

# Welcome to Germany!

The Vehicle Processing Center consists of 3 separate entities.

Please select which agency you are looking for.



## 569<sup>th</sup> Kapaun Vehicle Registration

- Registering
- Renewals
- PCS inbound
- PCS Outbound
- Selling/Junking
- De-registering
- Out processing
- More



## 86 VRS Inspections

- Initial inspection
- Re-inspection
- Common reasons why vehicles fail



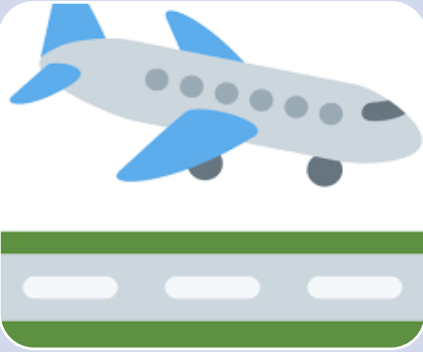
## International Auto Logistics

- Inbound shipment
- Outbound shipment
- Requirements
- Steps

Last Update: 22 June 2021

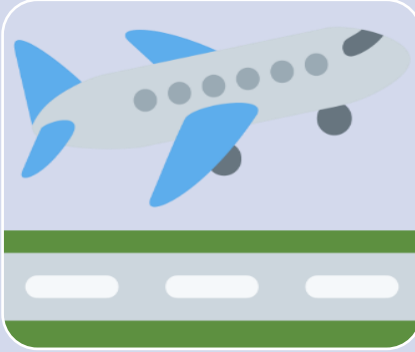
Created by: A1C Klug, Kaylee 16 April 2021

## Kapaun Vehicle Registration



### Inbound PCS

- I just PCS'd to Germany
- I just bought a vehicle
- I need a European License
- Frequently asked questions
- AE Regulation 190-1



### Outbound PCS

- I need to de-register my vehicle
- I am selling/transferring my vehicle to a DoD ID card holder
- I am driving to my next base
- I am retiring/Separating
- I need to out process



### Other

- Frequently asked questions
- My temporary plates are/will EXPIRE
- I have temporary plates on my vehicle. Now what?
- I need to do an Agent/Owner
- I lost my registration
- I need to renew my registration
- What do I do if my vehicle FAILS inspection?
- Required Forms
- My plates were lost/stolen
- I need to register my vehicle Non-Operational
- I need to update the information on my registration

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I just PCSD'd to  
Germany



I just bought a  
vehicle



Frequently asked  
questions



AE Regulation  
190-1



I need to get my  
European License

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## What do you need to do?



I shipped my vehicle here and need to register/get temporary plates so that I can pick up my vehicle.



I just recently bought/plan on buying a vehicle from a dealership/Local National and need to register/get temporary plates.

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*I shipped my vehicle here and need to register/get temporary plates so that I can pick up my vehicle.*

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## The following items must be brought with you to Vehicle Registration Main Station Bldg. 2806 to register your car.

### CHECKLIST:

1. Valid ID/USAREUR-AF License/SOFA Card. (Contractors must provide a valid passport.)
2. Paper copy of official orders
3. All shipping documents to include: Bill of Lading, Dock Receipt, or Household Good Inventory Sheet for a Motorcycle, etc.
4. Previous Title or Previous registration
5. Insurance Confirmation Card (ICC)
6. \*\*\*If you shipped privately (Not through military) you **MUST** go to US Customs on Ramstein for the AE 550 Forms

What is an Insurance Confirmation Card?  
Please call your car insurance company and request an "Insurance Card" be uploaded into our system. THIS IS DONE ELECTRONICALLY. If you have a local German insurance, they will print you out a paper copy that you must bring to us.

We recommend making an appointment for this transaction OR you may utilize our walk in hours.

Walk in: Monday-Friday 0700-1000

Appointments: Monday-Friday 1200-1500

Click here to be directed to Appointment Plus to make an appointment with Vehicle Registration

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*I just recently bought/plan on buying a vehicle from a dealership/Local National and need to register/get temporary plates.*

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Is the vehicle US or European Spec?



US Spec



European Spec



Other

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We recommend making an appointment for this transaction OR you may utilize our walk in hours.

Walk in: Monday-Friday 0700-1000

Appointments: Monday-Friday 1200-1500

### NEW US Spec

- Valid ID/USEUR License/SOFA Card/Etc. (Contractors must provide a valid passport.)
- Paper Copy of Official Orders - Only if this is your first time registering vehicle into the USAREUR-AF system.
- Purchase order or Bill of Sale
- American & German customs form (AE 550-175A). This form can be picked up from the Ramstein Customs office or "UB" Form. A VAT form will also work.
- Insurance Confirmation Card.
- Manufacture Certificate of Origin (If available)

### USED US Spec

- Valid ID/USEUR License/SOFA Card/Etc. (Contractors must provide a valid passport.)
- Paper Copy of Official Orders – Only if this is your first time registering a vehicle into the USAREUR-AF system.
- Purchase order or Bill of Sale
- Insurance Confirmation Card.
- Original U.S. Forces Title if previously registered in U.S. Forces system or Original U.S. Title (Does not apply to brand new vehicles.)
- American & German customs form (AE 550-175A). This form can be picked up from the Ramstein Customs office or "UB" Form. A VAT form will also work. Take this form to German customs off base to be stamped.

### What is an Insurance Confirmation Card?

Please call your car insurance company and request an "Insurance Card" be uploaded into our system. THIS IS DONE ELECTRONICALLY. If you have a local German insurance, they will print you out a paper copy that you must bring to us.

[Click here to be directed to Appointment Plus to make an appointment with Vehicle Registration](#)

We recommend making an appointment for this transaction OR you may utilize our walk in hours.

