

## 1 Make sure you have all your documentation ready.

In order to make the process of shipping your vehicle as easy as possible, it is best to have all the following documentation ready:

- Proof of entitlement – you will be required to bring 7 (seven) copies of your official orders and amendments
- Proof of identity - Please present 1 (one) copy of the front and back of your VALID Military ID
- Proof of ownership - You will be asked for 1 (one) legible copy (front and back) of title and/or registration (The vehicle must be in the service members name). Additional documentation is required for the following:
  - If your vehicle has a lien, you must provide a lien holder authorization letter. Please contact your lienholder to obtain this document. (We cannot ship your vehicle without this document in our possession)
  - If your vehicle is leased, you are required to provide a letter authorizing the exportation of your vehicle. (Please check your lease documentation or check with your leaseholder beforehand, to avoid a delay in shipping your vehicle.)
  - If someone other than the service member will be shipping the vehicle, a signed and witnessed power of attorney will be required.
  - You will also need to provide a valid email address, destination address notification address, and emergency contact information before shipping your vehicle. (It is important to note: For U.S. Imports no APO or P.O. Box addresses are allowed. The address must be a valid and able to accept mail addressed to you, it can be a relatives or friends, and address and must include street name and number, city and zip code).

## 2 Wash and clean out your vehicle before shipping

Before you turn in your car to us please make sure to wash the exterior and remove all personal items from compartments, doors, trunk, and under and in between the seats. This also means removing all accessories not permanently installed – this includes: all loose audio/video/navigation equipment, any liquids or pressurized cans, any flammable, combustible, or hazardous substances and citizen band radios.

Once all items have been removed from inside, it is required that the interior and the trunk of the vehicle be vacuumed clean. If the interior of the vehicle was cleaned/shampooed (wet/damp), it had to have been done at least 14 days prior to shipment to allow the vehicle to dry completely.

Also, please do not forget to remove all air fresheners and/or any items hanging on your rear view mirror.

The following items CAN be left in your vehicle:

- Hand tools: cannot exceed \$200 in value
- Jacks, tire irons, fire extinguishers and jumper cables
- One spare tire or two snow tires, baby / child car seats

As a reminder: Before shipment all vehicles will be subject to a joint inspection where all damages and blemishes will be documented. You will be requested to signoff the DD788 inspection form as a mutual record.

### 3 Double check for these “Musts”

- Fuel must be at a ¼ tank or less in order for the car to be shipped.
- A complete set of keys must be provided when turning in the vehicle. This includes: ignition keys, door keys, trunk keys, gas cap key and wheel lock.
- The vehicle must be in safe operating condition. Please check that the parking brake is fully functioning; make sure the vehicle has NO leaks and double check the windshield for any major cracks.
- Only 1 vehicle may be shipped at government expense and the vehicle being shipped must not exceed 20 MT. A compact car measures approximately 9 MT, and a full size car about 15MT. If the vehicle does exceed the 20 MT limit the service member will be required to pay any extra costs applicable to transport vehicle. Rest assured you will be able to verify all calculations prior to shipment at processing center.
- Restrictions for destination countries (other than U.S.) may also apply.

How to calculate vehicle dimensions at home:

1. Measure your vehicle Length x Width x Height (all in inches)
2. Divide that total by 1728 to give you a value in cubic feet
3. Divide the cubic feet by 40 and result will be your vehicles dimensions in MT.

**IMPORTANT:**

We will be unable to accept the vehicle if the service member fails to provide all the necessary documentation and/or if the vehicle is not in compliance with the requests as described.