



POV Turn-in Requirements

VPC Information

Hours of Operation:
Monday through Friday
8:00 AM to 4:00 PM

Appointment Times
8:00 AM to 3:00 PM

(Currently we are appointment only)

www.pcsmypov.com

VPC Information

Los Angeles VPC

5440 West Century Blvd
Los Angeles, CA 90045
424-488-7696

LosAngeles.VPC@ialpov.us

Denver VPC

14777 E. 35th Place
Aurora, CO 80011
303-835-7461

Denver.VPC@ialpov.us

San Diego VPC

1655 N. Magnolia Ave.
El Cajon, CA 92020
559-483-9955

SanDiego.VPC@ialpov.us

Dallas VPC

1123 Mineral Springs Rd
Arlington, TX 76001
469-203-8629

Dallas.VPC@ialpov.us

www.pcsmypov.com

Proof of Ownership Requirements

Proof of Ownership Changes:

- **The customer must provide one of the following documents to prove ownership:**
 - Current vehicle registration;
 - A legible copy of your vehicle title (front and back); OR if your title is electronic, a copy of the title as presented electronically;
 - Bill of sale if vehicle was purchased within 90 days;
 - Written approval from the vehicle leasing or lienholder company authorizing export when a lease or recorded lien exists in the U.S.
- **If your POV is leased:**
 - Per the Joint Travel Regulation (JTR), if the POV is leased, written approval from the leaseholder as their proof of ownership document, regardless of destination.
- **A POA or LOA shall also be required from all persons listed on the document provided authorizing their consent to ship unless the entitlement holder's name is listed on the proof of ownership documentation.**
 - **This does not apply to a spouse/dependent that is listed on the change of station orders.**

- **Designated Agent turning in a POV for a service member:**
 - If someone other than you (authorized service member) is turning in your vehicle, you must provide a notarized Power of Attorney or Letter of Authorization designating someone to act on your behalf.
 - **Sample Letter of Authorization**
 - *I hereby appoint (name of agent) as my agent for the delivery of my privately owned vehicle (make, model, VIN) to the appointed military outlying port, and I appoint him/her my attorney-in-fact to sign all documents required for the delivery of my vehicle for overseas shipment.*
- **Spouse turning in a POV for a service member:**
 - A copy of your marriage certificate is required if your spouse is turning in a POV on your behalf **and** any of the following situations apply:
 - The entitlement holder's name is not listed on the vehicle's title or lienholder release letter;
 - The spouse's surname (i.e., last name or family name) is not the same as the entitlement holder's surname;
 - The spouse's name is not listed in the change of station orders; and/or
 - The spouse is the legal owner of the vehicle.

Required Documentation

For Shipment to Alaska, Hawaii, Guam, or Puerto Rico:

- Complete set of orders— to include all amendments.
 - Orders must state POV shipment is authorized.
- Proof of vehicle ownership— One of the following documents
 - Current vehicle registration;
 - A legible copy of your vehicle title (front and back); OR if your title is electronic, a copy of the title as presented electronically;
 - Bill of sale if vehicle was purchased within 90 days;
 - Written approval from the vehicle leasing or lienholder company authorizing export when a lease or recorded lien exists in the U.S.
 - **If you have an open lease on the vehicle** -- You must provide written approval from the leaseholder as proof of ownership regardless of destination per the JTR.
 - A POA or LOA shall also be required from all persons listed on the document provided authorizing their consent to ship unless the entitlement holder's name is listed on the proof of ownership documentation. **This does not apply to a spouse/dependent that is listed on the change of station orders**
- Proof of Identity — any VALID Government or State issued identification.
 - **NOTE:** If you are shipping to an OCONUS destination, your driver's license must be VALID in order to register your vehicle.
- Proof that the vehicle has no open recalls — <https://www.nhtsa.gov/recalls>
 - Print these results and bring to your appointment (**Please ensure printout shows complete VIN**)
- [IAL pre-shipping/storage instruction form](#)
- [Shipper Acknowledgement Form](#)
 - Print and fill out the above two forms and bring to your appointment
- Power of attorney or notarized letter of authorization—if someone else is turning the vehicle in for you

For Shipment outside of the United States:

