

Member's Name: _____
Member's SSN: _____

HONOLULU VPC

POV SHIPMENT INFORMATION AND REQUIREMENTS

The Honolulu VPC looks forward to assisting you with the shipment of your POV. We have prepared the following instructions to make the turn in of your POV as quick and easy as possible.

VPC Location: The Honolulu VPC is located at Matson Terminal's Sand Island Facility, Pier 51-B, Sand Island Access Road. The VPC is in the Matson Auto Office building.

VPC Hours: The VPC is open from 0800-1500, Monday through Friday. The VPC is closed on all federal holidays. POV processing normally takes approximately 1 hour and it is for this reason that we ask you to arrive at the VPC by 1400.

VPC Phone: The phone number of the VPC is 808-848-8383. The VPC's fax number is 808-853-2116.

Documentation: The following documents are required when you turn in your POV.

- **Orders** – Three copies of your orders, including TAC code.
- **Title/Registration** – A copy of your title and registration.
- **Lien Holder Authorization** – If there is a lien on your vehicle (i.e. You are still making payments on your vehicle) you must provide a written lien holder's authorization on lien holder's letterhead to ship your vehicle. **The lien holder release letter and the lien holder on the registration must match** or by law we cannot accept the vehicle. POV Shipments from Hawaii to CONUS locations are exempt from the lien letter requirement if the lien holder is other than a local Hawaii bank or financial institution.
- **Power of Attorney** -- A power of attorney is mandatory if anyone other than the legal owner is dropping off the vehicle.
- **Customs Clearance Letter** -- A customs clearance letter must be completed for shipments destined for overseas. For Coast Guard this includes shipments to Guam, American Samoa, Puerto Rico and other overseas areas (This does not include Alaska). Contact the Transportation Office for more information.
- **Out of State Permit** - Must be valid in order to process/ship vehicle
- **Joint Ownership Letter** – Required for members with dual ownership shown on vehicle registration and or vehicle title.

Vehicle Condition: The following vehicle conditions must be met when the vehicle is turned in at the VPC. POV's which do not meet any of these requirements will be turned away.

- **Fuel** -- There may be **no more than** 1/4 of a tank of fuel in the vehicle. This is a DOT requirement for which there are no exceptions. Member's Initials.
- **Clean Vehicle** -- The POV must be delivered to the VPC thoroughly cleaned. This includes washing the exterior and vacuuming the interior. A clean car is necessary to insure an accurate survey of the condition of your vehicle can be performed. Dirty cars will be turned away for cleaning.
- **Alarms** -- If you have an alarm it must be deactivated.
- **Stereo** -- Only permanently installed stereo equipment may be left in the vehicle. Detachable faceplates and speaker, which are not permanently mounted, must be removed. The definition of mounted is bolted or screwed in tight, not strapped.
- **Other Items** -- No loose items or personal effects may be left in the POV during shipment. You may download the listing from www.sddc.army.mil
- **Glass** -- All cracked and inoperable window glass must be fixed before turning in the vehicle.
- **Keys** -- A complete set of keys for the vehicle must be provided at turn in. This includes ignition, doors, trunk, wheel locks etc.

Tracking your POV: There is an internet web site to assist you in tracking your vehicle. The order number and your last name. The website is www.whereismypov.com