

This is an interactive PDF guide to Vehicle Registration transactions.

\*\*\*DO NOT SCROLL\*\*\*

You will need to click on each individual shape/text for direction.

## Welcome to Germany

The Vehicle Processing Center consists of 3 separate Organizations:



### VEHICLE REGISTRATION

Hours of operation: Monday-Friday  
0700-1500

(Queue opens at 0645 and closes at 1430)

We are closed on all Federal Holidays,  
Wing down days and the last duty day of  
the month.

**Facebook:**

<https://www.facebook.com/KapaunRMV/>

**Website:**

<https://www.ramstein.af.mil/About/Fact-Sheets/Display/Article/303632/vehicle-registration/>

**Email:**

[569usfps.s5bv.vehicleregistration@us.af.mil](mailto:569usfps.s5bv.vehicleregistration@us.af.mil)

SCAN/CLICK TO QUEUE IN OR  
MAKE AN APPOINTMENT



### VEHICLE INSPECTIONS

Hours of operation: Monday-Friday  
0700 to 1130 and 1230 to 1500

Closed for lunch: 1130-1230

(Line stops at 1100 and 1430)

Closed on all Federal Holidays, Wing  
down days and the last duty day of the  
month

Walk-ins and appointments are available.

**Website:**

<https://www.ramstein.af.mil/Resources/Vehicle-Registration/Vehicle-Inspection/>

**Email:**

[86.vrs.pov.inspection@us.af.mil](mailto:86.vrs.pov.inspection@us.af.mil)

SCAN/CLICK TO MAKE AN  
APPOINTMENT:



### VEHICLE SHIPPING

Hours of operation: Monday-Friday  
0800-1600

***NO APPOINTMENTS FOR POV PICK  
UP REQUIRED***

Local: +49 (0) 631 35790088

Toll Free: 0800 – CARSHIP

Email:

[Kaiserslautern.VPC@ialpov.us](mailto:Kaiserslautern.VPC@ialpov.us)

***APPOINTMENTS NEED TO BE MADE  
TO SHIP YOUR POV FROM  
GERMANY***

Walk-in lane available but not  
guaranteed to be seen

CLICK HERE TO MAKE AN  
APPOINTMENT

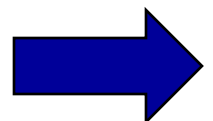
This is an interactive PDF guide to Vehicle Registration transactions.

\*\*\*DO NOT SCROLL\*\*\*

You will need to click on each individual shape/text for direction.

**WE DO NOT PRINT DOCUMENTS; YOU NEED TO BRING IN THE  
HARD COPIES OF YOUR PAPERWORK!**

**WE DO NOT PROVIDE SCREWS FOR PLATE MOUNTING!**



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**CLICK THE FOLLOWING TRANSACTION THAT YOU'RE TRYING TO CONDUCT:**

I shipped my vehicle **INTO** Germany

I shipped my vehicle **OUT** of Germany

I **BOUGHT** a vehicle from a dealership/local national

I **SOLD** a vehicle to a dealership/local national

I am buying/selling from another **DOD ID CARD HOLDER**

I junked my vehicle **WITH** MWR

I need to register a vehicle as **NON-OPERATIONAL**

I junked my vehicle but **NOT WITH** MWR

I need to **RE-NEW** my registration

I am **DRIVING** to my next duty station

My vehicle's registration is **EXPIRED/CANCELLED**

I am **SEPARATING/RETIRING/TAKING TERMINAL**

I need **ANOTHER SET** of TEMP TAGS

I **LOST** my registration/sticker

**RECREATIONAL** Vehicles

My plates are **LOST/STOLEN/SEIZED**

I need to **CHANGE/UPDATE INFORMATION** on my registration

I need an **AGENT OWNER/POWER OF ATTORNEY**

I have temp tags but now I need **PERMANENT PLATES**

I **DROVE** to Germany from my **PREVIOUS BASE**

I have permanent plates but **CAN'T PASS INSPECTION**

My transaction is **NOT LISTED**

**FREQUENTLY ASKED  
QUESTIONS?**  
[Click Here](#)

**REGULATION  
AER 190-1**  
[Click Here](#)

**VEHICLE REGISTRATION  
MEMORANDUMS/FORMS**  
[Click Here](#)

**\*\*MUST QUEUE IN FOR THIS TRANSACTION\*\***

# **I SHIPPED MY CAR INTO GERMANY**

**\*Sponsor and Spouse MUST be present for ALL initial registrations OR sponsor/spouse MUST have a POA\***

**\*You will need to register your POV first before you try to pick up\***

**YOU CAN NOT REGISTER THE POV UNTIL YOU'VE BEEN NOTIFIED THE POV IS IN GERMANY AND READY FOR PICK UP!**

**The following items are required:**

## **SHIPPED WITH IAL**

- Valid DoD ID
- USAREUR-AF License
- SOFA Card/Passport/DD FM 1172 (applies to contractors)
- PCS Orders (military and civilian) OR
- Proof of Logistical support letter (applies to local hires or as applicable) SF50 not valid
- All shipping documents/vehicle condition report
- Credit card, Debit card, money order, or check
- Previous original Title **OR** Previous registration (registration can be expired)  
**\*\*If someone other than YOU and your spouse is on the title you will need a POA from them to register the vehicle in Germany and they must be listed on the ICC.\*\***
- Blank Insurance Confirmation Card (ICC)
  - ❖ Please call your car insurance company and request a "**BLANK Insurance confirmation card**". Some U.S. companies can transmit this electronically into the USAREUR-AF database. It can take up to 24 hours to populate. If you have local German insurance, you **MUST** have an unused printed, hard-copy German Deckungskarte in your possession. The policy holder of the insurance must be on the registration. Co-owners must be on the ICC.

## **Shipped a motorcycle through HHG**

**\*You will need all the above required items**

**To include:**

- MSF Card (if applicable)
- USAREUR license with Class 1
- HHG paperwork/vehicle detail report with the VIN/MAKE/MODEL/YEAR

## **SHIPPED PRIVATELY**

- Valid DoD ID
- USAREUR-AF License
- MSF card (if applicable)
- SOFA Card/Passport/DD FM 1172 (applies to contractors)
- PCS Orders (military and civilian) OR
- Proof of Logistical support letter (applies to local hires or as applicable) SF50 not valid
- All shipping documents/vehicle condition report
- Credit card, Debit card, money order, or check
- Previous original Title **OR** Previous registration (registration can be expired)  
**\*\*If someone other than YOU and your spouse is on the title you will need a POA from them to register the vehicle in Germany and they must be listed on the ICC.\*\***
- Blank Insurance Confirmation Card (ICC)
  - ❖ Please call your car insurance company and request a "**BLANK Insurance confirmation card**". Some U.S. companies can transmit this electronically into the USAREUR-AF database. It can take up to 24 hours to populate. If you have local German insurance, you **MUST** have an unused printed, hard-copy German Deckungskarte in your possession. The policy holder of the insurance must be on the registration. Co-owners must be on the ICC.
- AE Form 550-175A (IMPORT/EXPORT CERTIFICATE AND PURCHASE PERMIT) from U.S. Forces Customs.

