

## G WHAT MAY BE STORED IN A POV

1. Only authorized personal articles may remain in a POV when it is turned in for storage. All household items and camping equipment must be removed. The following items may be stored:
  - a. Items such as jacks, tire irons, tire chains, fire extinguishers, nonflammable tire inflators, first aid kits, jumper cables, and warning triangle/trouble lights;
  - b. One spare tire and two snow tires with wheels (either mounted or un-mounted).

## H MEMBER RESPONSIBILITIES

Following a few simple rules will make storing a POV much easier. Failure to follow these rules may cause the POV VPC to refuse the POV for storage. The member must provide emergency contact information including their OCONUS duty station and at least one point of contact in the CONUS. This information is necessary should the need arise to contact the member while the vehicle is in storage.

1. POV-turn in at CONUS/OCONUS (Origin):
  - a. Have seven complete sets of orders/amendments, and a letter of authorization signed by the TO authorizing POV storage.
  - b. Ensure the POV contains no more than one-fourth tank of fuel (gasoline or diesel).
  - c. An inspector will inspect the POV with the member. When the inspection is completed, the member and the inspector will sign the DD Form 788, Private Vehicle Shipping Document for Automobile, Figure K4-2, or commercial equivalent. The member will be provided copies of all forms as a receipt for the POV. These copies will be required to pick up the vehicle, and it will be required by the Military Claims Office (MCO) should a claim be filed for loss or damage to the POV. Only the person turning in the POV will be allowed in the inspection area.
  - d. All fluids must be fresh and at the proper levels when the POV is turned in for storage.
  - e. Ensure all leaks have been repaired. POVs showing any type of fluid or oil leaks are not accepted.
  - f. Ensure a fresh battery is installed, especially if current battery is more than two years old. Batteries are tested to ensure readings are between 11.5 to 13.2 volts. If the battery reading is below 11.5 volts, the battery might have to be replaced (at member's expense) while the POV is in storage.
  - g. Make sure the POV is in a safe and operable condition when it is turned in at the VPC. Vehicles that are inoperable or not safe are not accepted.
  - h. Make sure the POV is clean. Dry-vacuum only. The VPC does not accept a POV laden with dirt, soil, mud or similar matter, to include the undercarriage.
  - i. Empty the glove compartments, except for all required items.
  - j. Turn off or otherwise disconnect installed auto alarm or anti-theft device prior to turn-in.
  - k. Have in your possession a valid driver's license, proof of ownership (title and registration), and a photo ID.
  - l. Have in your possession a complete set of keys, to include gas cap and wheel lock keys, upon delivery to the VPC. Retain a complete set of duplicate keys and have them with you when you pick up the POV.

- m. Certified Power of Attorney or letter of authorization from the member/employee designating someone to act on their behalf. These options do not apply to a spouse who is identified on the members/employees official travel orders. Here is an acceptable example:

“I hereby appoint (name of agent) as my agent for the delivery of my privately owned vehicle (vehicle and ID number) to the appointed military storage facility, and I appoint him/her my attorney-in-fact to sign all documents required for the delivery of my vehicle for storage.”
- n. Ensure your agent has proper civilian identification and all other documentation required to store your POV.
- o. Provide a forwarding valid address, phone number or electronic mail address where you may be notified if repairs to the vehicle are required to maintain the storage vehicle.
- p. Read the liability statements presented by the contractor at the time of turn in.
- q. OCONUS Only. The representative will have the member complete/sign the DOT Form HS-7, Importation of Motor Vehicles and Motor Vehicle Equipment Subject to Federal Motor Vehicle Safety, Bumper and Theft Prevention Standards, [Figure K4-5](#) where applicable, EPA Form 3520-1 Importation of Motor Vehicles and Motor Vehicle Engines Subject to Federal Air Pollution Regulations, [Figure K4-6](#), where applicable, the DD Form 1252, US Customs and Border Protection (CBP) Declaration for Personal Property Shipments, Part I, [Figure K4-4](#), where applicable.

## **I CONTRACTOR RESPONSIBILITIES**

- 1. POV Turn-in Process.
  - a. Counsel you on the vehicle storage process and complete all documentation required for movement.
  - b. Complete the additional Vehicle Storage Checklist along with the Vehicle Inspection Survey Form.
  - c. Ensure vehicles are safe, operable, and leak free prior to acceptance.
  - d. Ensure motorcycles are crated for delivery to the storage facility.
- 2. POV Pick-Up Process
  - a. Notify the member of the end of their storage entitlement within 45 days prior to the end of their tour of duty as stated in the original orders at the time of turn-in.
  - b. Notify the member by telephone if the POV is inoperable or damaged.
  - c. Notify the member of any difference on the odometer that is more than .5 miles per month while in storage.
  - d. Inform the member on claims procedures and provide the member a copy of instructions for filing a claim.
  - e. Handle On-Site-Claims up to \$1000 at the destination VPC if the owner or the owner’s agent elects to settle such a claim.
  - f. Note all claimed damage prior to the member leaving the VPC.
  - g. Ensure the member is provided a shipment summary form at time of pick-up.
  - h. Remarks are recorded by the Contractor indicating reason for delay of delivery loss/damages, unique shipping circumstances.

- i. Ensure a joint inspection with the member or the member's agent.
3. Oversized Vehicles
    - a. Ensure your vehicle does not exceed the 20 Measurement Tons allowance you are entitled to store at Government expense. To calculate your POVs measurement ton, multiply the length x width x height of your POV in inches, divide by 1728, then divide by 40.
    - b. Recommend ways to reduce the dimensions of an oversized POV (i.e.; remove ladders, externally mounted spare tires, luggage racks, and or fold/remove side mirrors).
    - c. Calculate the charges for any excess costs for the storage of an oversized vehicle and prepare documents.
    - d. When the cost is determined, the contractor explains how the costs are determined and will be collected from the customer using the applicable Government Forms (DD Form 1131, [Cash Collection Voucher](#), [Figure K4-3](#) or DD Form 139, [Pay Adjustment Authorization](#), [Figure K4-1](#)). The contractor may also refer the customer to the Government Contracting Officer Representative (COR) responsible for the VPC turn-in site.
  4. Joint Inspection
    - a. Perform a joint inspection of your POV and record the physical condition of your POV. You are allowed to take exception to the inspector's recording of the physical condition of your POV on the reverse side of the vehicle inspection form. Only the person responsible for vehicle turn-in/pick-up is allowed in the inspection area.
    - b. Provide the member the opportunity to comment on the service the member received on the DD Form 788 or on the SDDC approved commercial equivalent vehicle inspection form.
    - c. Pack and inventory personal contents that will remain in the POV in the 24"x16"x16"accessory box provided by the contractor. Provide a copy of the inventory to the member/employee, tape the box closed and have the member/employee sign the tape to ensure security of the contents.
    - d. The contractor must provide the member a legible copy of DD Form 788, or SDDC approved commercial equivalent upon acceptance of your POV.

