



## ATTACHMENT K4 STORING YOUR POV



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## A INTRODUCTION

This attachment provides you, the entitlement holder or customer, information to prepare your Privately Owned Vehicle (POV) for storage under the Global POV Contract (GPC). The successful storage of your POV is not a matter of chance. It is a result of advance preparation and planning. It is your POV. Ask questions. Be involved. Read what you sign. Contact your local Transportation Office (TO) or Personal Property Shipping Office (PPSO) prior to making any plans to store a POV. This attachment has been reviewed by the Per Diem, Travel and Transportation Allowance Committee in accordance with (IAW) Department of Defense Directive 5154.29, DoD Pay and Allowances Policy and Procedures as PDTATAC Case 090628.

**NOTE:** This attachment primarily applies to military members eligible for POV storage. Civilian employees are only authorized POV storage in connection with emergency evacuations outside the continental United States (OCONUS) or when assigned a temporary change of station (TCS) in support of a contingency operation. Reference Joint Travel Regulations (JTR) Chapter 6, paragraph 060405 and Chapter 3, paragraph 032905 for eligibility and allowances.

## B MILITARY SERVICE INSTRUCTIONS

In addition to instructions contained in this attachment, the shippers and Service TOs are governed by instructions established by the sponsoring Service and the JTR. This attachment does not apply to United States (U.S.) Coast Guard civilian employees as their allowances are governed by the Federal Travel Regulation and Department of Homeland Security regulations.

## C POV STORAGE ELIGIBILITY

1. Uniformed Service members are considered the “entitlement holders” when a permanent change of station order is issued to that member. A Service member is eligible to have one POV stored at a storage facility if the member is:
  - a. Ordered to make a Permanent Change of Station (PCS) to a foreign/non-foreign Outside Continental United States (OCONUS) Permanent Duty Station (PDS) and:
    - (1) POV transportation is not permitted due to the country, area, U.S. laws, regulations, other restrictions; or
    - (2) The POV would require extensive modification (other than normal maintenance servicing) as a condition to entry into the foreign/non-foreign OCONUS PDS.
  - b. Sent on a temporary duty (TDY) assignment for more than 30 days in support of a contingency operation (JTR Appendix A, Definitions and Acronyms, “Contingency Operation”).
  - c. Sent TDY for more than 30 days to support a humanitarian assistance or other emergency operations, as declared by Executive Order or the Administering Secretary, and the Secretary Concerned authorizes POV storage
  - d. Authorized POV transportation because of a change to a ship’s home port where there are more than 30 days between the ship’s departure from the old home port and arrival at the new home port.
2. Storage: The Services, through their Secretarial processes, may designate POV storage facilities:
  - a. Government-procured Storage is Available:
    - (1) If a Service elects to store a member’s POV, then the member may personally arrange storage at a commercial facility.

- (2) A member who personally arranges for storage at a facility other than the Service-designated facility is reimbursed for the actual storage cost not to exceed the Government-constructed storage cost.
  - b. Government-procured Storage is Not Available, not Designated, or the member has been instructed by the TO/PPSO to store the POV at personal expense:
    - (1) The member arranges POV storage at a commercial facility and is reimbursed for the actual storage cost.

**NOTE 1:** Storage of more than one POV and/or storage of a POV instead of authorized transportation are not allowed. Members are financially responsible for storage and/or transportation of additional POVs.

**NOTE 2:** Service regulations/guidance may require a letter from the TO authorizing POV storage.
3. Storage in Lieu of Shipment:
    - a. POV storage is in lieu of POV shipment both to and from the foreign OCONUS PDS to which a POV shipment is prohibited.
    - b. A member who stores a POV at government expense is not authorized POV shipment from the foreign OCONUS location upon subsequent PCS.
    - c. A member may ship the stored POV if ordered on a Consecutive Overseas Tour and POV transportation is permitted to the subsequent OCONUS PDS.
    - d. A member may not continue to store the POV at government expense while shipping another POV to the subsequent OCONUS PDS.
  4. Restrictions:
    - a. Vehicle Size: A member who stores a POV that exceeds 20 measurement tons is financially responsible for any storage costs associated with the vehicles excess size. (As an exception, the Secretarial Process may authorize/approve storage of an oversized POV for medical reasons.)
    - b. Combining POV Size Limitation When Service Member Is Married to Service Member: The size restriction may be waived for the purpose of storing one larger vehicle at government expense in lieu of storing two POVs (one POV for each member) when each member is authorized POV storage. Payment for storing the vehicle may not exceed the Government's total cost if each member had stored a vehicle within the maximum standard size.
    - c. Other Excess Storage Costs: Excess storage costs incurred because of the member's negligence or choice are the member's financial responsibility. Excess costs are collected IAW Component publications.

**NOTE 1:** Only one POV owned, leased or financed by a member or the member's dependents and for the member's personal use may be placed in storage at Government expense.

**NOTE 2:** The POV will remain in storage during the member's tour of duty. When the vehicle is removed from storage, it cannot be returned to storage at Government expense under the same orders.

5. Emergency Storage in the Event of Evacuation:
  - a. In the event a Department of Defense civilian employee/traveler and/or his/her dependents have to evacuate from an OCONUS PDS, emergency storage expenses for the traveler's POV may be authorized IAW JTR Paragraph 060405.

#### **D NON-CONFORMING POVS**

1. POVs imported to the United States are subject to safety standards under the Motor Vehicle Safety Act of 1966, revised under the Imported Vehicle Safety Compliance Act of 1988, re-codified at 49 U.S.C. 301; bumper standards under the Motor Vehicle Information and Cost Act of 1972 (which became effective in 1978), re-codified at 49 U.S.C. 325; and air pollution control standards promulgated by the Environmental Protection Agency (EPA) under the Clean Air Act of 1968, as amended in 1977 and 1990.
2. These laws and regulations apply to importing POVs to any state of the United States, the District of Columbia, Puerto Rico, the Northern Mariana Islands, Guam, American Samoa, and the Virgin Islands. Modifications required for nonconforming POVs to comply with U.S. safety and environmental standards are performed by registered importers and independent commercial importers. As a general rule, all POVs less than 25 years old must comply with all applicable federal motor vehicle safety standards, and all POVs less than 21 years old must comply with federal emissions standards. Fulfillment of federal requirements does not relieve the member from fulfilling requirements of a state or district of the United States. For information regarding registration or operation of a properly imported vehicle in a specific state, contact the Department of Motor Vehicles or other agency. Vehicles manufactured to meet the federal motor vehicle safety standards have a certification label affixed by the original manufacturer in the area of the driver-side-door. Vehicles manufactured to meet the federal motor vehicle emissions standards have an emissions label affixed in the engine compartment stating that the vehicle meets U.S. EPA emissions standards. Vehicles lacking these certification labels are nonconforming and must be brought into compliance. Information for importing and converting vehicles to U.S. specifications may be obtained from <https://www.nhtsa.gov/importing-vehicle>.

**NOTE:** Storage of Non-Conforming POVs in the Continental United States (CONUS) is prohibited.

#### **E INSURANCE AND LICENSING**

Insurance and licensing, if required, are the responsibility of the entitlement holder. Many states allow for submitting a De-Insured Certificate or a Non-Use Certificate to avoid re-registration penalties. Vehicle re-registration requirements are the responsibility of the member; contact your State Department of Motor Vehicles for assistance.

#### **F TYPES OF POVS ALLOWED TO BE STORED**

1. Any motor vehicle owned by or on a long-term lease (12 or more months) to a member or a dependent of the member for the primary purpose of providing personal transportation that:
  - a. Is self-propelled;
  - b. Is licensed to travel on public highways;
  - c. Is designed to carry passengers or household goods; and
  - d. Has four or more wheels or, at the member's option, is a motorcycle or moped, if the member does not ship a vehicle with four or more wheels on the same authorization/order.

**NOTE 1:** A trailer, airplane, or any vehicle intended for commercial use is not a POV.

**NOTE 2:** The full definition of a POV is contained in JTR Appendix A, Definitions and Acronyms, "Privately Owned Vehicle (POV)".

2. Propane tanks:

- a. Vehicles with propane tanks are accepted when the propane tank is an integral part of the vehicle used to power the engine or for other purposes and will require considerable cost for the removal of the tank. The propane tanks allowed must be purged and certified before the POV is turned in at the Vehicle Processing Center (VPC) or port. A label will be affixed or tagged to the tank. The person turning in the vehicle must produce written authority that the tank is empty or has been purged. New and empty tanks meet these requirements. The certification must come from an individual or firm authorized to purge propane tanks. Loose tanks, such as those used for gas stoves or barbecues, are not accepted.

## **G LIENHOLDER (LEASED OR FINANCED)**

If your POV is leased, financed, or has a recorded lien, you must provide written approval from the lienholder -- a lender or institution that legally has an interest in your property until you pay it off in full. The written approval must be on the lienholder's letterhead and contain a complete description of the vehicle, including the Vehicle Identification Number (VIN), the owner or lienholder name, and the lienholder's telephone number. The writing must bear the lienholder official's original signature, the date it was signed, and the lienholder's acknowledgement that the POV will be placed into long-term storage in the United States until your next PCS order. Conditions for storing your leased or financed POV is a private matter between you and your lienholder.

## **H WHAT MAY BE STORED IN A POV**

Only authorized personal articles may remain in a POV when it is turned in for storage. All household items and camping equipment must be removed. The following items may be stored:

1. Items such as jacks, tire irons, tire chains, fire extinguishers, nonflammable tire inflators, first aid kits, jumper cables, and warning triangle/trouble lights
2. One spare tire and two snow tires with wheels (either mounted or un-mounted).