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## What type of vehicle are you buying

**EU Registered**

**OR**

**US Registered**

**\*\*MUST QUEUE IN FOR THIS TRANSACTION\*\***

## **I BOUGHT A US REGISTERED VEHICLE FROM A DEALERSHIP/LOCAL NATIONAL**

**\*Sponsor and Spouse MUST be present for ALL initial registrations OR sponsor/spouse MUST have a POA\***

### **NEW US REGISTERED**

- Valid DoD ID
- USAREUR-AF License
- MSF card (if applicable)
- SOFA Card/Passport/DD FM 1172 (applies to contractors)
- PCS Orders (military and civilian) OR
- Proof of Logistical support letter (applies to local hires or as applicable) SF50 not valid
- NATO Members require – Yellow Privilege Card (Block 17 & 18 Authorized), Passport, GOV ID Card, NATO Orders
- Credit, Debit card, money order, or check.
- Bill of Sale, Purchase order or Buyers Offer
- AE Form 550-175A (IMPORT/EXPORT CERTIFICATE AND PURCHASE PERMIT) from U.S. Forces Customs **OR** VAT form.
- Blank Insurance Confirmation Card (ICC)
  - ❖ Please call your car insurance company and request a "**BLANK Insurance confirmation card**". Some U.S. companies can transmit this electronically into the USAREUR-AF database. It can take up to 24 hours to populate. If you have local German insurance, you **MUST** have an unused printed, hard-copy German Deckungskarte in your possession. The policy holder of the insurance must be on the registration. Co-owners must be on the ICC.
- Manufacture Certificate of Origin (If available)
- First Aid Kit, Warning Triangle, and Safety Vest

### **USED US REGISTERED**

- Valid DoD ID
- USAREUR-AF License
- MSF card (if applicable)
- SOFA Card/Passport/DD FM 1172 (applies to contractors)
- Yellow privilege card (only NATO)
- Passport (NATO members)
- Credit, Debit card, money order, or check.
- PCS Orders or proof of Logistical support letter (this applies to military/civilians/NATO members) SF50 or equivalent is not valid
- Bill of Sale/Purchase order
- AE Form 550-175A (IMPORT/EXPORT CERTIFICATE AND PURCHASE PERMIT) from U.S. Forces Customs **OR** VAT form
- Original USAREUR Title if previously registered in USAREUR system **OR** Original U.S. Title if never registered with the USAREUR system
- Blank Insurance Confirmation Card (ICC)
  - ❖ Please call your car insurance company and request a "**BLANK Insurance confirmation card**". Some U.S. companies can transmit this electronically into the USAREUR-AF database. It can take up to 24 hours to populate. If you have local German insurance, you **MUST** have an unused printed, hard-copy German Deckungskarte in your possession. The policy holder of the insurance must be on the registration. Co-owners must be on the ICC.

**\*\*MUST QUEUE IN FOR THIS TRANSACTION\*\***

## **I BOUGHT A EU REGISTERED VEHICLE FROM A DEALERSHIP/LOCAL NATIONAL**

**\*Sponsor and Spouse MUST be present for ALL initial registrations OR sponsor/spouse MUST have a POA\***

### **NEW EU REGISTERED**

- Valid DoD ID
- USAREUR-AF License
- MSF card (if applicable)
- SOFA Card/Passport/DD FM 1172 (applies to contractors)
- PCS Orders (military and civilian) OR
- Proof of Logistical support letter (applies to local hires or as applicable) SF50 not valid
- NATO Members require – Yellow Privilege Card (Block 17 & 18 Authorized), Passport, GOV ID Card, NATO Orders
- Credit, Debit card, money order, or check.
- Bill of Sale, Purchase order or Buyers Offer
- German title (Zulassungsbescheinigung Teil II).
- EU Declaration of Conformity
- EU Manufacturer certificate of origin (if applicable)
- Blank Insurance Confirmation Card (ICC)
  - ❖ Please call your car insurance company and request a "**BLANK Insurance confirmation card**". Some U.S. companies can transmit this electronically into the USAREUR-AF database. It can take up to 24 hours to populate. If you have local German insurance, you **MUST** have an unused printed, hard-copy German Deckungskarte in your possession. The policy holder of the insurance must be on the registration. Co-owners must be on the ICC.
- First Aid Kit, Warning Triangle, and Safety vest

### **USED EU REGISTERED**

- Valid DoD ID
- USAREUR-AF License
- MSF card (if applicable)
- SOFA Card/Passport/DD FM 1172 (applies to contractors)
- PCS Orders (military and civilian) OR
- Proof of Logistical support letter (applies to local hires or as applicable) SF50 not valid
- NATO Members require – Yellow Privilege Card (Block 17 & 18 Authorized), Passport, GOV ID Card, NATO Orders
- Credit, Debit card, money order, or check.
- Bill of Sale/Purchase order
- German registration & title (Zulassungsbescheinigung Teil I & II). Must be deregistered from the German system (Abgemeldet / Ausserbetriebsetzung)
- Blank Insurance Confirmation Card (ICC)
  - ❖ Please call your car insurance company and request a "**BLANK Insurance confirmation card**". Some U.S. companies can transmit this electronically into the USAREUR-AF database. It can take up to 24 hours to populate. If you have local German insurance, you **MUST** have an unused printed, hard-copy German Deckungskarte in your possession. The policy holder of the insurance must be on the registration. Co-owners must be on the ICC.
  - ❖ ICC Vehicle year must match the first year of registration!

