



POV Turn-in Requirements

VPC Information

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(Erick Street Entrance)
Baltimore, MD 21230
667-401-0770

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Chesapeake, VA 23320
757-320-4254

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Hours of Operation:

Monday through Friday
8:00 AM to 4:00 PM

Appointment Times:

8:00 AM to 3:00 PM

**ALL VPC'S ARE
OPERATING BY APPOINTMENTS**

www.pcsmypov.com

Required Documentation

- Complete Set of Orders** - to include all amendments.
- Proof of Ownership** - (*Any one of the following*) – In Service Member's Name or Dependent's Name, Title front and back, Valid Registration, Bill of Sale if purchase within 90 days of shipment, or Lien Holder Authorization.
- Leased POV** – Member must provide written approval from the leaseholder as your proof of ownership document, regardless of destination.
- Co Owner Authorization Letter** - a co-owner letter of authorization granting permission to ship/store the POV will be required, if the spouse is not listed on the orders.
- Marriage Certificate Requirements** - If the entitlement holder is not listed on the vehicle title or lien holder release letter, the spouse's surname is not the same as the entitlement holder's surname, the spouse is not listed on the PCS orders, or the spouse is the only legal owner.
- POA/LOA** - If someone other than the member will be processing the POV, a power of attorney or a letter of authorization will be required.
- Storage** - A Storage Authorization Letter from your Transportation or Personal Property Office, authorizing POV storage.

Required Documentation if reporting to Embassy

- Complete Set of Orders** - to include all amendments.
- Current Registration** - in Service Member's Name or Dependent's Name.
- Proof of Ownership** - a Paper Copy of Title front and back, and Lien Holder Authorization. (3rd party VIN and Title info are not accepted).
- POVS that are Financed, Leased, and or have a Recorded Lien** - A signed and dated Lien Holder Authorization Letter on company letterhead is required. The approval must contain a complete description of the vehicle to include VIN, Lienholder's name and telephone number.
- Co Owner Authorization letter** – When spouse is identified on Title, Registration or Lien Letter a Co Owner Authorization is required.
- Marriage Certificate Requirements** - When spouse is identified on Title, Registration or Lien Holder Authorization a Letter a Marriage Certificate is required.
- POA/LOA** - If someone other than the member will be processing the POV, a power of attorney or a letter of authorization will be required.
- Storage** - A Storage Authorization Letter from your Transportation or Personal Property Office, authorizing POV storage.
- Passport Requirements** - Clean clear legible copy of the members passport to include the signature page. If spouse is listed on Title, Registration and Lien Holder Authorization, a copy of the spouses' passport with signature page will be required as well.

Required Documentation and Information

- Proof that the vehicle has no open recalls -**
 - <https://www.nhtsa.gov/recalls> - Print these results and bring with you to your appointment. Recalls must be repaired prior to shipment when a remedy is available.
- [IAL Pre-Shipping/Storage Instruction Form](#)
- [Shipper Acknowledgement Form](#)

- Guam** - Shipment of Electric Vehicles(EVs) and Plug-in Hybrid Electric Vehicles (PHEVs) to or from Guam are prohibited.

- Alaska** – EVs and PHEVs must be 30% to 50% charged.

- All other destinations require charge levels at 75% or higher.**

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Extra Documentation for the following:

❑ **Guantanamo Bay, Cuba** –

- a. **Color copy** of Title front & back if you own your vehicle.
- b. If you are making payments, the Lienholder Letter must be Signed & Notarized by the Lienholder. The letter also must state **Guantanamo Bay, Cuba in its entirety**.
- c. If the Vehicle is in the Spouse's name, and the spouse is not on the orders, you must have a POA from your Spouse to ship and a **color copy** of yours and spouse's driver licenses (front & back) and a Copy of Marriage Certificate.

❑ **Korea** – Army only - Concurrent Travel/Command Sponsorship Approval required.

- a. Joint Domicile Couples: Shipment of one POV authorized for the service member whose orders state joint domicile. The other service member is authorized storage of one POV in CONUS. A dual military couple, without dependents, serving a 24-month Joint Domicile tour, will be allowed to ship one POV.
- b. Proof of ownership – Title with Valid Registration or Lein Letter with Registration showing 30 days of validity after turn in.

❑ **Italy** – a. Proof of ownership – Must have at least a title OR registration as proof of ownership

- ## ❑ **Bahrain** –
- a. No POVs with rust on the body or discolored paint, peeling or major dents and no aftermarket modifications.
 - b. Contact VPC and send photos of the POV for approval.

❑ **Spain** – a. The Service Member's POV must be shipped within 6 months upon service member's arrival/reporting date.

- b. License Plates must be shipped with the vehicle.
- c. Proof of ownership – Title with Valid Registration or Lein Letter with Valid Registration.

❑ **Puerto Rico & Virgin Islands** – Proof of ownership – Title with Valid Registration or Lein Letter with Valid Registration.

❑ **Other Destinations may require additional documentation. Please visit the PPCIG for country-specific instructions.**

FASTPASS

Would you like to expedite your POV Turn In process?

*International Auto Logistics invites you to use **FASTPASS***

Reduce your time at a VPC by submitting your documents online prior to your appointment.

Visit www.PCSmyPOV.com and click the Turn In Header to schedule your Turn In appointment. You will have the option to select **FASTPASS**. It's as easy as 1, 2, 3.....

1. Enter your information and upload your documents.
2. The VPC will review, communicate via email if any additional information is needed, and approve if all in order.
3. Show up to your appointment and ship your POV!

An approved **FASTPASS appointment can potentially cut your processing time in half.**

POV Preparation

- Fuel – Must be ¼ tank or less
- Cleanliness – Must be Cleaned free of all debris, dirt, and loose particles inside and out. Pet Hair must be removed. Cup holders, side panels, center console, dash boards wiped down and spotless. Carpets/upholstery must be clean and dry. Permanent stains are acceptable.
- All compartments free of content especially PII – Personal Identifiable Information
- No Major Cracks in the Windows/Windshields
- No Leaks on the interior or exterior of vehicle
- Driver Side Door & Window must work
- Emergency Brake 100% operable
- Any Additional Aftermarket Stereo Equipment must be permanently bolted / mounted to POV
- If your vehicle has locking lug nuts, we will need the key
- All Personal Items MUST be removed from the vehicle
- Make sure Key Fobs are working
- Apple Air Tags/Any Other Tracking Devices are not allowed to be shipped with a POV. (These items have contributed to custom delays).
- No flammable, liquids, fluids, chemicals, firearms or flares are allowed
- Permitted items: \$200 value of tools, car seats, portable pack and plays, strollers, first aid kit, jacks, one spare tire & 2 snow tires



Questions?