- Complete set of orders— to include all amendments.
 - Orders must state POV shipment is authorized.
 - Proof of vehicle ownership— One of the following documents
 - Current vehicle registration;
 - A legible copy of your vehicle title (front and back); OR if your title is electronic, a copy of the title as presented electronically;
 - Bill of sale if vehicle was purchased within 90 days;
 - Written approval from the vehicle leasing or lienholder company authorizing export when a lease or recorded lien exists in the U.S.
 - **If you have an open lease on the vehicle** -- You must provide written approval from the leaseholder as proof of ownership regardless of destination per the JTR.
 - A POA or LOA shall also be required from all persons listed on the document provided authorizing their consent to ship unless the entitlement holder's name is listed on the proof of ownership documentation. **This does not apply to a spouse/dependent that is listed on the change of station orders**
 - Proof of Identity — any VALID Government or State issued identification.
 - **NOTE:** If you are shipping to an OCONUS destination, your driver's license must be VALID in order to register your vehicle.
 - Proof that the vehicle has no open recalls — <https://www.nhtsa.gov/recalls>
 - Print these results and bring to your appointment (**Please ensure printout shows complete VIN**)
 - [IAL pre-shipping/storage instruction form](#)
 - [Shipper Acknowledgement Form](#)
 - Print and fill out the above two forms and bring to your appointment
 - Power of attorney or notarized letter of authorization—if someone else is turning the vehicle in for you
- *Note: Some destinations may require additional documentation. Please visit the PPCIG for country-specific instructions.**

****GUANTANAMO BAY, CUBA-all copies must be in color and lien authorization letter must be notarized AND state Guantanamo Bay, Cuba ****

*****KOREA AND ITALY PLEASE NOTE THAT EITHER A CURRENT VALID REGISTRATION OR TITLE FRONT AND BACK ARE REQUIRED TO IN ORDER TO CLEAR THE PORT*****

Required Documentation

If you are reporting to an Embassy:

- Complete set of orders—to include all amendments.
 - Orders must state POV shipment is authorized.
- Proof of vehicle ownership
 - Current Vehicle registration – Service Member's or Dependent's name must be listed as registered owner
 - Signed and dated lienholder authorization letter—on company letterhead.
 - Bill of Sale if purchased within the last 90-days.
 - Vehicle title (front and back- if making payments bank will need to request copy from state)
- Diplomatic Passport
- Proof that the vehicle has no open recalls — <https://www.nhtsa.gov/recalls>
 - Print and bring results to your appointment **(Please ensure printout shows complete VIN)**
- ***NOTE- PER DEPT. OF STATE THE VEHICLE CANNOT HAVE ANY OPEN RECALLS AT TIME OF TURN-IN***
- [IAL pre-shipping/storage instruction form](#)
- [Shipper Acknowledgement Form](#)
 - Print and fill out the above two forms and bring them to your appointment
- Power of Attorney or notarized letter of authorization—if someone else is turning the vehicle in for you

****Note: Some destinations may require additional documentation. Please visit the PPCIG for country-specific instructions****

For POV Storage:

- Complete set of orders—to include all amendments
 - Orders must state POV storage is authorized
- A letter from **Transportation Office**, authorizing POV storage
- Proof of vehicle ownership— One of the following documents
 - Current vehicle registration;
 - A legible copy of your vehicle title (front and back); OR if your title is electronic, a copy of the title as presented electronically;
 - Bill of sale if vehicle was purchased within 90 days;
 - Written approval from the vehicle leasing or lienholder company authorizing export when a lease or recorded lien exists in the U.S.
 - **If you have an open lease on the vehicle --** You must provide written approval from the leaseholder as proof of ownership regardless of destination per the JTR.
- Proof of Identity — any VALID Government or State issued identification.
- Proof that the vehicle has no open recalls — <https://www.nhtsa.gov/recalls>
 - Print these results and bring to your appointment **(Please ensure printout shows complete VIN)**
- [IAL pre-shipping/storage instruction form](#)
- [Storage Acknowledgement Form](#)
 - Print and fill out the above two forms and bring them to your appointment
- Power of Attorney or notarized letter of authorization—if someone else is turning the vehicle in for you

POV Preparation

Cleanliness:

- Exterior
 - Vehicle is free of bug splatter, leaves, pollen, dirt, soil, sand, mud, snow and when touched on any part of the car should not leave a stain on the finger or glove.
- Interior
 - Vehicle is free of all dirt, soil, leaves, pollen, sand, pebbles, stones, mud, plant life, food particles, pet dander and hair, caked on stains, trash, paper products, snow, ice, and any other debris. The entire interior of the POV is to be thoroughly vacuumed, and/or wiped down to include floor mats, top and bottom including the surface below the mats. Rubber floor mats must be cleaned / wiped off. The POV is to be vacuumed under and between all seats, under the seat rails and between the seats and the center console. The center console, cup holders, dashboard, glove and storage compartments, doors and door pockets, seats and seat pockets, ceiling, floor and trunk are to be completely free of all residue and debris.
 - Examples of acceptable and unacceptable vehicles can be found [here](#).
 - All carpets and seats must be dry including trunk area.

POV Preparation

- **Fuel Level:**
 - Vehicle can have **NO MORE** than ¼ tank of fuel. (This is a Federal Law)
- **Keys:**
 - A complete set of keys must be provided when turning in the vehicle. This includes ignition keys, door keys, trunk keys, gas cap key and wheel lock. If you have a push button start car, please ensure that the valet key is present with the FOB. Keys and Key FOBs should be fully functional and should not be broken.
- **Unacceptable Items in Vehicle:**
 - NO personal items
 - NO air fresheners
 - NO items hanging on your rearview mirror
 - NO loose audio/video/navigation equipment; NO citizen band radios, and NO dash cams
 - NO liquids, flammables, or firearms
- **Roof Racks and Cargo Carriers:**
 - Luggage racks and supports that are not permanently mounted must be removed and shipped inside the vehicle. Please ***note: This does not apply to cargo racks and carriers; they should be removed and may not be shipped inside the vehicle. This includes bicycle racks and tow hitch racks.**
- **Speakers:**
 - All SPEAKERS and AMPLIFIERS must be permanently mounted to the vehicle.
- **Truck Bed Camper Shells and Covers**
 - Truck bed covers must be securely mounted, cannot be loose and must shut completely.
- **Low Ground Clearance:**
 - If your vehicle has less than a 6" ground clearance, we strongly recommend you remove body kits, ground effects, etc. While it won't prohibit your vehicle from shipping, it will minimize the potential for damage and improve the transport process on ships and car haulers.

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POV Preparation

Vehicle Safety Requirements:

- The vehicle must be in safe operating condition, including but not limited to the following:
 - Brakes and parking brake are fully functioning
 - No Leaks
 - Windshield is free of any major cracks or chips. **Note:** Certain destinations do not allow any flaws. Check the PPCIG for your location.
 - Drivers side window must be able to roll up and down.
 - Driver's door must be able to open natural from both the inside and the outside before and after the vehicle has been locked and unlocked

Oversized Vehicles:

- Vehicles that exceed 20 measurement tons (MT) are considered oversized or “out of gauge” and will be assessed additional transport fees by the government.
 - **This typically applies to large 4 door pickup trucks**

Common Causes for Turn-in Delays

- Fuel level exceeds ¼ tank
- Cleanliness
 - Pet hair is often a factor
- Wet Interior
 - Carpets and seats still wet from detailing
- Emergency Brake
 - Needs to hold to 800-1000 RPM in both drive and reverse
- Recalls
 - All recalls on POV's must be remedied before drop-off
 - If a remedy is not available a letter from the dealer stating the reason the POV can not be fixed is required
- Missing Required Documentation
- Late for appointment – more than 10 minutes
- PPCIG requirements not checked and requirements not being met.
 - These requirements can be checked at <https://www.ustranscom.mil/dp3/pdfs.cfm>

Helpful Links and Resources

Links

- IAL Website
 - www.pcsmypov.com
- PPCIG
 - <https://www.ustranscom.mil/dp3/pdfs.cfm>
- DTR K-3
 - https://www.ustranscom.mil/dtr/part-iv/dtr_part_iv_app_k_3.pdf
- DTR K-4
 - https://www.ustranscom.mil/dtr/part-iv/dtr_part_iv_app_k_4.pdf



Questions?