**\*If the car was last registered in the USAREUR-AF System you will additionally need:**

- AE Form 550-175A (IMPORT/EXPORT CERTIFICATE AND PURCHASE PERMIT) from U.S. Forces Customs **OR** VAT form
- Original USAREUR Title if previously registered in USAREUR system (with de-registration stamp)

**\*\*MUST QUEUE IN FOR THIS TRANSACTION\*\***

## **I AM BUYING/SELLING FROM ANOTHER DOD ID CARD HOLDER**

**\*Both buyer (sponsor and/or spouse) and seller/joint owner/co-owner MUST be present at the time of transaction\* OR seller, sponsor and/or spouse must have a POA\***

### **REQUIRED FOR SELLER TO BRING**

- Valid DoD ID
- USAREUR-AF License
- MSF card (if applicable)
- SOFA Card/Passport/DD FM 1172 (applies to contractors)
- PCS Orders (military and civilian) OR
- Proof of Logistical support letter (applies to local hires or as applicable) SF50 not valid
- NATO Members require – Yellow Privilege Card (Block 17 & 18 Authorized), Passport, GOV ID Card, NATO Orders
- Registration (2 parts)
- If there is a lien on the registration, a lien release is needed or a clear title of the vehicle

### **PLEASE READ THE FOLLOWING:**

- The registration for your vehicle **MUST** have at least 60 days left on the registration 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 and both parties come in.

### **\*YOU DO NOT RENEW THE REGISTRATION AFTER BEING INSPECTED\***

Bring the [AE Form 190-1AA](#) with the passed inspection stamp **OR** an off-base inspection form done within the last 30 days  
You **MUST** transfer the vehicle **BEFORE** it expires

**YOU CAN NOT TRANSFER  
A VEHICLE THAT IS ON  
TEMP TAGS**

### **REQUIRED FOR BUYER TO BRING**

- Valid DoD ID
- USAREUR-AF License
- MSF card (if applicable)
- SOFA Card/Passport/DD FM 1172 (applies to contractors)
- PCS Orders (military and civilian) OR
- Proof of Logistical support letter (applies to local hires or as applicable) SF50 not valid
- NATO Members require – Yellow Privilege Card (Block 17 & 18 Authorized), Passport, GOV ID Card, NATO Orders
- Credit, Debit card, money order, or check.
- Blank Insurance Confirmation Card (ICC)
  - ❖ Please call your car insurance company and request a "**BLANK Insurance confirmation card**". Some U.S. companies can transmit this electronically into the USAREUR-AF database. It can take up to 24 hours to populate. If you have local German insurance, you **MUST** have an unused printed, hard-copy German Deckungskarte in your possession. The policy holder of the insurance must be on the registration. Co-owners must be on the ICC.

### **TRANSFER FOR NON-OP POV**

**\*ONLY APPLIES TO SELLER\***

If you are trying to conduct a transfer with a vehicle that is registered as NON-OPERATIONAL you will also need a waiver to complete the transaction

**CLICK HERE** for the waiver, the waiver needs to be signed by the first O5 Commander, or civilian equivalent

\*Please ensure the current NON-OP registration you have is not expired or you will need another waiver to renew that NON-OP before trying to complete the transfer.

**\*\*MUST QUEUE IN FOR THIS TRANSACTION\*\***

## **I NEED TO REGISTER A VEHICLE AS NON-OPERATIONAL**

### **Register as Non-Operational**

If you need to register the car as NON-OP you will need the following:

- Valid DoD ID
- SOFA Card/Passport/DD FM 1172 (applies to contractors)
- PCS Orders (military and civilian) OR
- Proof of Logistical support letter (applies to local hires or as applicable) SF50 not valid
- NATO Members require – Yellow Privilege Card (Block 17 & 18 Authorized), Passport, GOV ID Card, NATO Orders
- Registration (2 parts)
- Plates (TK or KL)
- Failed inspection sheet
- Credit card, Debit card, money order, or check.

If you want to receive temporary plates you will need the items stated above as well as:

- USAREUR-AF License
- Blank Insurance Confirmation Card (ICC)
  - ❖ Please call your car insurance company and request a "**BLANK Insurance confirmation card**". Some U.S. companies can transmit this electronically into the USAREUR-AF database. It can take up to 24 hours to populate. If you have local German insurance, you **MUST** have an unused printed, hard-copy German Deckungskarte in your possession. The policy holder of the insurance must be on the registration. Co-owners must be on the ICC.

### **RENEW YOUR CURRENT NON-OP**

If you need to renew the NON-OP registration because it expires soon or has expired, you need the following:

- Valid DoD ID
- SOFA Card/Passport/DD FM 1172 (applies to contractors)
- PCS Orders (military and civilian) OR
- Proof of Logistical support letter (applies to local hires or as applicable) SF50 not valid
- NATO Members require – Yellow Privilege Card (Block 17 & 18 Authorized), Passport, GOV ID Card, NATO Orders
- Registration (2 parts)
- NON-OP Renewal waiver
- Credit card, Debit card, money order, or check.

**CLICK HERE** for the waiver, the waiver needs to be signed by the first O5 Commander, or civilian equivalent

### **NEED TO SHIP BUT YOU HAVE TEMPS? NEED TO SELL YOUR POV BUT YOUR PLATES EXPIRED?**

You cannot ship or sell your car on temps. You also cannot sell your POV if the registration has expired due to customs not accepting the registration. To complete either of the transactions stated above you will need:

- Valid DoD ID
- USAREUR-AF License
- SOFA Card/Passport/DD FM 1172 (applies to contractors)
- Passport (only applies to NATO members)
- Registration
- Plates (if applicable)
- Credit card, Debit card, money order, or check.



## I NEED TO RE-NEW MY REGISTRATION

### \*CAN PROCEED TO SUBSTATION\*

#### RENEW YOUR KL PLATE REGISTRATON

If you need to renew the registration because it expires soon you will need the following:

- Valid DoD ID
- USAREUR-AF License
- MSF card (if applicable)
- SOFA Card/Passport/DD FM 1172 (applies to contractors)
- PCS Orders (military and civilian) OR
- Proof of Logistical support letter (applies to local hires or as applicable) SF50 not valid
- NATO Members require – Yellow Privilege Card (Block 17 & 18 Authorized), Passport, GOV ID Card, NATO Orders
- Registration (2 parts)
- Back Plate (so we can apply the new sticker)
- Passed inspection (on base valid for 75 days or off base valid for 60 days)
- Credit card, Debit card, money order, or check.
- AE Form 190-1O (Renewal form)
  - ❖ As a courtesy, RMV 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 from our location. Nonreceipt of this form does not relieve you of the responsibility to renew the registration.