**NOTE:** It is important to retain this document and have it in your possession at the time of pick-up to compare the condition of the vehicle with that recorded at turn-in.
  5. Routing To a Storage Facility.
    - a. Move the vehicle to the storage facility it selects. The vehicle may be moved to another storage facility at any time while in storage. The relocation of the POV to another storage location has no effect on your storage entitlement.
    - b. Perform maintenance every 30 days IAW manufacturer's recommended maintenance schedule.

## **J CUSTOMER SERVICE COMMENT CARD**

1. SDDC depends on the customer to monitor the contractor's service to provide customers with quality services. We request all VPC customers to complete a "Customer Comment Card" provided to every customer by the Global POV contractor and deposit it in the locked box available at the VPC. This is the only means of insuring a quality move and taking action to correct deficiencies when they occur, and is your opportunity to provide input in the POV movement process.

2. Only the Government representative has access to the “Customer Comment Card” box. Although we would prefer the card be turned in at the VPC, the member has the option to complete the card and mail it to:

Military Surface Deployment and Distribution Command  
ATTN: AMSSD-PPS  
1 Soldier Way, Building 1900 West  
Scott AFB, IL 62225

## **K LOSS AND DAMAGE**

When picking up your POV:

1. Carefully inspect the exterior and interior to determine if there are any new damages.
2. Make sure items left in the POV at the origin terminal are still there.
3. Annotate all discovered loss and/or damage to your POV on your vehicle shipping document, DD Form 788 or commercial equivalent. Failure to do this may result in no payment for this damage.

## **L ADVANCE MEMBER PICK UP NOTIFICATION**

In the event you have not already contacted the storage facility or managing VPC to arrange the pick up of your POV, you will be notified by them via certified mail with pre-pick up information 45 days prior to your tour end date. Vehicles are stored for a period of 90 days after termination of tour of duty. If no contact is made by the end of 90-day period after termination of the member's tour of duty, the vehicle is considered abandoned and is no longer considered a stored vehicle. Vehicles in this category may be moved to an outside facility to wait abandonment processing.

## **M DELIVERY FROM A STORAGE FACILITY FOR PICK UP AT CONUS/OCONUS VPC**

You must provide the contractor with pickup or forwarding instructions no less than 30 days prior to the required delivery date at the designated CONUS VPC or delivery to a CONUS VPC for OCONUS movement. The instructions may be mailed, e-mailed, or faxed to the VPC. Movement from storage requires a complete copy of the members' new orders including amendments. In addition, movement to OCONUS points will require the documents specified in “Shipping Your POV” attachment.

## **N EARLY RELEASE OF POV FROM STORAGE WITHOUT NEW PCS ORDERS**

Members requesting early release of POVs from storage for personal reasons without new PCS orders must be aware of the following:

1. Once a POV is released from storage, that POV is not authorized further storage at Government expense; to include personally procured storage until new orders are issued.
2. POVs withdrawn from storage without new orders are only authorized movement to the original CONUS turn-in VPC or the CONUS VPC serving the storage site. The POV is not authorized movement to the OCONUS turn-in site.
3. The Service must approve any movement requiring transport to another CONUS VPC before movement can occur, and the member must agree to pay any excess costs associated with the move.

## **O STORAGE SERVICES PROVIDED BY CONTRACTOR**

1. Liability
  - a. Contractor liable for up \$20,000 for loss and damage.
  - b. Site settlement for loss and damage claims up to \$1000.

## 2. Storage Services

- a. Vehicles are placed in storage no later than 14 days after turn-in from the member.
- b. Storage must be indoors.
- c. Vehicles are stored IAW the vehicle manufacturer's recommendations in effect at the time of storage.
- d. Vehicles are washed at the storage site prior to being placed into storage.
- e. Vehicles are covered during storage.
- f. Fuel stabilizer added as required.
- g. Vehicles run every 30 days – cycle air conditioning and heat.
- h. Move vehicles every 30 days to prevent flat spots on tires.
- i. Vehicles are kept locked.

## **P GOVERNMENT ASSISTANCE**

Most VPCs have a COR available on site to assist you in the movement and/or storage of your POV. If required, please ask the contractor to be referred to the COR. In those instances where a COR is not available, the member will be put in telephone contact with a COR at another VPC who can assist.

## **Q WHERE IS MY POV**

Customers can obtain information online regarding the status of their POV by visiting the following website: <http://www.pcsmypov.com/> (\*). In addition to individual locations listed below, customers desiring to store their POV or make an appointment at an IAL VPC should call: 855-389-9499

This information includes:

1. Turning In/Picking up a POV.
2. Shipping/Storing services.
3. VPC Locations (CONUS/OCONUS).
4. Required Documentation.
5. Frequently Asked Questions.

## R GENERAL VPC INFORMATION

The remainder of this attachment provides information unique to each VPC storage facility operated by the GPC contractor.

**NOTE:** Hours of operation for each VPC are listed in the applicable section and are strictly adhered to. VPCs are not open on weekends or holidays. Please plan your trip accordingly.

### 1. CONUS Vehicle Storage Facility Information

CONUS Vehicle Storage Facility Operating Hours are: Monday-Friday 0800-1700 Local Time. CONUS Storage Facilities are closed Saturday, Sunday, and US Federal Holidays. Please feel free to call or e-mail any CONUS Vehicle Storage Facility for assistance. Visiting Vehicle Storage Facilities is strictly prohibited.

<b>Chester, SC</b> 648 SE Wilson St., Chester, SC 29706 Phone: (904) 553-8361 E-mail: Greg.Wellstead@ialpov.us	<b>Tracy, CA</b> 857 Stonebridge Dr., Tracy, CA 95376 Phone: (904) 533-8361 E-mail: Greg.Wellstead@ialpov.us
<b>Dallas, TX</b> 957 Heinz Way Grand Prairie, Tx 75051 Phone: (904) 553-8361 E-mail: Greg.Wellstead@ialpov.us	<b>Seattle, WA</b> 840 Industry Dr. N, Suite C Algona, WA 98001 Phone: (719) 210-0492 E-mail: Everette.Coppock@ialpov.us

PAY ADJUSTMENT AUTHORIZATION				NOTE: If member has been transferred, forward this authorization to the officer currently maintaining the member's pay record.				
MEMBER (Last name) (First) (Middle)			SSAN	GRADE/RANK/RATE	BRANCH OF SERVICE	DATE		
PAY GRADE NO.	LAST PAY RECORD EXAMINED	AMOUNT	APPROPRIATION DATA					
FROM				NAME OF ACCOUNTABLE D.O.				
				SYMBOL NO.	G.A.O. EXCEPTION CODE			
TO					YOU ARE HEREBY AUTHORIZED TO			
					<input type="checkbox"/> CHARGE <input type="checkbox"/> CREDIT  THE MILITARY PAY RECORD OF THE MEMBER LISTED ABOVE			
EXPLANATION AND/OR REASON FOR ADJUSTMENT								
The above adjustment is based on a thorough examination of all available records. If the Disbursing Officer has knowledge that a previous adjustment has been made or why the adjustment should not be made for the same item, this authorization should be returned with a brief statement of the reason for failure to make adjustment.								
FROM				CERTIFYING OFFICER (Name, rank/grade, and signature)				
C E R T I F Y I N G T H E A D J U S T I C E	I CERTIFY that the adjustment indicated above has been entered on the above-named member's Military Pay Record. (If adjustment has not been entered, give explanation on reverse over D.O.'s signature and symbol number.)						TYPED NAME AND GRADE OF D.O.	
	TO						D.O. SYMBOL NO.	DATE
							SIGNATURE	

DD FORM 139, MAY 53

EDITION OF THIS FORM NOT HAVING SSAN IS OBSOLETE AFTER 30 JUN 69.

