

SHIPPING YOUR VEHICLE TO THE ROK

A Guide Designed to Simplify the Vehicle Registration Process

THE OVERALL PROCESS:

1. Find out vehicle has arrived at Seoul VPC
 2. Receive temporary plates from Pyongtaek
 3. Receive written decal from Pass & Registration
 4. Pick vehicle up from Seoul VPC
 5. Receive Safety Inspection from Osan AB
 6. Receive permanent plates from Pyongtaek
(Must turn in temp tags at this time)
1. Register vehicle on base & receive registration decal at
Pass & Registration (Bldg 765)

Now that you know the overall process to ship your vehicle to Korea, we will provide detailed information for each step. Be sure to follow the steps carefully as this process is extensive and contains many requirements.

Anytime you have questions, please call Pass & Registration and ask to speak with a Vehicle Technician,

DSN (315) 784-4489 / 1853

COMM 031-661-4489 / 1853

You may also e-mail this office at:

51SFS.S5P@us.af.mil

STEP 1 – TRACKING YOUR VEHICLE

PCSMYPOV.COM

Your vehicle will be shipped to the Seoul VPC located at Camp Kim near Yongsan Army Garrison.

The above website will assist you in locating your vehicle and notifying you of it's arrival at the port. It also contains directions, working hours, and contact information which you can use to make an appointment for vehicle pick-up.

****YOU MUST SCHEDULE AN APPT WITH THE VPC PRIOR TO RECEIVING TEMPORARY PLATES****

**TEMPORARY PLATES ARE ONLY VALID
FOR A 10-DAY PERIOD!!!**

Seoul VPC Hours of Operation

POV PROCESSING 0800-1600 MONDAY-FRIDAY.

PLEASE ENSURE YOU ARE SIGNED-IN PRIOR TO 1600 AS PROCESSING MAY TAKE UP TO ONE HOUR. VPC IS CLOSED AT 1700.

VPC IS CLOSED SATURDAY AND SUNDAY, AND SELECT LOCAL KOREAN HOLIDAYS - PLEASE CALL IN ADVANCE FOR HOURS.

CELL OR COMMERCIAL ONLY: 02-798-7036
E-mail: ja.chung@ialpov.us

STEP 2 – RECEIVING TEMPORARY PLATES

The only option of receiving temporary plates for your vehicle is by way of the Pyongtaek vehicle registration office.

OFF BASE

TEMPORARY TAGS WILL BE READY
ON THE SPOT

NO WAIT

LOCATED 15 MINUTES OFF BASE;
MUST PROVIDE OWN
TRANSPORTATION (I.E.:
TAXI/BORROW A CAR)

Driving map is provided on Page 5.

If you need to contact Pyeongtaek, their phone number is 031-8024-5522 / 5523 (From DSN, dial +99 first; from a Cell Phone +031)

SOFA representatives speak English

To Register for 10-DAY Temporary Plates, you MUST have:

1. ID Card (CAC)
2. USFK License (If you have been on Osan less than 30 days, your orders and stateside license are okay.)
3. Proof of Insurance in sponsor's name (Make sure it is accepted within South Korea and the VIN matches title)
4. Title of Motor Vehicle (proof of ownership)
5. Orders/700-19/Letter of Employment
6. Korean Won (last known cost is 1,800 kw) for Temp Reg and Plates
7. Exception to Policy (if applicable)
8. Power of Attorney (if applicable)

