



# Pre-Shipping Instruction Form

Please help expedite the turn-in of your POV, by completing the form below.

Appointment Date (If Applicable):

Actual Arrival Date to New Assignment:

Full Name (First and Last):

DOB:

SSN:

Branch of Service:

Rank / Paygrade:

Destination VPC:

Phone # (At New Destination) - Can be family member, friend or sponsor :

Personal Email Address (e.g.: Gmail, Outlook, Yahoo etc.):

USPS/ US Overseas Address (needs to be a physical valid street address)

Old Duty Station & Location Address (Unit, incl. APO or FPO, as per orders):

New Duty Station & Location Address ( Unit, incl. APO or FPO, as per orders ):

## Emergency Contact Details

Emergency contact information needs to be a person in the United States.

Name:

Address:

Telephone Number:

Email Address:

Relationship to Member:

### Top 4 ways to avoid your POV being turned away:

- 1 – POV must have ¼ tank or less of fuel
- 2 – Cleanliness of interior and exterior
- 3 – Have all correct documentation
- 4 – Review shipment details at [www.PCSmyPOV.com](http://www.PCSmyPOV.com)