

TO ENSURE A SMOOTH REGISTRATION  
PROCESS, PLEASE FOLLOW THE  
GUIDELINESS FROM THIS BROCHURE



FOLLOWING THESE STEPS WILL  
ENSURE A SUCCESSFUL AND LEGALLY  
COMPLIANT VEHICLE REGISTRATION. IF  
YOU HAVE ANY QUESTIONS, PLEASE  
FEEL FREE TO CONTACT THIS OFFICE

## CONTACT US

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LOCATED AT  
BUILDING 653

# VEHICLE DEREGISTRATION GUIDE

## **JUNKING A VEHICLE**

- Owner must be present.

### **REQUIRED DOCUMENTS:**

1. Title in owner's name.
2. \*Scraping Receipt.
3. \*License Plates.
4. \*Road Tax Decal.

\*Obtained from an approved salvage yard of the owner's choosing.

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STEP 1: Once all required documents are verified, Pass and Registration will take your Road Tax decal and the member will fill out transfer documents.

STEP 2: The owner will take the transfer documents, along with the license plates, to their insurance company to obtain a Junk Title.

STEP 3: Once the owner obtains the Junk Title, they will present it to Pass and Registration.

STEP 4: After the Junk Title is verified, the owner's vehicle registration will be terminated in the system.

## **EXPORTING A VEHICLE**

- Owner must be present.

### **REQUIRED DOCUMENTS:**

1. Title in owner's name.
  2. IAL Delivery Form obtained from export vehicle inspection.
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STEP 1: Member will present required documents to be verified.

STEP 2: Once verification is complete, the member will fill in documents to obtain an Export Title.

STEP 3: The member will then take the documents to their insurance company to obtain the Export Title.

STEP 4: Once the member has obtained the original Export Title, they will then present the documents to Pass and Registration.

STEP 5: After the Export Title is verified, the owner's vehicle registration will be terminated in the system.

NOTE: If members are exporting through the military, please contact TMO for information on PCSmyPOV website.

## **POWER OF ATTORNEY**

- POA Grantor (Owner) and POA holder must be present.

### **REQUIRED DOCUMENTS:**

1. Title in owner's name.
  2. Holder's USFJ 4EJ permit.
  3. Current JCI Policy.
  4. Current Liability Insurance.
  5. Current Road Tax Receipt.
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STEP 1: Once all required documents are verified, the grantor and holder will fill out a Power of Attorney to be notarized by the Legal Office in Bldg. 656, second floor.

NOTE: If the holder is an E6 or below, both members will fill an additional document to be signed by their Commander or First Sergeant.

STEP 2: The grantor or holder will present the completed document(s) to Pass and Registration.

STEP 3: After the title transfer transaction is complete, and the vehicle will be removed from the seller's name.

NOTE: The POA holder will have until 120 days after the grantor's PCS date, the JCI expiration date, or the Liability Insurance expiration date before the POA expires, whichever date is first. If expired, the POA can only be used to junk the vehicle.