FEEL FREE TO HAVE A VEHICLE TECHNICIAN REVIEW
YOUR FORMS BEFORE APPLYING FOR TEMP. TAGS
WITH PYONGTAEK

-DRIVING DIRECTIONS-

FROM OSAN TO PYONGTAEK VEHICLE REGISTRATION OFFICE

1. DEPART OSAN AB BY TURNING LEFT WHEN EXITING MORIN GATE
2. CONTINUE STRAIGHT FOR APPROXIMATELY 1 MILE
YOU WILL DRIVE OVER A BRIDGE AND REACH A TRAFFIC LIGHT.
CONTINUE STRAIGHT THROUGH THE TRAFFIC LIGHT.
3. AFTER PASSING THROUGH, CONTINUE STRAIGHT FOR APPROXIMATELY 1.5 MILES
(APPROX. 2.5 MILES TOTAL DISTANCE TRAVELED)
4. YOU WILL REACH THE FIRST TRAFFIC LIGHT/INTERSECTION ON THIS ROAD. TURN RIGHT AT THE LIGHT.
(YOU WILL SEE SIGNS FOR HIGHWAY 317)
5. FOLLOW THIS ROAD FOR APPROXIMATELY 4 MILES;
YOU WILL SEE A GOLF COURSE ON YOUR UPPER RIGHT-HAND SIDE.
(IT LOOKS LIKE BIG POLES AND A NET.)
6. WHEN THE GOLF COURSE IS ADJACENT TO THE LEFT OF YOUR VEHICLE, YOU WILL TURN LEFT.
(APPROX. 6.5 MILES TOTAL DISTANCE TRAVELED)
7. TAKE THE FIRST IMMEDIATE LEFT ON THIS ROAD. YOU WILL SEE A BUILDING RESEMBLING A LOG CABIN ON YOUR LEFT HAND SIDE. THIS IS THE VEHICLE REGISTRATION OFFICE.

TO OSAN AB FROM PYONGTAEK VEHICLE REGISTRATION OFFICE

1. TURN RIGHT OUT OF THE VEHICLE REGISTRATION OFFICE PARKING LOT.
2. TURN RIGHT AND MOVE INTO THE RIGHT HAND LANE AT THE TRAFFIC LIGHT.
3. TURN RIGHT AT THE TRAFFIC LIGHT.
YOU WILL CONTINUE STRAIGHT ON THIS ROAD *FOR APPROX.* 4 MILES,
4. WHEN THE ODOMETER READS APPROX. 4 MILES, YOU WILL SEE A BUILDING WITH AN ORANGE ROOF ON YOUR UPPER LEFT HAND SIDE. YOU WILL ALSO SEE SIGNS FOR HIGHWAY 306.
5. TURN LEFT AT THIS TRAFFIC LIGHT ONTO HIGHWAY 306.
6. FOLLOW THIS ROAD FOR APPROXIMATELY 1.5 MILES.
7. YOU WILL THEN REACH A TRAFFIC LIGHT. (APPROX. 5.5 MILES TOTAL TRIP TIME ON ODOMETER)
8. CONTINUE STRAIGHT THROUGH THE TRAFFIC LIGHT FOR APPROXIMATELY 1 MILE.
YOU WILL DRIVE OVER A BRIDGE AND CONTINUE TOWARDS OSAN AB.
WHEN YOU REACH THE Y, BEAR OFF TO THE LEFT HAND SIDE.
(APPROX 6.1 MILES TOTAL TRIP DISTANCE TRAVELED)
**(IF YOU BEAR TO THE RIGHT, YOU WILL REACH DOOLITTLE GATE WHERE YOU CAN PICK-UP 24 HOUR PASSES FOR VEHICLE ACCESS).*
9. MORIN GATE WILL BE ON YOUR RIGHT HAND SIDE AFTER YOU DRIVE OVER THE SPEED BUMPS.
(APPROX. 6.5 MILES TOTAL DISTANCE TRAVELED)
YOU MUST HAVE A PASS FOR YOUR VEHICLE TO GAIN ACCESS TO THE INSTALLATION.

IF YOU NEED TO TAKE A TAXI TO THIS LOCATION, THEY SHOULD BE ABLE TO FIND IT WITHOUT COMPLICATION. (APPROXIMATELY 10,000 WON - OFF BASE TAXI)

THE KOREAN EMPLOYEES WORKING AT THE OFFICE SPEAK BOTH ENGLISH AND HANGUL, AND COULD SPEAK TO THE TAXI DRIVER, IF NEED BE. (TO CALL FROM A CELL PHONE, DIAL 031-8024-5522/ 5523).



평택시 차량등록사업소에 가주세요

(SHOW THIS TO TAXI DRIVER)

STEP 3 –

RECEIVING WRITTEN DECAL

(USFK FORM 192)

Now that you've received your temporary plates, you must obtain a temporary written decal (USFK Form 192) that allows you access to all USFK Installations. You must have this prior to picking-up your vehicle in Seoul.

You can obtain this pass at Pass & Registration (Building 765) by presenting a Vehicle Technician with the Permit for Temporary Plates you received from Pyongtaek.

