



# Pre-Shipping Instruction Form

To help expedite the turning in of your vehicle please fill out the form below and review the checklist.

Service Member Information	Emergency Contact Information
Appointment Date (If Applicable):	Name:
Military Order #:	Address:
DEROS Date (If Applicable):	
ETS Date (If Applicable):	
Reporting Date:	
Full Name (First and Last):	Relationship:
DOB:	Phone:
ID Type:	Email:
ID Number:	
SSN:	Vehicle Information
Branch of Service:	VIN #:
Paygrade:	Make:
Rank:	Model:
Destination and APO per orders:	Color:
Phone # (At Destination):	Odometer Mileage:
Personal Email Address (eg: Gmail or Hotmail):	Special Handling/ Comments:
USPS/ Overseas Address:	
Old Duty Address (APO or FPO If Applicable):	
New Duty Address (APO or FPO If Applicable):	

### Don't Forget

- D Proof of Entitlement
- D Valid Government Identification
- D Proof of vehicle ownership (Title)
- D Lien authorization Letter (if applicable)
- D Authorization letter for vehicle export (leased vehicles only)
- D Power of Attorney Letter (if someone other than Member is dropping off POV)
- D Valid email and mailing address information
- D Copy of your title and passport (DOS & Embassy shipments)

- D Wash and clean your car before shipping
- D Remove all air fresheners
- D Remove all personal items
- D Ensure fuel level is ¼ tank or less
- D Bring a full set of keys (including door, fuel, trunk & glove box keys etc.)
- D Ensure POV is in safe operating condition
- D Ensure only one POV is shipped
- D Check <http://www.pcsmypov.com/TurnIn> for additional requirements and restrictions

### PRIVACY ACT

#### SYSTEM OF RECORD NOTICE:

Defense Transportation Records, November 12, 2008, 73 FR 66872  
 AUTHORITY: Public Law 100-562, Imported Vehicle Safety Compliance Act of 1988; 5 U.S.C. 5726, Storage Expenses, Household Goods and Personal Effects; 10 U.S.C. 113, Secretary of Defense; 10 U.S.C. 3013, Secretary of the Army; 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 8013, Secretary of the Air Force, 19 U.S.C. 1498, Entry Under Regulations; 37 U.S.C. 406, Travel and Transportation Allowances, Dependents, Baggage and Household Effects; Federal Acquisition Regulation (FAR); Joint Federal Travel Regulation (JTR), Volumes I and II, DoD Directive 4500.9E, Transportation and Traffic Management; DoD Directive 5158.4, United States Transportation Command DoD Instruction 4500.42, DoD Transportation Reservation and Ticketing Services; DoD Regulation 4140.1, DoD Materiel Management Regulation; DoD Regulation 4500.9, Defense Transportation Regulation; and DoD Regulation 4515.13-R, Air Transportation Eligibility and E.O. 9397 (SSN).

ROUTINE USE: To disclose to private sector commercial transportation service providers, who are under contract with the DoD for shipment/storage of personal property, to identify ownership, schedule pick up and delivery of personal property, to include privately owned vehicles, motorcycles, and house trailers/motor homes, Bill of Lading for services rendered, personal property counseling checklist. U.S. Customs and Border Protection Declaration for personal property shipments, re-weigh of personal property, shipment evaluation and inspection reports, receipt for unaccompanied baggage, mobile home inspection record, temporary commercial storage at Government expense, accessorial services-mobile home, report of contractor services, and claims for loss and damage. To General Service Administration and Defense Government Accounting Activities for processing government Bill of Lading. To disclose information to a Federal agency in order to manage and optimize DoD transportation resources.

DISCLOSURE: Voluntary, however, failure to provide all of the requested information may preclude the processing of vehicle shipment.