

# TRANSCOM – SDDC PR VPC COR'S/PERSONAL POPERTY FORT BUCHANAN/USCG SECTOR SJU

**\*UPDATED: 15 DEC 2021\***



## INSTRUCTIONS FOR SHIPPMENT OF VEHICLE FROM SAN JUAN TO CONUS/OCONUS

**Puerto Rico VPC/ IAL - RODI CARGO:**

VICTORIA INDUSTRIAL PARK  
BO. MARTIN GONZALEZ LOTE 2-C CALLE 3  
CAROLINA, PR 00987:

**(\*\*If IAL/ Rodi Cargo does not appear on GPS enter "MILITARY VPC"\*\*)**

**For more information go to [www.pcsmypov.com](http://www.pcsmypov.com) (Select TURN IN tab)**

Puerto Rico VPC /IAL - Rodi Cargo  
Phone: (787) 979-6888  
Email: puertorico.vpc@ialpov.us  
Hours of Operation: Monday - Friday 8 AM to 5 PM  
\*Excluding Federal and local holidays.  
\*Last Service Member served at 4:00PM

**\*\*Use the provided checklist and report to Puerto Rico Vehicle Processing Center with your vehicle having met the following requirements.\*\***

**VPC APPOINTMENTS**

Appointments must be made on line at: [www.pcsmypov.com](http://www.pcsmypov.com). Use this appointment date as your gauge to meet all other requirements.

**LOCAL PUERTO RICO GOVERNMENT REQUIREMENTS**

*\*\*Prices subject to change\*\**

**1). ACAA**

Original plus One copy of Negative ACAA Certificate. Service member will retrieve via [www.aaa.pr.gov](http://www.aaa.pr.gov), at the central office in San Juan, or call **(787) 759-8989, Ext. 2838/2803**. When requesting document the CESCO will need to be informed that a Negative ACAA Certificate is need for export of Service Member's vehicle. This Certificate is valid for **30 calendar days**. *Please present this document "Original and Copy" the day of the VPC appointment.*

**2). Department of Motor Vehicles**

When visiting the CESCO office please be specific on which document you are requesting. **No Traffic Violation Certificate** (Vehicle was registered in Puerto Rico) **or Certificate of the Vehicle Not Registered in Puerto Rico**. Will need to acquire a \$11.00 (Code: 5120) voucher/stamp and \$2.00 voucher/stamp (Code: 842). (Vehicle must be turned in within **3 calendar days** or new certificate will be required). *Please present the No Traffic Violation Certificate or Certificate of the Vehicle Not registered in Puerto Rico plus the vouchers the day of the VPC appointment.*

**3). Police**

Original and One copy of the Pre-Inspection Certificate for exportation. Service member's needs to make an appoint to visit the Department of Stolen Vehicles of the area in which they reside (787-286-3404), to receive this certificate. To be able to request the Pre-Inspection Certificate, service member will have to present the No Traffic Violation Certificate or the Certificate of the vehicle not registered in Puerto Rico along with their driver's License. *(Vehicle must be turned in within **3 calendar days** of the date of the certificate or a new certificate will be required).* Will need to acquire a \$10.00 voucher/stamp (Code: 5122) and a \$2.00 voucher/stamp (Code: 842). *Please present the vouchers and the Certificate of Pre- Inspection plus the vouchers to the day of the VPC appointment.*

**VPC PAPERWORK REQUIREMENTS**

**1) One (1) legible copy of current Travel Orders and amendments.**

Orders must state "Shipment of POV is authorized" and have a valid TAC code indicated. *Vehicle cannot be accepted without the POV Statement or a valid TAC code.*

**\*Department of State (DOS) orders** - authorization is required from DOS to ship their vehicles with Puerto Rico VPC.

**2) Two (2) legible copies of vehicle registration.** If no lien on car, only owners name on registration.

**3) Two (2) legible copies of Title (Front and Back)** Title must be in car owner's name, no lien holder listed on title, or if still paying for the vehicle.

\*If vehicle is under a lien contract, please provide the Copy of the Vehicle Title **AND...**

**Original and one (1) legible copy** of lien holder's authorization letter authorizing shipment of vehicle from the island to destination.

- Must be written on the company's letterhead.
- Must have financial institution's seal
- Must have the official's original signature (no stamp). Letter will not be valid with any of these items missing. (No emails, no scans, no PDFs or no faxes will be accepted.)

**4) Two (2) legible copies** of service member's valid driver's license.

*\*If an individual that is not the service member is completing the process in lieu of the service member, they will also need to provide a copy and present their valid driver's licenses.*

**5) A Special Power Of Attorney (POA) (Local VPC Requirement)**

*\*Must be in English can be provided free of charge, call 787-707-5138 for more information regarding vehicle in English.\**

*--Original and one (1) copy, signed by **RODICARGO / Puerto Rico VPC** to ship vehicle.*

**ADDITIONAL POWERS OF ATTORNEY (WHEN APPLICABLE)**

a). *Original with 1 copy, (plus two (2) copies of ID).* **IF** the member is not going to turn in vehicle him or herself.

**--AND/OR--**

b). *Original with one (1) copy,* **IF** the vehicle is under spouse's name a POA authorizing military member to ship vehicle through military orders.

