

POV's to & from ST. Thomas thru the VPC

Welcome to St. Thomas, USVI

Documents necessary to clear vehicles at the MVB:

- _____ Driver's license
- _____ Military ID card
- _____ Orders (necessary for waiver)
- _____ OBL/GBL
- _____ Proof of insurance (see next page for details.)

Documents necessary to pick up your vehicle from Crowley Caribbean Service:

- _____ Military ID
- _____ Driver's license
- _____ Vehicle registration
- _____ DD Form 788 or Vehicle Inspection & Shipping Form (VISP) provided at origin
- _____ Booking number provided by VPC
- _____ Power of Attorney (POA) if not being picked up by service member
- _____ Permit from MVB to transport vehicle for the safety inspection

The information in this brochure is provided by the USVI's government entities that manage these affairs. I have been informed that no one to date has had to register his/her vehicle on ST. Thomas; however, vehicles purchased on the island do need to be registered here.

Picking up your POV

1. Once you arrive on the island, contact the Vehicle Processing Center (VPC) at 787-792-1233 or 800-388-5013 and ask for your booking number.
- 2. Contact Crowley Caribbean Services at 340-774-2933 to advice of your arrival, provide contact information, and check vehicle status.**
3. Once vehicle has arrived, go to Crowley's office with your ID, driver's license, booking number (provided by VPC), and pick up your Ocean Bill Of Lading (OBL) or Government Bill of Lading (GBL).
4. Go to the Motor Vehicles Bureau (MVB) Window #1. Active duty military are exempt from paying the road tax; proof of active duty status is required. Provide a copy of your orders, ID card, driver's license, vehicle registration, title (or lien holder's letter provided to you by your bank), and the OBL or GBL. You must provide proof of **local** insurance; the only other acceptable insurance according to MVB is USAA.
5. Once you have been cleared at MVB, you will be provided with a permit to move the vehicle to an inspection station. After the vehicle has passed the safety inspection, return to MVB Window #1 to complete the process.
6. You will receive a USVI title, registration, and license plates for your vehicle (see note on back of this brochure). The cost is between \$70.00 and \$90.00, depending on the type of vehicle you ship onto the island. Questions may be directed to the Internal Revenue Bureau (IRB) agent located at MVB at 340-715-1040.

Shipping your POV

1. Contact the Vehicle Processing Center (VPC) at 787-792-1233 or 800-388-5013, who will then coordinate vehicle shipment with Crowley Caribbean Services on the island of ST. Thomas.
2. Go to the LT Governor's office on Monday of the week you desire to ship your vehicle to get a UCC Clearance (address provided on back of this brochure). To get this document, you need to bring the vehicle registration and \$25.00 (no waivers) with you. You will receive it the same day.
3. Take the UCC Clearance, vehicle registration, your driver's license, and title to the Motor Vehicles Bureau (MVB) along with \$10.00 (no-waiver) to obtain an MVB clearance. (This clearance takes 3 days; it should be picked up on Wednesday of the week you're going to ship your vehicle.) Provide these documents to the ocean carrier for export (shipping).

NOTE: Vehicles are to be turned in to Crowley on Thursday in order to ship that week. This means you must begin the clearance process on Monday; failure to do so will delay you from shipping your vehicle that week.

Documents required by VPC to ship vehicle:

- _____ **Three** (3) copies of current travel orders
- _____ **Three** (3) copies of vehicle registration
- _____ **Three** (3) copies of vehicle title **OR**
- _____ **Three** (3) copies of lien-holder's letter, if vehicle has outstanding loan
- _____ **Three** (3) copies of your driver's license (**front & back**)
- _____ **Three** (3) copies of military ID (**front & back**)
- _____ **Three** (3) copies of the vehicle clearance provided by MVB
- _____ **Three** (3) copies of Power of Attorney (POA) if applicable
- _____ **Three** (3) copies of driver's license of person executing POA, *if non-military*
- _____ Customs Clearance Form 3299

Contact the VPC for further details.

Points of Contact:

Capitol Transportation, Inc.
Vehicle Processing Center (VPC)
Manager: Erika Del Valle
787-792-1233
787-792-4949
800-388-5013
Fax: 787-781-0688
Email: vpc@capitoltransportation.com
Hours of Operation:
0800-1600 Monday-Friday

LT Governor's Office

340-774-2991

18 Kongen Gade

ST. Thomas, VI 00802

USVI Motor Vehicles Bureau

340-715-1040

72 Sub-base

ST. Thomas, VI 00882

Crowley Caribbean Services, LLC

340-774-2933

Crown Bay, Lot 170-3

Sub-base

Charlotte Amalie, ST. Thomas, VI 00803

USCG Sector San Juan

Transportation Office

787-729-2316

5 Calle La Puntilla

San Juan, PR 00901

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