

## Buying New/Used Cars

### From Local National or Dealership

**NOTE:** If you finance a vehicle through a bank, the lien holder must be on the Purchase Order or Bill of sale.

### Used US Spec

- All Required documents listed on the middle page.
- Purchase Order or Bill of sale
- Original USAREUR Title if the vehicle was previously registered with USAREUR, otherwise Original US Title. If vehicle is under a lien, a copy of the documents will suffice.
- Customs Form AE 550 or "UB" form (Unbedenklichkeitsbescheinigung)
- ICC/Blank insurance cards (Please See FAQ)
- Volvo Only: If you pick up the vehicle in Sweden no customs is needed. If you pick up the vehicle in Germany, customs is needed.

### Used German Spec

- All Required documents listed on the middle page.
- Purchase Order or Bill of sale
- Green German title book and Registration with deregistration stamp (Ausserbetriebsetzung) within 6 months. This is found on the back of the German registration (small green paper). If the deregistration stamp is older than 6 months a "Bescheinigung" from the German Registration office (Zulassungsstelle) stating the vehicle hasn't been registered within the last 6 months is required.
- If the vehicle was previously registered with USAREUR a "UB" (Unbedenklichkeitsbescheinigung) or Customs Form AE 550 is required.
- ICC/Blank insurance cards (Please See FAQ)

### NEW German Spec

- All Required documents listed on the middle page
- German title book
- POV waiver if applicable
- Bill of Sale or Purchase Order
- ICC/Blank insurance cards (Please See FAQ)

### New US Spec

- All Required documents listed on the middle page.
- Must be in country/port of entry
- Purchase Order or Bill of sale
- Manufacture Certificate of Origin MCO (if available)
- Customs Form AE 550 or VAT with VIN & Dealership Stamp.
- ICC/Blank insurance cards (Please See FAQ)

**Note:** You will be required to drop off documents back to our office within 60 days after registration.

### Annual Renewals

**NOTE: There are no appointments for renewals.** The inspection point is open Monday to Friday 0700-1500. We have a sub-station at the end of the inspection point that will process the renewal. If you need the inspection form (AE Form 190-1aa) you can pick that up at our substation as well.

- All Required documents listed on the middle page
- Registration
- Inspection

Note: Renewals can be done **within 75 days** of the expiration date without changing the expiration date. Early renewals can be done any time outside of this window but will reset the expiration date. The US Safety Inspection is free. We do accept German Inspection (TUV, DEKRA, GTU, KUS) in lieu of the US Inspection as long as it has been completed within 30 days.

## FAQ:

**Q:** Can I book an appointment?

**A:** Yes! You can sign up for appointments at <https://booknow.appointment-plus.com/9rm3mcns/>. After you load the site select Ramstein for base, Vehicle Registration for the Base Agency, then the base service that matches what transaction you require. If you are unsure please give us a call and we can help you select the correct appointment. It's that simple!



**Q:** I would like an appointment to do a renewal.

**A:** We **DO NOT** offer appointments for renewals. We have our Sub-Station available for walk-ins Monday-Friday from 0700 to 1500. They offer renewals, temporary to permanent plate changes, and minor personal and vehicle information changes only. They are located in Bldg 2807 at the end of the Kapaun inspection point.

**Q:** What constitutes as blank insurance?

**A:** Some companies send blank insurance cards electronically to our HQ at Sembach. These cards get updated into batches throughout the day at 0900, 1100 and 1400, but these times are subject to change. Other companies issue blank paper insurance cards to the customer and will be filled out at our office.

**Q:** I have a green insurance card/my car has insurance, why am I being told I need new insurance cards?

**A:** For some transactions like insurance cancellations or plate changes (with the exception of red temporary plates to permanent KL plates) we are unable to use old insurance cards. Some insurance companies issue electronic insurance cards for vehicle registration in the USAREUR system. This electronic data base is updated at 0900, 1100 and 1400, but these times are subject to change. We suggest you call your insurance company at least 24 hours in advance. All other insurance companies will issue white paper insurance cards we validate.