Form approved by Comp. Gen., U.S.

Figure K4-1. DD Form 139, Pay Adjustment Authorization

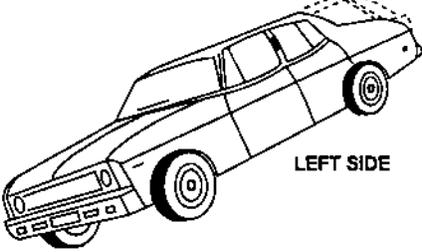
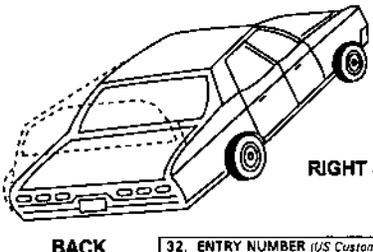
PRIVATE VEHICLE SHIPPING DOCUMENT FOR AUTOMOBILE						
1. DOC ID (1-3) TP1	2. CONTAINER NO. (4-8)	3. CONSIGNOR (9-14)	4. COMM-EX (15-19)	5. POE (21-23)	6. POD (24-26)	7. PACK (28-29)
8. TRANSPORTATION CONTROL NUMBER (30-46)		9. CONSIGNEE (47-52)	10. ROD (54-55)	11. TR ACCOUNT (56-67)	12. PIECES (68-71)	13. WEIGHT (72-76)
14. CUBE (77-78)	15. DOC ID (1-3) TPB	16. POV YR, MAKE (9-14)	17. OWNER'S LAST NAME (54-65)		18. F & MI (67-68)	19. GRADE (69-70)
20. STATE (73-74)	21. LICENSE NUMBER (73-77)	21. COLOR (78-80)	22. BODY TYPE	23. VEHICLE IDENTIFICATION NUMBER		
24. ODOMETER READING		25. VESSEL (Voyage Number)		26. AUTHORIZATION CHARGES PAID, ETC.		27. DATE LOADED (YYYYMMDD)
28. STOWAGE LOCATION			29. BILLING ADDRESS FOR NOTIFICATION PURPOSES			
30. Inspected in my presence, condition acknowledged as marked below, and conditions governing shipment on back accepted.		f. (1) USER CODE	(2) INSPECTION	(3) DATE (YYYYMMDD)	(4) INSPECTOR'S PRINTED NAME (Last, First, Middle Initial)	
e. DATE (YYYYMMDD)		X	(a) Turn in joint inspection - owner/agent & Government representative			
b. SIGNATURE OF OWNER OR AGENT		T	(b) POE use (Optional)			
c. NAME OF AGENT (Last, First, Middle Initial) (Print)			(c) POE check in stow/condition when stuffed in container			
d. STREET ADDRESS			(d) POD check in stow/condition when removed from container			
e. CITY, STATE, AND ZIP CODE			(e) Release of custody by discharge stevedore			
		*	(f) POD use (Optional)			
Retain this form for proof of shipment for return transport at government expense or proof of POV Import Control Program participation.						
31. AFTER INITIAL INSPECTION, RECORD ONLY MARKS EXPOSING BARE METAL AND/OR STRUCTURAL DAMAGE.						
 <p>LEFT SIDE</p>		 <p>RIGHT SIDE</p>		 <p>BACK</p>		
32. ENTRY NUMBER (US Customs use only)						
POV CONDITION CODES	BE - Bent BR - Broken CH - Chipped	CR - Cracked DE - Dent GO - Gouged	LO - Loose MA - Marred MG - Missing	MI - Mildewed PF - Paint Faded RS - Rusted	RU - Rubbed SC - Scratched SO - Soiled	TD - Torn WO - Badly Worn
33. INTERIOR CONDITION		CODE	34. ACCESSORIES		IN BOX	LOOSE
a. FRONT SEATS			a. CATALYTIC CONVERTER/PELLETS			
b. REAR SEAT			b. SIDE MIRRORS			
c. REAR MIRROR			c. ANTENNA			
d. FRONT SEAT BELTS			d. FAN BELT			
e. REAR SEAT BELTS			e. FENDER SKIRTS			
f. ASH TRAYS			f. FIRE EXTINGUISHER			
g. FLOOR MATS			g. FIRST AID KITS			
h. DOOR PANELS			h. CIGARETTE LIGHTER			
i. ARM RESTS			i. HAND TOOLS/FLASHLIGHT			
j. REAR SPEAKERS (Additional)			j. HUB CAPS			
k. CUSHION			k. JACK/LOG WRENCH			
l. UPHOLSTERY			l. JUMPER CABLES			
m. RADIO (AM, FM, Tape)			m. LUGGAGE RACK			
n. CB RADIO			n. BLANKET			
o. CARPET			o. WARNING TRIANGLE/TROUBLE LIGHT			
p. CLOCK			p. SPARE TIRE			
35. PROCESSING SERVICE						
a. ADD/DRAIN FUEL						
b. CONNECT/DISCONNECT BATTERY						
c. PACK ACCESSORIES						
d. OTHER						
36. DOD POV IMPORT CONTROL PROGRAM (X appropriate box for all vehicles)						
a. THE VEHICLE DESCRIBED ABOVE:						
<input type="checkbox"/> (1) Does not have a manufacturer's label affixed certifying its conformance with US EPA emission standards. (Bonding with US Customs required.)						
<input type="checkbox"/> (2) Does not have a manufacturer's label affixed and is pre 75 diesel powered or pre 68 gasoline powered vehicle and is not regulated under CAA.						
<input type="checkbox"/> (3) Was certified as meeting US EPA emission standards without using a catalyst or was shipped overseas prior to 1 March 1976.						
<input type="checkbox"/> (4) Requires a catalyst and/or operable oxygen sensor to meet US EPA emissions standards. (Select appropriate options under Import or Export sections.)						
b. IMPORT (If POV is equipped with an oxygen sensor, option 3 may also have to be marked)						
<input type="checkbox"/> (1) The catalyst was removed prior to use overseas and:						
<input type="checkbox"/> (a) Has been reinstalled prior to shipment. (Proof of installation required.)						
<input type="checkbox"/> (b) Will be reinstalled in accordance with the EPA Waiver.						
<input type="checkbox"/> (2) The catalyst was not removed prior to use overseas and:						
<input type="checkbox"/> (a) A new catalyst has been installed prior to shipment. (Proof of installation required.)						
<input type="checkbox"/> (b) A new catalyst is accompanying the vehicle and will be installed in accordance with the EPA Waiver.						
<input type="checkbox"/> (3) This POV requires an oxygen sensor to meet US EPA emissions standards and:						
<input type="checkbox"/> (a) An operable sensor has been installed prior to shipment. (Proof of installation required.)						
<input type="checkbox"/> (b) An operable sensor is accompanying the vehicle and will be installed in accordance with the EPA Waiver.						
<input type="checkbox"/> (4) No replacement catalyst and/or operable oxygen sensor is accompanying this vehicle. The owner must post bond with US Customs prior to vehicle release at the US Port of Entry, except if a NEW catalyst and/or oxygen sensor is presented to Customs prior to the release of the vehicle.						
c. EXPORT (If POV is equipped with an oxygen sensor, X as applicable.)						
<input type="checkbox"/> (1) Catalyst <input type="checkbox"/> Oxygen sensor has been removed and is accompanying the vehicle.						
<input type="checkbox"/> (2) Catalyst <input type="checkbox"/> Oxygen sensor will be removed at the overseas port prior to using leaded gasoline.						
<input type="checkbox"/> (3) Catalyst <input type="checkbox"/> Oxygen sensor will be replaced overseas just prior to turn-in or a new catalyst/oxygen sensor will accompany the vehicle when it is returned to the US.						
<input type="checkbox"/> (4) The vehicle owner does not desire to participate in the DoD POV Import Control Program. (Bond with US Customs required upon return.)						