## **I MEMBER RESPONSIBILITIES**

Following a few simple rules will make storing a POV much easier. Failure to follow these rules may cause the VPC to refuse the POV for storage. The entitlement holder must provide valid emergency contact information, including but not limited to their OCONUS duty station forwarding valid address, phone number(s), or personal and work email address where they may be contacted, and at least one point of contact in the CONUS. This information is necessary should the customer need to be contacted with regards to the status of their vehicle and updates to their storage entitlements.

1. POV-turn in at CONUS/OCONUS (Origin):
  - a. You must have a complete set of orders, all modifications and amendments, and power of attorney (POA)/letter of authorization if applicable.
    - (1) A POA or letter of authorization is required if the entitlement holder is turning in a vehicle that is titled in someone else's name, including a spouse or other dependent's name.
  - b. Have in your possession proof of ownership (e.g., vehicle title in the entitlement holder's name; lienholder letter; or, in instances where the vehicle is titled in the name of someone other than the member or a dependent named on the member's orders, a letter of authorization from the title holder(s) authorizing the member to ship a vehicle owned by a third party using their entitlement) AND a current vehicle registration.
  - c. Have in your possession Government/State-issued photo identification.

- d. 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:
  - (1) The entitlement holder's name is not listed on the vehicle's title or lienholder release letter;
  - (2) The spouse's surname (i.e., last name or family name) is not the same as the entitlement holder's surname; and/or
  - (3) The spouse is the legal owner of the vehicle.
- e. The entitlement holder must provide a letter of authorization for POV storage, signed by the TO.
- f. Ensure the POV contains no more than one-fourth tank of fuel (gasoline or diesel).
- g. An inspector will inspect the POV with the member. When the inspection is completed, the member and the inspector will sign the DD Form 788, Private Vehicle Shipping Document for Automobile, [Figure K4-2](#), or commercial equivalent. The member will be provided with copies of all forms as a receipt for the POV. These copies will be required to pick up the vehicle, and it will be required by the Military Claims Office (MCO) should a claim be filed for loss or damage to the POV. Only the person turning in the POV will be allowed in the inspection area.
- h. Make sure your POV is clean. Dry-vacuum only. To avoid mold growth during shipment and ensure compliance with local agricultural import restrictions, the VPC will not accept a POV with dirt, soil, mud, water or similar matter on its exterior or interior surfaces, to include the undercarriage. Empty all debris and personal items from the vehicle's interior pockets and compartments before turn-in.
- i. All fluids must be fresh and at the proper levels when the POV is turned in for storage.
- j. Ensure all leaks have been repaired. POVs showing any type of fluid or oil leaks are not accepted.
- k. Ensure a fresh battery is installed, especially if current battery is more than two years old. Batteries are tested to ensure readings are between 11.5 to 13.2 volts. If the battery reading is below 11.5 volts, the battery might have to be replaced (at member's expense) while the POV is in storage.
- l. Make sure the POV is in a safe and operable condition when it is turned in at the VPC. Inoperable POVs will not be accepted. POVs with major cracks in the windshield will not be accepted. POVs with leaks will not be accepted for shipment IAW Code of Federal Regulations Title 49. POV brakes must function properly to include the parking brake.
- m. Turn off or otherwise disconnect installed auto alarm or anti-theft device prior to turn-in.
- n. Since your POV may be exposed to freezing temperatures during shipment or during storage at the destination terminal, safeguard the cooling system with a permanent-type antifreeze solution. An anti-freeze testing to minus -20 degrees Fahrenheit or lower should be used. (For Arctic areas, contact your sponsor or TO to determine whether additional protection is necessary.)
- o. Have in your possession a complete set of keys, to include gas cap and wheel lock keys, upon delivery to the VPC. Retain a complete set of duplicate keys and have them with you when you pick up the POV. Valet keys will not be accepted.
- p. If necessary, have a Certified Power of Attorney or letter of authorization from the entitlement holder designating someone to act on his or her behalf. These options do not

apply to a spouse who is identified on the member's/employee's official travel orders. Here is an acceptable example:

“I hereby appoint (name of agent) as my agent for the delivery of my privately owned vehicle (vehicle and ID number) to the appointed military storage facility, and I appoint him/her my attorney-in-fact to sign all documents required for the delivery of my vehicle for storage.”

- q. If your vehicle is leased or financed, provide written approval from the leasing or lienholder company authorizing the storage of your vehicle (see Paragraph G).
- r. Ensure your agent has proper government issued photo identification and all other documentation required to store your POV.
- s. Provide a valid forwarding address, phone number, or personal and work electronic mail address where you may be notified if repairs to the vehicle are required or to update you on your storage entitlements.
- t. Read the liability statements presented by the contractor at the time of turn in.
- u. For OCONUS only: The representative will have the member complete/sign DOT Form HS-7, Importation of Motor Vehicles and Motor Vehicle Equipment Subject to Federal Motor Vehicle Safety, Bumper and Theft Prevention Standards, Figure K4-4, where applicable; EPA Form 3520-1, Importation of Motor Vehicles and Motor Vehicle Engines Subject to Federal Air Pollution Regulations, [Figure K4-5](#), where applicable; and/or DD Form 1252, US Customs and Border Protection (CBP) Declaration for Personal Property Shipments, Part I, [Figure K4-3](#), where applicable.
- v. If you require a storage extension (i.e., new or extended orders authorizing continued storage), you must provide supporting documentation to the VPC where you turned in your POV prior to storage expiration. Contact information is located at <http://www.pcsmypov.com>. Abandonment procedures will be initiated for POVs without a continuing entitlement and authorization on file.
- w. Ensure the vehicle does not have an unresolved “Recall Notice”. You can check the recall status of your POV by referencing the website <https://vinrcl.safercar.gov/vin>. The VPC can refuse to accept a vehicle for storage if the vehicle presents a safety hazard to a VPC employee or its facilities and/or equipment. Documentation from a certified mechanic/dealership authorized to perform “Recall Notice” repairs may be required. If a recall cannot be corrected due to lack of parts from the original manufacturer or due to a lack of mechanical ability in the geographical area, the customer should contact the VPC for assistance.

## **J CUSTOMER FEEDBACK**

1. USTRANSCOM uses customer feedback to assess the quality of contracted POV services. We collect customer feedback using comment cards and targeted email or text surveys, which allows the government and contractor to take remedial action when issues arise. Please make time to fill out a comment card or complete the survey after you turn in or pick up your POV.
2. When comment cards are used to collect customer feedback, customers can use the VPC drop box to turn in the card. Customers also have the option of mailing the comment card to the USTRANSCOM POV Program Manager at the following address:

USTRANSCOM  
ATTN: DPMO (TCJ9-OP)  
508 Scott Drive, Building 1900W



Scott AFB, IL 62225-5357

## **K LOSS AND DAMAGE**

When picking up your POV:

1. Carefully inspect the exterior and interior to determine whether there are any new damages.
2. Make sure items left in the POV at the origin terminal are still there.
3. Annotate all discovered loss and/or damage to your POV on your vehicle shipping document (DD Form 788) or commercial equivalent. Failure to do this may result in no payment for this damage.

## **L ADVANCE MEMBER PICKUP NOTIFICATION**

If you have not contacted the storage facility or VPC to schedule a POV pickup appointment, you will be notified by them via certified mail with pre-pickup information 45 days prior to your tour end date. Vehicles are stored for a period of 90 days after termination of tour of duty. If no contact is made by the end of 45-day period after termination of the member's tour of duty, POV abandonment procedures will be initiated. The contractor is not required to maintain your POV beyond the date of your expired storage entitlement.

## **M DELIVERY FROM A STORAGE FACILITY FOR PICKUP AT CONUS/OCONUS VPC**

You must provide the contractor with pickup or forwarding instructions no less than 30 days prior to the requested delivery date at the designated CONUS VPC or delivery to a CONUS VPC for OCONUS movement. The instructions are located at <http://www.pcsmypov.com/>. Movement from storage requires a complete copy of the members' new orders, including amendments. In addition, movement to OCONUS points will require the documents specified in "Shipping Your POV" attachment.

## **N EARLY RELEASE OF POV FROM STORAGE WITHOUT NEW PCS ORDERS**

Members requesting early release of POVs from storage for personal reasons without new PCS orders must be aware of the following:

1. Once a POV is released from storage, that POV is not authorized further storage at Government expense, to include personally procured storage, until new orders are issued.
2. POVs withdrawn from storage without new orders are only authorized movement to the original CONUS turn-in VPC or the CONUS VPC serving the storage site. The POV is not authorized movement to the OCONUS turn-in site.
3. The Service must approve any movement requiring transport to another CONUS VPC before movement can occur, and the member must agree to pay any excess costs associated with the move.

## **O ABANDONED POVS**

If all required notification procedures have been met and the customer has not responded or has signed authorizing disposal, USTRANSCOM will proceed with POV abandonment and disposal actions.

## **P GOVERNMENT ASSISTANCE**

Most VPCs have a COR available on site to assist you in the movement and/or storage of your POV. If required, please ask the contractor to be referred to the COR. In those instances where a COR is not available, the member will be put in telephone contact with a COR at another VPC who can assist.

## Q GLOBAL POV CONTRACTOR WEBSITE

Customers can obtain information online regarding the status of their POVs by visiting <http://www.pcsmypov.com/>. In addition to the individual locations listed in Paragraph R, customers desiring to make an appointment at a VPC should call 855-389-9499.

This information includes:

1. Turning in/picking up a POV
2. Shipping/storing services
3. VPC locations (CONUS/OCONUS)
4. Required documentation
5. Frequently asked questions.

## R GENERAL VPC INFORMATION

All VPCs operate by appointment only. POVs must be turned in and picked up at a VPC. VPC locations may be found at <https://www.pcsmypov.com/Locations>.