Walk in: Monday-Friday 0700-1000

Appointments: Monday-Friday 1200-1500

### **NEW German Spec**

- Valid ID/USEUR License/SOFA Card/Etc. (Contractors must provide a valid passport.)
- Paper Copy of Official Orders -- Only if this is your first time registering vehicle into the USAREUR-AF system.
- Purchase order or Bill of Sale
- Insurance Confirmation Card.
- German title book

### **USED German Spec**

- Valid ID/USEUR License/SOFA Card/Etc. (Contractors must provide a valid passport.)
- Paper Copy of Official Orders -- Only if this is your first time registering a vehicle into the USAREUR-AF system.
- Sales contract or Bill of Sale
- Insurance Confirmation Card.
- Smaller green German registration with deregistration stamp within 6 months. (Zulassungsbescheinigung Teil I)
- Original Green German title (Zulassungsbescheinigung Teil II)
- \*\* *If the vehicle was previously registered with USAREUR American & German customs form (AE 550-175B) is needed. This form can be picked up from the Ramstein Customs office: Take this form to German customs off base to be stamped OR obtain an "UB" (Unbedenklichkeitsbescheinigung) Form from German customs.*

### **What is an Insurance Confirmation Card?**

Please call your car insurance company and request an "Insurance Card" be uploaded into our system. THIS IS DONE ELECTRONICALLY. If you have a local German insurance, they will print you out a paper copy that you must bring to us.

Click here to be directed to Appointment Plus to make an appointment with Vehicle Registration



We recommend making an appointment for this transaction OR you may utilize our walk in hours.

Walk in: Monday-Friday 0700-1000

Appointments: Monday-Friday 1200-1500

## Other Spec

- Valid ID/USAREUR-AF License/SOFA Card/Etc. (Contractors must provide a valid passport.)
- Paper Copy of Official Orders
- Only if this is your first time registering vehicle into the USAREUR-AF system.
- Original Green German title (Zulassungsbescheinigung Teil II) OR Original Title for last known country of registration.
- Insurance Confirmation Card.

## What is an Insurance Confirmation Card?

Please call your car insurance company and request an "Insurance Card" be uploaded into our system. THIS IS DONE ELECTRONICALLY. If you have a local German insurance, they will print you out a paper copy that you must bring to us.

\*\* If the vehicle has not been registered anywhere else, a confirmation letter from German registration office is required. (Does not apply if the vehicle was in a customs bonded warehouse after leaving the USAREUR-AF system.)

[Click here to be directed to Appointment Plus to make an appointment with Vehicle Registration](#)

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*I just bought a vehicle*

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Who did you buy the car from?



Dealership/Local National



DoD ID Card Holder

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We recommend making an appointment for this transaction OR you may utilize our walk in hours.

Walk in: Monday-Friday 0700-1000

Appointments: Monday-Friday 1200-1500

## Transfer Checklist

- Valid ID/USAREUR-AF License/SOFA Card/Etc. (Contractors must provide a valid passport.)
- Paper Copy of Official Orders -- Only if this is your first time registering vehicle into the USAREUR-AF system.
- Both top and bottom copies of the current registration for the vehicle
- Insurance Confirmation Card.
- In order to add a joint owner and/or an additional driver we must make a copy of the ID and USAREUR-AF License of the individual. We MUST have the ID's in hand to make copies of.

## What is an Insurance Confirmation Card?

Please call your car insurance company and request an "Insurance Card" be uploaded into our system. THIS IS DONE ELECTRONICALLY. If you have a local German insurance, they will print you out a paper copy that you must bring to us.

## Important

You will not be able to purchase this vehicle from the DoD ID Card holder if the current registration has less than 60 days until it expires. The seller will have to take the vehicle through inspection before both parties come in to conduct the transfer.

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What specification is the vehicle?

US Spec

European Spec

Other

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We recommend making an appointment for this transaction OR you may utilize our walk in hours.

Walk in: Monday-Friday 0700-1000

Appointments: Monday-Friday 1200-1500

[Click here to make an appointment.](#)

### NEW US Spec

- Valid ID/USEUR License/SOFA Card/Etc. (Contractors must provide a valid passport.)
- Paper Copy of Official Orders -
- Only if this is your first time registering vehicle into the USAREUR-AF system.
- Purchase order or Bill of Sale
- American & German customs form (AE 550-175A). This form can be picked up from the Ramstein Customs office or "UB" Form. A VAT form will also work.
- Insurance Confirmation Card.
- Manufacture Certificate of Origin (If available)

### USED US Spec

- Valid ID/USEUR License/SOFA Card/Etc. (Contractors must provide a valid passport.)
- Paper Copy of Official Orders – Only if this is your first time registering a vehicle into the USAREUR-AF system.
- Purchase order or Bill of Sale
- Insurance Confirmation Card.
- Original U.S. Forces Title if previously registered in U.S. Forces system or Original U.S. Title (Does not apply to brand new vehicles.)
- American & German customs form (AE 550-175A). This form can be picked up from the Ramstein Customs office or "UB" Form. A VAT form will also work. Take this form to German customs off base to be stamped.

### What is an Insurance Confirmation Card?

Please call your car insurance company and request an "Insurance Card" be uploaded into our system. **THIS IS DONE ELECTRONICALLY.** If you have a local German insurance, they will print you out a paper copy that you must bring to us.

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We recommend making an appointment for this transaction OR you may utilize our walk in hours.

Walk in: Monday-Friday 0700-1000

Appointments: Monday-Friday 1200-1500

[Click here to make an appointment.](#)

## NEW German Spec

- Valid ID/USEUR License/SOFA Card/Etc. (Contractors must provide a valid passport.)
- Paper Copy of Official Orders -- Only if this is your first time registering vehicle into the USAREUR-AF system.
- Purchase order or Bill of Sale
- Insurance Confirmation Card.
- German title book

## USED German Spec

- Valid ID/USEUR License/SOFA Card/Etc. (Contractors must provide a valid passport.)
  - Paper Copy of Official Orders – Only if this is your first time registering a vehicle into the USAREUR-AF system.
  - Sales contract or Bill of Sale
  - Insurance Confirmation Card.
  - Smaller green German registration with deregistration stamp within 6 months. (Zulassungsbescheinigung Teil I)
  - Original Green German title (Zulassungsbescheinigung Teil II)
- \*\* If the vehicle was previously registered with USAREUR American & German customs form (AE 550-175B) is needed. This form can be picked up from the Ramstein Customs office: Take this form to German customs off base to be stamped OR obtain an "UB"(Unbedenklichkeitsbescheinigung) Form from German customs.*

## What is an Insurance Confirmation Card?

Please call your car insurance company and request an "Insurance Card" be uploaded into our system. THIS IS DONE ELECTRONICALLY. If you have a local German insurance, they will print you out a paper copy that you must bring to us.