*\*You can get an inspection and renew your registration 75 days prior to your expiration date*

*\*You **MUST** take your vehicle through inspection **BEFORE** you can renew your registration*

### \*MUST QUEUE IN WITH MAIN STATION\*

#### RENEW YOUR CURRENT NON-OP

If you need to renew the NON-OP registration because it expires soon or has expired, you need the following:

- Valid DoD ID
- SOFA Card/Passport/DD FM 1172 (applies to contractors)
- PCS Orders (military and civilian) OR
- Proof of Logistical support letter (applies to local hires or as applicable) SF50 not valid
- NATO Members require – Yellow Privilege Card (Block 17 & 18 Authorized), Passport, GOV ID Card, NATO Orders
- Registration (2 parts)
- NON-OP Renewal waiver
- Credit card, Debit card, money order, or check.

[CLICK HERE](#) for the waiver, the waiver needs to be signed by the first O5 Commander, or civilian equivalent

## THESE ONLY APPLY IF YOUR KL PLATES HAVE NOT EXPIRED!!

*\*If your registration is expired and you took the vehicle through inspection **PRIOR** to the expiration date (must be done within 30 days of the expiration date) you are allowed a late fee renewal of \$25 and the above applies to you*

*If your vehicle has expired already and you do not have a passed inspection, [CLICK HERE](#)*

**\*\*MUST QUEUE IN FOR THIS TRANSACTION\*\***

## **MY VEHICLE'S REGISTRATION IS EXPIRED/CANCELLED**

### **KL PLATE REGISTRATON**

First, we will register the vehicle as NON-OP (this is required due to it being expired and is \$45)

If your registration has expired, you will need the following:

- Valid DoD ID
- SOFA Card/Passport/DD FM 1172 (applies to contractors)
- PCS Orders (military and civilian) OR
- Proof of Logistical support letter (applies to local hires or as applicable) SF50 not valid
- NATO Members require – Yellow Privilege Card (Block 17 & 18 Authorized), Passport, GOV ID Card, NATO Orders
- Current expired plates and registration (2 parts)
- Credit, Debit card, money order, or check.

*\*If you would like to get temporary plates you will need the items stated above as well as:*

- USAREUR-AF License
- MSF card (if applicable)
- Blank Insurance Confirmation Card (ICC)
  - ❖ Please call your car insurance company and request a "**BLANK Insurance confirmation card**". Some U.S. companies can transmit this electronically into the USAREUR-AF database. It can take up to 24 hours to populate. If you have local German insurance, you **MUST** have an unused printed, hard-copy German Deckungskarte in your possession. The policy holder of the insurance must be on the registration. Co-owners must be on the ICC.

*\*If your vehicle is being fixed/worked on you can leave the vehicle as NON-OP until the vehicle is fixed.*

*\*Once you receive your temporary plates you will have 30 days to take your POV through inspections, then proceed to the substation (Bldg. 2807) to get your new set of permanent plates*

### **NON-OP REGISTRATION**

If you need to renew the NON-OP registration because it has expired, you need the following:

- Valid DoD ID
- SOFA Card/Passport/DD FM 1172 (applies to contractors)
- PCS Orders (military and civilian) OR
- Proof of Logistical support letter (applies to local hires or as applicable) SF50 not valid
- NATO Members require – Yellow Privilege Card (Block 17 & 18 Authorized), Passport, GOV ID Card, NATO Orders
- Registration (2 parts)
- NON-OP Renewal waiver
- Credit card, Debit card, money order, or check.

**CLICK HERE** for the waiver, the waiver needs to be signed by the first O5 Commander, or civilian equivalent

### **TEMPORARY PLATES EXPIRED**

If your temporary tags have expired, please **CLICK HERE** for required documents.

**\*\*MUST QUEUE IN FOR THIS TRANSACTION\*\***

## **I NEED ANOTHER SET OF TEMP TAGS**

**PLEASE REFER TO THE FOLLOWING THAT APPLIES TO YOUR SITUATION**

### **Documents required for all transactions:**

- Valid DoD ID
- USAREUR-AF License
- MSF card (if applicable)
- SOFA Card/Passport/DD FM 1172 (applies to contractors)
- PCS Orders (military and civilian) OR
- Proof of Logistical support letter (applies to local hires or as applicable) SF50 not valid
- NATO Members require – Yellow Privilege Card (Block 17 & 18 Authorized), Passport, GOV ID Card, NATO Orders
- Registration
- Plates (**IF SEIZED, CLICK [HERE](#)**)
- Credit card, Debit card, money order, or check.

**YOUR VEHICLE WILL BE REGISTERED AS NON-OP DUE TO IT BEING EXPIRED**

**THIS IS A \$45 FEE**

*\*If your vehicle is being fixed/worked on you can leave the vehicle as NON-OP until the vehicle is fixed.*

*\*If you would like to get new plates you will need the items stated above as well as:*

### **FIRST SET OF TEMPS THAT HAVE EXPIRED**

If your first set of temps have expired or you need to renew them and you are trying to get your second set, you will need the items stated above as well as:

- Blank Insurance Confirmation Card (ICC)
  - ❖ Please call your car insurance company and request a "**BLANK Insurance confirmation card**". Some U.S. companies can transmit this electronically into the USAREUR-AF database. It can take up to 24 hours to populate. If you have local German insurance, you **MUST** have an unused printed, hard-copy German Deckungskarte in your possession. The policy holder of the insurance must be on the registration. Co-owners must be on the ICC.
- Failed inspection sheet from a U.S inspection station. You **MUST** take your vehicle through an inspection. If you do not show proof of inspection or provide a reasonable explanation through a memorandum from your command you may be denied a second 30-day temporary registration.

### **SECOND SET OF TEMPS THAT HAVE EXPIRED**

If your second set of temps have expired and you're trying to get your third set, you will need the items stated above as well as:

- Blank Insurance Confirmation Card (ICC)
  - ❖ Please call your car insurance company and request a "**BLANK Insurance confirmation card**". Some U.S. companies can transmit this electronically into the USAREUR-AF database. It can take up to 24 hours to populate. If you have local German insurance, you **MUST** have an unused printed, hard-copy German Deckungskarte in your possession. The policy holder of the insurance must be on the registration. Co-owners must be on the ICC.
- Failed inspection sheet from a U.S inspection station with TK plate (**REQUIRED**)
- [3<sup>rd</sup> set Memo letter](#)
- Proof of repair IAW AE Reg 190-1, para. 3-7(f) (this is not a receipt showing you bought the parts, that does not show proof it was repaired)

*\* Please note that this is **THE LAST SET** of temps you can receive and are only valid for 5 working days. After the 3rd set you will no longer be given any other temps for that POV if the vehicle does not pass inspection.*

**\*\*MUST QUEUE IN FOR THIS TRANSACTION\*\***

## **Recreational Vehicles**

*Trailers and Recreational Vehicles, i.e. a motorcycle, trike, quad, trailer, or motor home and Antique and classic vehicles that are at least 30 years old are also recreation vehicles.*

**Documents required for all transactions:**

- Valid DoD ID
- USAREUR-AF License
- MSF card (military)
- SOFA Card/Passport/DD FM 1172 (applies to contractors)
- PCS Orders (military and civilian) OR
- Proof of Logistical support letter (applies to local hires or as applicable) SF50 not valid
- NATO Members are **NOT** authorized Recreational Vehicles
- Registration or Title
- Bill of Sale/Rechnung
- Credit card, Debit card, money order, or check.