1. CONUS Vehicle Processing Center Information:

POV processing hours of operation are **Monday to Friday**, 0800 to 1600. All CONUS VPCs are closed on weekends and federal holidays. It is highly recommended you arrive at the VPC at least 15 minutes before your appointment to ensure processing is completed on time. During inclement weather, a VPC may open later or close earlier than the scheduled time. Call the servicing VPC to confirm hours of operation.

<p><b>Atlanta</b>                      2579 Campbell Boulevard                      Ellenwood, Georgia 30294                      Phone: 404-425-9177                      Toll Free: 855-389-9499                      E-mail: <a href="mailto:Atlanta.VPC@ialpov.us">Atlanta.VPC@ialpov.us</a></p>	<p><b>Baltimore</b>                      2940 Waterview Ave                      Baltimore, MD 21230                      Phone: 667-401-0770                      Toll Free: 855-389-9499                      E-mail: <a href="mailto:Baltimore.VPC@ialpov.us">Baltimore.VPC@ialpov.us</a></p>
<p><b>Charleston</b>                      3601 Meeting Street Rd                      North Charleston, SC 29405                      Phone: 843-647-6635                      Toll Free: 855-389-9499                      E-mail: <a href="mailto:Charleston.VPC@ialpov.us">Charleston.VPC@ialpov.us</a></p>	<p><b>Dallas</b>                      1717 W. Airfield Drive                      Grapevine, TX 75261                      Phone: 469-203-8629                      Toll Free: 855-389-9499                      Fax: 972-639-3976                      E-mail: <a href="mailto:Dallas.VPC@ialpov.us">Dallas.VPC@ialpov.us</a></p>
<p><b>Denver, CO</b>                      14777 E. 35th Place                      Aurora, CO 80011                      Phone: (303) 835-7461                      Toll Free: 855-389-9499                      Email: <a href="mailto:Denver.VPC@ialpov.us">Denver.VPC@ialpov.us</a></p>	<p><b>Los Angeles</b>                      5440 W Century Blvd.                      Los Angeles, CA 90045                      Phone: 424-488-7696                      Toll Free: 855-389-9499                      Fax: 310-697-4565                      E-mail: <a href="mailto:LosAngeles.VPC@ialpov.us">LosAngeles.VPC@ialpov.us</a></p>
<p><b>Norfolk</b>                      1215 Executive Blvd                      Chesapeake, VA 23320                      Phone: 757-320-4254                      Toll Free: 855-389-9499                      E-mail: <a href="mailto:Norfolk.VPC@ialpov.us">Norfolk.VPC@ialpov.us</a></p>	<p><b>NY/NJ Metro</b>                      47 Kilmer Drive                      Edison NJ 08817                      Phone: (732) 289-3095                      Toll Free: 855-389-9499                      Email: <a href="mailto:Newjersey.VPC@ialpov.us">Newjersey.VPC@ialpov.us</a></p>

<p><b>Orlando, FL</b> 11262 Boggy Creek Rd Orlando FL 32824 Phone: (407) 374-0587 Toll Free: 855-389-9499 Email: <a href="mailto:Orlando.VPC@ialpov.us">Orlando.VPC@ialpov.us</a></p>	<p><b>San Diego</b> 1655 N. Magnolia Ave El Cajon, CA 92020 Phone: 559-483-9955 Toll Free: 855-389-9499 Fax: 619-956-0975 E-mail: <a href="mailto:SanDiego.VPC@ialpov.us">SanDiego.VPC@ialpov.us</a></p>
<p><b>Seattle</b> 7855 S. 212<sup>th</sup> St, Kent, WA 98032 Phone: 253-948-3488 Toll Free: 855-389-9499 E-mail: <a href="mailto:Seattle.VPC@ialpov.us">Seattle.VPC@ialpov.us</a></p>	<p><b>St. Louis</b> 4236 Crescent Industrial Dr. Pontoon Beach, IL 62040 Phone: 314-326-4153 Toll Free: 855-389-9499 E-mail: <a href="mailto:StLouis.VPC@ialpov.us">StLouis.VPC@ialpov.us</a></p>

2. OCONUS Vehicle Processing Center Information:

POV processing hours of operation are generally Monday to Friday, 0800 to 1600 and vary by country. OCONUS VPCs are closed on Saturday, Sunday, and U.S. federal/host nation holidays, with exceptions (see table). Pickup and turn-in appointments are required for all customers. It is highly recommended you arrive at the VPC at least 15 minutes before your appointment to ensure processing is completed on time.

<p><b><u>Alaska – Anchorage</u></b> *POV Processing Hours 0800–1600. Anchorage Vehicle Processing Center 300 LaTouche St Anchorage, AK 99501 Phone: 907-891-8496 Toll Free: 855-389-9499 Fax: 907-227-1201 E-mail: <a href="mailto:Anchorage.VPC@ialpov.us">Anchorage.VPC@ialpov.us</a></p>	<p><b><u>Alaska – Fairbanks</u></b> *POV Processing Hours 0800–1600. Fairbanks Vehicle Processing Center 5250 Airport Industrial Rd Fairbanks, AK 99709 Phone: 907-891-8499 Toll Free: 855-389-9499 Fax: 907-459-5591 E-mail: <a href="mailto:Fairbanks.VPC@ialpov.us">Fairbanks.VPC@ialpov.us</a></p>
<p><b><u>Bahrain</u></b> *POV Processing Hours 0800–1600. Open Sunday through Thursday Closed Friday and Saturday Bahrain Vehicle Processing Center Office 11, Bldg 1988, Road 1527, Block 115 Bahrain Investment Wharf, Hidd Tel: +973-69992417 Fax: +973-69991406 E-mail: <a href="mailto:Bahrain.vpc@ialpov.us">Bahrain.vpc@ialpov.us</a></p>	<p><b><u>Belgium – Chievres</u></b> *POV Processing Hours 0800–1600. Chievres Vehicle Processing Center 80th Asg Chievres Air Base, Building 46 Chievres, Walloon Region, Belgium 7950 Phone: 0032 68 331 980 E-mail: <a href="mailto:Chievres.vpc@ialpov.us">Chievres.vpc@ialpov.us</a></p>
<p><b><u>Brunssum - Netherlands</u></b> *POV Processing Hours 0800–1600 Brunssum Vehicle Processing Center USAG Benelux – Brunssum Kranenpool 3, Building 7, 6443 VA Brunssum, Netherlands Phone: +31-45-2100 400 Fax: +31-45-2100 402 E-mail: <a href="mailto:Brunssum.VPC@ialpov.us">Brunssum.VPC@ialpov.us</a></p>	<p><b><u>Germany – Ansbach</u></b> *POV Processing Hours 0800–1600. Ansbach Vehicle Processing Center Meinhardswindener Strasse 25 Barton Barracks; Building 5259 Ansbach, Bavaria, Germany, 91522 Local: 49 981 97781159 Email: <a href="mailto:Ansbach.VPC@ialpov.us">Ansbach.VPC@ialpov.us</a></p>

<p><b><u>Germany – Baumholder</u></b>                  *POV Processing Hours 0800–1600.                  Baumholder Vehicle Processing Center                  Clinic Barracks, Gate 15 on L 169 Street                  Building 8751                  Baumholder, Germany, 55774                  Phone: 0049 6783-9008476                  E-mail: <a href="mailto:Baumholder.VPC@ialpov.us">Baumholder.VPC@ialpov.us</a></p>	<p><b><u>Germany – Boeblingen</u></b>                  *POV Processing Hours 0800–1600.                  Boeblingen Vehicle Processing Center                  Panzerkaserne                  Building 2931                  Boeblingen, BW, Germany, 71032                  Phone: 0049 7031 7334749                  E-mail: <a href="mailto:Boeblingen.VPC@ialpov.us">Boeblingen.VPC@ialpov.us</a></p>
<p><b><u>Germany – Grafenwoehr</u></b>                  *POV Processing Hours 0800–1600.                  Grafenwoehr Vehicle Processing Center                  U.S. Grafenwoehr Base                  322 Shiloh Avenue                  Grafenwöhr, BY, Germany, 92655                  Phone: 0049 9641 9260061                  E-mail: <a href="mailto:Ansbach.VPC@ialpov.us">Ansbach.VPC@ialpov.us</a></p>	<p><b><u>Germany – Kaiserslautern</u></b>                  *POV Processing Hours 0800–1600.                  Kaiserslautern Vehicle Processing Center                  Kapaun Air Station Building 2806                  Kaiserslautern, RP, Germany, 67661                  Phone: 0049 631-35790088                  E-mail: <a href="mailto:Kaiserslautern.vpc@ialpov.us">Kaiserslautern.vpc@ialpov.us</a></p>
<p><b><u>Germany – Spangdahlem</u></b>                  *POV Processing Hours 0800–1600.                  Spangdahlem Vehicle Processing Center                  Spangdahlem Air Base                  Building 222                  Spangdahlem, RP, Germany, 54529                  Phone: 0049 6565 9558009                  E-mail: <a href="mailto:Spangdahlem.vpc@ialpov.us">Spangdahlem.vpc@ialpov.us</a></p>	<p><b><u>Germany – Wiesbaden</u></b>                  *POV Processing Hours 0800–1600.                  Wiesbaden Vehicle Processing Center                  Mainz-Kastel Station, Building 4013,                  Mainz Kastel, HE, Germany, 55252                  Phone: 0049 6134 6019144                  Fax: 0049-6134-5679774                  E-mail: <a href="mailto:Wiesbaden.vpc@ialpov.us">Wiesbaden.vpc@ialpov.us</a></p>
<p><b><u>Guam</u></b>                  *POV Processing Hours 0800–1600.                  Guam Vehicle Processing Center                  Naval Activities Branch                  Building 3179                  Santa Rita, GU, Guam 96915 3134                  Phone: 671-339-2205                  Toll Free: 877-716-7702                  Fax: 671-564-2105                  E-mail: <a href="mailto:Guam.VPC@ialpov.us">Guam.VPC@ialpov.us</a></p>	<p><b><u>Hawaii</u></b>                  *POV Processing Hours 0800–1500.                  Honolulu Vehicle Processing Center                  Honolulu Harbor Pier 1                  Fort Armstrong, Forrest Avenue                  Honolulu, HI 96813                  Phone: 808-670-3095                  Toll Free: 855-389-9499                  Fax: 808-439-6847                  E-mail: <a href="mailto:Honolulu.VPC@ialpov.us">Honolulu.VPC@ialpov.us</a></p>
<p><b><u>Italy – Aviano</u></b>                  *POV Processing Hours 0800–1600.                  Aviano Vehicle Processing Center                  Via Monte Tremol no. 20,                  Aviano, Italy 33081                  Phone: 0039 0434 -651106                  E-mail: <a href="mailto:Aviano.vpc@ialpov.us">Aviano.vpc@ialpov.us</a></p>	<p><b><u>Italy – Livorno</u></b>                  *POV Processing Hours 0800–1600.                  Livorno Vehicle Processing Center                  Leghorn Army Depot, Gate 27, Building 5138                  Depot Via Aurelia Tombolo Pisa                  Livorno, Italy, 56128                  Phone: 0039 050-989200                  E-mail: <a href="mailto:Livorno.vpc@ialpov.us">Livorno.vpc@ialpov.us</a></p>
<p><b><u>Italy – Naples</u></b>                  *POV Processing Hours 0800–1600.                  Naples Vehicle Processing Center                  U.S. Navy Support Site                  Building 2081, Contrada Boscariello                  Gricignano di Aversa, Campania, Italy, 81030                  Phone: 0039 081-8116522                  E-mail: <a href="mailto:Naples.vpc@ialpov.us">Naples.vpc@ialpov.us</a></p>	<p><b><u>Italy – Sigonella</u></b>                  *POV Processing Hours 0800-1600.                  Sigonella Vehicle Processing Center                  Base Navale USA/NAS II, Building 724,                  Strada Statale 417, Catania-Gela, Piano d'                  Arci/Sigonella, Sicilia(CT), Italy, 95030                  Phone: 0039 095-865529                  Fax: 0039-095-86-5413                  E-mail: <a href="mailto:Sigonella.vpc@ialpov.us">Sigonella.vpc@ialpov.us</a></p>

