

SCHEDULE TURN IN

We are unable to accept your POV if an appointment has not been made and if documentation is missing or your vehicle is not in compliance with described requirements. Your POV will not be accepted without presentation of a Delivery Order. Please remember to inform us if someone other than yourself is turning in your POV on your behalf. You will need to ensure that you have provided your representative with a notarized POA and we must have a copy of the POA on file.

Please make sure the Delivery Order reflects the name of the person turning in your POV and they have their photo ID on them at time of drop off.

Please review the below information carefully!

Non-US Destinations

Please review the Defense Transportation Regulation, Part IV and the Personal Property Consignment Information Guide (PPCIG) to determine whether restrictions/prohibitions, additional customs import requirements or licensing requirements exist for importing your vehicle/motorcycle into the country you are moving to. To easily search the PPCIG, use the Find feature in your PDF reader and enter the country for which you require information.

Defense Transportation Regulation, Part IV – K3 – Shipping your POV

https://www.ustranscom.mil/dtr/part-iv/dtr_part_iv_app_k_3.pdf

Defense Transportation Regulation, Part IV, Attachment K4 – Storing Your POV

https://www.ustranscom.mil/dtr/part-iv/dtr_part_iv_app_k_4.pdf

Personal Property Consignment Information Guide (PPCIG)

<https://move.mil/sme>

To easily search the PPCIG, use the FIND feature in your PDF reader and enter the country for which you require information.

U.S. DESTINATIONS

OCONUS to CONUS vehicle Shipments

The United States Department of Agriculture (USDA), Environmental Protection Agency (EPA), and Department of Transportation (DOT)/National Highway Traffic Safety Administration (NHTSA) have strict guidelines covering your vehicle's shipment into the United States. Your vehicle will undergo a "zero tolerance" inspection. An Agricultural Reject Sheet will be provided if standards are not met, identifying the areas requiring additional cleaning. We can only accept your vehicle once it has passed this Inspection. Follow the guidelines below to avoid delays.

The EPA sticker is usually located in the motor compartment or the hood itself. It will have the words "Vehicle Emissions Control" or "CATALYST" on it. If this sticker is missing or illegible, a compliance letter from EPA is required before your vehicle may be accepted. To get this letter, proof must be provided to the EPA in the form of a stateside title, stateside registration, or CARFAX report www.carfax.com. For additional assistance contact the EPA Imports Office.

Phone: [phone \(734\) 214-4100](tel:7342144100)

Email: email_imports@epa.gov

The DOT/NHTSA sticker is usually located in the driver's door jamb area, or on the door edge, and will have the VIN number on it (Volvo's may be located in the left rear door jamb area). If this sticker is missing or illegible, proof in the form of a U.S. title showing the vehicle meets DOT/NHTSA requirements, U.S. vehicle registration, or a CARFAX report www.carfax.com must be provided before your car can be accepted.

Vehicle Preparation

Prior to turn-in of your POV, the POV must meet these basic requirements:

- Fuel Level – 1/4 tank of fuel or less
- Be in a safe and operable condition
- Brakes – pedal and emergency 100% operational
- Leaks – No leaks
- Windshield – No cracks / chips on window that may affect safe visual operation or that

may result in additional damage to vehicle (Please note certain destination countries do not allow any flaws – Check the PPCIG for your location)

- Recalls – Ensure your POV does not have an unresolved Recall Notice.
- POV interior and exterior must be clean (Please see details below on POV cleanliness requirements)
- Winterize your vehicle if you are shipping the winter or to a cold climate – Winterization Recommendations to avoid weather related mechanical problems can be found on the IAL PCSMYPOV.COM website at <https://www.pcsmypov.com/Documents/winterization.pdf>
- Remove all personal effects, liquids, cleaning fluids, air fresheners. Remove all loose audio/video/navigation equipment and citizen band radios. Only items that pertain to your POV and manufactured for your POV can be shipped with your POV. All stereo or aftermarket equipment must be permanently installed / affixed to your vehicle
- Disarm your alarm
- 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.

Cleaning Your POV

The following is a general breakdown of the level of cleanliness expected of a POV at turn in. If these requirements are not met, the POV must be turned away to correct the issues. This is a level of cleanliness we need in order to abide by the USDA and other destination country agricultural guidelines.

Thoroughly wash the exterior of your vehicle. Clean your wheel wells and fuel intake area.

Ensure the vehicle is free of bug splatter, leaves, pollen, dirt, soil, sand, mud and when touched on any part of the car should leave a stain on the finger or glove.

DAMPNESS: Make sure your all carpets, mats, upholstery **are dry** prior to shipment.

Motor Compartment

All areas of the motor compartment must be clean. We recommend using a good vacuum cleaner and flashlight to remove any leaves, built up dirt, etc. Spray off or wipe down the hood, engine and under-carriage.

Door Jamb

Wipe down all door jambs and window seals, including the trunk seal and any sliding door seals. Hatchback, van, and SUV owners don't forget the rear hatch area, especially the upper edges where the hinges are.

Interior

Beware! This is one of the top reasons for delay at turn in!

The entire interior of the vehicle must be **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, 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, dash board, 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.

Vacuum the trunk completely, removing the spare tire and cleaning the spare tire well.

DOT Compliant Tires

All tires must meet DOT standards, whether fitted to a vehicle or not. The letters "DOT" and an identification code of up to 11 numbers and letters **MUST** be on the sidewall of all tires, even spares, in order to ship your car.

Roof Racks

Luggage racks and supports that are not permanently mounted must be removed and shipped inside the vehicle. Luggage racks, supports and cargo baskets that are permanently mounted to the vehicle can remain on top of the vehicle during shipment. Please note: this may change the overall height of your vehicle which may result in an out of gauge vehicle charge. Cargo Carriers should be removed prior to shipment and may not be shipped inside the vehicle.

Review the IAL Website <https://www.pcsmypov.com/TurnIn> which provide images of allowable and non-allowable roof racks.

* Please be aware that your vehicle will be loaded into a cargo container for shipment. If a roof rack exceeds the allowable interior container height, you will be required to remove your luggage rack and place inside your POV for shipment.

Main Reasons for POV Rejection:

Too much fuel

Vehicle not clean per required standards

Non-operational brakes

Recall items not being corrected

POV owners not providing a POA to their Representatives