



POV Turn-in Requirements

VPC Information

St. Louis VPC

4236 Crescent Industrial Dr
Pontoon Beach, IL 62040
314-326-4153

stlouis.vpc@ialpov.us

Orlando VPC

11262 Boggy Creek Rd.
Orlando, Florida, 32824
407-374-0587

orlando.vpc@ialpov.us

Atlanta VPC

2579 Campbell Blvd
Ellenwood, GA 30294
404-425-9177

atlanta.vpc@ialpov.us

Charleston VPC

2880A Ashley Phosphate Rd.
North Charleston SC, 29418
843-647-6635

charleston.vpc@ialpov.us

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

www.pcsmypov.com

Required Documentation

Proof of entitlement

- Full set of orders and all amendments and any accompanying memorandums

Proof of ownership

- One of the documents below must be presented as proof of ownership.
 - Current vehicle registration
 - Vehicle title front and back
 - Lien holder authorization letter—if you have a loan or lease on the vehicle.
 - Bill of sale—if the vehicle was purchased within the last 90-days.

Proof of no unresolved recalls

- Proof of no unresolved recalls is required
- <https://www.nhtsa.gov/recalls>
- If an active recall exists that is unable to be repaired prior to shipment, a letter from the dealer explaining why it cannot be fixed, is required

If there are other names on ownership documentation other than the entitlement holder:

- In instances where the vehicle is titled or financed/leased under the name of someone other than the member or a dependent named on the entitlement holder's orders, a letter of authorization from the title or lien holder(s) authorizing the member to ship a vehicle owned by a third party is required.

***Note: The service member's name or a dependent listed on the orders must be listed as a registered owner of the vehicle along with the other party**

Required Documentation for Storage

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.*

FOR POV STORAGE:

- Additionally, you will need a letter from TMO authorizing POV storage

IF YOU ARE REPORTING TO AN EMBASSY:

- A copy of the vehicle title front and back is required
- A copy of your diplomatic passport is required

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.
- **If the ownership documentation has other names besides the entitled member, a letter of authorization must be provided by all other names listed on the title**

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

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](#).

POV Preparation

- **Fuel Level:**
 - Vehicle can have **NO MORE** than ¼ tank of fuel. **DO NOT** turn a vehicle in with the fuel light on.
- **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.
- **Unacceptable Items in Vehicle:**
 - Any personal items
 - Any air fresheners
 - Any items hanging on your rearview mirror
 - Any loose audio/video/navigation equipment and citizen band radios, including dash cams
 - No liquids, flammables, or firearms
- **Please Note*** You can ship a child's car seat, stroller, and pack and play. However, they must be thoroughly cleaned prior to shipment.
- **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.**
- **Speakers:**
 - All SPEAKERS and AMPLIFIERS must be mounted!
- **Truck Bed Camper Shells and Covers**
 - Truck bed covers must be securely mounted, can not 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.

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

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
- 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
 - These requirements can be checked at <https://www.ustranscom.mil/dp3/pdfs.cfm>

Helpful Links/Resources

Links

- IAL Website
 - www.pcsmypov.com
- PPCIG
 - <https://www.ustranscom.mil/dp3/pdfs.cfm>



Questions?