<p><b><u>Italy – Vicenza</u></b>                  *POV Processing Hours 0800–1600.                  Vicenza Vehicle Processing Center                  Via Strada Della Pelose                  Building 928, Entrance 8,                  Torri di Quartesolo Vizenca, Veneto, Italy, 36040                  Phone: 0039 0444-380262                  E-mail: <a href="mailto:Vicenza.vpc@ialpov.us">Vicenza.vpc@ialpov.us</a></p>	<p><b><u>Puerto Rico</u></b>                  *POV Processing Hours 0800–1600                  Victoria Industrial Group                  Bo Martín González, Lote 2-C, Calle 3                  Carolina, PR 00987                  Phone: (787) 979-6888                  Toll Free: 1 (855) 389-9499                  Fax: (787) 776-7878                  E-mail: <a href="mailto:PuertoRico.VPC@ialpov.us">PuertoRico.VPC@ialpov.us</a></p>
<p><b><u>South Korea – Daegu</u></b>                  *POV Processing Hours 0800–1600.                  Daegu Vehicle Processing Center                  Area IV Support Activity                  Daegu Camp Henry, Building 1415                  Daegu, South Korea, AP 96218                  Phone: 82-53-470-8812                  Fax: 82-53-470-8113                  E-mail: <a href="mailto:Daegu.VPC@ialpov.us">Daegu.VPC@ialpov.us</a></p>	<p><b><u>South Korea – Pyongtaek</u></b>                  *POV Processing Hours 0800–1600.                  Pyongtaek Vehicle Processing Center                  Building 7040, Indian Head Avenue 11th Street,                  Camp Humphrey, Pyongtaek, South Korea                  APO AP 96271                  Phone: 82-02-798-7032                  Fax: 82-02-798-7033                  E-mail: <a href="mailto:pyeongtaek.vpc@ialpov.us">pyeongtaek.vpc@ialpov.us</a></p>
<p><b><u>Spain</u></b>                  *POV Processing Hours 0800–1300/1400–1600.                  Rota Vehicle Processing Center                  C/Inventor Pedro Cawley 10, Polígono Ind.                  Las Salinas del Levante                  El Puerto de Santa María, AL, Spain, 11500                  Phone: 34 956 852 034                  Toll Free: 900 321 321                  E-mail: <a href="mailto:Rota.vpc@ialpov.us">Rota.vpc@ialpov.us</a></p>	<p><b><u>Turkey - Incirlik</u></b>                  *POV Processing Hours 0800–1600.                  Incirlik Vehicle Processing Center                  Delta Shipping and Trading Inc. Co.                  Yenimahalle 33 Sokak No. 31, Incirlik                  Adana, Turkey 01340                  Phone: 90 322 332 78 50                  E-mail: <a href="mailto:Incirlik.VPC@ialpov.us">Incirlik.VPC@ialpov.us</a></p>
<p><b><u>Turkey – Izmir</u></b>                  *POV Processing Hours 0800–1600.                  Izmir Vehicle Processing Center                  Delta Shipping and Trading Inc. Co.                  Doganlar Mah. 1417 Sokak, Bornova                  Izmir, Turkey 35040                  Phone: 0090 232 479 1929                  E-mail: <a href="mailto:Izmir.vpc@ialpov.us">Izmir.vpc@ialpov.us</a></p>	<p><b><u>United Kingdom</u></b>                  *POV Processing Hours 0800–1600.                  Brandon Vehicle Processing Center                  Field Road (beside ESSO station), Mildenhall                  Suffolk, Great Britain, IP28 7AL                  Phone: 0044 1638 515 714                  E-mail: <a href="mailto:Brandon.vpc@ialpov.us">Brandon.vpc@ialpov.us</a></p>

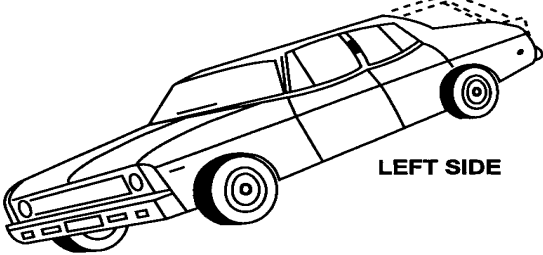

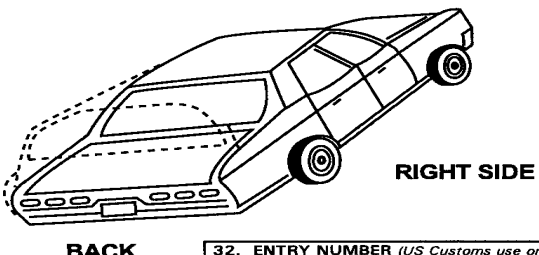

PAY ADJUSTMENT AUTHORIZATION				NOTE: If member has been transferred, forward this authorization to the officer currently maintaining the member's pay record.				
MEMBER (Last name) (First) (Middle)			SSAN	GRADE/RANK/RATE	BRANCH OF SERVICE	DATE		
PAY GRADE NO.	LAST PAY RECORD EXAMINED	AMOUNT	APPROPRIATION DATA					
FROM				NAME OF ACCOUNTABLE D.O.				
				SYMBOL NO.	G.A.O. EXCEPTION CODE			
TO					YOU ARE HEREBY AUTHORIZED TO			
					<input type="checkbox"/> CHARGE <input type="checkbox"/> CREDIT  THE MILITARY PAY RECORD OF THE MEMBER LISTED ABOVE			
EXPLANATION AND/OR REASON FOR ADJUSTMENT								
The above adjustment is based on a thorough examination of all available records. If the Disbursing Officer has knowledge that a previous adjustment has been made or why the adjustment should not be made for the same item, this authorization should be returned with a brief statement of the reason for failure to make adjustment.								
FROM				CERTIFYING OFFICER (Name, rank/grade, and signature)				
C E R T I F Y I N G T O S T A T E	I CERTIFY that the adjustment indicated above has been entered on the above-named member's Military Pay Record. (If adjustment has not been entered, give explanation on reverse over D.O.'s signature and symbol number.)						TYPED NAME AND GRADE OF D.O.	
	TO						D.O. SYMBOL NO.	DATE
							SIGNATURE	

DD FORM 139, MAY 53

EDITION OF THIS FORM NOT HAVING SSAN IS OBSOLETE AFTER 30 JUN 69.