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We recommend making an appointment for this transaction OR you may utilize our walk in hours.

Walk in: Monday-Friday 0700-1000

Appointments: Monday-Friday 1200-1500

[Click here to make an appointment.](#)

## Other Spec

- Valid ID/USAREUR-AF License/SOFA Card/Etc. (Contractors must provide a valid passport.)
- Paper Copy of Official Orders -- Only if this is your first time registering vehicle into the USAREUR-AF system.
- Original Green German title (Zulassungsbescheinigung Teil II) OR Original Title for last known country of registration.
- Insurance Confirmation Card.

## What is an Insurance Confirmation Card?

Please call your car insurance company and request an "Insurance Card" be uploaded into our system. THIS IS DONE ELECTRONICALLY. If you have a local German insurance, they will print you out a paper copy that you must bring to us.

\*\* If the vehicle has not been registered anywhere else, a confirmation letter from German registration office is required. (Does not apply if the vehicle was in a customs bonded warehouse after leaving the USAREUR-AF system.)

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## 86 VRS/USAREUR-AF Licensing

### Checklist

- Valid military ID
- Valid stateside license
- Copy of official orders
- \$20.00  
Credit/Debit/Check/Money Order (NO CASH)
- Completed Training and final course via JKO.

Link for course  
<http://jko.jten.mil/index.html>

### Contact:

DSN 480-0115 or 480-5534

Commercial +49-6371-47-5534

### Address:

Ramstein Air Base  
Bldg. 2106 Room 201

### Hours:

Monday-Friday 0800-1100 and 1300-1500

\*\* Walk ins are ONLY allowed for License pick up and international license applications. \*\*

### Appointments ONLY

\*\* Walk ins are ONLY allowed for License pick up and international license applications. \*\*

If you have any other questions please give the licensing office on Ramstein a call.

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## Frequently Asked Questions

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### How many cars am I allowed to register?

- Married Accompanied Personnel - are limited to three POVs and two recreational vehicles.
- Married Unaccompanied and Single Personnel are limited to two POVs and one RV
- AEF190-1AG - Waiver of the Number of POVs can be submitted. Please see the tab Forms for this PDF.

### What are Vehicle Registrations hours?

- Monday - Friday 0700 - 1000 Walk ins
- Monday - Friday 1200-1500 Appointments ONLY
- Monday - Friday 0700-1000 & 1200-1500 De-registration and out processing

### What is the difference between a Joint Owner and an Additional driver?

- Joint Owner - Either may act for the other in any matter covering the POV (inspections, renewals, and updating information) EXCEPT when selling the POV.
- Additional driver - Solely allows the individual to put gas in the vehicle on base. They are NOT able to act for the other in any matters listed above. Spouses can use a general or special POA

### I want to sell my car but my husband/wife is not here. How can I sell it?

- If both joint owners cannot be present when selling the POV, the absent owner will acknowledge the transfer of the vehicle with a POA or notarized bill of sale.
- If deployed or separated, deployment orders or separation orders are required to prove the other joint owner is no longer in country.

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## More FAQ's

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### Why do I need to call my insurance for a new Insurance Confirmation Card?

- Your insurance is attached to the issued plates that are on your vehicle. The second that your plates expire, your insurance is flagged/cancelled (missed payments, etc), your registration is cancelled, or you have to turn the plates in for another reason, your insurance in the system is deleted. In order to receive another set of plates we MUST have a new Insurance Confirmation Card in the system.
- US insurances will upload the ICC to our headquarters system, which will then drop into our system within 24-48 hours so CALL AHEAD.
- German insurances will give you a paper copy of the ICC to bring with you

### Where can I find one of the required forms?

- Please click on the Forms tab and you will be directed to the PDF and/or memorandum

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Out-Bound PCS

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I need to de-register my vehicle from the USAREUR-AF system



I am driving to my next base



I am retiring/Separating



My vehicle is already de-registered and I only need to Out-process now.



I am selling/transferring my vehicle to a DoD ID card holder

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*I need to de-register my vehicle from the USAREUR-AF system*

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What did you do with your vehicle?

I shipped my vehicle through the Vehicle Processing Center and/or private company

I junked my vehicle through MWR (on base) or off base

I sold my vehicle to a dealership, Local National or a DoD ID Card holder

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*I shipped my vehicle through the Vehicle Processing Center and/or  
private company*

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Has your vehicle shipped through the Vehicle Processing Center (VPS) or another Private shipping company already?

YES

NO

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The following items must be brought with you to Vehicle Registration Main Station Bldg. 2806 to De-register your car.

You do not need an appointment for this transaction.

Walk ins: Monday-Friday 0700-1000

### **Required Items:**

1. Valid ID/USEUR License/SOFA Card/Etc.  
(Contractors must provide a valid passport.)
2. Both of the KL plates from you vehicle
3. KL registration
4. All of the shipping documents that you recieved when you shipped your vehicle to include:
  - Bill of Lading
  - Dock Receipt
  - Household goods inventory sheet  
(MUST include Vin - This usally applies to motorcycles)
6. If you are a joint owner you may still de-register the car without the owner on the registration.

### **Important: Shipping plates**

You will receive temporary plates that will allow you to drive in the states until you are able to register your vehicle. These plates will be given to you when you are de-registering. You **DO NOT** take them to shipping. These plates go with you back stateside so that you can have a temporary registration/plates to drive on as soon as you pick your vehicle up from the dock. You will receive further information upon de-registering your vehicle. The shipping plates **DO NOT** need to be returned.

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*No – My vehicle has not been shipped yet*

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The following items must be brought with you to Vehicle Registration Main Station Bldg. 2806 to De-register your car.

You do not need an appointment for this transaction.

Walk ins: Monday-Friday 0700-1000

**Your vehicle MUST be shipped before you can de-register your vehicle from the USAREUR-AF system and be out-processed. Please contact the Vehicle Processing Center at:**

International Auto Logistics

Kapaun AS, Bldg. 2806

**Hours:** 0800-1600 Monday-Friday

**Commercial:** +49 (0)631-3579-0088

**DSN:** 489-7750

**Kaiserslautern.VPC@ialpov.us**

### **Important: Shipping plates**

You will receive temporary plates that will allow you to drive in the states until you are able to register your vehicle. These plates will be given to you when you are de-registering. You DO NOT take them to shipping.