**\*\*Members applying for a temporary motorcycle license, see below\*\***

**Army military personnel applying for a motorcycle license may request a temporary (8 calendar days) registration that will begin 3 workdays before they attend the MSF course. Applicants will obtain and pass the mechanical safety inspection before attending the MSF course.**

**USAFE/AFAFRICA military personnel applying for a motorcycle license may request a temporary (8 calendar days) registration. This temporary registration period will begin 3 workdays before they attend the MSF course. Applicants will obtain and pass the mechanical safety inspection before attending the MSF course.**

**\*\*MOPEDS/E-SCOOTERS UNDER 50 CC'S MUST BE REGISTERED/INSURED BY A GERMAN INSURER. THE GERMAN INSURER WILL GIVE OUT INSURANCE PLATES\*\***

**\*\*MUST QUEUE IN FOR THIS TRANSACTION IF GOING TO MAIN STATION  
SUBSTATION IS WALK INS\*\***

## **I NEED TO CHANGE/UPDATE INFORMATION ON MY REGISTRATION**

### **Substation hours:**

**Monday-Friday**

0700-1130

1230-1500

Closed for lunch: 1130-1230

Line cut at 1100 and 1430

Closed for all federal holidays/observances, all USAFE and 86 AW down days and the last duty day of each month for end of month inventory and training

***PLEASE REFER TO THE FOLLOWING THAT APPLIES TO YOUR SITUATION***

### **Documents required for all transactions:**

- Valid DoD ID
- USAREUR-AF License
- MSF card (if applicable)
- SOFA Card/Passport/DD FM 1172 (applies to contractors)
- PCS Orders (military and civilian) OR
- Proof of Logistical support letter (applies to local hires or as applicable) SF50 not valid
- NATO Members require – Yellow Privilege Card (Block 17 & 18 Authorized), Passport, GOV ID Card, NATO Orders
- Registration (2 parts)
- Credit card, Debit card, money order, or check (if applicable)

### **ADD A JOINT OWNER/ADDITIONAL DRIVER**

**Joint Owners need to be present, or you will need a POA to add them. Additional drivers we will need hard copy valid ID and USAREUR-AF License, additionally:**

- Their Valid ID
- Their USAREUR-AF License
- Marriage certificate (if applicable)
- Proof of Command Sponsorship
- Dual Military/Dual Civilian- Orders

Please **CLICK HERE** to understand the difference between joint owner and additional driver

### **CHANGE/UPDATE INFORMATION**

- Address change
- Unit Change (need orders/memo from unit)
- Personal Data change (name, rank, etc.)
- Insurance update (only if insurance is still active in our system)

***You will need hard copy documents to prove that your information has been changed  
Without these documents we will not be able to help you***

### **REMOVE A LIEN HOLDER**

- Lien release/Clear Original Title

**\*\*MUST QUEUE IN FOR THIS TRANSACTION IF GOING TO MAIN STATION,  
SUBSTATION IS WALK INS\*\***

## **I HAVE TEMP TAGS BUT NOW I NEED PERMANENT PLATES**

### **Substation hours:**

**Monday-Friday**

0700-1130

1230-1500

Closed for lunch: 1130-1230

Line cut at 1100 and 1430

Closed for all federal holidays/observances, all USAFE and 86 AW down days and the last duty day of each month for end of month inventory and training

### **TEMP TO PERM**

Once you have received your temporary plates and a valid passed inspection you may proceed to the substation where they will provide your permanent plates

#### **The following documents will be required:**

- Temporary plates
- Valid DoD ID
- USAREUR-AF License
- MSF card (if applicable)
- SOFA Card/Passport/DD FM 1172 (applies to contractors)
- PCS Orders (military and civilian) OR
- Proof of Logistical support letter (applies to local hires or as applicable) SF50 not valid
- NATO Members require – Yellow Privilege Card (Block 17 & 18 Authorized), Passport, GOV ID Card, NATO Orders
- Registration
- AE Form 190-1AA (you received this from RMV when you got your plates)
- Temp plate agreement (you received this from RMV when you got your plates)
- Passed inspection from a U.S inspection station
- AE Form 550-175A with US and German Stamp (if applicable) OR VAT Form with stamp, date, signatures, and vehicle VIN #
- Credit card, Debit card, money order, or check (if applicable)

*On base inspections are good for temporary plates 30 days*

**\*\*MUST QUEUE IN FOR THIS TRANSACTION\*\***

## **I HAVE PERMANENT PLATES BUT CAN'T PASS INSPECTION**

If you have permanent plates that are about to expire, and you can't pass inspection you will need the following items:

### **Required documents:**

If you need to register the car as NON-OP because you can't pass inspection, or the car is in the shop then please have the following:

- Valid DoD ID
- SOFA Card/Passport/DD FM 1172 (applies to contractors)
- PCS Orders (military and civilian) OR
- Proof of Logistical support letter (applies to local hires or as applicable) SF50 not valid
- NATO Members require – Yellow Privilege Card (Block 17 & 18 Authorized), Passport, GOV ID Card, NATO Orders
- Plates
- Registration (2 parts)
- Failed inspection sheet from a U.S inspection station
- Credit card, Debit card, money order, or check.

*\*If your vehicle is being fixed/worked on you can leave the vehicle as NON-OP until the vehicle is fixed.*

If you don't want to register it as NON-OP and instead want to receive temporary plates you will need the items stated above as well as:

- USAREUR-AF License (mandatory)
- MSF card (if applicable)
- New Blank Insurance Confirmation Card (ICC)
  - ❖ Please call your car insurance company and request a "**BLANK Insurance confirmation card**". Some U.S. companies can transmit this electronically into the USAREUR-AF database. It can take up to 24 hours to populate. If you have local German insurance, you **MUST** have an unused printed, hard-copy German Deckungskarte in your possession. The policy holder of the insurance must be on the registration. Co-owners must be on the ICC.

