

REQUIREMENTS FOR THE SHIPMENT OF YOUR POV

1. Members must have a "Authorization to ship POV" letter signed by TMO prior to shipping their POV.
2. POVs must be cleaned in accordance with the US Department of Agriculture Regulations.
Exterior/Interior: See attached checklist.
3. All POV's must have EPA/DOT labels. See attached handout.
4. Tires must specify the letters "DOT." This certifies compliance with all applicable Department of Transportation safety standards.
5. POVs must have **¼ tank of gas or less!!!**
6. Antennas must be taken off or pushed down to prevent damage.
7. Items you may ship in your POV: First Aid kit, warning triangle, jumper cables, child car seat, tools valued at less than \$100.00, catalytic converter, spare tire, jack, lug wrench, snow chains, fan belts, flash light (without batteries), fire extinguisher, blanket, pillow, and owners manual.
8. Items you may not ship: cleaning supplies, oils, flammables of any kind, weapons, alcohol, tobacco, clothes/laundry or household goods.
9. Pls remove all compact disks, tapes, and other stereo equipment you have installed (speakers, cd/cassette players, equalizer, power amp). **IF IT IS SHIPPED IN YOUR POV IT CAN BE STOLEN.**
10. When you turn in your POV you will be provided with a box in which you will need to put ashtrays, cigarette lighters, floor mats, first aid kit, and anything left loose in the POV.
11. Alarm systems must be disengaged.
12. Your POV has to be in a safe condition. The emergency brake must be working properly.
13. Your vehicle will receive a Customs and Agriculture Inspection by a customs inspector. The agriculture inspection station is located at Kapaun Air Station, in the back of building 2806 and is open Monday-Friday from 0800-1600 HRS and is closed on German holidays
14. Make an appointment for the agricultural inspection with Kapaun AS at **489-7750, 0800-2277447** or visit **www.PCSmyPOV.com**
15. The contractor and inspection stations are closed American and German holidays.
16. "KL"plates are not authorized for shipping back to the States. Contact Vehicle Registration asap.
17. At your scheduled appointment time, please provide **SIGNED AUTHORIZATION LETTER, 6 COPIES OF ORDERS, VEHICLE REGISTRATION, POA FOR CUSTOMERS ACTING ON BEHALF OF THE POV OWNER AND TITLE (DEPENDING ON DESTINATION).**

CLEANING YOUR POV FOR SHIPMENT

ALL POVS MUST BE FREE OF:

1. SOIL/MUD
INSECTS
SNAILS
PLANT MATERIAL (LEAVES, GRASS, SEEDS)

2. FOOD ITEMS:
MEAT
DAIRY PRODUCTS
FRUITS
VEGETABLES
FOOD WRAPPERS

The person shipping the vehicle must ensure that the following areas are properly cleaned:

EXTERIOR: The outside of the vehicle must be clean

INTERIOR: The inside should be vacuumed and must be free of soil, dirt, leaves, grass, seeds, insects, food remains, food wrappers, etc. This includes the carpet, under the seats, glove compartment, ashtray, console, dashboard, storage areas, etc.

TRUNK: The trunk should be vacuumed and must be free of all soil, dirt, leaves, grass, seeds, insects, food items, food wrappers, etc. Shippers must pay particular attention to the spare tire well, as soil and dirt can accumulate in this area.

UNDER THE HOOD: This area must be free of all dirt, soil, leaves, grass, pine needles, insects, etc. These items often accumulate in the grill area and corners.

If the vehicle does not meet these requirements, the vehicle cannot be accepted for shipment. Inspectors will identify any discrepancies and the shipper will have to correct them before the shipment process can resume. The contractor will clean the undercarriage of the vehicle including the wheel wells, grill and under the bumpers after the vehicle has been accepted for shipment.

US CUSTOMS POV Requirements

All POVs shipped to the US are required to have a U.S. Environmental Protection Agency (EPA) and U.S. Department of Transportation (DOT) label affixed to the POV by the original POV manufacturer. Both EPA and DOT labels are required by U.S. Customs to prove that the POVs meets the applicable Federal Motor Vehicle Safety Standards (FMVSS).

EPA Sticker is normally located in the engine compartment of your vehicle. The following is an example of the information contained on the emission sticker.

----“THIS VEHICLE CONFORMS TO U.S. EPA AND CALIFORNIA REGULATION
APPLICABLE TO GASOLINE FUELED year make model YEAR NEW PASSANGER
CAR'S”---- EMISSION CONTROL INFORMATION
ENGINE NR.:
CATALYST BAR CODE : “----

Missing EPA label : Member must provide the Vehicle Processing Center a letter from the original manufacturer with vehicle identification number stating that the engine is EPA certified.

or

A letter from U.S. EPA certifying that the vehicle meets all EPA importation requirements

EPA telephone number: (202)-343-9240 or (202)-343-9328, for voice call.

Fax number : (202)-343-2804 . <http://www.epa.gov>

In addition to the above, a written memorandum is also required from the member or certified mechanic who performed any work, explaining why the sticker is missing.



U.S. Department
of Transportation
National Highway
Traffic Safety
Administration

400 Seventh St., SW
Washington, DC 20590

EFFECTIVE 1 APR 07

Dear Military Member:

You have asked the U.S. Department of Transportation (DOT) to issue a letter confirming that your privately owned vehicle (POV), which is awaiting shipment to the United States, was originally manufactured to comply with all applicable Federal motor vehicle safety, bumper, and theft prevention standards. You have made this request because the vehicle is missing a DOT certification label, or because the information on that label is indecipherable, and the shipper has informed you that the vehicle cannot be accepted for shipment without confirmation of its compliance with U.S. standards. DOT is no longer issuing these compliance letters.

In the past, we would issue a DOT compliance letter if the military member furnished us with a letter, on the manufacturer's letterhead, and not that of a franchised dealer, stating that the vehicle was originally manufactured to comply with our standards. Where a manufacturer was unwilling or unable to furnish such a letter, we would accept evidence that the vehicle was once registered for on-road use in the United States, in the form of an official vehicle registration document from a State Department of Motor Vehicles. Where such a document was unavailable or could not be obtained, we would accept a report from CARFAX or another commercial VIN-checking service as evidence that the vehicle was once registered for on-road use in the United States. We would not issue a DOT compliance letter unless we received acceptable evidence of the vehicle's compliance in one of these forms.

Since we are no longer issuing DOT compliance letters, you should now furnish the shipper with the manufacturer's letter, the State registration document, or the report from the commercial VIN-checking service as evidence that the vehicle was originally manufactured to comply with all applicable Federal motor vehicle safety, bumper, and theft prevention standards. If your vehicle is covered by such a letter, document, or report, even though its original certification label may be missing or indecipherable, DOT would have no objection to it being imported as a conforming motor vehicle under Box 2A on the HS-7 Declaration form to be given to U.S. Customs and Border Protection at the time of entry.

Sincerely,

Coleman R. Sachs, Chief
Import and Certification Division
Office of Vehicle Safety Compliance