These plates go with you back stateside so that you can have a temporary registration/plates to drive on as soon as you pick your vehicle up from the dock.

You will receive further information upon de-registering your vehicle. The plates DO NOT need to be returned.

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*I junked my vehicle through MWR (on base) or off base*

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Where did you junk your vehicle?

On base with MWR

Off base through a local junking company

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## On base with MWR

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The following items must be brought with you to Vehicle Registration Main Station Bldg. 2806 to De-register your car.

You do not need an appointment for this transaction.

Walk ins: Monday-Friday 0700-1000

### Required Items:

1. Valid ID/USEUR License/SOFA Card/Etc. (Contractors must provide a valid passport.)
2. Both of the KL plates from your vehicle
3. KL registration (The form that you use to get gas on base)
4. Lien Release letter or Permission to sell, if applicable
5. **IMPORTANT:** If there is a joint owner or co-owner listed on the registration they must be included on the bill of sale or donation certification and must include both signatures.

### What is a Lien Release letter or Permission to sell?

If you had a loan on your vehicle when you initially registered with us we need an official SIGNED or notarized document from the bank you had the loan with giving you permission to junk or sell the vehicle.

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## *Off base through a local junking company*

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The following items must be brought with you to Vehicle Registration Main Station Bldg. 2806 to De-register your car.

You do not need an appointment for this transaction.

Walk ins: Monday-Friday 0700-1000

### **Required Items:**

1. Valid ID/USEUR License/SOFA Card/Etc. (Contractors must provide a valid passport.)
2. Both of the KL plates from your vehicle
3. KL registration (The form that you use to get gas on base)
4. **REQUIRED:** Certificate of Release/Donation of POV (AE Form 190-1Z)
5. Lien Release letter or Permission to sell, if applicable
6. **IMPORTANT:** If there is a joint owner or co-owner listed on the registration they must be included on the bill of sale or donation certification and must include both signatures.

### **What is a Lien Release letter or Permission to sell?**

If you had a loan on your vehicle when you initially registered with us we need an official SIGNED or notarized document from the bank you had the loan with giving you permission to junk or sell the vehicle.

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*I sold my vehicle to a dealership or Local National or DoD ID Card Holder*

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Who did you sell or are planning to sell your vehicle too?

Local National or Dealership

DoD ID Card Holder

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The following items must be brought with you to Vehicle Registration Main Station Bldg. 2806 to De-register your car after selling it to a Local National/Dealership.

You do not need an appointment for this transaction.

Walk ins: Monday-Friday 0700-1000

### Required Items:

1. Valid ID/USAREUR-AF License/SODA Card/Etc (Contractors must provide a valid passport)
2. Both of the KL plates from your vehicle
3. KL Registration
4. Bill of Sale
5. Lien Release Letter or Permission to sell, if applicable.
6. American & German customs form (AE 550-175B). This form can be picked up from the Ramstein Customs office and you must take it to German customs (Off Base) to be stamped.

\*\*\* If your registration is going to expire BEFORE your retirement date you will have to take your vehicle through inspection and renew the registration in order to receive the shipping plates within 7 days of your retirement date.

### Important:

If your vehicle currently has temporary plates you CANNOT sell the vehicle. You must either complete the registration process and get permanent plates OR turn the plates in and place the vehicle into non-operational status.

\*\*Please see the "Other" tab on the main page for more information on non-operational.

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Are you the buyer or the seller?

Seller

Buyer

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We recommend making an appointment for this transaction OR you may utilize our walk in hours.

Walk in: Monday-Friday 0700-1000

Appointments: Monday-Friday 1200-1500

## Transfer Checklist

- Valid ID/USAREUR-AF License/SOFA Card/Etc. (Contractors must provide a valid passport.)
- Both top and bottom copies of the current registration for the vehicle
- You MUST be the sponsor in order to register a vehicle.

## What is a Lien Release letter?

If you had a loan on your vehicle when you initially registered with us (See your registration if there is a lien specified) we need an official SIGNED or notarized document from the bank you had the loan with giving you permission to junk or sell the vehicle.

## Important:

If the sponsor is not in country (TDY/Late arrival /Etc.) they may contact the legal office at their location or visit a Notary Public to create a Power Of Attorney for their spouse. Explain to Legal that you are trying to register your vehicle and make sure you bring the Power Of Attorney with you to your appointment with us. IAW AER 190-1 para. 3-1. e, A general or special power of attorney (POA) will be accepted to conduct any action with the RMV if the grantee is the spouse of the registrant or registered co-owner.

[Click here to be directed to Appointment Plus to make an appointment with Vehicle Registration](#)

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We recommend making an appointment for this transaction OR you may utilize our walk in hours.

Walk in: Monday-Friday 0700-1000

Appointments: Monday-Friday 1200-1500

## Transfer Checklist

- Valid ID/USAREUR-AF License/SOFA Card/Etc. (Contractors must provide a valid passport.)
- Copy of official orders -- Only if this is your FIRST time registering a vehicle in the USAREUR-AF system.
- Blank Insurance Card
- In order to add a joint owner and/or an additional driver we must make a copy of the ID and USAREUR-AF License of the family member. We MUST have the ID's in hand to make copies of

## What is an Insurance Confirmation Card?

Please call your car insurance company and request an "Insurance Confirmation Card" be uploaded into our system. THIS IS DONE ELECTRONICALLY. If you have a local German insurance, they will print you out a paper copy that you must bring to us.

## Important: Please read

The registration for your vehicle MUST have at least 60 days left on the registration in order to sell it to a DoD ID Card holder. IF there is less than 60 days on the registration you MUST take your vehicle through inspection BEFORE both parties come in for the appointment or walk-in to transfer the vehicle. (You DO NOT need to renew the registration as long as you have the passed inspection form and you transfer the vehicle BEFORE it expires.) The vehicle CAN NOT be sold on temporary plates. It must have permanent plates.

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*I am driving to my next base*

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Since you are driving to your next duty location, the following items must be brought with you to Vehicle Registration Main Station Bldg. 2806. You do not need an appointment for this transaction.