AGAIN, BE ADVISED, TEMPORARY PLATES ARE ONLY VALID FOR 10 DAYS. THIS MEANS YOU MUST COMPLETE ALL ADDITIONAL STEPS WITHIN THIS 10-DAY PERIOD AND RETURN THE TEMPORARY PASS TO PASS AND REGISTRATION AND THE TEMPORARY PLATES TO THE PYONGTAEK OFFICE (REGARDLESS OF WHERE YOU OBTAINED THEM). IF YOU DO NOT COMPLY, YOU WILL BE CHARGED 1,000,000 WON.

Display USFK Fm 192 on driver side dashboard at all times.

If you cannot complete all required items within 10 days, you are still responsible for turning in the temporary plates to avoid charges. Your vehicle will have to sit in authorized parking until all other steps are accomplished.

STEP 4- PICKING-UP VEHICLE FROM SEOUL VPC

You will receive a Korean Customs Import Document from the Seoul VPC. You will need this document to apply for permanent registration. (Example on Page 8)

You will also receive a Shipping Document from the Seoul VPC that you will need to obtain permanent registration. (Example on Page 9)

This form is Not your Safety Inspection.

The Seoul VPC can assist you with your drive back to Osan. Additional information can be found at:
<http://www.PCSMYPOV.COM>

You must receive a Safety Inspection and Emissions Test at OSAN AB at either the auto hobby shop or the car care center. This is the only authorized facility for personnel stationed at Osan attempting to register a vehicle. Currently there are no certified Area V facilities off base. The cost is \$20.00.

Korean Customs Import Document



수입신고필증

(갑자)

※ 처리기간 : 3일

① 신고번호 92000-09-0841546		② 신고일 2009/08/19		③ 세관.과 039 - 10		⑥ 입항일 2009/08/06		⑦ 전자정보이스 제출번호	
④ B/L(AWB) 번호 APLU084311955 (분할 : A)			⑤ 화물관리번호 #09APLU08010-0022			⑧ 반입일 2009/08/17		⑨ 짐수령태 11	
⑩ 신고자미8군 ⑪ 수입자 () ⑫ 납세의무자 (/) (주소) OSAN AP 96278KOR (상호) (성명) ⑬ 운송주선인 () ⑭ 해외거래처 KABEL, D (US) /				⑮ 통관계획 ⑯ 원산지증명서 유무		⑰ 증중량 1,955.5 KG		⑱ 총포장갯수 1 GT	
				⑯ 신고구분 D 간이서류신고		⑰ 가격신고서 유무		⑲ 운송형태 10-FC	
				⑰ 거래구분 97 SOFA면세물품반입		⑳ 국내도착항 KRPIUS 부산항		㉑ 운송형태 10-FC	
				㉒ 종류 K 일반수입(내수용)		㉓ 적출국 US U.S.A		㉔ 선기명 APL CHINA US	
				㉕ MASTER B/L 번호 APLU084311955		㉖ 운수기관번호			
⑳ 검시(반입)장소 039 02044 - 0800000003 (용당세관구내장치장)									
● 품명·규격 (란번호/총량수 : 1 / 1)									
㉗ 품명 VAN, WITH SPARK-IGNITION ENGINE, USED ㉘ 거래품명 PERSONAL USED VEHICLE					㉙ 상품 코드				
㉚ 모델·규격					㉛ 성분		㉜ 단가(USD)		㉝ 금액(USD)
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㊳ 과세가격(GIF) \$12,686 ₩15,820,710		㊴ U		㊵ 검사변경		㊶ 원산지 U.S. - -			
㊷ 수입요건확인 (발급서류명)									
SOFA 반입 물품신고서									
㊸ 세종		㊹ 세율(구분)		㊺ 감면율		㊻ 세액		㊼ 감면분납부호	
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		㋃ 보험료				㋄ 공제금액		㋅ 부가치세표	
㋆ 세종		㋇ 세액		*관세사기재란		㋈ 세관기재란		통관지원과	
관세									
개별 소비세									
교동세									
주세									
교육세									
농특세									
부가세									
신고지연가산세									
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① 단당자		② 현직		071626		③ 전수일시 2009/08/19 08:47		④ 수리일자	