Figure K4-2. DD Form 788, Private Vehicle Shipping Document for Automobile

CONDITIONS GOVERNING SHIPMENT	
<p><b>I UNDERSTAND AND ACCEPT THE TERMS UNDER WHICH THIS VEHICLE WILL BE TRANSPORTED OVERSEAS AS SET FORTH IN EXISTING REGULATION, i.e.:</b></p> <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p>1. That only one (1) privately-owned vehicle is being transported overseas under permanent change of station orders for the owner and/or his family as personal property, and that it is free of any legal encumbrance that would preclude its shipment and is not intended for resale. Owner must also retain a second (extra) set of keys.</p> <p>2. That this vehicle contains no personal property in excess of that authorized in regulations of the Service concerned. I further understand that personal property shipped will only include those items that can fit in the container normally provided for vehicular tools and accessories.</p> <p>(3) That no land transportation is authorized at Government expense except as specified in Section 12 of the Missing Persons Act, as amended, and 10 USC Section 2634(a).</p> </div> <div style="width: 48%;"> <p>(4) That failure of the owner to provide sufficient permanent type antifreeze to protect the cooling system to minus 20 degrees F (or lower if determined to be necessary by the shipping port) relieves the Government of any liability for damage due to freezing.</p> <p>THIS CERTIFICATE constitutes authority for the placing in available storage chosen by the port, at the complete expense of the owner and at no cost whatsoever to the Government, the vehicle herein property of above named owner, (1) by the port of embarkation in the event that shipment of privately-owned vehicles therefrom is suspended or terminated because of a national emergency, and (2) by the port of debarkation in the event that the automobile is not picked up by the owner or his agent within forty-five (45) days after dispatch of the notification of its arrival.</p> <p>I further understand that should the vehicle be placed in such storage, the Government, thenceforth, would not be responsible for its release or return to the owner or agent.</p> </div> </div>	
<b>37. DELIVERY RECEIPT</b>	
<b>a. EXCEPTIONS</b>	
(1) BY OWNER	(2) VERIFICATION OR DISAGREEMENT WITH REASONS
<p><b>b. TERMINAL SERVICE - PICKUP</b> <i>(X as applicable. If unsatisfactory, specify.)</i>    <input type="checkbox"/> SATISFACTORY    <input type="checkbox"/> UNSATISFACTORY</p>	
<b>38. MISCELLANEOUS INFORMATION</b>	
<p><b>39. I HEREBY ACKNOWLEDGE RECEIPT OF MY VEHICLE IN THE CONDITION IN WHICH I TURNED IT IN TO THE U.S. GOVERNMENT REPRESENTATIVE FOR TRANSSHIPMENT, EXCEPT AS NOTED ABOVE.</b></p>	
<b>a. SIGNATURE OF OWNER OR AGENT</b>	<b>b. DATE (YYYYMMDD)</b>
<b>40. SIGNATURE OF VERIFYING U.S. GOVERNMENT REPRESENTATIVE</b>	<b>41. NAME OF PORT</b>

DD FORM 788 (BACK). SEP 1998

Figure K4-2. DD Form 788, Private Vehicle Shipping Document for Automobile (Cont'd)

<b>CASH COLLECTION VOUCHER</b>		1. DISBURSING OFFICE COLLECTION VOUCHER NUMBER		
		2. RECEIVING OFFICE COLLECTION VOUCHER NUMBER		
<b>3. RECEIVING OFFICE</b>				
a. ACTIVITY <i>(Name and Location) (Include ZIP Code)</i>				
b. RECEIVED AND FORWARDED BY <i>(Printed Name, Title and Signature)</i>			d. DATE <i>(YYYYMMDD)</i>	
c. TELEPHONE NUMBER <i>(Include Area Code)</i> : COMMERCIAL: _____ DSN: _____				
<b>4. DISBURSING OFFICE</b>				
a. ACTIVITY <i>(Name and Location) (Include ZIP Code)</i>				
b. DISBURSING OFFICER <i>(Printed Name, Title and Signature)</i>			d. DISBURSING STATION SYMBOL NUMBER	
c. TELEPHONE NUMBER <i>(Include Area Code)</i> : COMMERCIAL: _____ DSN: _____			e. DATE <i>(YYYYMMDD)</i>	
5. PERIOD: a. FROM: _____ b. TO: _____				
6. DATE RECEIVED	7. NAME OF REMITTER DESCRIPTION OF REMITTANCE	8. DETAILED DESCRIPTION OF PURPOSE FOR WHICH COLLECTIONS WERE RECEIVED	9. AMOUNT	10. ACCOUNTING CLASSIFICATION
11. TOTAL			0.00	

DD FORM 1131, DEC 2003

PREVIOUS EDITION IS OBSOLETE.

