto:race.team@livingstonintl.com). Be sure to include the port of import where you'll be re-entering the United States.

**4. Contact information for your driver(s) in case of any issues:**

**Regular business hours (Monday to Friday)**

Telephone: (810) 984-4114 ext. 17291  
Email: [race.team@livingstonintl.com](mailto:race.team@livingstonintl.com)

**After hours and weekends**

Telephone: (734) 941-2050 ext. 73814  
Email: [dscrelease@livingstonintl.com](mailto:dscrelease@livingstonintl.com)

**Escalation for shipment issues**

Email: [DSCProductionSupervisors@livingstonintl.com](mailto:DSCProductionSupervisors@livingstonintl.com)

**ACE e-Manifest Issues:** any changes to the driver information, vehicle and/or port of crossing **MUST** be communicated to Livingston on or before the Friday prior to the race date.

Thank you,  
The Livingston Team