

## U.S. NAVAL SUPPORT ACTIVITY BAHRAIN

### VEHICLE SHIPPING INFORMATION

*The first thing you should do is go to the website below.... Vehicle Processing Center(VPC); I added all of the essential information in this package to assist you. Everything you need should be included to get you started on the right path.*

<http://www.wherismypov.com/locations.asp>

### **Required Documents**

- 1. Proof of Entitlement:** 7 complete copies of your official Orders, plus any amendments.
- 2. Proof of Identity** (official and valid photo-identification)

**Service Member:** Military ID

**Spouse:** Military or  
Government ID

**Agent:** Official  
Government or  
State ID AND  
copy of Service  
Member's  
Military ID



**3. Proof of Ownership, Registration and/or Title.** It is strongly recommended that you always provide the Contractor with a legible copy of your Title for U.S. Customs or Host Nation Customs review/clearance purposes. These documents must be in the Service Member's name as listed on their Orders. Also please note: If the vehicle is registered in a name other than Service Member, such as spouse's maiden name, you must provide a copy of your Marriage Certificate.

**4. If applicable, Lien Holder Shipment Authorization Letter.** A letter from your Lien Holder authorizing the exportation of your vehicle. (Request letter on official company letterhead.)

**5. If applicable, Lease Holder Shipment Authorization Letter.:** A letter from your Lease Holder authorizing the exportation of your vehicle. (Request letter on official company letterhead.)

**6. Power of Attorney.** If the vehicle is being turned into a VPC by someone other than the Service Member (e.g. Member's spouse, relative, friend, etc.), the Agent must present a valid Power of Attorney that authorizes him/her to act on behalf of the Service Member. The POA must include the names of the Service Member and the appointed Agent, as well as the vehicle VIN.

Appointed Agents should bring a photocopy (front and back) of the Service Member's Military ID for U.S. Customs or Host Nation Customs review/clearance purposes. If the Member's spouse is listed on the official Orders as a dependant then they need only bring their own official and valid Military or Government Dependand ID as long as all the requirements listed in item 3 (above) are met. Agents should also have the vehicle specifications (make, model, year, color, VIN, and exact mileage).

**7. Valid email address, destination address, notification address, and emergency contact information.** This information is required so that we can contact you as soon as your vehicle has arrived at its destination and is available for pick-up.

**8. Documentation for "Hard Lift" location.** A "Hard Lift" location is a location where there is no VPC or contractor presence. If you turn in a vehicle to a "Hard Lift" location, you must provide the contractor with a legible copy your vehicle title. A list of Contract VPCs can be found in the SDDC "Shipping Your POV" pamphlet available from the SDDC website or your TMO. Please contact the turn-in VPC or American Auto Logistics if you are unsure.

## **Vehicle Preparation Checklist**

- No more than 1/4 tank of fuel (gasoline or diesel)
- A complete set of keys (ignition, doors, trunk, gas cap & wheel locks)
- Make sure your vehicle is clean (includes all interior spaces and compartments, and all exterior and undercarriage areas)
- Make sure your vehicle is in safe operating condition. The vehicle must have fully functioning service and parking brakes, and no noticeable fluid leaks, and/or any major cracks in the windshield
- Your glove compartment, trunk, and all other storage spaces must be clean, empty, and free of trash, personal items, and house-hold goods. (Dry-vacuum all spaces, especially in-between and underneath seats)
- The following items can be left in your vehicle:

### **Items authorized in Car during shipping:**

- Items such as jacks, tire irons, fire extinguishers, and jumper cables
- One spare tire & two snow tires
- Factory-installed and/or professionally installed after-market audio/video/navigation equipment inside the vehicle or trunk, including amplifiers, speakers, subwoofers, CD changers, DVD players, and navigations systems (These items must be permanently installed or bolted to the vehicle)

### **The following Items MUST BE REMOVED from in your vehicle:**

- Loose audio/video/navigation equipment
- Accessories not permanently installed
- Flammable, combustible, or hazardous substances, oils, paints, waxes
- Any liquids or pressurized cans (propane tanks must be purged and certified by an authorized dealer)
- Citizen Band radios

**Note:** *Check "VPC Locations" for country-specific requirements.*

## **Vehicle Preparation / Delivery / Availability**

**Q.** Where can I obtain more detailed information for preparing my POV for shipment?

**A.** You can contact your local Personal Property Officer, the Vehicle Processing Center you plan to ship from, or consult the SDDC "Shipping Your POV" pamphlet located at:

<http://www.sddc.army.mil/sddc/Content/Pub/8808/DBCN8808.pdf>

**Q. Why am I restricted to only 1/4 tank of fuel?**

**A.** U.S. Code of Federal Regulations (Title 49, Transportation, Carriage By Vessel, Section 176.905, Para A (2) specifically states: "The fuel tank of a motor vehicle or mechanical equipment powered by liquid fuel may not be more than one-fourth full."

**Q. What are the conditions for cleanliness?**

**A.** The exterior of your POV must be washed and clean of all dirt. The interior of your vehicle must be vacuumed clean (dry vacuumed only).

**Q. Who do I contact regarding my vehicle shipment?**

**A.** Please contact the Vehicle Processing Center nearest your present duty station.

**Q. What documents do I need to TURN IN or PICK UP my vehicle?**

**A.** Please click the "Vehicle Turn-In" or "Vehicle Pick-Up" buttons.

**Q. How long do I have to pick up my vehicle?**

**A.** You have thirty (30) days from availability date. The destination Vehicle Processing Center will notify you either via email or postcard within twenty-four (24) hours of vehicle availability. You can also track your vehicle's progress on our website.