#### German Customs/Zollamt

Kaiserslautern Location:  
Von-Miller Str. #13  
67661, Kaiserslautern  
Phone: 0631-34270  
Mon-Fri 0730-1200 & 1300-1500  
Closed all Germany Holidays

#### German Registration Zulassungsstelle

Kaiserslautern Location:  
Mercurstr. #45  
67663, Kaiserslautern  
Phone: 0631-365-2927  
Mon-Wed: 0730-1300  
Thurs: 0730-1200 & 1400-1730  
Fri: 0730-1200  
Closed all German Holidays

#### US Customs

Ramstein AB, Bldg 305  
DSN: 480-3720  
Comm: 06371-47-3720  
Mon-Fri: 0800-1600  
Closed all US Holidays

Kleber Kaserne Bldg 3245  
DSN: 483-7383  
Comm: 0631-411-7383  
Mon-Fri 0800-1200 &  
1300-1600  
Closed all US Holidays

#### IAL Vehicle Shipping

DSN: 489-7750  
Comm: 0631-536-7750  
Mon-Fri: 0800-1600  
Closed all Germany Holidays

# Kapaun Vehicle Registration



**Main Station - BLDG 2806 Kapaun, AS**

*Monday - Friday*

Appointment Only: 1300-1500

*Last Duty Day of the Month*

Hours: 0700 – 1100

**Sub-Station - BLDG 2807 Kapaun, AS**

(Renewals & Temp to Perm Plates ONLY)

*Monday to Friday*

Walk-Ins 0700 – 1500

**\*\*Last Duty Day of the Month\*\***

\*\*\*0700 – 1100\*\*\*

Closed all US Holidays & Air Force Family Days

**To stay up to date, like Us on Facebook**

Facebook.com/KapaunRMV

Kapaun RMV: 0631-536-7542 or 489-7542  
USAREUR HQ: 0611-143-542-2021 or 542-2021

**Book appointments Online at:**

<https://booknow.appointment-plus.com/9rm3mcns/>

Customer Service Emails:

Kapaun Vehicle Registration:

569USFPS.S5BV.VehicleRegistration@us.af.mil

HQ Vehicle Registry at Sembach Kaserne

usarmy.sembach.usareur.list.rmv-cust-svc@mail.mil

Last Updated 20 May 2020 (supersedes previous versions)

## Vehicles Shipped Outbound

### To De-Register

- All Required documents listed on the middle page.
- KL Plates
- KL Registration
- Shipping documents/Bill of Lading/Dock Receipt. MOTORCYCLES: If using the house hold goods inventory sheet, it must include the VIN.

**Optional Shipping Plates:** These plates allow you to temporarily drive before you can register it at your destination. All vehicles being shipped must have a current and valid operational registration to qualify for shipping plates/registration. A transaction fee may be required.

- All documents to De-Register
- Orders
- E-Mail Confirmation with day/time of shipping appointment (Private Shipping Only)

## Vehicles Shipped Inbound

Vehicles registered less than 90 days in any system may be eligible for a three year registration.

- All Required documents listed on the middle page
- Must be in country (at Vehicle Processing Center for Gov shipped)
- Proof of ownership, former title or registration
- Authorization to Ship from Lien Holder (If Applicable)
- Shipping Documents or Household Goods inventory (For motorcycle or quad, must include the VIN)
- ICC/Blank insurance cards (Please See FAQ)
- Customs, AE Fm 550-175A (Private Shipping Only)

## Temporary To Permanent Plates

- Temporary Plates
- Registration
- Safety Inspection

Note: The US Safety Inspection is free. We do accept German Inspection (TUV, DEKRA, GTU, KUS) in lieu of the US Inspection as long as it has been completed within 30 days. If you pass the US inspection you **MUST HAVE** the inspection form with the STAMP!

## Non-Operational Registration/Renewal

- All Required documents listed on the middle page.
- Plates (if issued)
- Registration
- Non-Operational Registration Waiver Letter (If previously Non-Op)
- Vehicle repairs must be documented in official capacity and signed by the mechanic, repairs completed (i.e. repaired break line, replaced tires), vehicle description, and VIN.

## Add Driver/Joint Owner to Registration

- One of the Joint Owner(s) must be present
- Physical ID and USAREUR License of the additional driver to be added.

Note: Additional drivers are only authorized to get gas. Joint Owners can do additional transactions (like renewals) but **both owners** must be present to sell the vehicle to another DOD ID/NATO card holder

## Junking Through MWR

- All Required documents listed on the middle page.
- Lien Release (if applicable)
- Registration
- Plates
- Bill of Sale

## Deregistering POV Via

## Selling to Local National/Dealer

- Lien Release or Permission to sell (if applicable)
- Final Bill of Sale
- Plates (if applicable)
- Registration
- American & German Customs with Form AE 550-175B

Note: You can not sell a vehicle on Temporary Plates, you must either complete the registration process and get permanent plates or place the vehicle into Non-Operational status.

## Buy/Transfer USAREUR Vehicle between DOD ID/NATO Members

### Buyer

- ICC/Blank insurance cards (Please See FAQ)
- All Required documents listed on the middle page.