**Figure K4-3. DD Form 1131, Cash Collection Voucher**

<b>US CUSTOMS AND BORDER PROTECTION (CBP) DECLARATION FOR PERSONAL PROPERTY SHIPMENTS</b>		<b>WARNING:</b> Any false statement or willful omission herein subjects the shipment to seizure and forfeiture or any person involved to a penalty equal to its value as well as to criminal prosecution.	<b>CBP DECLARATION NUMBER</b>
<b>DATA REQUIRED BY THE PRIVACY ACT OF 1974</b>			
AUTHORITY: 19 U.S.C. 1496. PRINCIPAL PURPOSE(S): To declare shipments of household goods, unaccompanied baggage, and privately owned vehicles for which free entry is claimed. Section A - Owner CBP declaration for type of shipment and reason for shipment. Section B - Overseas Port shipment data. ROUTINE USE(S): (1) Use of your Social Security Number is proof of identification that person processing through CBP is not an importer and also assists in criminal prosecution if contraband or undeclared articles, for which CBP fees are due, are found in shipment. (2) Origin transportation officer retains a copy as proof that shipment has been properly processed. Copy will be destroyed when no longer required. DISCLOSURE: Voluntary; however, failure to provide your SSN and other requested personal information may cause delay in processing through CBP, pending positive identification.			
<b>PART I - HOUSEHOLD GOODS, UNACCOMPANIED BAGGAGE, AND PRIVATELY OWNED VEHICLES</b>			
1. TO: (Overseas POE/APOE)		2. FROM: (Transportation Officer)	
<b>SECTION A - OWNER'S CBP DECLARATION (Attach copy of orders)</b>			
3. NAME (Last, First, Middle Initial) (Print or type)		4. GRADE	5. SOCIAL SECURITY NUMBER
6. UNIT ADDRESS OVERSEAS (Include APO number)		7. ADDRESS IN UNITED STATES (Include ZIP Code)	
8. DECLARATION FOR: (X appropriate item) (Attach copy of orders)			
<input type="checkbox"/> HOUSEHOLD GOODS <input type="checkbox"/> UNACCOMPANIED BAGGAGE <input type="checkbox"/> PRIVATELY OWNED VEHICLE			
9. I DECLARE THAT: (1) All items in this shipment to the United States consist only of personal property for my personal use or the use of members of my family who have been residing with me; (2) The shipment contains no prohibited items; (3) Any articles which are (a) Restricted or (b) in excess of the quantities entitled to free entry under the law and regulations thereunder are listed and identified as such in the remarks space below (with the cost or fair value, if not obtained by purchase, given for those not entitled to free entry) or if there are none, I have written the words "No Exceptions," in that space; (4) None of the items are to be taken or shipped to the United States as an accommodation for others or for sale, barter, or exchange; (5) This declaration is made for me and for (State number) _____ members of my family. (6) Total quantities of alcohol beverages and cigars included in this and other sets of CBP declaration forms: Alcohol beverages (State number) _____; Cigars (State number) _____; and (7) I have been serving overseas under competent US Government orders and was: (Check appropriate item below)			
<input type="checkbox"/> a. Assigned to permanent duty overseas.			
<input type="checkbox"/> b. Required to perform temporary duty overseas for 140 days or more.			
<input type="checkbox"/> c. Assigned to temporary duty overseas under orders which intended the duration to be 140 days or more.			
<input type="checkbox"/> d. Directed from one overseas duty station to another overseas duty station and return of my personal property to the United States has been approved, as indicated in supplemental instructions to orders.			
<input type="checkbox"/> e. Directed to evacuate myself, family, or personal property to the United States.			
<input type="checkbox"/> f. Directed to ship personal property in advance of the issuance of travel orders.			
10. THE STATEMENTS ABOVE ARE MADE WITH FULL KNOWLEDGE OF THE APPLICABLE PROVISIONS OF DOD REGULATION 4500.9-R PART V AND OVERSEAS INSTRUCTIONS.			
a. SIGNATURE OF OWNER		b. DATE (YYYYMMDD)	
11. REMARKS		12. FOR USE OF US CBP OFFICERS	
<b>SECTION B - OVERSEAS PORT SHIPMENT DATA</b>			
13. NAME OF CARRIER		14. VOYAGE OR FLIGHT NO.	
DD FORM 1252, FEB 2006      PREVIOUS EDITION IS OBSOLETE.      FormFlow/Adobe Professional 6.0			
COPY DESIGNATION (X one):			
<input type="checkbox"/> 1 Attach to Manifest		<input type="checkbox"/> 3 Origin Transportation Office file	
<input type="checkbox"/> 2 Place in envelope affixed to No. 1 cargo container or in No. 1 transocean cargo container		<input type="checkbox"/> 4 Owner	

**Figure K4-4. DD Form 1252, US Customs and Border Protection (CBP) Declaration for Personal Property Shipments**

**— DECLARATION —**

**Importation of Motor Vehicles and Motor Vehicle Equipment Subject to Federal Motor Vehicle Safety, Bumper and Theft Prevention Standards**

OMB No. 2127-0002  
Public Law 100-662,  
49 USC Chap. 301

<b>PORT OF ENTRY</b>	<b>CUSTOMS PORT CODE</b>	<b>CUSTOMS ENTRY NO</b>	<b>ENTRY DATE</b>
<b>MAKE OF VEHICLE</b>	<b>MODEL</b>	<b>YEAR</b>	<b>VEHICLE IDENTIFICATION NUMBER (VIN)</b>
<b>REGISTERED IMPORTER NAME AND NHTSA REGISTRATION NUMBER (Required when Box 3 is checked)</b>			<b>VEHICLE ELIGIBILITY NO. (Box 3)</b>
<b>DESCRIPTION OF MERCHANDISE IF MOTOR VEHICLE EQUIPMENT</b>			

**21-1** The vehicle is 25 or more years old or the equipment is manufactured in a date when applicable Federal Motor Vehicle Safety (Bumper and Theft Prevention Standards) does not apply.

Date of manufacture \_\_\_\_\_ (MM/YY)

**21-2A** The vehicle or equipment does conform to all applicable Federal Motor Vehicle Safety Standards for the vehicle does not conform to safety belts, readily accessible equipment items that will be attached to it before it is offered for sale to the first purchaser for vehicles other than those are not attached, and Bumper and Theft Prevention Standards, and bears a certification label in legible print permanently affixed to the original manufacturer to the vehicle or attached to the manufacturer of the equipment item or its delivery container in accordance with applicable Federal Motor Vehicle Safety Administration (FMVSA) regulations (501.503).

**21-2B** The vehicle was certified by its original manufacturer as conforming to all applicable Consumer Product Safety Commission (CPSC) standards and its original manufacturer certifies that the vehicle conforms to all applicable (1) Federal Motor Vehicle Safety (Bumper and Theft Prevention Standards) for that it conforms to all such standards listed for the following requirements of Standards Nos. 301 and 302 or 303, and the specifications of Standard No. 303 relating to damage rating items, and the vehicle is not a vehicle motor vehicle, a repaired salvage motor vehicle, or a reconstructed motor vehicle, and is an imported or personal use (501.503).

**Attachment:** Copy of manufacturer's certification label.

**21-3** The vehicle does not conform to all applicable Federal Motor Vehicle Safety and Bumper Standards, but does conform to applicable Federal Theft Prevention Standards, but I am eligible to import it because NHTSA has determined that the make and model year of the vehicle is the imported engine is registered into the United States, and the vehicle is not a salvage motor vehicle and is not a reconstructed motor vehicle, and I have informed a bond, which is attached to this declaration, of an amount equal to 100 percent of the normal value of the vehicle as determined by the Secretary of the Treasury of the Administration of NHTSA's permission that the vehicle has not been crash test certified with all NHTSA standards within 120 days after importation, then I shall first seek importation with the Secretary of Homeland Security for import, or otherwise I shall seek importation (501.503), and that:

- a. I have registered with NHTSA pursuant to 49 CFR Part 502 and such registration is not suspended and has not been revised;
- b. I have executed a contract or other agreement (which) is attached to this declaration, with an importer into two registrations with NHTSA and vehicle registration is not suspended and has not been revised (501.503).