**Q. What is the difference between an "Authorized Port" and an "Alternate Port"?**

**A.** In general, an "Authorized Port" is the Vehicle Processing Center or destination closest to your new duty station. You may elect to ship to an "Alternate Port" for your convenience; however, you may incur additional cost. Please consult your personal Property Officer or the nearest Vehicle Processing Center regarding additional cost and your options for payment.

**Q. How do I know if there are restrictions when shipping my POV to a foreign country?**

**A.** Please consult your local Personal Property Officer for detailed information.

**Q. What items may be shipped with my POV?**

**A.** Please consult your Personal Property Officer, the SDDC "Shipping Your POV" pamphlet, or the Vehicle Processing Center nearest your duty station. A complete listing of Vehicle Processing Centers may be found within the SDDC "Shipping Your POV" pamphlet.

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## Documents and Entitlements

**Q. Who do I contact regarding my vehicle shipping entitlement?**

**A.** Contact your Personal Property Shipping office or the Vehicle Processing Center nearest your present duty station.

**Q. What documents do I need to turn-in or pick-up my vehicle?**

**A.** Please click the "Vehicle Turn-In" or "Vehicle Pick-Up" buttons.

**Q. What is the difference between an "Authorized Port" and an "Alternate Port"?**

**A.** In general terms, an "Authorized Port" is the VPC or destination closest to your new duty station. You may elect to ship to an "Alternate Port" for your convenience. Additional cost may be incurred, please consult your personal Property Officer or the nearest VPC regarding additional cost and your options for payment.

**Q. How do I know if there are restrictions when shipping my POV to a foreign country?**

**A.** Please consult your local Personal Property Officer for detailed information check the [Personal Property Consignment Guide](#).

## VPC Directions: BAHRAIN VPC

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### Address

Address: **BUILDING 167A ROAD 4903 BLOCK RIFFA  
AL MUASKAR 949 EAST RIFFA INDUSTRIAL AREA**

City: **EAST RIFFA**

State/Province:

APO/Postal Code:

Country: **BAHRAIN**

Phone Number: **00 973 177 02193**

Toll Free #:

Fax: **00 973 177 01456**

Email: **VPCBAHRAIN@TRANSCAR.DE**

### Hours of Operation

**POV PROCESSING 0800-1600 SUNDAY-THURSDAY. PLEASE ENSURE YOU ARE SIGNED-IN PRIOR TO 1600 AS PROCESSING MAY TAKE UP TO ONE HOUR. VPC IS CLOSED AT 1700.**

**VPC IS CLOSED FRIDAY & SATURDAY, AND SELECT LOCAL BAHRAINI HOLIDAYS - CALL IN ADVANCE FOR HOURS.**

## Directions

FROM THE US NAVY BASE PASS & ID:

Drive past Bennigan's on your right and you will come to a traffic light at the Grand Mosque. TURN LEFT onto the Al Fatih Highway. You will see signs for the Bahrain International Circuit - follow them.

Proceed approximately 1 mile and BEAR RIGHT following the Bahrain International Circuit and Saudi Arabia signs. Continue approximately .8 mile and TURN LEFT TOWARD SITRA and cross the Sitra Causeway. DO NOT GO TOWARD SAUDI ARABIA.

After crossing the Sitra Causeway, you will see a Le Marche store on the right. Continue straight ahead and follow the Bahrain International Circuit signs. You will be on the Sh. Jaber Ah Ahmeed Al Subah Highway. Stay on this road, approximately 8.4 miles, until you get to the second roundabout. Exit the second roundabout at the nine o'clock position toward Askar. You will see nine smokestacks just past this roundabout.

After exiting this roundabout, take the first right. You will see the large sign of Gulf Union Automotive Repair. Go to the second road and turn left at the sign of Al Moshen Garage. The VPC is the last building on the left. You will need to show your ID card to the security guard for entrance to the area.

## Country Specifications

THE FOLLOWING ARE REGULATIONS FROM THE GOVERNMENT OF BAHRAIN:

In accordance with Bahrain Government regulations, all POVs must be cleared by Bahrain Customs before moving from the Port of Mina Salman, Kingdom of Bahrain, to the VPC.

Once POVs have cleared Bahrain Customs, they will be moved from the port to the VPC.

Upon arrival at the VPC, the Government of Bahrain will issue a Duty Free Certificate to the VPC.

When the VPC is in possession of Duty Free Certificate, you will be contacted that your POV is available for pick-up and to schedule an appointment date.

\*\*\*BE ADVISED YOUR POV WILL NOT BE RELEASED UNTIL ISSUANCE OF DUTY FREE CERTIFICATE\*\*\*

\*\*\*PLEASE CONFIRM STATUS OF POV WITH VPC BEFORE MAKING PICKUP ARRANGEMENTS\*\*\*

AFTER-MARKET TINTING ON FRONT AND SIDE WINDOWS IS PROHIBITED.

ASK YOUR TMO/PPO TO CHECK THE PERSONAL PROPERTY CONSIGNMENT INSTRUCTION GUIDE (PPCIG) FOR VERY IMPORTANT HOST NATION VEHICLE IMPORTATION RESTRICTIONS, AS WELL AS SAFETY, REGISTRATON, AND INSURANCE REQUIREMENTS.

### Special Notes

PLEASE CONTACT THE VPC AS SOON AS POSSIBLE TO UPDATE YOUR CONTACT INFORMATION AND CHECK ON VEHICLE AVAILABILITY.

WHEN AVAILABLE, PLEASE PICK-UP YOUR VEHICLE AS SOON AS POSSIBLE - THERE IS LIMITED STAGING SPACE AT THE VPC.

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