Shipping Document you will need at VPC

5200114

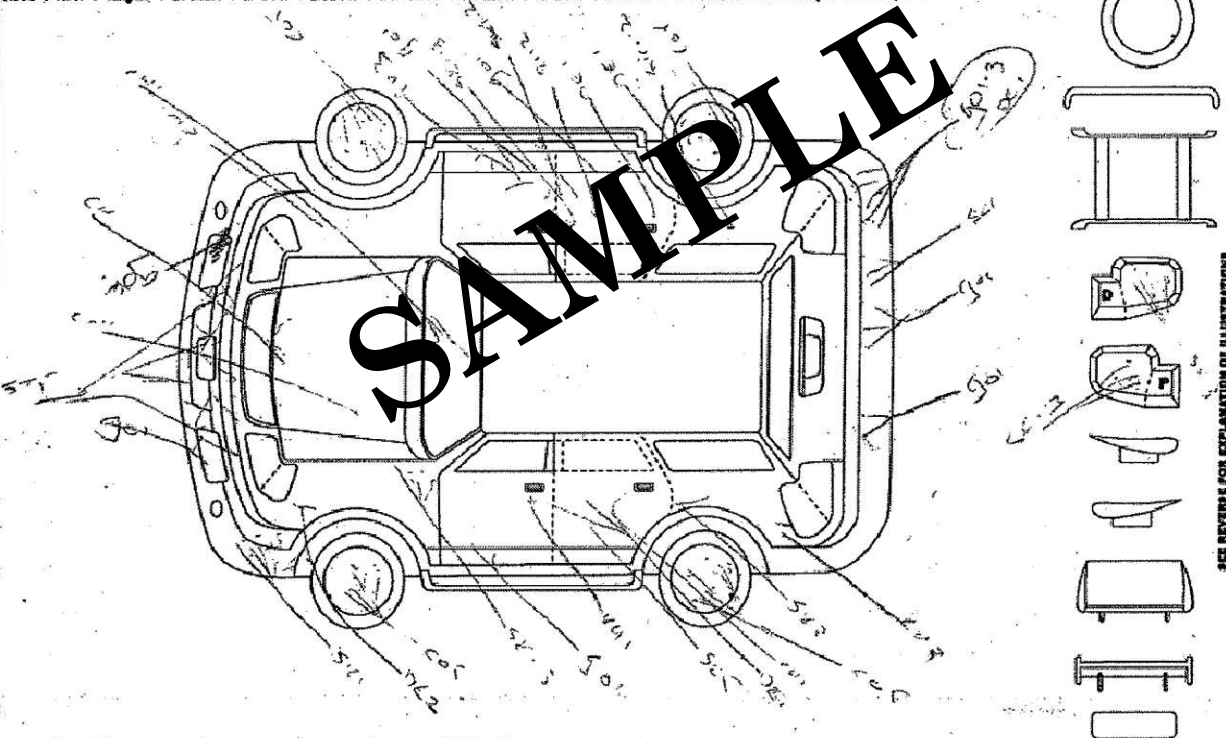
CUSTOMER COPY - SUV/VAN/STATION WAGON/HATCHBACK

AMERICAN AUTO LOGISTICS VEHICLE INSPECTION AND SHIPPING FORM - VISF

ORDER NUMBER: #11PC000914 / BRANDON VPC	OWNER (LAST NAME, FIRST & MI) [REDACTED]	GRADE: 03	POE: H&P	POD: UCP
VEHICLE IDENTIFICATION NUMBER: [REDACTED]	ODOMETER READING: 34,066	POY YEAR, MAKE, MODEL, COLOR, BODY TYPE, LICENSE NUMBER, STATE: 2005 TOYOTA SIENNA MINI-VAN SILVER AE54 VMG GBR		
ROD: 08/31/2009	DIMENSIONS: L:200.00 W:77.40 H:66.90	WEIGHT: 4310	CUBE: 617.00	PIECES: 1
TOR: F9163XXXX5267PXX	CONSIGNOR: [REDACTED]	CONSIGNEE: [REDACTED]	TRACCOUNT: F97D	NEXT DUTY ADDRESS FOR NOTIFICATION PURPOSES: 607 AIR AND SP OPS OSAN KS 96728 USA
INSPECTED IN MY PRESENCE, CONDITION ACKNOWLEDGED AS CHECKED BELOW, AND CONDITIONS GOVERNING SHIPMENT OF REVERSE ACCEPTED				
DATE: 06/12/2009	SIGNATURE OF OWNER OR AGENT: [Signature]		NAME OF AGENT: [REDACTED]	
STREET ADDRESS, CITY, STATE, ZIP CODE: [REDACTED]				