Form approved by Comp. Gen., U.S. Army, 1953

**Figure K4-1. DD Form 139, Pay Adjustment Authorization**

PRIVATE VEHICLE SHIPPING DOCUMENT FOR AUTOMOBILE											
TCMD DATA	1. DOC ID (1-3) TP1	2. CONTAINER NO. (4-8)	3. CONSIGNOR (9-14)	4. COMM-EX (15-19)	5. POE (21-23)	6. POD (24-26)	7. PACK (28-29)				
8. TRANSPORTATION CONTROL NUMBER (30-46)			9. CONSIGNEE (47-52)	10. RDD (54-56)	11. TR ACCOUNT (64-67)	12. PIECES (68-71)	13. WEIGHT (72-76)				
14. CUBE (77-78)	15. DOC ID (1-3) TP8	16. POV YR, MAKE (9-14)		17. OWNER'S LAST NAME (54-66)		18. F & MI (67-68)	19. GRADE (69-70)				
20. STATE (71-72)	21. LICENSE NUMBER (73-77)		21. COLOR (78-80)	22. BODY TYPE	23. VEHICLE IDENTIFICATION NUMBER						
24. ODOMETER READING		25. VESSEL (Voyage Number)		26. AUTHORIZATION CHARGES PAID, ETC.			27. DATE LOADED (YYYYMMDD)				
28. STOWAGE LOCATION				29. BILLING ADDRESS FOR NOTIFICATION PURPOSES							
30. Inspected in my presence, condition acknowledged as marked below, and conditions governing shipment on back accepted.				f. (1) USER CODE	(2) INSPECTION	(3) DATE (YYYYMMDD)	(4) INSPECTOR'S PRINTED NAME (Last, First, Middle Initial)				
				<input checked="" type="checkbox"/>	(a) Turn in joint inspection - owner/agent & Government representative						
				a. DATE (YYYYMMDD)	<input type="checkbox"/>	(b) POE use (Optional)					
				b. SIGNATURE OF OWNER OR AGENT	<input type="checkbox"/>	(c) POE check in stow/condition when stuffed in container					
				c. NAME OF AGENT (Last, First, Middle Initial) (Print)	<input type="checkbox"/>	(d) POD check in stow/condition when removed from container					
				d. STREET ADDRESS	<input type="checkbox"/>	(e) Release of custody by discharge stevedore					
e. CITY, STATE, AND ZIP CODE	<input checked="" type="checkbox"/>	(f) POD use (Optional)									
Retain this form for proof of shipment for return transport at government expense or proof of POV Import Control Program participation.											
31. AFTER INITIAL INSPECTION, RECORD ONLY MARS EXPOSING BARE METAL AND/OR STRUCTURAL DAMAGE.											
 FRONT				 LEFT SIDE				 RIGHT SIDE			
 BACK				32. ENTRY NUMBER (US Customs use only)							
POV CONDITION CODES		BE - Bent BR - Broken CH - Chipped	CR - Cracked DE - Dent GO - Gouged	LO - Loose MA - Marred MG - Missing	MI - Mildewed PF - Paint Faded RS - Rusted	RU - Rubbed SC - Scratched SO - Soiled	TO - Torn WO - Badly Worn				
33. INTERIOR CONDITION			CODE	34. ACCESSORIES		IN BOX	LOOSE	35. PROCESSING SERVICE			
a. FRONT SEATS			a. CATALYTIC CONVERTER/PELLETS					a. ADD/DRAIN FUEL			
b. REAR SEAT			b. SIDE MIRRORS					b. CONNECT/DISCONNECT BATTERY			
c. REAR MIRROR			c. ANTENNA					c. PACK ACCESSORIES			
d. FRONT SEAT BELTS			d. FAN BELT					d. OTHER			
e. REAR SEAT BELTS			e. FENDER SKIRTS								
f. ASH TRAYS			f. FIRE EXTINGUISHER								
g. FLOOR MATS			g. FIRST AID KITS								
h. DOOR PANELS			h. CIGARETTE LIGHTER								
i. ARM RESTS			i. HAND TOOLS/FLASHLIGHT								
j. REAR SPEAKERS (Additional)			j. HUB CAPS								
k. CUSHION			k. JACK/LUG WRENCH								
l. UPHOLSTERY			l. JUMPER CABLES								
m. RADIO (AM, FM, Tape)			m. LUGGAGE RACK								
n. CB RADIO			n. BLANKET								
o. CARPET			o. WARNING TRIANGLE/TROUBLE LIGHT								
p. CLOCK			p. SPARE TIRE								
36. DOD POV IMPORT CONTROL PROGRAM (X appropriate box for all vehicles)											
a. THE VEHICLE DESCRIBED ABOVE:											
<input type="checkbox"/> (1) Does not have a manufacturer's label affixed certifying its conformance with US EPA emission standards. (Bonding with US Customs required.)											
<input type="checkbox"/> (2) Does not have a manufacturer's label affixed and is pre 75 diesel powered or pre 68 gasoline powered vehicle and is not regulated under CAA.											
<input type="checkbox"/> (3) Was certified as meeting US EPA emission standards without using a catalyst or was shipped overseas prior to 1 March 1976.											
<input type="checkbox"/> (4) Requires a catalyst and/or operable oxygen sensor to meet US EPA emissions standards (Select appropriate options under Import or Export sections.)											
b. IMPORT (If POV is equipped with an oxygen sensor, option 3 may also have to be marked.)											
<input type="checkbox"/> (1) The catalyst was removed prior to use overseas and:											
<input type="checkbox"/> (a) Has been reinstalled prior to shipment. (Proof of installation required.)											
<input type="checkbox"/> (b) Will be reinstalled in accordance with the EPA Waiver.											
<input type="checkbox"/> (2) The catalyst was not removed prior to use overseas and:											
<input type="checkbox"/> (a) A new catalyst has been installed prior to shipment. (Proof of installation required.)											
<input type="checkbox"/> (b) A new catalyst is accompanying the vehicle and will be installed in accordance with the EPA Waiver.											
<input type="checkbox"/> (3) This POV requires an oxygen sensor to meet US EPA emissions standards and:											
<input type="checkbox"/> (a) An operable sensor has been installed prior to shipment. (Proof of installation required.)											
<input type="checkbox"/> (b) An operable sensor is accompanying the vehicle and will be installed in accordance with the EPA Waiver.											
<input type="checkbox"/> (4) No replacement catalyst and/or operable oxygen sensor is accompanying this vehicle. The owner must post bond with US Customs prior to vehicle release at the US Port of Entry, except if a NEW catalyst and/or oxygen sensor is presented to Customs prior to the release of the vehicle.											
c. EXPORT (If POV is equipped with an oxygen sensor, X as applicable.)											
<input type="checkbox"/> (1) Catalyst <input type="checkbox"/> Oxygen sensor has been removed and is accompanying the vehicle.											
<input type="checkbox"/> (2) Catalyst <input type="checkbox"/> Oxygen sensor will be removed at the overseas port prior to using leaded gasoline.											
<input type="checkbox"/> (3) Catalyst <input type="checkbox"/> Oxygen sensor will be replaced overseas just prior to turn-in or a new catalyst/oxygen sensor will accompany the vehicle when it is returned to the US.											
<input type="checkbox"/> (4) The vehicle owner does not desire to participate in the DoD POV Import Control Program. (Bond with US Customs required upon return.)											

DD FORM 788, SEP 1998

PREVIOUS EDITION IS OBSOLETE.

Designed using Perform Pro, WHS/DIOR

Figure K4-2. DD Form 788, Private Vehicle Shipping Document for Automobile

CONDITIONS GOVERNING SHIPMENT	
<p><b>I UNDERSTAND AND ACCEPT THE TERMS UNDER WHICH THIS VEHICLE WILL BE TRANSPORTED OVERSEAS AS SET FORTH IN EXISTING REGULATION, i.e.:</b></p> <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p>1. That only one (1) privately-owned vehicle is being transported overseas under permanent change of station orders for the owner and/or his family as personal property, and that it is free of any legal encumbrance that would preclude its shipment and is not intended for resale. Owner must also retain a second (extra) set of keys.</p> <p>2. That this vehicle contains no personal property in excess of that authorized in regulations of the Service concerned. I further understand that personal property shipped will only include those items that can fit in the container normally provided for vehicular tools and accessories.</p> <p>(3) That no land transportation is authorized at Government expense except as specified in Section 12 of the Missing Persons Act, as amended, and 10 USC Section 2634(a).</p> </div> <div style="width: 48%;"> <p>(4) That failure of the owner to provide sufficient permanent type antifreeze to protect the cooling system to minus 20 degrees F (or lower if determined to be necessary by the shipping port) relieves the Government of any liability for damage due to freezing.</p> <p>THIS CERTIFICATE constitutes authority for the placing in available storage chosen by the port, at the complete expense of the owner and at no cost whatsoever to the Government, the vehicle herein property of above named owner, (1) by the port of embarkation in the event that shipment of privately-owned vehicles therefrom is suspended or terminated because of a national emergency, and (2) by the port of debarkation in the event that the automobile is not picked up by the owner or his agent within forty-five (45) days after dispatch of the notification of its arrival.</p> <p>I further understand that should the vehicle be placed in such storage, the Government, thenceforth, would not be responsible for its release or return to the owner or agent.</p> </div> </div>	
<b>37. DELIVERY RECEIPT</b>	
<b>a. EXCEPTIONS</b>	
(1) BY OWNER	(2) VERIFICATION OR DISAGREEMENT WITH REASONS
<p><b>b. TERMINAL SERVICE - PICKUP</b> (<i>X as applicable. If unsatisfactory, specify.</i>)</p> <div style="display: flex; justify-content: space-between; align-items: center;"> <input type="checkbox"/> SATISFACTORY                 <input type="checkbox"/> UNSATISFACTORY             </div>	
<b>38. MISCELLANEOUS INFORMATION</b>	
<p><b>39. I HEREBY ACKNOWLEDGE RECEIPT OF MY VEHICLE IN THE CONDITION IN WHICH I TURNED IT IN TO THE U.S. GOVERNMENT REPRESENTATIVE FOR TRANSSHIPMENT, EXCEPT AS NOTED ABOVE.</b></p>	
<b>a. SIGNATURE OF OWNER OR AGENT</b>	<b>b. DATE (YYYYMMDD)</b>
<b>40. SIGNATURE OF VERIFYING U.S. GOVERNMENT REPRESENTATIVE</b>	<b>41. NAME OF PORT</b>

DD FORM 788 (BACK). SEP 1998

Figure K4-2. DD Form 788, Private Vehicle Shipping Document for Automobile (Cont'd)