**Attachment:** Copy of DOT Bond and Copy of Contract with a registered importer if applicable.

**21-4** The vehicle or equipment does not conform to all applicable Federal Motor Vehicle Safety, Bumper and Theft Prevention Standards, but it is exempt from such requirements for import and is eligible for import on the basis of the following conditions:

**21-5** The vehicle or equipment does not conform to all applicable Federal Motor Vehicle Safety, Bumper and Theft Prevention Standards, but I am eligible to import it because all of the following conditions exist:

- a. I am a resident of the United States and the vehicle is completed and ready for use other than the United States;
- b. I am temporarily importing the vehicle for personal use for a period not to exceed 1 year, and will not sell it during that time, and;
- c. I will export it not later than 1 year after entry, and the declaration contains my passport, permanent country of issue (501.503);
- d. I will export it to \_\_\_\_\_ Country of issue \_\_\_\_\_;
- e. I will not sell the vehicle to any person in the United States other than a person eligible to import a vehicle under this paragraph;
- f. I will export the vehicle upon departing the United States at the conclusion of my tour of duty, and;
- g. I have attached a copy of my official orders (501.503).

**21-6** The vehicle does not conform to all applicable Federal Motor Vehicle Safety, Bumper and Theft Prevention Standards, but I am eligible to import it because all of the following conditions exist:

- a. I am a member of a foreign government or organization in the United States, or a member of the Board of a public international organization or designated under the International Organics (Immunities) Act, and within the class of persons for which law entry of motor vehicles has been authorized by the Department of State;
- b. I am importing the vehicle on a temporary basis for my personal use, and will register it through the Office of Foreign Missions of the Department of State;
- c. I will not sell the vehicle to any person in the United States other than a person eligible to import a vehicle under this paragraph;
- d. I will obtain from the Office of Foreign Missions of the State Department, before departing the United States at the conclusion of a tour of duty, an order to file to the vehicle and file not only, and;
- e. I have attached a copy of my official orders (501.503).

Name of Embassy \_\_\_\_\_

**Attachment:** Copy of Official Orders.

**21-7** The vehicle or equipment does not conform to all applicable Federal Motor Vehicle Safety and Bumper Standards, but it is being imported solely for the purpose of research, investigation, development or testing, or nonpollutive energy events, and I state that I will comply with the applicable restrictions on importers of such merchandise as specified in 49 CFR 501.1 and I will provide the Administrator with documentary proof of export or certification not later than 15 days following the end of the period for which the vehicle has been admitted into the United States (501.503).

**Attachment:**

- a. Copy of NHTSA permission letter if the importer is not an original manufacturer of motor vehicles (or a wholly owned subsidiary thereof) that are certified to conform to all applicable Federal Motor Vehicle Safety Standards (FMVSS). If not in the public roads must be authorized similarly (501.503) (1) or (2);
- b. Importer's statement describing that will be made of the vehicle or equipment item if the importer is an original manufacturer of motor vehicles (or a wholly owned subsidiary thereof) that are certified to conform to all applicable FMVSS. If not in the public roads must be authorized similarly (501.503) (1) or (2);
- c. Importer's statement describing that will be made of the vehicle or equipment item if the importer is an original manufacturer of motor vehicles (or a wholly owned subsidiary thereof) that are certified to conform to all applicable FMVSS. If not in the public roads must be authorized similarly (501.503) (1) or (2);
- d. Importer's statement describing that will be made of the vehicle or equipment item if the importer is an original manufacturer of motor vehicles (or a wholly owned subsidiary thereof) that are certified to conform to all applicable FMVSS. If not in the public roads must be authorized similarly (501.503) (1) or (2);

**21-8** The vehicle was not manufactured primarily for use on the public roads and thus is not a motor vehicle subject to the Federal Motor Vehicle Safety, Bumper, and Theft Prevention Standards and the equipment item is not a system, part, or component of a motor vehicle and thus is not an item of motor vehicle equipment subject to the Federal Motor Vehicle Safety Standards (501.503).

**Attachment:** Importer's statement substantiating that the vehicle was not manufactured for use on the public roads and that the equipment item was not manufactured for use on the public roads in the United States (501.503).

**21-9** The vehicle or equipment item requires further manufacturing operations to perform its intended function, after that the addition of readily attachable equipment items such as mirrors, axles, or the ground clearance, or other finishing operations such as painting, and a part of such items may be required to be made by the Theft Prevention Standards (A) named in accordance with the standard (501.503).

**Attachment:** For a vehicle, a copy of the incomplete Vehicle Description, issued by the original vehicle manufacturer, providing guidance in completing the vehicle so that it conforms to all applicable Federal Motor Vehicle Safety Standards (FMVSS). For an equipment item, a statement issued by the item's manufacturer identifying the applicable FMVSS to which the item does not conform and describing the further manufacturing required for the item to perform its intended function (501.503).

**21-10** The vehicle does not conform to all applicable Federal Motor Vehicle Safety and Bumper Standards, but it is being imported solely for the purpose of show and display, and I state that I will comply with all applicable restrictions on importers of such vehicles as specified in 49 CFR 501.2 (501.503).

**Attachment:** Copy of NHTSA Permission Letter.

**21-11** The equipment item is subject to the Theft Prevention Standard and is exempt to importation with the requirements of 49 CFR Part 501.1 (501.503).

**21-12** The vehicle does not conform to all applicable Federal Motor Vehicle Safety, Bumper, and Theft Prevention Standards, but I am eligible to import it because all of the following conditions exist:

- a. I am a resident of the United States and the vehicle is completed and ready for use other than the United States;
- b. I am importing the vehicle on a temporary basis, and my period of importation is not to exceed 1 year, and I will not sell the vehicle to any person in the United States other than a person eligible to import a vehicle under this paragraph;
- c. I will export the vehicle upon departing the United States at the conclusion of my tour of duty, and;
- d. I have attached a copy of my official orders (501.503).

**Attachment:** Copy of Official Orders.

**21-13** The vehicle does not conform to all applicable Federal Motor Vehicle Safety and Bumper Standards, but does conform to applicable Federal Theft Prevention Standards, and I am eligible to import it because I am registered with NHTSA pursuant to 49 CFR Part 502 and such registration is not suspended and has not been revised, I have informed NHTSA that I intend to petition, or I have petitioned, this agency to decide that the vehicle to be imported is eligible for registration, and NHTSA has granted the permission to import the vehicle for that purpose. If the Administrator of NHTSA denies my petition, or decides that the vehicle is not eligible for registration, I will withdraw my petition or I will submit a petition covering the vehicle within 150 days from the date of entry, then I state that I will deliver such vehicle, unless it is determined by the Secretary of Homeland Security for import, or otherwise to the United States, within 20 days from the date of the decision, then, or otherwise of my petition, as appropriate, or within 150 days from the date of entry if I fail to submit a petition covering the vehicle. If the Administrator of NHTSA grants my petition, then I state that within 15 days from the date that I am notified that the decision will be granted, I will submit a petition to the Secretary of the Treasury, unless the vehicle is destroyed, to amount that I will bring the vehicle into conformity with all applicable Federal Motor Vehicle Safety and Bumper standards within 120 days from the date the petition is granted, or will, before the vehicle to the Secretary of Homeland Security for import, or otherwise to the United States, if the vehicle is destroyed, then I state that I will notify NHTSA with documentary proof of that destruction within 15 days from the date that it occurs.