USER CODES:	INSPECTOR CODE:	DATE:	INSPECTOR'S PARTIAL NAME:	RELEASE:	USER CODES:	INSPECTOR CODE:	DATE:	INSPECTOR'S PARTIAL NAME:	RELEASE:
X	11/23/09	11/23/09	Brandon VPC	08/31/09	◆				
T					*				
+					^				
O					✓				

Customer's Initials: _____ HS - Extremely light scratches or swirl marks caused from cleaning or buffing. Small sand or grit particles have left light scratches on paint.
Hood / Roof / Tailgate / LF Fender / LF Door / LR Door / L 1/4 Panel / RF Fender / RF Door / RR Door / R 1/4 Panel / Rear Bumper / F Bumper



SEE REVERSE FOR EXPLANATION OF ILLUSTRATIONS

PLANT:	ATTORNEY:	PLANT (NEW/OLD):	REV. QTY:	RCM. QTY:	ALTERATED QTY:	EMERGENCY NAME:	RELEASE:	FUEL LEVEL, GROSS WT. (LBS):
		Y/N	CONCERN:	CONDITION:	CONCERN:	TEST:	20086	12 121 212 34

Condition Codes - Length / Diameter:	(1) - Less Than and Including 1"	(2) - Over 1" Up to and Including 3"	(3) - Over 3" Up to and Including 6"	(4) - 6" Up to and Including 12"	(5) - Over 12"
CH - Chipped	FD - Fin Ding.	HO - Hole	MC - Mechanics	PD - Paint Ding.	RF - Right Front
SC - Stained	FI - Factory Installed	IO - Inoperable	MG - Missing	PF - Paint Fade	RR - Right Rear
CR - Cracked	FL - Flat	LO - Loose	MI - Misused	PI - Pitted	RS - Rusty
CU - Cut	FS - Fluid Stain	LF - Left Front	MS - Misaligned	PL - Painting	RL - Rusted
DE - Dent	GO - Gouge	LR - Left Rear	MT - Mounted	PU - Punctured	SD - Scratch w/ Dent
DS - Discolored	HS - Hairline	MA - Matted	OK - No Exception	SC - Scratch (Plastic)	SK - Scratch to Clear Coat
				SM - Scratch to Metal	TO - Torn
				ST - Stained	WC - Worn
				TP - Touch-Up	WD - Weathering Ding
				TO - Torn	WP - All Other Def.

STEP 5- **RECEIVING SAFETY INSPECTION**

**THE INSPECTION MUST BE PERFORMED AT A
DESIGNATED FACILITY ON OSAN AB.**

There are no certified off base facilities in Area V.

**AUTO CAR CENTER
OR
AUTO HOBBY SHOP**

Cost is \$20.00

*To come on base with your vehicle before you have obtained
on base registration, you can receive a temporary vehicle
pass at Doolittle Gate.*

The Safety Inspection must be performed within 30 days of
obtaining a permanent registration.

The date on the receipt of the Safety Inspection must be
within 30 days of obtaining permanent registration.