Prescribed by: DTR 4500.9-R **CUI (when filled in)**

<b>US CUSTOMS AND BORDER PROTECTION (CBP) DECLARATION FOR PERSONAL PROPERTY SHIPMENTS</b>		WARNING: Any false statement or willful omission herein subjects the shipment to seizure and forfeiture or any person involved to a penalty equal to its value as well as to criminal prosecution.	<b>CBP DECLARATION NUMBER</b>
<b>DATA REQUIRED BY THE PRIVACY ACT OF 1974</b>			
AUTHORITY: 19 U.S.C. 1498. PRINCIPAL PURPOSE(S): To declare shipments of household goods, unaccompanied baggage, and privately owned vehicles for which free entry is claimed. Section A - Owner CBP declaration for type of shipment and reason for shipment. Section B - Overseas Port shipment data. ROUTINE USE(S): (1) Use of your Department of Defense Identification (DODID) is proof of identification that person processing through CBP is not an impostor and also assists in criminal prosecution if contraband or undeclared articles, for which CBP fees are due, are found in shipment. (2) Origin transportation officer retains a copy as proof that shipment has been properly processed. Copy will be destroyed when no longer required. DISCLOSURE: Voluntary; however, failure to provide your DODID and other requested personal information may cause delay in processing through CBP, pending positive identification.			
<b>PART I - HOUSEHOLD GOODS, UNACCOMPANIED BAGGAGE, AND PRIVATELY OWNED VEHICLES</b>			
1. TO: (Overseas POE/APOE)		2. FROM: (Transportation Officer)	
<b>SECTION A - OWNER'S CBP DECLARATION (Attach copy of orders)</b>			
3. NAME (Last, First, Middle Initial) (Print or type)		4. GRADE	5. DODID NUMBER
6. UNIT ADDRESS OVERSEAS (Include APO number)		7. ADDRESS IN UNITED STATES (Include ZIP Code)	
8. DECLARATION FOR: (X appropriate item) (Attach copy of orders)			
<input type="checkbox"/> HOUSEHOLD GOODS <input type="checkbox"/> UNACCOMPANIED BAGGAGE <input type="checkbox"/> PRIVATELY OWNED VEHICLE			
9. I DECLARE THAT: (1) All items in this shipment to the United States consist only of personal property for my personal use or the use of members of my family who have been residing with me; (2) The shipment contains no prohibited items; (3) Any articles which are (a) Restricted or (b) In excess of the quantities entitled to free entry under the law and regulations thereunder are listed and identified as such in the remarks space below (with the cost or fair value, if not obtained by purchase, given for those not entitled to free entry) or if there are none, I have written the words "No Exceptions," in that space; (4) None of the items are to be taken or shipped to the United States as an accommodation for others or for sale, barter, or exchange; (5) This declaration is made for me and for (State number) _____ members of my family; (6) Total quantities of alcohol beverages and cigars included in this and other sets of CBP declaration forms: Alcohol beverages (State number) _____; Cigars (State number) _____; and (7) I have been serving overseas under competent US Government orders and was: (Check appropriate item below)			
<input type="checkbox"/> a. Assigned to permanent duty overseas.			
<input type="checkbox"/> b. Required to perform temporary duty overseas for 140 days or more.			
<input type="checkbox"/> c. Assigned to temporary duty overseas under orders which intended the duration to be 140 days or more.			
<input type="checkbox"/> d. Directed from one overseas duty station to another overseas duty station and return of my personal property to the United States has been approved as indicated in supplemental instructions to orders.			
<input type="checkbox"/> e. Directed to evacuate myself, family, or personal property to the United States.			
<input type="checkbox"/> f. Directed to ship personal property in advance of the issuance of travel orders.			
10. THE STATEMENTS ABOVE ARE MADE WITH FULL KNOWLEDGE OF THE APPLICABLE PROVISIONS OF DOD REGULATION 4500.9-R PART V AND OVERSEAS INSTRUCTIONS.			
a. SIGNATURE OF OWNER		b. DATE (YYYYMMDD)	
11. REMARKS		12. FOR USE OF US CBP OFFICERS	
<b>SECTION B - OVERSEAS PORT SHIPMENT DATA</b>			
13. NAME OF CARRIER		14. VOYAGE OR FLIGHT NO.	

DD FORM 1252, JAN 2023 **CUI (when filled in)** Controlled by: A&S  
CUI Category: PRIVCY  
LDC: FEDCON  
POC: ossd.pentagon.ousd-a-s.mbx.cmo@mail.mil Reset

PREVIOUS EDITION IS OBSOLETE.

COPY DESIGNATION: (X one)  1 Attach to Manifest  2 Place in envelope affixed to No. 1 cargo container or in No. 1 transocean cargo container  3 Origin Transportation Office file  4 Owner

**Figure K4-3. DD Form 1252, US Customs and Border Protection (CBP) Declaration for Personal Property Shipments**

<b>— DECLARATION —</b> Importation of Motor Vehicles and Motor Vehicle Equipment Subject to Federal Motor Vehicle Safety, Bumper and Theft Prevention Standards				OMB No. 2127-0002 Exp. 04-30-2017 Public Law 100—562, 49 USC Chap. 301
PORT OF ENTRY	CUSTOMS PORT CODE	CUSTOMS ENTRY NO	ENTRY DATE	
MAKE OF VEHICLE	MODEL	YEAR	VEHICLE IDENTIFICATION NUMBER (VIN)	
REGISTERED IMPORTER NAME AND NHTSA REGISTRATION NUMBER <i>(Required when Box 3 is checked)</i>				VEHICLE ELIGIBILITY NO. <i>(Box 3)</i>
DESCRIPTION OF MERCHANDISE IF MOTOR VEHICLE EQUIPMENT				

