

**DO NOT USE THIS FORM! RE-TYPE!**



**DEPARTMENT OF THE ARMY / AIR FORCE  
UNITED STATES ARMY GARRISON XXXXXXXXXX / SQUADRON  
UNIT XXXXXXXXXX / BASE NAME  
APO AE 09XXX**

OFFICE SYMBOL

DATE

MEMORANDUM FOR RECORD

SUBJECT: Authorization to register, renew or transfer a non-operational vehicle

1. Explain the reason why the non-operational vehicle needs to be registered, renewed or transferred to another member:

2. RANK/MR/MS/MRS, Last Name, First Name Middle Initial, DOD ID Number - 0000000000 requests to register, renew or transfer vehicle:

Year:

Make:

Model:

Color:

Chassis/Vin:

3. The non-operational vehicle needs to be renewed, needs to be registered and is ready for inspection or needs to be transferred to another member.

RANK/MR/MS/MRS, Last Name, First Name Middle Initial, DOD ID Number - 0000000000 will register their vehicle as operational, renew the non-operational registration or transfer the non-operation vehicle to another member.

OWNER - SIGNATURE

OWNER - PRINTED NAME

COMMANDER SIGNATURE

UNIT COMMANDER

SIGNATURE BLOCK

\*This memo needs to be re-typed and signed by the members unit Commander. Once signed it will be submitted to the following org box:  
[569USFPS.S5BV.VehicleRegistration.us.af.mil](mailto:569USFPS.S5BV.VehicleRegistration.us.af.mil)

\*\*All previous versions are obsolete and this will be the only memo accepted for a non-operational renewal, registration or transfer.

**DO NOT USE THIS FORM! RE-TYPE!**