Walk ins: Monday-Friday 0700-1000

## Required Items:

1. Valid ID/USAREUR-AF License/SODA Card/Etc (Contractors must provide a valid passport)
2. Both of the KL plates from your vehicle
3. KL Registration
4. Paper copy of new official orders

**You CAN NOT receive shipping plates for a vehicle that is in non operational status or if the vehicle has an expired registration! You must have at least 1 day remaining on the registration.**

## Important:

You can only receive the shipping plates to use to drive to your next duty location within 7 days of your departure!

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*I am retiring/separating*

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Will you have logistical support?  
(Individual logistic support as authorized in AE Reg 600-700)

I will not have logistical support

I will have logistical support

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*I will not have logistical support*

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I am staying in Germany after I retire/Separate

I am going back to the states

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The following items must be brought with you to Vehicle Registration Main Station Bldg. 2806 to De-register your car.

You do not need an appointment for this transaction.

Walk ins: Monday-Friday 0700-1000

### Required Items:

1. Valid ID/USAREUR-AF License/SODA Card/Etc
2. Both of the KL plates from your vehicle
3. KL Registration
4. Paper copy of Retirement or Separation orders
5. UB Form "Unbedenklichkeitsbescheinigung" (This document allows us to de-register your car from the USAREUR-AF system)

\*\*\* If your registration is going to expire BEFORE your retirement date you will have to take your vehicle through inspection and renew the registration in order to receive the shipping plates within 7 days of your retirement date.

### Important:

If you are staying in Germany after you retire or separate you MUST go to a German Customs office (Zollamt) off base in the area you will reside to get the UB Form "Unbedenklichkeitsbescheinigung"

**Address:** Von-Miller-Strasse 13

67661 Kaiserslautern

**Phone:** 0631-34-270

**Mon, Thu:** 0800 - 1200 & 1300 - 1500

**Tue:** 0800 - 1200

**Wed:** 0800 - 1200 & 1300 - 1730

**Fri:** 0800 - 1300.

Closed all German Holidays; hours subject to change

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The following items must be brought with you to Vehicle Registration Main Station Bldg. 2806 to De-register your car.

You do not need an appointment for this transaction.

Walk ins: Monday-Friday 0700-1000

## Required Items:

1. Valid ID/USAREUR-AF License/SODA Card/Etc
2. Both of the KL plates from your vehicle
3. KL Registration
4. Paper copy of Retirement or Separation orders

If you are shipping your vehicle: Your vehicle MUST BE SHIPPED BEFORE DE-REGISTERING.

## Important:

You MUST come to Vehicle Registration to de-register your vehicle before you can be signed off, whether you shipped it, junked it, or sold it off base/local national or to another DoD ID Card holder. Please see the Other tab in regard to de-registration options on the main page.

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The following items must be brought with you to Vehicle Registration Main Station Bldg. 2806 to De-register your car.

You do not need an appointment for this transaction.

Walk ins: Monday-Friday 0700-1000

## Required Items:

1. Valid ID/USAREUR-AF License/SODA Card/Etc
2. Proof of Logistical support (Employment Verification Letter)
3. KL Registration
4. Paper copy of Retirement or Separation orders

### Important:

If you have a spouse on the vehicle registration who is military they **MUST** be present to become the official owner on the registration and you will then become the joint owner. We will need to reprint your registration to reflect all updated information in regards to your new work information, rank, etc.

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*My vehicle is already de-registered and I only need to out process now*

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You do not need an appointment to be signed off on virtual or get your out processing paperwork stamped.

Walk ins: Monday-Friday 0700-1000 or give us a call!

### **Required Items:**

1. Valid ID/USEUR License/SOFA Card/Etc. (Contractors must provide a valid passport.)
2. We will ask for your social to verify that your account is in good standing and all POVs are taken care of/de-registered.
3. Once verified we can stamp/sign any out processing paperwork and/or sign off on Virtual Mpf.

**In order to be signed off for out processing you MUST have every POV de-registered from your name FIRST.**

Please see the "I need to de-register tab" on the Out bound tab. (Kapaun Vehicle Registrationm -> Outbound -> Ineed to de-register)

**Important: If you call please make sure you call 24 hours after you have de-registered so that it is reflected correctly in the USAREUR system.**

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## **IMPORTANT: PLEASE READ!!**

The registration for your vehicle **MUST** have at least 60 days left on the registration in order to sell/transfer it to a DoD ID Card holder. IF there is less than 60 days on the registration you **MUST** take your vehicle through inspection before both parties come in for the appointment. (You **DO NOT** need to renew the registration after being inspected. As long as you have the passed inspection stamp on the AE Form 190-1AA to bring to your appointment, done within the last 30 days and you transfer the vehicle **BEFORE** it expires.)

**Please see the "Forms" tab for AE Form 190-1AA**

(Kapaun Vehicle Registration -> Other -> Forms)

**Your buyer MUST have insurance 24-48 hours BEFORE the appointment and must be the sponsor! Please refer your buyer to this PDF**

(Kapaun Vehicle Registraion -> Inbound -> I just bought a vehicle.)

**Got it – Next**

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We recommend making an appointment for this transaction OR you may utilize our walk in hours.

Walk in: Monday-Friday 0700-1000

Appointments: Monday-Friday 1200-1500

## Transfer Checklist

- Valid ID/USAREUR-AF License/SOFA Card/Etc. (Contractors must provide a valid passport.)
- KL Registration Both top and bottom copies.
- Lien Release letter or Permission to sell, if applicable.
- If you have a joint owner or co-owner listed on the KL registration that person MUST be at the appointment or we CAN NOT do the transfer.

## What is a Lien Release letter?

If you had a loan on your vehicle when you initially registered with us (See your registration if there is a lien specified) we need an official SIGNED or notarized document from the bank you had the loan with giving you permission to junk or sell the vehicle.

## What if my Joint/Co owner is not here?

The absent party MUST obtain a Power of Attorney or notarized statement authorizing the sale/transfer of the vehicle to include the year, make, model, and VIN number.

[Click here to be directed to Appointment Plus to make an appointment with Vehicle Registration](#)

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*Other*

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I am looking for a required form

I need to renew my registration

I have temporary plates on my vehicle. Now what?