***EXAMPLE OF THIS DOCUMENT
IS AVAILABLE ON PAGE 11***

OSAN AUTO HOBBY CENTER SAFETY AND EMISSION CHECKLIST FOR USFK - POV'S

NAME: [REDACTED]	YR: 2005	MODEL: Toyota Sienna	COLOR: Silver	LICENSE# [REDACTED] (TEMP)
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ADDRESS: [REDACTED]	VIN# [REDACTED]
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	PASS	FAIL		PASS	FAIL
1. LIGHTS:			7. GLASS		
a. Adjustment			a. Front Windshield no Cracks within Blade area		
b. Dash, Parking, & Interior			b. Rear Window		
c. Tail, Brake, & Back up			c. Side Windows must be operational		
d. License Plate			d. Mirrors Interior / Side		
e. Directional			8. WIPER		
f. Clearance (if present)			a. Blades must free of cracks		
2. BRAKES			b. Serviceability must operate at all speeds		
a. Fluid Level			c. Windshield washer must be operational		
b. Pedal travel			9. HORN		
c. Cylinder leakage			a. Must be audible from 200' under normal conditions		
d. Pad/Shoe maximum wear			b. Must not emit loud ratchet sounds or whistle to imitate playing musical notes or tunes		
e. Brake lines / Hoses			10. TIRES		
f. Emergency / Parking Brake			a. Sidewalls must be free of cracks		
3. EXHAUST SYSTEM			b. Threads must have 1/16" or not at the wear bar		
a. Muffler Condition (No Leaks)			c. Must not be mixed match / different thread pattern		
b. Tail Pipe Condition (No Leaks)			11. EMISSIONS		
c. Exhaust manifold Condition (No Leaks)			a. Carbon Monoxide		
4. STEERING SYSTEM			b. Hydrocarbon		
a. Steering wheel free travel			c. Smoke (Diesel)		
b. Tie rod ends			d. Excessive Air		
c. Drag links			e. Year and Month of initial inspection:		
d. Ball joints					
e. Wheel bearings			12. Bumper		
f. Shocks / Struts			a. Must be in original condition		
5. Seatbelts			13. FENDERS		
a. Must be in good working order			a. No major dents		
b. Free of cuts			14. DOORS		
6. Floorboard			a. Must be operational inside / outside		
a. No rust holes					

SAMPLE

BOSTON
MAY 2005
INSPECTION CENTER

REMARKS:

FEES: Initial
 Re-inspection on Safety inspection
 Re-inspection on Emissions ONLY

NOTE: Rejected vehicles must be re-inspected within 5 working days to avoid an initial inspection fee.
 NOTE: IAW USFK PAMPHLET 200-1 a one time inspection within 30 days

INSPECTOR'S SIGNATURE: <i>Howard G</i>	DATE: 22 Aug 05
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STEP 6 – RECEIVING PERMANENT PLATES/KOREAN REGISTRATION

You only have one option of receiving your permanent plates:
Going off base to Pyongtaek DMV.

Temporary plates must be turned in to Pyongtaek before receiving permanent registration.

To receive Korean Registration, you MUST have:

1. ID (CAC)
2. USFK License (If you have been in Osan for less than 30 days, your orders and stateside license are okay.)
3. Proof of Insurance
4. Korean Customs Import Document (from the VPC)
5. Copy of Orders/USFK Fm 700-19/ Letter of Employment
6. Safety Inspection
7. (last known fee amount) 12,800 kw
8. Exception to Policy (if applicable)
9. Power of Attorney (if applicable)

FEEL FREE TO HAVE A VEHICLE TECHNICIAN REVIEW YOUR FORMS BEFORE APPLYING FOR PERMANENT TAGS WITH PYONGTAEK.

STEP 7-

REGISTERING ON BASE

TO RECEIVE REGISTRATION DECAL

Now that your vehicle is registered in Korea, the government recognizes it off base. In order to drive your vehicle on base, you must obtain Base Registration. This is the final step of the registration process and it can only be accomplished at Pass & Registration.

THIS STEP MUST BE ACCOMPLISHED BY SPONSOR ONLY

Plates MUST be affixed to the front and rear of the vehicle prior to receiving registration decal.

After this is accomplished, the following documents will be needed to **FINALIZE** the registration process:

1. Proof of Insurance
2. ID Card (CAC)
3. USFK License
4. Safety Inspection
5. Korean Registration
6. USFK 31EK Application for Registration
7. If military – Copy of Orders
If CTR – USFK Form 700-19
If CIV – Letter of Employment
8. Exception to Policy (if applicable)

We understand that the registration process is an extensive one and our office is attempting to making it as simple as possible. Please understand that we need to maintain these requirements in order to be in compliance with our host nation's laws. Our vehicle technicians are here to assist you throughout this process. Feel free to ask questions any time you may have them if you feel that you do not understand.

All Policies and Regulations For This Process Can Be Found Within USFK Reg 190-1, USFK Reg 190-7, and 51 FWI 31-104.

THANK YOU AND WELCOME TO OSAN ☺