



March 27, 2017

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

Race Teams-

We would like to take a quick moment to thank you for giving Livingston the opportunity to work with you to export and reimport your equipment, and also to tell you about 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 information regarding changes to the truck, driver and/or passenger(s) at least 5 days prior to export to Canada.** If there are changes to the truck, driver and/or passenger information, please email the details to [usimports@livingstonintl.com](mailto:usimports@livingstonintl.com) with the following subject line format: PAPS/SCN information, race series, and port of crossing into the U.S. (For example: JEDO123456, SCCA, Buffalo)

Providing this information ahead of time will allow us to update any necessary information, and avoid delays in the processing of the manifests and entries.

**2. Complete the attached template.** All required information must be provided for each truck when exporting from the U.S. Once completed, please forward the form to [usimports@livingstonintl.com](mailto:usimports@livingstonintl.com) at least 5 days prior to exporting to Canada.

Remember, submissions cannot be processed and if follow-up for additional information is required to process your shipments, you will be assessed additional charges.

If you have questions regarding the completion of this document, contact Jennifer Urick at [ISC95@livingstonintl.com](mailto:ISC95@livingstonintl.com).

**3. Have your team collect the Customs stamped copy of the 4455 form** and send to [usimports@livingstonintl.com](mailto:usimports@livingstonintl.com). Be sure to include the port of import where you'll be re-entering the U.S. Incomplete submissions will result in delays and/or held shipments.

4. Contact information for your reference:

Telephone: 734-941-2050 X 73814

E-mail: [DSCrelease@livingstonintl.com](mailto:DSCrelease@livingstonintl.com)

[DSC\\_shiftsupervisors@livingstonintl.com](mailto:DSC_shiftsupervisors@livingstonintl.com)

Thank you,

The Livingston Team  
[Livingston International](#)