### Seller

- For vehicles with at least 60 days remaining on the registration, an inspection is **NOT** required to maintain current plates/registration. (but the buyer will only receive the remaining time on the registration)
- Current Registration with title Portion
- Lien Release ( if applicable )
- Both Joint/Co-owners need to be present

Note: Both parties need to be present to be signed into the que. The rear plate may need to be brought in to update the inspection sticker. A Notarized Power of Attorney can be used for the missing joint owner

## Requirements for all transactions

- Orders/proof of logistical support 1
- ID Card
- USAREUR 190-1G License 3,5  
SOFA Card (required for ALL Contractors)
- POV Waiver 2
- Card, ApplePay™, Check, Money Order for Processing Fees
- Electronic Insurance Cards or LN Paper Cards 3,4,6
- Motorcycle Safety Card 5

**(1)** First time registration, Changing RMV stations, or change in logistical support, Contractor 1172/77A must have location and accompanying memo stating where they are stationed (i.e. WPC/86 MSG)

**(2)** Only required if your new POV breaks the following: Accompanied 3 POV and 2 recreational vehicles. Unaccompanied 2 POV and 1 recreational vehicles.

**(3)** Not required for Non-Operational Registrations

**(4)** New insurance cards are required for every plate change except temporary to permanent

**(5)** To register motorcycles, if getting temp plates for the MSF course we need temp license and course sign up memo

**(6)** Some companies use electronic insurance cards (USAA and Mirascon equivalents) and push to our systems at 0900, 1100, 1400. However, these times are subject to change and companies will only push certain amounts per day. Some local national insurance companies provide hard copy cards (Allianz, Huk). The green USAA international form IS NOT proof of insurance for USAREUR

## Expired Vehicles

**Do not drive on expired registration.** Per AER 190-1, military members may face UCMJ/Art. 92 violations and can lose your license for up to 90 days. There will be a processing fee of \$70. This fee covers the Non-Operational Registration and your next set of temporary plates. Note you are only authorized two (2) sets of 30 day temporary plates. A third Set is only approved by your commander with a memorandum and receipts stating the required repairs that have been completed to pass the safety inspection. A **new** insurance card is required for all plate changes (except temporary to permanent). Once you have your temporary plates you will have to go to inspection. Once you pass, you will return your temporary plates for Permanent plates.

### Expired Temporary & Permanent Plates:

- All Required documents listed on the middle page
- Plates
- Registration
- ICC/Blank insurance cards (Please See FAQ)
- Processing Fee

### Expired Non-Operational Registration:

- All Required documents listed on the middle page.
- Registration
- Processing Fee
- Non-Operational Registration Waiver Letter

## Power of Attorney/Agent Owner

### Per AER 190-1

**3-1 e.** A general or special power of attorney (POA) will be accepted to register a POV *only if the grantee is the spouse of the registrant.*  
**3-6 b. (2)** If either the sponsor or the spouse is absent when a POV is to be transferred, either a notarized bill of sale or a valid POA (*accepted only between spouses*) is required to enable the spouse who is present at Vehicle Registration to complete the transfer.

**(3)** A person wishing to delete his or her name from joint ownership, but who cannot be at Vehicle Registration in person at the time the change is to be effected, must provide the joint owner a notarized statement or a POA.

**3-9 a** If one of the owners cannot be present, the joint or co-owner conducting the transaction must have a POA or a notarized bill of sale from the absent owner.

**b.** Persons transferring a POV on behalf of another must apply for a POA at Vehicle Registration and be listed on AE Form 190-1A as "agent."

**3-11 c.** Deployed U.S. Forces personnel (verified with deployment orders) may add a non-Family member as an additional driver to their vehicle registration for the purpose of vehicle care using a special POA. The person added as an additional driver must be a member of the U.S. Forces with full logistic support. The deployed person will provide the additional driver the old registration, deployment orders, and a copy of the POA. The additional driver must pay the fee for replacement documents to show his or her name.

**3-22 a.** If an owner is unable to dispose of a POV before departing, the individual's unit commander will appoint an agent to dispose of the vehicle. The agent must be at least one grade above the POV owner. The agent will be granted special POA (AE Form 190-1AD), which will be valid for 90 calendar days .... A copy of the agent's appointment orders will be attached to the agent-owner registration.

**b.** Only AE Form 190-1AD, witnessed and dated at Vehicle Registration or the local staff judge advocate (SJA) office, is an acceptable POA. A person may be an agent for only one POV at a time. The use of an agent in no way relieves the owner of the responsibility to ensure proper disposition

**c.** A POA is granted when both the owner and the agent appear at Vehicle Registration or the local SJA office and complete AE Form 190-1AD in the presence of the station clerk.