**Attachment:** Copy of NHTSA permission letter.

<b>NAME OF IMPORTER (Please type)</b>	<b>IMPORTER'S ADDRESS (Street, City, State, Zip Code)</b>	
<b>NAME OF DECLARANT (Please type)</b>	<b>DECLARANT'S ADDRESS</b>	
<b>DECLARANT'S CAPACITY</b>	<b>DECLARANT'S SIGNATURE</b>	<b>DATE SIGNED</b>

EPA Requirements: Importers of motor vehicles/engines and nonroad vehicles/engines/equipment must also submit EPA form 3520-1 or 3520-21 to U.S. Customs and Border Protection to identify the basis for importation into the United States and U.S. territories under the laws administered by the United States Environmental Protection Agency. For more information, please see [www.epa.gov/taq/imports/index.htm](http://www.epa.gov/taq/imports/index.htm).

HS-7 (Rev. 05-2006)

OVER  
7(13)-40341

**Figure K4-5. DOT Form HS-7, Importation of Motor Vehicles and Motor Vehicle Equipment Subject to Federal Motor Vehicle Safety, Bumper and Theft Prevention Standards**

Form Approved OMB 2060-0005

		<b>United States Environmental Protection Agency</b>	
<b>Importation of Motor Vehicles and Motor Vehicle Engines Subject to Federal Air Pollution Regulations</b>		<b>Declaration Form</b>	
U.S. E.P.A., Compliance & Innovative Strategies Division, 2000 Traverwood Drive, Ann Arbor, MI 48105 <a href="http://www.epa.gov/olag/imports">http://www.epa.gov/olag/imports</a> Phone (734) 214-4100; Fax (734) 214-4676.			
<p><b>This form must be submitted to the U.S. Customs and Border Protection (Customs) (42 USC 7522, 7601; 19 CFR 12.73) for each motor vehicle (including motorcycles, disassembled vehicles, kit cars, light-duty vehicle/motorcycle engines) imported into the U.S., except that this form is not required for motor vehicles that are imported by their original manufacturer and are new and are covered by an EPA certificate of conformity and bear an EPA emission control label. One form per shipment may be used, with attachments including all information required to fully describe each vehicle or engine as below. Check the box below indicating the provisions under which you are importing this vehicle or engine. Offroad vehicles/engines and heavy-duty engines must use form 3520-21. Note: Although only imports using codes G, I, K, L, M-3, and O require specific written authorization from EPA, Customs may request EPA review of importer documentation and eligibility for any import using this form. A nonconforming vehicle that is ineligible for the exemptions or exclusions listed below, must be imported through an independent commercial importer (ICI) under codes A, C, J, or Z. For codes A, C, J, and Z, EPA does not authorize the release to the vehicle owner.</b></p> <p><b>Penalties:</b> Any person who knowingly makes any false or fraudulent statement, or omits or conceals a material fact can be fined up to \$250,000 or imprisoned for up to 5 years, or both (18 USC 1001). Any person who improperly imports a motor vehicle (including a motorcycle) or engine may be fined up to \$32,500 per vehicle or engine (42 USC 7524), and may be subject to forfeiture of the entire importation bond, if applicable (40 CFR 85.1513), and the U.S. Customs Service may seize the vehicle or engine (19 CFR 162.21).</p>			
<b>Description and Declaration of Motor Vehicle or Motor Vehicle Engine (Note: Heavy-duty Engines must use form 3520-21)</b>			
1. Part code:	2. Entry date: (mm/dd/yyyy)	3. Customs entry number:	4. Vehicle Identification Number (VIN), or engine serial number:
5. Manufacture date (mm/yyyy):	6. Manufacturer (make):	7. Model:	
8. ICI imports only, codes A, C, J, Z - EPA certificate no., model year and expiration date of applicable certificate:			
<b>Names, Addresses, and Telephone Numbers of Relevant Parties</b>			
<p><b>Certification:</b> I certify that I have read and understand the purpose of this form, the penalties for falsely declaring information, or for providing misleading information, or for concealing a material fact. The information I have provided is correct, and all required attachments are appended to this form. I authorize EPA Enforcement Officers to conduct inspections or testing permitted by the Clean Air Act. I am the owner, importer, or agent for the owner or importer.</p>			
9. Importer (code B: must be certificate holder or their agent for shipments of new vehicles prior to introduction into commerce; codes A, C, J, Z: must be ICI):	10. Owner:	11. Storage location:	12. Signature:
			13. Date:
			14. Name, company and phone (type or print):
<b>U.S. conforming and "identical" vehicles</b>			
<input type="checkbox"/> <b>code B - U.S. certified</b> - unmodified vehicle bearing a U.S. EPA emission control label in engine compartment (or on motorcycle frame) in English.			
<input type="checkbox"/> <b>code F - U.S. certified, catalyst restoration</b> - U.S. certified vehicle as described above, except that the catalyst, oxygen sensors or fuel filler neck restrictor were removed or damaged. The importer attests that the catalyst and oxygen sensors and fuel filler neck restrictor, as applicable, will be re-installed or replaced after importation. If leaded gasoline was used, the importer attests that after importation (1) the fuel tank will be drained and refilled with unleaded gasoline, (2) the catalyst and oxygen sensors, if they were left on the vehicle during use of the leaded gasoline, will be replaced, and (3) the fuel filler neck restrictor will be checked and replaced as necessary. No bond or EPA approval is required.			
<input type="checkbox"/> <b>code EE - identical in all material respects to a U.S. certified version</b> - either 1) Canadian vehicle (proof required e.g. Canadian emission control label, registration or title, or letter from the U.S. or Canadian manufacturer representative on letterhead verifying manufacture for sale in Canada) on EPA list of Canadian "identical" models, or 2) <b>vehicle from any country</b> with letter attached to this form from the manufacturer's U.S. representative on letterhead (not a dealer or mechanic) stating that the vehicle is identical to a U.S. EPA certified version with respect to emissions. The importer attests that vehicle is being imported for purposes other than resale or lease. For import of "identical" Canadian vehicles for resale, use <b>code FF</b> .			
<input type="checkbox"/> <b>code FF - Canadian "identical" models imported for resale or lease</b> - Canadian vehicle as described above appearing on EPA list of Canadian "identical" models, imported for resale or lease. The importer attests that the importer will satisfy applicable labeling, warranty and CAFE requirements as specified by EPA.			
<b>EPA exempted vehicles</b>			
<input type="checkbox"/> <b>code M - miscellaneous exemption</b> , either 1) Canadian vehicle as described above (proof required) and the importer is either permanently emigrating to the U.S. or will reside in the U.S. for greater than one year under a worker or student visa, or 2) Canadian vehicle received by U.S. resident through inheritance, or 3) EPA hardship letter based on unforeseen and extraordinary circumstances is attached to this form.			
<input type="checkbox"/> <b>code E - vehicle at least 21 years old</b> (calendar year of manufacture subtracted from year of importation) and in original unmodified configuration is either exempted or excluded from EPA emission requirements, depending on age. Vehicles at least 21 years old with replacement engines are not eligible for this exemption unless they contain equivalent or newer EPA certified engines. Customs may require proof of vehicle age.			