1. The vehicle is 25 or more years old or the equipment item was manufactured on a date when no applicable Federal Motor Vehicle Safety Standard or Theft Prevention Standard was in effect.  
Date of manufacture: \_\_\_\_\_ [591.5(i)]
- 2A. The vehicle or equipment item conforms to all applicable Federal Motor Vehicle Safety Standards (or the vehicle does not conform solely because readily attachable equipment items that will be attached to it before it is offered for sale to the first purchaser for purposes other than resale are not attached), and Bumper and Theft Prevention Standards, and bears a certification label or tag to that effect permanently affixed by the original manufacturer to the vehicle or affixed by the manufacturer to the equipment item or to its delivery container in accordance with applicable National Highway Traffic Safety Administration (NHTSA) regulations [591.5(b)].
- 2B. The vehicle was certified by its original manufacturer as conforming to all applicable Canadian motor vehicle safety standards and its original manufacturer confirms that the vehicle conforms to all applicable U.S. Federal Motor Vehicle Safety, Bumper, and Theft Prevention Standards (or that it conforms to all such standards except for the labeling requirements of Standards Nos. 101 and 110 or 120, and/or the specifications of Standard No. 108 relating to daytime running lamps), and the vehicle is not a salvage motor vehicle, a repaired salvage motor vehicle, or a reconstructed motor vehicle, and I am importing it for personal use. [591.5(g)].  
**Attachment:** Copy of manufacturer's confirmation letter.
3. The vehicle does not conform to all applicable Federal Motor Vehicle Safety and Bumper Standards, but does conform to applicable Federal Theft Prevention Standards, but I am eligible to import it because NHTSA has determined that the model and model year of the vehicle to be imported is eligible for importation into the United States, and the vehicle is not a salvage motor vehicle or a reconstructed motor vehicle, and I have furnished a bond, which is attached to this declaration, in an amount equal to 150 percent of the entered value of the vehicle as determined by the Secretary of the Treasury. If the Administrator of NHTSA determines that the vehicle has not been brought into conformity with all such standards within 120 days after importation, then I state that I will deliver such vehicle to the Secretary of Homeland Security for export, or abandon it to the United States [591.5], and that:
- a. I have registered with NHTSA pursuant to 49 CFR Part 592 and such registration is not suspended and has not been revoked; or
- b. I have executed a contract or other agreement, which is attached to this declaration, with an importer who has registered with NHTSA and whose registration is not suspended and has not been revoked. [591.5(f)].  
**Attachments:** Copy of DOT Bond; and  
Copy of Contract with a Registered Importer, if applicable.
4. The vehicle or equipment does not conform to all applicable Federal Motor Vehicle Safety, Bumper and Theft Prevention Standards, but is intended solely for export and is labeled for export on the vehicle or equipment item, and the outside of any container of the vehicle or equipment item bears a label or tag to that effect. [591.5(c)]
5. The vehicle or equipment does not conform to all applicable Federal Motor Vehicle Safety, Bumper and Theft Prevention Standards, but I am eligible to import it because all of the following conditions exist:
- a. I am a nonresident of the United States and the vehicle is registered in a country other than the United States;
- b. I am temporarily importing the vehicle for personal use for a period not to exceed 1 year, and will not sell it during that time, and
- c. I will export it not later than the end of 1 year after entry, and the declaration contains my passport number and country of issue. [591.5(d)]
- d. Passport No. \_\_\_\_\_ Country of Issue \_\_\_\_\_
6. The vehicle does not conform to all applicable Federal Motor Vehicle Safety, Bumper, and Theft Prevention Standards, but I am eligible to import it because all of the following conditions exist:
- a. I am a member of a foreign government on assignment in the United States, or a member of the Secretariat of a public international organization so designated under the International Organizations Immunities Act, and within the class of persons for whom free entry of motor vehicles has been authorized by the Department of State;
- b. I am importing the vehicle on a temporary basis for my personal use, and will register it through the Office of Foreign Missions of the Department of State;
- c. I will not sell the vehicle to any person in the United States, other than a person eligible to import a vehicle under this paragraph;
- d. I will obtain from the Office of Foreign Missions of the State Department, before departing the United States at the conclusion of a tour of duty, an ownership title to the vehicle good for export only; and
- e. I have attached a copy of my official orders. [591.5(h)(1)].  
Name of Embassy: \_\_\_\_\_  
**Attachment:** Copy of Official Orders.
7. The vehicle or equipment does not conform to all applicable Federal Motor Vehicle Safety and Bumper Standards, but is being imported solely for the purpose of research, investigations, demonstrations or training, or competitive racing events, and I state that I will comply with the applicable restrictions on importers of such merchandise as specified in 49 CFR 591.7 and I will provide the Administrator with documentary proof of export or destruction not later than 30 days following the end of the period for which the vehicle has been admitted into the United States. [591.5(j)]  
**Attachment:**  
a. Copy of NHTSA permission letter if the importer is not an original manufacturer of motor vehicles (or a wholly owned subsidiary thereof) that are certified to conform to all applicable Federal Motor Vehicle Safety Standards (FMVSS). Use on the public roads must be authorized specifically. [591.6(f)(1) or (2)].  
b. Importer's statement describing the use to be made of the vehicle or equipment item if the importer is an original manufacturer of motor vehicles (or a wholly owned subsidiary thereof) that are certified to conform to all applicable FMVSS. If use on the public roads is an integral part of the purpose for which the vehicle or equipment item is imported, the statement shall describe the purpose that makes such use necessary, state the estimated period of time during which use of the vehicle or equipment item on the public roads is necessary, and state the intended means of final disposition (and disposition date) of the vehicle or equipment item after completion of the purpose for which it is imported. [591.6(f)(3)].
8. The vehicle was not manufactured primarily for use on the public roads and thus is not a motor vehicle subject to the Federal Motor Vehicle Safety, Bumper, and Theft Prevention Standards or the equipment item is not a system, part, or component of a motor vehicle and thus is not an item of motor vehicle equipment subject to the Federal Motor Vehicle Safety Standards. [591.5(a)].  
**Attachment:** Importer's statement substantiating that the vehicle was not manufactured for use on the public roads, other than the equipment item was not manufactured for use on a motor vehicle or is not an item of motor vehicle equipment. [591.6(a)].
9. The vehicle or equipment item requires further manufacturing operations to perform its intended function, other than the addition of readily attachable equipment items such as mirrors, wipers, or tire and rim assemblies, or minor finishing operations such as painting, and any part of such vehicle that is required to be marked by the Theft Prevention Standard is marked in accordance with that standard. [591.5(e)].  
**Attachment:** For a vehicle, a copy of the Incomplete Vehicle Document, issued by the incomplete vehicle manufacturer, providing guidance on completing the vehicle so that it conforms to all applicable Federal Motor Vehicle Safety Standards (FMVSS). For an equipment item, a statement issued by the item's manufacturer identifying the applicable FMVSS to which the item does not conform and describing the further manufacturing required for the item to perform its intended function. [591.6(b)].
10. The vehicle does not conform to all applicable Federal Motor Vehicle Safety and Bumper Standards but is being imported solely for the purpose of show and display, and I state that I will comply with all applicable restrictions on importers of such vehicles as specified in 49 CFR 591.7. [591.5(j)].  
**Attachment:** Copy of NHTSA Permission Letter.
11. The equipment item is subject to the Theft Prevention Standard and is marked in accordance with the requirements of 49 CFR Part 541. [591.5(k)].
12. The vehicle does not conform to all applicable Federal Motor Vehicle Safety, Bumper, and Theft Prevention Standards, but I am eligible to import it because all of the following conditions exist:
- a. I am a member of the armed forces of a foreign country on assignment in the United States;
- b. I am importing the vehicle on a temporary basis, and for my personal use;
- c. I will not sell the vehicle to any person in the United States, other than a person eligible to import a vehicle under this paragraph;
- d. I will export the vehicle upon departing the United States at the conclusion of my tour of duty; and
- e. I have attached a copy of my official orders. [591.5(h)(2)].  
**Attachment:** Copy of Official Orders.
13. The vehicle does not conform to all applicable Federal Motor Vehicle Safety and Bumper Standards, but does conform to applicable Federal Theft Prevention Standards, and I am eligible to import it because I am registered with NHTSA pursuant to 49 CFR Part 592 and such registration is not suspended and has not been revoked, I have informed NHTSA that I intend to petition, or I have petitioned, that agency to decide that the vehicle to be imported is eligible for importation, and NHTSA has granted me permission in writing to import the vehicle for that purpose. If the Administrator of NHTSA dismisses my petition, or decides that the vehicle is not eligible for importation, or I withdraw my petition or I fail to submit a petition covering the vehicle within 180 days from the date of entry, then I state that I will deliver such vehicle, unless it is destroyed, to the Secretary of Homeland Security for export, or abandon it to the United States, within 30 days from the date of the dismissal, denial, or withdrawal of my petition, as appropriate, or within 210 days from the date of entry if I fail to submit a petition covering the vehicle. If the Administrator of NHTSA grants my petition, then I state that within 15 days from the date that I am notified of that decision, I will furnish a bond, in an amount equal to 150 percent of the entered value of the vehicle as determined by the Secretary of the Treasury, unless the vehicle is destroyed, to ensure that I will bring the vehicle into conformity with all applicable Federal Motor Vehicle Safety and Bumper standards within 120 days from the date the petition is granted, or will deliver the vehicle to the Secretary of Homeland Security for export, or abandon it to the United States. If the vehicle is destroyed, then I state that I will furnish NHTSA with documentary proof of that destruction within 15 days from the date that it occurs.  
**Attachment:** Copy of NHTSA permission letter.


NAME OF IMPORTER <i>(Please type)</i>	IMPORTER'S ADDRESS <i>(Street, City, State, Zip Code)</i>
NAME OF DECLARANT <i>(Please type)</i>	DECLARANT'S ADDRESS
DECLARANT'S CAPACITY	DECLARANT'S SIGNATURE
	DATE SIGNED

EPA Requirements: Importers of motor vehicles/engines and nonroad vehicles/engines/equipment must also submit EPA form 3520-1 or 3520-21 to U.S. Customs and Border Protection to identify the basis for importation into the United States and U.S. territories under the laws administered by the United States Environmental Protection Agency. For more information, please see [www.epa.gov/oaqim/imports/index.htm](http://www.epa.gov/oaqim/imports/index.htm).


**PAPERWORK REDUCTION ACT STATEMENT:** A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with, a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a current valid OMB Control Number. The OMB Control Number for this information collection is 2127-0002. The information collected on this form is necessary to import a motor vehicle or motor vehicle equipment into the United States. We estimate that it will take approximately 5 minutes to complete the form. The information collected is mandatory under 49 CFR 591.5. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, National Highway Traffic Safety Administration, 1200 New Jersey Ave, S.E., Room W45-205, Washington, DC, 20590.

HS-7 (Rev. 07-2014) OVER  
75124-M344

**Figure K4-4. DOT Form HS-7, Importation of Motor Vehicles and Motor Vehicle Equipment Subject to Federal Motor Vehicle Safety, Bumper and Theft Prevention Standards**