What do I do if my vehicle FAILS inspection?

I lost my registration

I need to do an Agent/Owner

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More options 

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*More options*

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My plates were lost/stolen

I need to register my vehicle Non-Operational

I need to update the information on my registration

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*I am looking for a required form*

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AE Form 190-1AA Application

3<sup>rd</sup> set of temporary plate authorization form

AE Form 190-1AI Request to transfer, or renew a non-operational vehicle

AE Form 190-1AG Waiver of the Number of POV's

AE Form 600-17A Request Additional Fuel

AE Form 190-1AW Handicapped Parking Card

Agent/Owner memorandum

RMV Bill of Sale

AE 190-1AD Special Power of Attorney

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You **MUST** pass a vehicle safety inspection to renew the registration

Substation hours: Monday-Friday 0700-1100 and 1200-1500

**86 VRS APPOINTMENT ONLY**

**Checklist:**

- Valid ID/USAREUR-AF License
- Must have an appointment with the 86 VRS via appointment plus. (UNLESS you plan on getting inspected somewhere else)
- AE Form 190-10 -- USAREUR-AF AF Registry of Motor Vehicles will send this form to your address listed on your registration 75 days prior to your expiration date OR you may obtain the AE Form 190-1AA
- Passed inspection stamp on the AE Form 190-1AA
- Top and bottom copy of your current registration

**Important**

To be sure that your vehicle is still in compliance with the German regulations you **MUST** take your vehicle through another inspection **BEFORE** you can renew your registration. You may take your vehicle to get inspected within **75 DAYS OF YOUR EXPIRATION DATE**. (The expiration date is at the top right hand corner of the registration.)

After your vehicle passed inspection you will take all of the required documents to substation bldg. 2807 next to 86 VRS Inspections.

Substation hours: Walk-ins **ONLY**

Monday-Friday

0700-1100 and 1200-1500

Click here to be directed to Appointment Plus to make an appointment for 86 VRS

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*I have temporary plates on my vehicle. Now what?*

---

Are your Temporary Plates Expired?  
(Top right hand corner)

Yes

No

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## Substation hours

Monday - Friday 0700-1100 and 1200-1500

Walk - ins only

### Checklist

- Put both Temporary plates on a vehicle
- Take your vehicle through an inspection

### Once your vehicle passes inspection:

- Go to substation Bldg. 2807 Kapaun, AS (Next to 86 VRS Inspections)
- Take temporary plates off
- Bring in temporary plates and the AE Form 190-1AA with a PASSED inspection stamp.

### You will then trade the temporary plates in for your permanent plates at Substation.

- \$35.00 for a second year on the registration. (Date will be 1 or 2 years from the date you got the temporary plates.)
- 1 year registration is paid for when you purchased the temporary plates for \$35.00

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How many temporary plates have you had?

This is my 1<sup>st</sup> set that is expired

This is my second set that is expired

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You MUST pass a vehicle safety inspection to renew the registration

Substation hours: Monday-Friday 0700-1100 and 1200-1500

86 VRS APPOINTMENT ONLY

## Checklist:

- Insurance Confirmation Card (ICC) You will need to call your insurance for a NEW ICC if you are getting a second/third set/
- Temporary plate registration
- Take the plates off of the vehicle and bring them in
- Failed inspected paperwork if you went through inspection and failed
- We will register the vehicle non-operational first \$35.00
- You will get a 2nd set of temporary plates \$35.00
- You will immediately make an appointment with 86 VRS to get inspected or go to another location that allows walk-ins.
- After passing inspection you will go to our substation bldg. 2807 and get permanent plates.

## What is an Insurance Confirmation Card?

Please call your car insurance company and request an "Insurance Card" be uploaded into our system. THIS IS DONE ELECTRONICALLY. If you have a local German insurance, they will print you out a paper copy that you must bring to us.

Click here to be directed to Appointment Plus to make an appointment for 86 VRS

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You **MUST** have the memorandum signed and approved by your commander in order to get a 3rd set of temporary plates. No exceptions.

Walk ins Monday - Friday 0700-1000

Appointments Monday - Friday 1200-1500

## **Checklist:**

- Insurance Confirmation Card (ICC)  
You will need to call your insurance for a NEW ICC if you are getting a second/third set.
- Temporary plate registration
- Take the plates off of the vehicle and bring them in
- Failed inspected paperwork if you went through inspection and failed
- We will register the vehicle non-operational first \$35.00
- \$35.00 for a 3rd set of temporary plates (ONLY VALID FOR 5 DAYS)
- 3rd temporary plate memorandum signed/approved by your commander
- Receipts proving that the mechanical issues if any have been fixed

## **What is an Insurance Confirmation Card?**

Please call your car insurance company and request an "Insurance Card" be uploaded into our system. **THIS IS DONE ELECTRONICALLY.** If you have a local German insurance, they will print you out a paper copy that you must bring to us.

Click here to be directed to Appointment Plus to make an appointment with Vehicle Registration

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## Kapaun Vehicle Registration

Walk ins Monday - Friday 0700-1000

Appointments Monday - Friday 1200-1500

### **Checklist:**

- CHECK THE EXPIRATION DATE ON YOUR REGISTRATION: The plates will expire at midnight of this date. You will need to get your vehicle to pass inspection BEFORE they expire. DO NOT LET THE TEMPORARY PLATES EXPIRE.
- If your vehicle will not be fixed BEFORE the expiration date come to Vehicle Registration ASAP by making an appointment OR utilizing our walk in hours.
- You will bring:
  1. Both temporary plates
  2. Temporary plate registration
  3. All inspection paperwork.

**Option 1:** Make vehicle non operational (90 days)

- This is recommended if your vehicle is in the shop/waiting for parts to arrive. You can come back to get temporary plates when the vehicle is fixed.

**Option 2:** Get issued temporary plates that are good for 30 days.

- You MUST have a NEW Insurance Confirmation Card for option 2.

### **What is an Insurance Confirmation Card?**

Please call your car insurance company and request an "Insurance Card" be uploaded into our system. THIS IS DONE ELECTRONICALLY. If you have a local German insurance, they will print you out a paper copy that you must bring to us.

