



VEHICLE OUT-PROCESSING

1. Immediately Schedule Shipping appointment
2. Immediately schedule Vehicle Registration appointment
3. Detail vehicle
4. Turn in vehicle at VPC
5. De-Register vehicle & obtain shipping plates

Please visit the USAG Bavaria home page for more information

<https://home.army.mil/bavaria/index.php/>

1 Immediately upon receiving orders, schedule your vehicle for drop off with the Vehicle Processing Center at <https://www.pcsmypov.com/>.

Check for any recalls on your vehicle at <https://vinrcl.safercar.gov/vin/> and print a copy of the report. Recalls must be corrected prior to shipping.

Review the IAL brochure for all requirements required to turn your vehicle at <https://pcsmypov.blob.core.windows.net/public/BrochureTurnInOCONUS.PDF>
(International Auto Logistics)

4 Drop your vehicle off at the VPC. Ensure your vehicle has ¼ tank or less of fuel. Be on time!

Review the IAL brochure for all requirements at <https://pcsmypov.blob.core.windows.net/public/BrochureTurnInOCONUS.PDF>

Documentation required

- Complete set of orders with all amendments
- Host country registration
- DD Form 1797 or equivalent shipping/storing authorization letter
- Lien Holder Letter (if POV is not owned)
- Contact information for you and an emergency contact
- If owner not turning in -a Power of Attorney or Notarized Letter stating the representative is authorized to act on your behalf
- Document of recalls or no recalls

(IAL – Vehicle Processing Center)

2 Immediately upon receiving orders, schedule your de-registration appointment at <https://bookvrppt.timetap.com/#/>

Select “Shipping Plates” for the transaction type. Your appointment for de-registration must be after your vehicle drop off appointment.

If using a agent to perform the process a special POA must be obtained. The vehicle must agent must be added to the registration prior.

Visit our webpage and review our checklists at <https://home.army.mil/bavaria/index.php/Directories/DES/vehicleregistrationservice>

Email the vehicle Registration office for any questions
usarmy.bavaria.id-europe.mbx.vehicle-registration@mail.mil
(Directorate of Emergency Services)

5 Upon dropping your vehicle off at the VPC. Make sure you remove the two USAREUR license plates and your USAREUR vehicle registration documents.

Arrive at your appointment on time. To perform your transaction and provide shipping plates you will need the following:

- ID Card
- USAREUR Driver license
- Both USAREUR license plates
- Valid USAREUR registration (Must have 90 days left on the registration to be issued shipping plates)
- Shipping document from the VPC
- Special POA if sponsor is not shipping (AEF 190-1AD)

(Directorate of Emergency Services)

3 Prior to turning in your vehicle at the Vehicle Processing Center, you must clean or have the vehicle cleaned to the USDA standards. The vehicle must be free of all dirt, soil, plant life, food particles, bugs and/or other agricultural hazards. An inspection is conducted on the interior including under all seats and seat rails, exterior, trunk area, wheels / wheel wells, under-carriage, engine-compartment, radiator, windshield housing area, door jam and storage compartments.

You may choose to clean your vehicle or pay a service provider.

Please review the IAL brochure for further requirements at <https://pcsmypov.blob.core.windows.net/public/BrochureTurnInOCONUS.PDF>
(Personal)

OTHER

You are not required to turn in your ESSO fuel card. The card will automatically be removed from the AAFES system upon de-registration of your vehicle.