 <b>United States Environmental Protection Agency</b> <b>Declaration Form</b> <b>Importation of Motor Vehicles and Motor Vehicle Engines Subject to Federal Air Pollution Regulations</b> U.S. E.P.A., Compliance Division, 2000 Traverwood Drive, Ann Arbor, MI 48105 <a href="http://www.epa.gov/otaq/imports">www.epa.gov/otaq/imports</a> Phone (734) 214-4100 Fax (734) 214-4676			
<p>This form must be submitted to the U.S. Customs and Border Protection (Customs) (42 USC 7522, 7601; 19 CFR 12.73) for each motor vehicle (including motorcycles, disassembled vehicles, kit cars, light-duty vehicle/motorcycle engines) imported into the U.S., except that this form is not required for motor vehicles that are imported by their original manufacturer and are new and are covered by an EPA certificate of conformity and bear an EPA emission control label. One form per shipment may be used, with attachments including all information required to fully describe each vehicle or engine as below. Check the box below indicating the provisions under which you are importing this vehicle or engine. Off-road vehicles/engines and heavy-duty engines must use form 3520-21. Note: Although only imports using codes G, I, K, L, M-3, and O require specific written authorization from EPA, Customs may request EPA review of importer documentation and eligibility for any import using this form. A nonconforming vehicle that is ineligible for the exemptions or exclusions listed below, must be imported through an independent commercial importer (ICI) under codes A, C, J, or Z. For codes A, C, J, and Z, EPA does not authorize the release to the vehicle owner.</p> <p><b>Penalties:</b> Any person who knowingly makes any false or fraudulent statement, or omits or conceals a material fact can be fined up to \$320,000 or imprisoned for up to 5 years, or both (18 USC 1001). Any person who improperly imports a motor vehicle (including a motorcycle) or engine may be fined up to \$44,539 per vehicle or engine (42 USC 7524), and may be subject to forfeiture of the entire importation bond, if applicable (40 CFR 85.1513), and the U.S. Customs Service may seize the vehicle or engine (19 CFR 162.21).</p>			
<b>Description and Declaration of Motor Vehicle or Motor Vehicle Engine (Note: Heavy-duty Engines must use form 3520-21)</b>			
1. Port code:	2. Entry date: (mm/dd/yyyy)	3. Customs entry number:	4. Vehicle Identification Number (VIN), engine serial number, or Engine Family/Test Group Name:
5. Manufacture date (mm/yyyy):		6. Manufacture (make):	7. Model:
8. ICI Imports only, codes A, C, J, Z:			9. EPA Exemption Number, required for codes L, G, I, K, O:
<b>Names, Addresses, and Telephone Numbers of Relevant Parties</b>			
<p><b>Certification:</b> I certify that I have read and understand the purpose of this form, the penalties for falsely declaring information, or for providing misleading information, or for concealing a material fact. The information I have provided is correct, and all required attachments are appended to this form. I authorize EPA Enforcement Officers to conduct inspections or testing permitted by the Clean Air Act. I am the owner, importer, or agent for the owner or importer.</p>			
10. Importer (code B: must be certificate holder or their agent for shipments of new vehicles prior to introduction into commerce; codes A, C, J, Z: must be ICI):	11. Owner:	12. Storage contact:	13. Signature:
			14. Date:
			15. Name, company and phone (type or print):
<b>U.S. conforming and "identical" vehicles</b>			
<input type="checkbox"/> <b>code B - U.S. certified</b> - unmodified vehicle bearing a U.S. EPA emission control label in engine compartment (or on motorcycle frame) in English.			
<input type="checkbox"/> <b>code F - U.S. certified, catalyst restoration</b> - U.S. certified vehicle as described above, except that the catalyst, oxygen sensors or fuel filler neck restrictor were removed or damaged. The importer attests that the catalyst and oxygen sensors and fuel filler neck restrictor, as applicable, will be re-installed or replaced after importation. If leaded gasoline was used, the importer attests that after importation (1) the fuel tank will be drained and refilled with unleaded gasoline, (2) the catalyst and oxygen sensors, if they were left on the vehicle during use of the leaded gasoline, will be replaced, and (3) the fuel filler neck restrictor will be checked and replaced as necessary. No bond or EPA approval is required.			
<input type="checkbox"/> <b>code EE - Identical in all material respects to a U.S. certified version</b> - either 1) Canadian vehicle (proof required e.g. Canadian emission control label, registration or title, or letter from the U.S. or Canadian manufacturer representative on letterhead verifying manufacture for sale in Canada) or 2) vehicle from any country with letter attached to this form from the manufacturer's U.S. representative on letterhead (not a dealer or mechanic) stating that the vehicle is identical to a U.S. EPA certified version with respect to emissions. The importer attests that vehicle is being imported for purposes other than resale or lease. For import of "identical" Canadian vehicles for resale, use code FF.			
<input type="checkbox"/> <b>code FF - Canadian "identical" models imported for resale or lease</b> - Canadian vehicle as described above appearing on EPA list of Canadian "identical" models, imported for resale or lease. The importer attests that the importer will satisfy applicable labeling, warranty and CAFE requirements as specified by EPA.			
<b>EPA exempted vehicles</b>			
<input type="checkbox"/> <b>code M - miscellaneous exemption</b> , either 1) Canadian vehicle as described above (proof required) and the importer is either permanently emigrating to the U.S. or will reside in the U.S. for greater than one year under a worker or student visa, or 2) Canadian vehicle received by U.S. resident through inheritance, or 3) EPA hardship letter based on unforeseen and extraordinary circumstances is attached to this form.			
<input type="checkbox"/> <b>code E - vehicle at least 21 years old</b> (calendar year of manufacture subtracted from year of importation) and in original unmodified configuration is either exempted or excluded from EPA emission requirements, depending on age. Vehicles at least 21 years old with replacement engines are not eligible for this exemption unless the replacement engine is the same model as originally installed, or an engine with any aftertreatment from a certified vehicle no older than the one being imported. Customs may require proof of vehicle age.			

**Figure K4-5. EPA Form 3520-1, Importation of Motor Vehicles and Motor Vehicle Engines Subject to Federal Air Pollution Regulations**

 <p><b>United States Environmental Protection Agency</b></p>
<p><b>Excluded vehicles</b></p> <p><input type="checkbox"/> <b>code L - racing vehicle</b> as determined by EPA and may not be registered or licensed for use on or operated on public roads or highways (40 CFR 85.1511(e)). EPA letter of approval must be attached to this form.</p> <p><input type="checkbox"/> <b>code U -2005 model year (or older) motorcycle, scooter or moped</b> with engine displacement less than 50cc and with rated speed greater than 5000 rpm.</p> <p><input type="checkbox"/> <b>code W - non-chassis-mounted engine</b> to be used in a light-duty vehicle or light-duty truck or motorcycle which is currently covered by an EPA certificate or will be covered by an EPA certificate prior to introduction into commerce.</p> <p><input type="checkbox"/> <b>code Y - unregulated fuel</b> - a vehicle that: (1) for model years earlier than 1991 operates on fuel other than gasoline or diesel fuel, or (2) for 1991-1996 model years operates on fuel other than gasoline or diesel or methanol fuel, or (3) for 1997 and later model years operates on fuel other than gasoline or diesel or methanol or ethanol or compressed natural gas (CNG) or liquid petroleum gas (LPG), including propane. This exemption does not apply to 2004 and later model year vehicles.</p> <p style="text-align: center;"><b>Temporary imports</b></p> <p><input type="checkbox"/> <b>code G - imported for repair or alteration</b> in accordance with 40 CFR 85.1511(b)(1). May not be registered or licensed for use on, or operated on public roads or highways, or sold or leased in the U.S. <b>Customs bond required.</b> EPA requests that the vehicle be bonded for at least its full value. EPA letter of approval must be attached to this form.</p> <p><input type="checkbox"/> <b>code I - Imported for testing purposes</b> in accordance with 40 CFR 85.1511(b)(2). May not be registered or licensed for use on or operated on public roads or highways (except operation that is integral to the purpose of the testing program) or sold or leased in the U.S. <b>Customs bond required.</b> EPA requests that the vehicle be bonded for at least its full value. EPA letter of approval must be attached to this form.</p> <p><input type="checkbox"/> <b>code K - imported for display</b> (solely for public or business purposes, and not for private purposes or U.S. market sales promotions) in accordance with 40 CFR 85.1511(b)(4). May not be registered or licensed for use on or operated on public roads or highways (except operation that is integral to the purpose of the display) or sold or leased in the U.S. <b>Customs bond required.</b> EPA requests that the vehicle be bonded for at least its full value. EPA letter of approval must be attached to this form.</p> <p><input type="checkbox"/> <b>code N - Imported by member of the armed forces or personnel of a foreign government on assignment to the U.S., for whom free entry has been authorized in writing by the U.S. Department of State, or a member of the armed forces of a foreign country with official orders for duty in the U.S.</b></p> <p><input type="checkbox"/> <b>code O - Imported by nonresident for personal use by an individual for a period up to a year.</b> EPA letter of approval must be attached to this form.</p> <p style="text-align: center;"><b>Independent commercial importer (ICI) imports</b></p> <p><input type="checkbox"/> <b>code A - imported by an ICI for modifications</b> in accordance with a valid EPA certificate of conformity issued for the specific make, model, and model year in accordance with 40 CFR 85.1505.</p> <p><input type="checkbox"/> <b>code C - Imported by an ICI for modification and testing</b> in accordance with 40 CFR 85.1509. Vehicle must be at least 6 years old.</p> <p><input type="checkbox"/> <b>code J - Imported by an ICI for the purpose of pre-certification testing</b> in order to obtain an EPA certificate of conformity. No EPA approval is required. The ICI has 180 days to obtain a certificate or export (40 CFR 85.1511(b)(3)). <b>Customs bond required.</b></p> <p><input type="checkbox"/> <b>code Z - Imported by an ICI for the purpose of modifying</b> to be identical to an original equipment manufacturer (OEM) certified version in accordance with written instructions from the OEM that are specific to the vehicle being imported.</p> <p style="text-align: center;"><b>OEM imports</b></p> <p><input type="checkbox"/> <b>code H - Imported, owned, and controlled directly by an original equipment manufacturer (OEM) on EPA list of OEM certificate holders</b> provided to Customs, for research, development or testing purposes in accordance with 40 CFR 85.1706. This is a temporary exemption without time limit. If the vehicle is subsequently covered by an applicable EPA certificate of conformity, it is released from the restrictions of this exemption.</p> <p><input type="checkbox"/> <b>code Q - imported, owned, and controlled directly by an original equipment manufacturer (OEM) on EPA list of OEM certificate holders</b> provided to Customs, for storage pending receipt of the applicable EPA certificate of conformity, which is pending and imminent. Use of this code is no longer permitted once EPA has issued the applicable certificate of conformity.</p> <p style="text-align: center;"><b>U.S. Department of Transportation Requirements</b></p> <p><b>Note:</b> Importers of vehicles that are primarily manufactured for use on public roads must also file an HS-7 Declaration form to identify the basis for the vehicle's admission under the laws administered by the U.S. Department of Transportation. For more information, see <a href="http://www.nhtsa.dot.gov/cars/rules/import/">www.nhtsa.dot.gov/cars/rules/import/</a>.</p>
<p><b>Paperwork Reduction Act Notice</b></p> <p>This information is collected to ensure that motor vehicles and engines imported into the U.S. conform with applicable emission requirements. Responses to this collection are mandatory (40 CFR 85.1501 et seq., and Clean Air Act Sections 203 and 208). Information submitted to the Agency under a claim of confidentiality will be safeguarded according to policies set forth in Title 40, Chapter 1, Part 2, Subpart B. The public reporting and recordkeeping burden for this collection of information is estimated to average 30 minutes per response. Burden means the total time, effort, or financial resources expended by persons to generate, maintain, retain, or disclose or provide information to or for a Federal agency. This includes the time needed to review instructions; develop, acquire, install, and utilize technology and systems for the purposes of collecting, validating, and verifying information, processing and maintaining information, and disclosing and providing information; adjust the existing ways to comply with any previously applicable instructions and requirements; train personnel to be able to respond to a collection of information; search data sources; complete and review the collection of information; and transmit or otherwise disclose the information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Send comments on the Agency's need for this information, the accuracy of the provided burden estimates, and any suggested methods for minimizing respondent burden, including through the use of automated collection techniques to the Director, Collection Strategies Division, U.S. Environmental Protection Agency (2822), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence. Do not send the completed form to this address.</p>

**Figure K4-5. EPA Form 3520-1 Importation of Motor Vehicles and Motor Vehicle Engines Subject to Federal Air Pollution Regulations (Cont'd)**

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