Click here to be directed to Appointment Plus to make an appointment with Vehicle Registration

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## Kapaun Vehicle Registration

Walk ins Monday - Friday 0700-1000

Appointments Monday - Friday 1200-1500

### **Checklist:**

- Valid ID/USAREUR-AF License
- \$35.00 (Card, check, or money order)

Note: If you are not a joint owner on the registration you cannot get the registration reprinted. You must be the owner or joint owner on the vehicle.

We reccomend using our walk in hours for this transaction

[Click here to be directed to Appointment Plus to make an appointment with Vehicle Registration](#)

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## Kapaun Vehicle Registration

Walk ins Monday - Friday 0700-1000

Appointments Monday - Friday 1200-1500

### **What is an Agent/Owner?**

U.S. Forces registered privately owned vehicle must be properly disposed of before the owner leaves Germany. In a situation where an owner of their vehicle must leave before they can do the necessary procedures to take care of their vehicle they may appoint an agent to take care of their vehicle for them.

### **IMPORTANT:**

It is highly recommended to take care of your vehicle way before you have to leave the country. The agent/owner option is a last resort option that can typically cause a lot of unnecessary frustrations and stress. Please utilize all other options before choosing the Agent/Owner route. If you do not have all of the proper paperwork or have not taken care of your vehicle before you fly out of country your out processing checklist WILL NOT be signed off/you WILL NOT be signed off on vMPF. There are no exceptions to this policy.

**I understand**

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## Kapaun Vehicle Registration

Walk ins Monday - Friday 0700-1000

Appointments Monday - Friday 1200-1500

### **Requirements**

1. AE Form 190-1AD Special Power of Attorney in office witnessed and dated at Kapaun Vehicle Registration OR the local staff judge advocate will be an acceptable POA.
2. Agent owner memo - The owner's unit commander will appoint an agent to dispose of the vehicle. THE AGENT MUST be at least one grade above the POV owner.
3. AE Form 190-1AF Agent Responsibilities
4. Vehicle registration: MUST take the vehicle through an inspection, renew the registration, and pay the current registration fee BEFORE the agent may be added.
5. Copy of the Owners official orders
6. If there is a joint owner on the registration BOTH owners must be present to add the agent to the registration
7. The agent will receive a registration that is only valid for 90 calendar days. The agent MUST ship, transfer, or otherwise properly dispose of the POV within the 90 days. The agent registration WILL NOT be extended.

[Click here to be directed to Appointment Plus to make an appointment with Vehicle Registration](#)

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## Substation hours

Monday - Friday 0700-1100 and 1200-1500

Walk - ins only

## Checklist

- Valid ID/USAREUR-AF License/SOFA Card/Etc.
- Documents to prove update

**Examples:** Lien satisfaction letter, name change documents, insurance update -- NEW Insurance Confirmation Card, Valid ID/UAREUR-AF License for adding additional driver and/or joint owners to registration.

Note: We recommend going to substation for making updates to your registration but you can also use our walk in hours at the Main station.

## Changes/Updates may include:

- Address Change
- Personal Data Change
- Vehicle Data Change
- Insurance Update
- Lien Data Change (Paid vehicle off/obtained official title.)
- Adding additional driver and/or joint owners to registration. (MUST have Valid ID/UAREUR-AF License of the person you are adding to the registration.)

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## Kapaun Vehicle Registration

Walk ins Monday - Friday 0700-1000

Appointments Monday - Friday 1200-1500

### Checklist

- A NEW Insurance Confirmation Card
- If you still have one of the plates please bring it in with you to turn in
- \$35.00 if only one plate was lost/stolen
- \$70.00 if two plates were lost/stolen
- \$35.00 to receive new plates
- Copy of lost/stolen police report
- We will reprint your registration with different plates assigned (You WILL need a new esso card.)

### What is an Insurance Confirmation Card?

Please call your car insurance company and request an "Insurance Card" be uploaded into our system. THIS IS DONE ELECTRONICALLY. If you have a local German insurance, they will print you out a paper copy that you must bring to us.

### Important:

Please report to the nearest Military Police or Security Forces station to file a lost/stolen police report for the plates. After the police report has been filed please BRING A COPY and make an appointment or utilize our walk in hours.

Click here to be directed to Appointment Plus to make an appointment with Vehicle Registration

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## Kapaun Vehicle Registration

Walk ins Monday - Friday 0700-1000

Appointments Monday - Friday 1200-1500

### **What is a Non-Operational Registration?**

This registration is used for vehicle that are not currently being driven and do not have plates registered to them. A Non-Operational registration is still a VALID registration that is good for 90 days (180 days for recreational vehicles) which means it will expire if you do not renew the registration. **DO NOT** let your Non-Operational registration expire. Per German law ALL vehicle must be registered and have a valid registration at all times. Vehicles registered as Non-Operational may NOT be operated.

### **Common reasons to make your vehicle Non-Operational.**

1. My vehicle failed inspection and does not meet the mechanical standards in order to pass inspection. Once your vehicle is repaired you will then come to get temporary plates and take the vehicle through an inspection to get permanent plates again.
2. My U.S. Forces driving privileges are suspended/revoked for 90 days or more calendar days. (Unless you have a joint owner on your registration with a valid U.S. Forces License.)
3. I am placing ym vehicle in storage due to me being deployed. My vehicle will not be operated during the duration of my deployment.

**I understand**

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**Does your vehicle currently have a Non Operational Registration?** Note: A Non-Operational registration looks just like a regular USAREUR-AF registration but instead of listing your plate number in the top right corner it will list a 6 digit number starting with X.

Yes my vehicle has a Non-Operational Registration

No but I need to make my vehicle Non Operational

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## Kapaun Vehicle Registration

Walk ins Monday - Friday 0700-1000

Appointments Monday - Friday 1200-1500

### **Important:**

Please remember that you Non-Operational Registration is only good for 90 days. Any expired Non-Operational Registration **MUST** be renewed with an AE Form 190-1AI with your commanders signature/designated representative- Request to register, transfer, or renew a Non-Operational vehicle form.  
(Kapaun Vehicle Registration -> Other -> I need a required form.)