**VEHICLE REQUIREMENTS**

*\*All requirements must be met or vehicle will not be accepted for shipment. Visit [WWW.PCSMYPOV.COM](http://WWW.PCSMYPOV.COM) to review all requirements in detail.\**

**1) Recalls**—Visit [www.recalls.gov](http://www.recalls.gov) and confirm your vehicle does not have any unsafe, hazardous, and/or defective products listed by the manufacturer which may cause harm during shipment.

**2) No more than ¼ tank gas (NO EXEMPTIONS).**

**3) No cracked glass/windshield (NO EXEMPTIONS).**

**4) Vehicle must be thoroughly clean, interior and exterior.** Engine, wheel wells, and under inside bumpers must be pressure washed. Vehicle must be free of soil/dirt and have no oil leaks (*USDA Puerto Rico requirements*).

**5) Emergency/parking brake and regular brake must be in good working order**

**6) Wheel lock key must be placed in glove box.**



# CHECKLIST

**APPOINTMENTS**

- Make the TURN-IN appointment at [www.pcsmypov.com](http://www.pcsmypov.com) or call if it's an emergency.

**LOCAL PUERTO RICO GOVERNMENT REQUIREMENTS**

- Corresponding Stamps/Voucher for below
  - Negative ACCA Certification (*Valid for 30 Days*)
  - Department of Motor Vehicles (*Valid for 3 calendar Days*)
  - PR Police-Pre-Inspection Certification for exportation (*Valid for 3 calendar Days*)

**VPC PAPERWORK REQUIREMENTS**

- Two (2) legible copies of current Travel Orders. With the statement "Shipment of POV is authorized" and valid TAC code.
- **Service Members with Department of State (DOS) orders, authorization is required from DOS to ship their vehicles with Puerto Rico VPC. Below POC information for DOS.**  
Transportation & Travel Management  
2025 E St. NW  
SE3135 (SA-09)  
Washington, D.C. 20037  
Phone: 800-424-2947  
Fax# (202) 472-8446  
E-Mail: [DODPP@state.gov](mailto:DODPP@state.gov)
- Two (2) legible copies of Vehicle registration.
- Two (2) legible copies of Title and Official Lien holder's letter authorizing shipment of vehicle. Original hand signed letter. (NO EMAILS, SCANS, or FAXES).

- Two (2) legible copies member's valid driver's license.
- Original and one (1) copy of Special Power of attorney original authorizing Rodi Cargo, Inc. / Puerto Rico VPC to ship vehicle. **\*\*Must be in English\*\*.**
  - Power of Attorney **IF** the member is not going to turn the vehicle him or herself (Original with 1 copy, plus 2 copies of ID).
  - Power of Attorney **IF** the vehicle is under spouse / dependent name authorizing service member to ship spouses/dependents vehicle through military orders.

**VEHICLE REQUIREMENTS**

All requirements must be met or vehicle will not be accepted for shipment

- Verification of Recalls
- No more than a ¼ tank gas (No exceptions)
- No cracked windshields (No exceptions)
- Vehicle must be thoroughly clean, interior and exterior. Engine, wheel wells, and under inside bumpers must be pressure washed. Vehicle must be free of soil/dirt and have no oil leaks (*USDA Puerto Rico requirements*).
- Emergency/parking brake and regular brake must be in good working order
- Wheel lock key must be placed in glove box.

**It is your responsibility!** If shipping overseas / OCONUS to make sure you have read and understood the Country's Instructions regarding shipping your vehicle. **\*\*Privately Owned Vehicles (POVs)** shipped to Puerto Rico must comply with U.S. specifications. All **active duty** and **civilians** on transportation orders are authorized tax exemption on one privately owned vehicle. Additional vehicles are subject to local government import taxes which must be paid prior to release to the owner\*\*

<https://installations.militaryonesource.mil/view-all> --

**\*\*If you are unable to access this sight, request a copy from your Personal Property Counselor. \*\***

**Pertinent Phone Numbers / Websites / Emails**

**Puerto Rico Police Department of Stolen Vehicles (per zone)**

- San Juan (787) 725-1690 ; 2733
- Caguas (787) 744-7251
- Carolina (787) 769-9292 ; 8998
- Bayamon (787) 785-0310
- Guayama (787) 864-0274 ; 0638
- Ponce (787) 840-3220 ; 3230
- Aguadilla (787) 891-2929
- Mayaguez (787) 805-6030 ; 6070
- Humacao (787) 850-8040
- Arecibo (787) 878-4070
- Utua (787) 894-3159
- Fajardo (787) 885-2200 ; 2203
- Aibonito (787) 735-6967

**Legal Offices:**

Fort Buchanan Legal Office Phone Num. 787-707-5155  
U.S. Coast Guard Legal Office Phone Num. 787-729-2370

**Department of State:** – 800-424-2948

**ACAA:** - (787) 759-8989, Ext. 2838/2803.

**Important Websites**

- [www.pcsmypov.com](http://www.pcsmypov.com)
- [www.recalls.gov](http://www.recalls.gov)
- [DODPP@state.gov](mailto:DODPP@state.gov)
- <https://installations.militaryonesource.mil/view-all>

**VPC COR Email**

[prvpc@army.mil](mailto:prvpc@army.mil)

**\*\*Do NOT send any supporting documents to COR email unless requested to do so by CORs.\*\***

**\*\*Per COVID-19 Pandemic Procedures are subject to change\*\***