**Figure K4-6. EPA Form 3520-1 Importation of Motor Vehicles and Motor Vehicle Engines Subject to Federal Air Pollution Regulations**

	<b>United States                  Environmental Protection Agency</b>
<b>Excluded vehicles</b>	
<input type="checkbox"/> <b>code L - racing vehicle</b> as determined by EPA and may not be registered or licensed for use on or operated on public roads or highways (40 CFR 85.1511(e)). <b>EPA letter of approval must be attached to this form.</b>	
<input type="checkbox"/> <b>code U -2005 model year (or older) motorcycle, scooter or moped</b> with engine displacement less than 50cc and with rated speed greater than 5000 rpm.	
<input type="checkbox"/> <b>code W - non-chassis-mounted engine</b> to be used in a light-duty vehicle or light-duty truck or motorcycle which is currently covered by an EPA certificate or will be covered by an EPA certificate prior to introduction into commerce.	
<input type="checkbox"/> <b>code Y - unregulated fuel</b> - a vehicle that: (1) for model years earlier than 1991 operates on fuel other than gasoline or diesel fuel, or (2) for 1991- 1996 model years operates on fuel other than gasoline or diesel or methanol fuel, or (3) for 1997 and later model years operates on fuel other than gasoline or diesel or methanol or ethanol or compressed natural gas (CNG) or liquid petroleum gas (LPG), including propane. This exemption does not apply to 2004 and later model year vehicles.	
<b>Temporary imports</b>	
<input type="checkbox"/> <b>code G - imported for repair or alteration</b> in accordance with 40 CFR 85.1511(b)(1). May not be registered or licensed for use on, or operated on public roads or highways, or sold or leased in the U.S. <b>Customs bond required.</b> EPA requests that the vehicle be bonded for at least its full value. EPA letter of approval must be attached to this form.	
<input type="checkbox"/> <b>code I - imported for testing purposes</b> in accordance with 40 CFR 85.1511(b)(2). May not be registered or licensed for use on or operated on public roads or highways (except operation that is integral to the purpose of the testing program) or sold or leased in the U.S. <b>Customs bond required.</b> EPA requests that the vehicle be bonded for at least its full value. EPA letter of approval must be attached to this form.	
<input type="checkbox"/> <b>code K - imported for display</b> (solely for public or business purposes, and not for private purposes or U.S. market sales promotions) in accordance with 40 CFR 85.1511(b)(4). May not be registered or licensed for use on or operated on public roads or highways (except operation that is integral to the purpose of the display) or sold or leased in the U.S. <b>Customs bond required.</b> EPA requests that the vehicle be bonded for at least its full value. EPA letter of approval must be attached to this form.	
<input type="checkbox"/> <b>code N - imported for up to one year</b> by member of the armed forces or personnel of a foreign government on assignment to the U.S., for whom free entry has been authorized in writing by the U.S. Department of State, or a member of the armed forces of a foreign country with official orders for duty in the U.S.	
<input type="checkbox"/> <b>code O - imported by nonresident for personal use</b> by an individual for a period up to a year. EPA letter of approval must be attached to this form.	
<b>Independent commercial importer (ICI) imports</b>	
<input type="checkbox"/> <b>code A - imported by an ICI for modifications</b> in accordance with a valid EPA certificate of conformity issued for the specific make, model, and model year in accordance with 40 CFR 85.1505.	
<input type="checkbox"/> <b>code C - imported by an ICI for modification and testing</b> in accordance with 40 CFR 85.1509. Vehicle must be at least 6 years old.	
<input type="checkbox"/> <b>code J - imported by an ICI for the purpose of pre-certification testing</b> in order to obtain an EPA certificate of conformity. No EPA approval is required. The ICI has 180 days to obtain a certificate or export (40 CFR 85.1511(b)(3)). <b>Customs bond required.</b>	
<input type="checkbox"/> <b>code Z - imported by an ICI for the purpose of modifying to be identical to an original equipment manufacturer (OEM) certified version</b> in accordance with written instructions from the OEM that are specific to the vehicle being imported.	
<b>OEM imports</b>	
<input type="checkbox"/> <b>code H - imported, owned, and controlled directly by an original equipment manufacturer (OEM) on EPA list of OEM certificate holders</b> provided to Customs, for research, development or testing purposes in accordance with 40 CFR 85.1706. This is a temporary exemption without time limit. If the vehicle is subsequently covered by an applicable EPA certificate of conformity, it is released from the restrictions of this exemption.	
<input type="checkbox"/> <b>code Q - imported, owned, and controlled directly by an original equipment manufacturer (OEM) on EPA list of OEM certificate holders</b> provided to Customs, for storage pending receipt of the applicable EPA certificate of conformity, which is pending and imminent. Use of this code is no longer permitted once EPA has issued the applicable certificate of conformity.	
<b>U.S. Department of Transportation Requirements</b>	
<b>Note:</b> Importers of vehicles that are primarily manufactured for use on public roads must also file an HS-7 Declaration form to identify the basis for the vehicle's admission under the laws administered by the U.S. Department of Transportation. For more information, see <a href="http://www.nhtsa.dot.gov/cars/rules/import/">www.nhtsa.dot.gov/cars/rules/import/</a> .	
<b>Paperwork Reduction Act Notice</b>	
This information is collected to ensure that motor vehicles and engines imported into the U.S. conform with applicable emission requirements. Responses to this collection are mandatory (40 CFR 85.1501 et seq., and Clean Air Act Sections 203 and 208). Information submitted to the Agency under a claim of confidentiality will be safeguarded according to policies set forth in Title 40, Chapter 1, Part 2, Subpart B. The public reporting and recordkeeping burden for this collection of information is estimated to average 30 minutes per response. Burden means the total time, effort, or financial resources expended by persons to generate, maintain, retain, or disclose or provide information to or for a Federal agency. This includes the time needed to review instructions; develop, acquire, install, and utilize technology and systems for the purposes of collecting, validating, and verifying information, processing and maintaining information, and disclosing and providing information; adjust the existing ways to comply with any previously applicable instructions and requirements; train personnel to be able to respond to a collection of information; search data sources; complete and review the collection of information; and transmit or otherwise disclose the information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Send comments on the Agency's need for this information, the accuracy of the provided burden estimates, and any suggested methods for minimizing respondent burden, including through the use of automated collection techniques to the Director, Collection Strategies Division, U.S. Environmental Protection Agency (2822), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence. Do not send the completed form to this address.	

**Figure K4-6. EPA Form 3520-1 Importation of Motor Vehicles and Motor Vehicle Engines Subject to Federal Air Pollution Regulations (Cont'd)**