**YOU CANNOT DRIVE A VEHICLE  
WHILE ITS IN NON-OP STATUS OR  
WITHOUT PLATES OR WITHOUT  
INSURANCE**

**\*\*DO NOT NEED TO QUEUE IN\*\***

## **I SHIPPED MY VEHICLE OUT OF GERMANY**

*IF YOU SHIPPED YOUR VEHICLE, YOU WOULD JUST WALK IN, NO APPOINTMENT OR QUEUE NEEDED!*

### **WALK IN TIMES**

0700-1430

*(Subject to change depending on manning)*

**First, you need to ship your vehicle with Vehicle Shipping ([HERE](#)). After you have shipped your vehicle with IAL or privately you will need the following items to deregister your vehicle:**

- Valid DoD ID
- USAREUR-AF License
- SOFA Card/Passport/DD FM 1172 (applies to contractors)
- PCS Orders (military and civilian) OR
- Proof of Logistical support letter (applies to local hires or as applicable) SF50 not valid
- NATO Members require – Yellow Privilege Card (Block 17 & 18 Authorized), Passport, GOV ID Card, NATO Orders
- Vehicle Detail Report, if shipped through IAL
- Vehicle Detail Report, Bill of Lading, or Dock Receipt, if shipped commercially
- Registration (2 parts)
- Plates (if applicable)
- Credit card, Debit card, money order, or check (if applicable)

If you shipped your vehicle and you're requesting shipping plates (QQ plates/shipping plates for the next duty location) the following will apply:

- If you have less than 90 days left on your registration you will have to pay \$45 dollars
- Your USAREUR-AF License must be active and valid to receive the transit plates

**\*PLEASE READ FULLY\***

**YOU CAN NOT GIVE A POWER OF ATTORNEY TO SOMEONE TO DEREGISTER YOUR VEHICLE IF THEY ARE NOT ON THE REGISTRATION, YOU MUST COMPLETE AN AGENT OWNER ([CLICK HERE FOR REQUIREMENTS](#)) YOU WILL NOT BE OUT-PROCESSED WITH US UNTIL ALL VEHICLES ARE OUT OF YOUR NAME**



**\*\*DO NOT NEED TO QUEUE IN\*\***

## **I SOLD A VEHICLE TO A DEALERSHIP/LOCAL NATIONAL**

*IF YOU SOLD YOUR VEHICLE TO A DEALER/LOCAL NATIONAL, YOU WOULD JUST WALK IN, NO APPOINTMENT OR QUEUE NEEDED!*

### **WALK IN TIMES**

0700-1430

*(Subject to change depending on manning)*

**If you sold your vehicle to a local national, you need the following items to deregister your vehicle:**

- Valid DoD ID
- SOFA Card/Passport/DD FM 1172 (applies to contractors)
- PCS Orders (military and civilian) OR
- Proof of Logistical support letter (applies to local hires or as applicable) SF50 not valid
- NATO Members require – Yellow Privilege Card (Block 17 & 18 Authorized), Passport, GOV ID Card, NATO Orders
- Private Bill of Sale (if there is a joint owner/co-owner ensure they sign the bill of sale **OR** they are present **OR** have a POA from them) – PRIVATE BILL OF SALE TEMPLATE [HERE](#)
- Lien release
- Registration (2 parts)
- Plates (if applicable)
- AE Form 550-175B (PERMIT TO TRANSFER) with US and German stamp

**If you sold to a dealership, you will need the above and also:**

- Lien release or Permission to sell (if applicable)
- Dealership Bill of Sale (if there is a joint owner/co-owner ensure they sign the bill of sale **OR** they are present **OR** have a POA from them)

**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 nonoperational status ([CLICK HERE](#) for NON-OP instructions)**

**\*PLEASE READ FULLY\***

**YOU CAN NOT GIVE A POWER OF ATTORNEY TO SOMEONE TO DEREGISTER YOUR VEHICLE IF THEY ARE NOT ON THE REGISTRATION, YOU MUST COMPLETE AN AGENT OWNER ([CLICK HERE FOR REQUIREMENTS](#)) YOU WILL NOT BE OUT-PROCESSED WITH US UNTIL ALL VEHICLES ARE OUT OF YOUR NAME**

**\*\*DO NOT NEED TO QUEUE IN\*\***

## **I JUNKED MY VEHICLE WITH MWR**

*IF YOU JUNKED YOUR VEHICLE WITH MWR, YOU WOULD JUST WALK IN, NO APPOINTMENT OR QUEUE NEEDED!*

### **WALK IN TIMES**

0700-1430

*(Subject to change depending on manning)*

**If you junked your vehicle with MWR, you would need the following items to deregister your vehicle:**

- Valid DoD ID
- SOFA Card/Passport/DD FM 1172 (applies to contractors)
- PCS Orders (military and civilian) OR
- Proof of Logistical support letter (applies to local hires or as applicable) SF50 not valid
- NATO Members require – Yellow Privilege Card (Block 17 & 18 Authorized), Passport, GOV ID Card, NATO Orders
- Certificate of Release/Donation of POV (AE Form 190-1Z) AKA Bill of Sale (if there is a joint owner/co-owner ensure they sign the bill of sale **OR** they are present **OR** have a POA from them)
- Lien release (if applicable)
- Registration (2 parts)
- Plates (if applicable)

If your vehicle currently has temporary plates, you **CANNOT** junk the vehicle. You must either complete the registration process and get permanent plates **OR** turn the plates in and place the vehicle into nonoperational status (**CLICK HERE** for NON-OP instructions)

**\*PLEASE READ FULLY\***

**YOU CAN NOT GIVE A POWER OF ATTORNEY TO SOMEONE TO DEREGISTER YOUR VEHICLE IF THEY ARE NOT ON THE REGISTRATION, YOU MUST COMPLETE AN AGENT OWNER (CLICK HERE FOR REQUIREMENTS) YOU WILL NOT BE OUT-PROCESSED WITH US UNTIL ALL VEHICLES ARE OUT OF YOUR NAME**