I understand 

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## The following transactions can be done with a Valid Non-Operational Registration

I want to transfer my Non-Operational Vehicle to a DoD ID Card Holder

I shipped/sold/junked my vehicle as Non-Operational and need to de-register

I want to ship my vehicle with a Non-Operational Registration

I want to renew my Non-Operational registration

I want to drive my car now. How do I get plates?

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## Kapaun Vehicle Registration

Walk ins Monday - Friday 0700-1000

Appointments Monday - Friday 1200-1500

### **If you are the seller:**

1. Valid ID/USAREUR-AF License/SOFA Card/Etc. (Contractors must provide a valid passport.)
2. Non-operational Registration (Both top and bottom pieces)
3. Lien Release letter or Permission to sell from your bank, if applicable.
4. **IMPORTANT:** If you have a Joint owner listed on the KL Registration that person **MUST** be at the appointment or we **CAN NOT** do the transfer. (A POA is needed if they cannot make it.)
5. **REQUIRED:** AE Form 190-1AI with commanders signature/designated representative - Request to register, transfer, or renew a non-operational vehicle form

### **If you are the buyer:**

1. Valid ID/USEUR License/SOFA Card/Etc. (Contractors must provide a valid passport.)
2. Copy of official orders – Only if this is your **FIRST** time registering a vehicle in the USAREUR-AF system
3. Call your insurance and request an Insurance Confirmation Card.
4. In order to add a joint owner and/or an additional driver we must make a copy of the ID and USAREUR-AF License of the individual. We **MUST** have the ID's in hand to make copies of, a picture or email will **NOT** work.

NOTE: If you are leaving this vehicle non-operational, meaning you are not planning on putting plates on the vehicle, you do not need step 3.

Click here to be directed to Appointment Plus to make an appointment with Vehicle Registration

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## Kapaun Vehicle Registration

Walk ins Monday - Friday 0700-1000

Appointments Monday - Friday 1200-1500

### **Checklist:**

1. A valid Non-Operational registration will work if you want to de-register your vehicle.

### **Important:**

Note: You are unable to receive shipping plates during de-registration when you ship your vehicle with a Non-Operational registration.

Please click on the "I need to de-register my vehicle" button.

(Kapaun Vehicle Registration -> Outbound -> I need to de-register.)

Click here to be directed to Appointment Plus to make an appointment with Vehicle Registration

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## Kapaun Vehicle Registration

Walk ins Monday - Friday 0700-1000

Appointments Monday - Friday 1200-1500

### **Checklist:**

1. A valid Non-Operational registration will work if you want to de-register your vehicle.

### **Important:**

- You CAN ship your vehicle with a non-operational registration but you will have to tow your vehicle to the appropriate appointments. For more information with International Auto Logistics (On base shipping company) For more information with International Auto Logistics please see the home page. (Off base shipping may be different)
- You are unable to receive shipping plates during de-registration when you ship your vehicle with a Non-Operational registration.

(Kapaun Vehicle Registration -> Outbound -> I need to de-register.)

(Home page -> International Auto Logistics.)

Click here to be directed to Appointment Plus to make an appointment with Vehicle Registration

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## Kapaun Vehicle Registration

Walk ins Monday - Friday 0700-1000

Appointments Monday - Friday 1200-1500

### **Checklist:**

1. A valid ID/USAREUR/AF License
2. Prior Non-Operational registration (Both top and bottom pieces)
3. \$35.00 (Card, Check, or money order.)
4. AE Form 190-1AI

### **AE Form 190-1AI:**

This form **MUST** be signed by your commander/designated representative- Request to register, transfer, or renew a Non-Operational vehicle form.

Click here to be directed to Appointment Plus to make an appointment with Vehicle Registration

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## Kapaun Vehicle Registration

Walk ins Monday - Friday 0700-1000

Appointments Monday - Friday 1200-1500

### **Checklist:**

1. Valid ID/USAREUR-AF License/SOFA Card/Etc. (Contractors must provide a valid passport.)
2. Non-Operational Registration (Both top and bottom pieces)
4. Insurance Confirmation Card
3. \$35.00 for the Temporary Plates. (Card, Check, Money order.)
- 3a. This pays for the first year on the registration after your vehicle passes inspection. Once your vehicle passes inspection, you will have the option to pay another \$35.00 at Sub-Station Bldg. 2807 Kapaun, AS for a second year on the registration.

### **AE Form 190-1A1:**

This form **MUST** be signed by your commander/designated representative- Request to register, transfer, or renew a Non-Operational vehicle form.

Click here to be directed to Appointment Plus to make an appointment with Vehicle Registration

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## Kapaun Vehicle Registration

Walk ins Monday - Friday 0700-1000

Appointments Monday - Friday 1200-1500

### **Checklist:**

1. Valid ID/USAREUR-AF License/SOFA Card/Etc. (Contractors must provide a valid passport.)
2. KL Registration (Both top and bottom pieces)
3. Front and back KL plates OR temporary plates
4. \$35.00 (Card, check, or money order.)

### **Important**

If you will eventually want to drive on this vehicle you **MUST** have A NEW insurance confirmation card uploaded to our system.

[Click here to be directed to Appointment Plus to make an appointment with Vehicle Registration](#)

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86 VRS Inspection Station

**\*\*\* APPOINTMENTS ONLY \*\*\***

**APPOINTMENT ONLY**

**Address:** Kapaun, AS Bldg. 2807

**Hours:** Monday-Friday 0700-1130 and  
1230-1530

**DSN:** 489-6400

**IMPORTANT:**

If you fail inspection at a certain inspection location you **MUST** get re-inspected and pass at the **SAME** location.

**What if I cannot get an appointment soon enough?**

Baumholder inspection location: Offer walk ins for inspections.

German "TUVs" off base are also accepted.

**Click here for more information about German inspection standards, etc.**

Click here to be directed to Appointment Plus to make an appointment with 86 Vehicle Safety Inspection

# International Auto Logistics

**Address:** Kapaun, AS Bldg. 2806

**Hours:** Monday-Friday 0800-1600

**DSN:** 489-7750

**Local:** +49 (0)631 35790088

**Toll free:** 0800-CARSHIP

**Fax:** +49 (0)631 35790343

**Email:** Kaiserslautern.VPC@ialpov.us

**Click here to be routed to  
[www.pcsmypov.com](http://www.pcsmypov.com)**

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