

Passport Guidelines

Passport Shipping Information & UPCS Service Parameters

Shipping Information

1. All customs shipment and paperwork issues need to be resolved by shipper/IMC
2. A Passport number request form is to be completed and submitted in advance to UPCS prior to shipping
3. IMCs are to contact UPRR's National Customer Service Center (NCSC) at 800-877-5123 for all rail movement tracing issues or use UPRR's web application
4. IMCs are to contact UPRR's EDI group at 800-872-1045 for all billing questions and issues
5. IMCs are to contact UPRR's International Customer Service Center (ICSC) at 800-252-2797 for all in-bond questions and issues
6. Mexican Carriers will pick-up/deliver to AM or PM windows only, appointment times cannot be guaranteed
7. Depending on equipment availability at the Mexico origin, empty equipment repositioning for northbound shipments may be available at an additional cost
8. IMCs are responsible for over weight charges, all dry run charges and driver delays costs incurred at shipper/consignee facility and en route
9. A proof of delivery can be provided within 3-5 business days by UPCS - upcslaredo@up.com
10. The Passport rates will include all REZ-1 detention charges while unit is in Mexico

UPCS Service Parameters

1. Carrier Services monitoring parameters
 1. Allow 1 hour from UPRR outgate to arrival to broker
 2. Allow a maximum of 4 days from arrival at brokers facility / US Mexican border to process customs paperwork (UPCS does not control the broker)
 3. Allow 24 hours from delivery of clearance paperwork for Border Crossing Carrier to pull shipment from broker and deliver to Mexican Motor Carrier (SB) or UPRR Port Laredo ramp (NB)
 4. Allow 24 hours for Mexican Carrier to depart for final destination
 5. All trucking services must be controlled and dispatched by UPCS
 6. Customer updates can be provided once a day
2. Brokers must be located within 15 miles of the Laredo intermodal ramp
3. Carrier Services contact information
 1. upcslaredo@up.com
 2. Southbound Passport representative
 - Susan R. Sailors 800-550-9227 x1040402
 3. Northbound Passport representative
 - Diego Amezcua 956-235-2357
 4. [UPCS website link](#)



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Passport Terms and Locations

Passport Service

A seamless, rail-truck ramp-to-door/door-to-ramp delivery option to and from more than 100 Mexican locations via the Laredo, TX and Nogales, AZ gateways.

Passport Commercial Zone

Geographical area of commercial influence of a specified point.

Passport Number

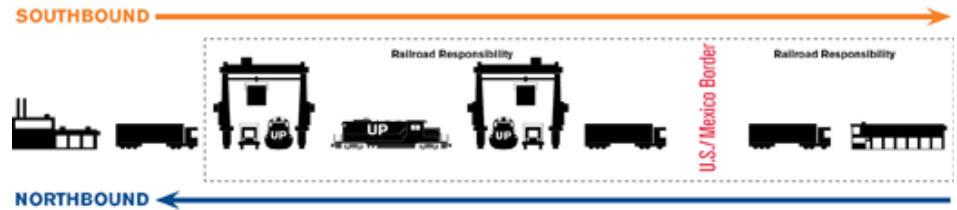
A number provided by UPCS for first-time shipments which allows UPCS to minimize delays at the border and expedite the delivery (southbound) and pick-up (northbound) in Mexico.

Passport Number Request Form

A form completed by the customer and submitted to UPCS that provides specific shipment information, such as name and address data for the shipper, receiver, notify party, USFF and MCB, all in-bond information, as well as the commodity, equipment, rate, etc.

Passport Mexican Equipment Order Form

Form completed by the shipper/IMC and submitted to UPCS to request equipment for northbound shipments.



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