**\*\*DO NOT NEED TO QUEUE IN\*\***

## **I JUNKED MY VEHICLE BUT NOT WITH MWR**

*IF YOU JUNKED YOUR VEHICLE NOT WITH MWR, YOU WOULD JUST WALK IN, NO APPOINTMENT OR QUEUE NEEDED!*

### **WALK IN TIMES**

0700-1430

*(Subject to change depending on manning)*

**If you junked your vehicle off base and not with MWR, you would need the following items to deregister your vehicle:**

- Valid DoD ID
- SOFA Card/Passport/DD FM 1172 (applies to contractors)
- PCS Orders (military and civilian) OR
- Proof of Logistical support letter (applies to local hires or as applicable) SF50 not valid
- NATO Members require – Yellow Privilege Card (Block 17 & 18 Authorized), Passport, GOV ID Card, NATO Orders
- Bill of sale or Verwertungsnachweis  
(If there is a joint owner/co-owner ensure they sign the bill of sale **OR** they are present **OR** have a POA from them)
- U.S. and German Customs AE Form 550-175B **OR** a German customs stamp on Verwertungsnachweis and Memorandum from US Customs office
- Lien release (if applicable)
- Registration (2 parts)
- Plates (if applicable)

**If your vehicle currently has temporary plates, you CANNOT junk the vehicle. You must either complete the registration process and get permanent plates OR turn the plates in and place the vehicle into nonoperational status ([CLICK HERE for NON-OP instructions](#))**

**\*PLEASE READ FULLY\***

**YOU CAN NOT GIVE A POWER OF ATTORNEY TO SOMEONE TO DEREGISTER YOUR VEHICLE IF THEY ARE NOT ON THE REGISTRATION, YOU MUST COMPLETE AN AGENT OWNER ([CLICK HERE FOR REQUIREMENTS](#)) YOU WILL NOT BE OUT-PROCESSED WITH US UNTIL ALL VEHICLES ARE OUT OF YOUR NAME**

**\*\*DO NOT NEED TO QUEUE IN\*\***

## **I AM DRIVING TO MY NEXT DUTY STATION**

*IF YOU ARE DRIVING YOUR VEHICLE TO YOUR NEXT DUTY STATION, YOU WOULD JUST WALK IN, NO APPOINTMENT OR QUEUE NEEDED!*

### **WALK IN TIMES**

0700-1430

*(Subject to change depending on manning)*

**\*\*THIS CAN ONLY BE DONE 7 DAYS PRIOR TO DRIVING THE VEHICLE OUT OF GERMANY\*\***

**If you are driving your vehicle to your next duty location, you can receive transit (QQ) plates. You need the following items to deregister your vehicle:**

- Valid DoD ID
- USAREUR-AF License
- MSF card (if applicable)
- SOFA Card/Passport/DD FM 1172 (applies to contractors)
- Proof of Logistical support letter (applies to local hires or as applicable) SF50 not valid
- NATO Members require – Yellow Privilege Card (Block 17 & 18 Authorized), Passport, GOV ID Card, NATO Orders
- Orders (for next duty location)
- Registration (2 parts)
- Plates (if applicable)
- Credit card, Debit card, money order, or check (if applicable)

**You CAN NOT receive transit (QQ) plates for a vehicle that is in nonoperational status or if the vehicle has an expired registration! You must have at least 1 day remaining on the registration.**

**If you have LESS than 90 days left on the registration, you will have to pay \$45 for transit (QQ) plates.**

**\*PLEASE READ FULLY\***

**YOU CAN NOT GIVE A POWER OF ATTORNEY TO SOMEONE TO DEREGISTER YOUR VEHICLE IF THEY ARE NOT ON THE REGISTRATION, YOU MUST COMPLETE AN AGENT OWNER (CLICK HERE FOR REQUIREMENTS)**

**YOU WILL NOT BE OUT-PROCESSED UNTIL ALL VEHICLES ARE OUT OF YOUR NAME**

**\*\*DO NOT NEED TO QUEUE IN\*\***

## **I AM SEPARATING/RETIRING**

Will you have logistical support?

(Individual logistic support as authorized in AE Reg 600-700)

### **STAYING IN GERMANY**

#### **\*\*WITH LOGISTICAL SUPPORT\*\***

**\*\*This is the only transaction on this page that can be done at substation\*\***

- Valid DoD ID
  - USAREUR-AF License
  - SOFA Card/Passport/DD FM 1172 (applies to contractors)
  - MSF card (if applicable)
  - Registration (2 parts)
  - New proof of Logistical support letter
  - Retirement/separation orders
- \*\*Your retirement/separation date must overlap or not exceed more than 1 day with the start date of your new job. If your start date is more than one day after your separation/retirement date, this means you do not have logistical support and will need to proceed to the instructions on no longer being logistically supported\*\***

### **STAYING IN GERMANY**

#### **\*\*WITHOUT LOGISTIC SUPPORT\*\***

You cannot have a vehicle registered with us any longer if you do not have logistical support anymore. You will need to deregister your car and register it into the German system.

#### **Required Documents:**

- Valid DoD ID
- SOFA Card with Kaiserslautern Military Community Location/Passport/DD FM 1172 (applies to contractors)
- Registration (2 parts)
- Plates
- Retirement/separation orders
- UB form “Unbedenklichkeitsbescheinigung” (this document is needed to deregister your vehicle from our system, you get this from the German customs office, [CLICK HERE](#) for their information)

### **LEAVING GERMANY**

- Valid DoD ID
  - SOFA Card/Passport/DD FM 1172 (applies to contractors)
  - NATO Members require – Yellow Privilege Card (Block 17 & 18 Authorized), Passport, GOV ID Card, NATO Orders
  - Registration (2 parts)
  - Plates
  - Retirement/separation orders
- \*\*You must ship/sell/junk the vehicle first to come into our location to deregister your vehicle, once you deregister your last vehicle, we can out process you. \*\***

### **TAKING TERMINAL LEAVE**

If you’re retiring and taking terminal leave prior to you leaving Germany, you will need to come into our location so we can give you “QQ plates”. These allow you to continue to operate your vehicle and will be valid until a day prior to your retirement date. You will still need to come into our location before you leave Germany entirely, so we know the location and status of your vehicle.

#### **Required Documents:**

- Valid DoD ID
  - USAREUR-AF License
  - SOFA Card with Kaiserslautern Military Community Location/Passport/DD FM 1172 (applies to contractors)
  - Registration (both parts)
  - Plates
  - Retirement orders
- \*\*If your registration expires before your retirement date you will have to provide a passed inspection and renew your registration to receive the QQ plates for terminal leave\*\***

**\*\*If you are separating and taking terminal leave in the area, you must ship/sell/junk your vehicles first and then we can out process you.**

**\*\*MUST QUEUE IN FOR THIS TRANSACTION IF GOING TO MAIN STATION**

**SUBSTATION IS WALK INS\*\***

## **I LOST MY REGISTRATION/STICKER**

### **Lost/Stolen Registration:**

- Valid DoD ID
- USAREUR-AF License
- MSF card (if applicable)
- SOFA Card/Passport/DD FM 1172 (applies to contractors)
- Proof of Logistical support letter (applies to local hires or as applicable) SF50 not valid
- NATO Members require – Yellow Privilege Card (Block 17 & 18 Authorized), Passport, GOV ID Card, NATO Orders
- Credit card, Debit card, money order, or check

**Replacing the lost registration will have a \$45 fee**

### **Replacing Environmental Windshield Sticker:**

- Valid DoD ID
- USAREUR-AF License
- MSF card (if applicable)
- SOFA Card/Passport/DD FM 1172 (applies to contractors)
- Proof of Logistical support letter (applies to local hires or as applicable) SF50 not valid
- NATO Members require – Yellow Privilege Card (Block 17 & 18 Authorized), Passport, GOV ID Card, NATO Orders
- Registration (2 parts)

**Replacing the lost emission sticker will have a \$5 fee**

### **Replacing inspection sticker:**

- Valid DoD ID
- USAREUR-AF License
- MSF card (if applicable)
- SOFA Card/Passport/DD FM 1172 (applies to contractors)
- Proof of Logistical support letter (applies to local hires or as applicable) SF50 not valid
- NATO Members require – Yellow Privilege Card (Block 17 & 18 Authorized), Passport, GOV ID Card, NATO Orders
- Back plate (so we can reapply the sticker)
- Registration (2 parts)
- Credit card, Debit card, money order, or check

**Replacing the lost plate/inspection sticker will have a \$5 fee**

**\*\*MUST QUEUE IN FOR THIS TRANSACTION\*\***

## **MY PLATES ARE LOST/STOLEN**

You cannot drive a vehicle with only one plate. Before coming to Vehicle Registration, you **ARE REQUIRED** to go to a Law Enforcement desk and report the plates LOST/STOLEN. You will then bring the Lost/Stolen report (AE Form 190-1AU) that they give you. We will not process your transaction until this step is completed.

We will **NOT** accept a blotter report or AF IMT 1168!

### **Documents required for transaction:**

- Valid DoD ID
- USAREUR-AF License
- MSF card (if applicable)
- SOFA Card/Passport/DD FM 1172 (applies to contractors)
- Proof of Logistical support letter (applies to local hires or as applicable) SF50 not valid
- NATO Members require – Yellow Privilege Card (Block 17 & 18 Authorized), Passport, GOV ID Card, NATO Orders
- Registration (2 parts)
- Other plate (if applicable)
- Lost/Stolen report (AE Form 190-1AU)
- Blank Insurance Confirmation Card (ICC)
  - ❖ Please call your car insurance company and request a "**BLANK Insurance confirmation card**". Some U.S. companies can transmit this electronically into the USAREUR-AF database. It can take up to 24 hours to populate. If you have local German insurance, you **MUST** have an unused printed, hard-copy German Deckungskarte in your possession. The policy holder of the insurance must be on the registration. Co-owners must be on the ICC.
- Credit card, Debit card, money order, or check

**There will be a \$45 fee for the LOST PLATES**

**There will be a \$45 fee for the NEW PLATES**

**\*\*If the current registration has more than 60 days until it expires you will be issued new permanent plates\*\***

**\*\*If the current registration has less than 60 days, then you will be issued temporary plates and will need to do the inspection process and get your new permanent plates after\*\***

This is not referring to if you got your plates were **SEIZED** by security forces, please **CLICK HERE**.

## **MUST QUEUE IN FOR THIS TRANSACTION!**

### **I NEED AN AGENT OWNER (AFTER THE FACT)/POWER OF ATTORNEY**

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, an agent may be appointed to take care of their vehicle for them.

Please utilize all other options before choosing the Agent/Owner route. If you do not have all the proper paperwork or have not taken care of your vehicle before you fly out of country, you're out-processing checklist WILL NOT be signed off/you WILL NOT be signed off on vMPF. There are no exceptions to this policy.

**\*THE OWNERS COMMANDER (CC) APPOINTS AN AGENT OWNER\***

**\*\*OWNER OF POV & JOINT OWNER (IF APPLICABLE) and AGENT MUST BE PRESENT. IF OWNERS ARE NOT AVAILABLE, AGENT MUST HAVE POA FROM BOTH OWNERS \*\***

### **THE AGENT OWNER REGISTRATION IS ONLY VALID FOR 90 DAYS**

#### **Documents required for transaction:**

- Valid DoD ID
- USAREUR-AF License
- MSF card (if applicable)
- SOFA Card/Passport/DD FM 1172 (applies to contractors)
- Proof of Logistical support letter (applies to local hires or as applicable) SF50 not valid
- Registration (2 parts)
- Agent owner memo signed by the Unit CC specifying if agent will sell, ship, or junk the vehicle (if someone signs for the CC, G series orders need to be provided)(Commander is responsible for appointing an agent)
- Memorandum from the lien holder acknowledging the agent owner will be added to the registration and taking over responsibility for the vehicle, **MUST** have agent owners name on it. (if applicable)
- Special POA AE Form 190-1AD (RMV will provide this during the transaction)
- Agent Responsibilities AE Form 190-1AF (RMV will provide this during the transaction)
- Orders of individual needing an agent owner

#### **PLEASE READ FULLY:**

1. If there is a joint owner on the registration, both owners must be present during the time of the transaction, or the agent must have a POA from both owners.
2. If there is a loan on the vehicle, you will need a letter from the lien holder verifying that the agent owner will be responsible for the vehicle.
3. The agent **MUST** be appointed by the unit commander and **MUST** be 1 rank above and in the same unit.
4. The agent cannot be over their allotted number of vehicles. If adding this vehicle puts them over their allowed amount, they will need a waiver (**CLICK HERE for waiver**)
  - Allotted amount for single/married unaccompanied is 2 POV/1 RECREATIONAL
  - Allotted amount for Married accompanied is 3 POV/2 RECREATIONAL
5. If the vehicles registration has less than 90 days left, you **MUST** take the vehicle through inspection and renew the registration before adding the agent owner.
6. The agent **MUST** ship, transfer, or otherwise properly dispose of the POV within the 90 days. The agent registration **WILL NOT** be extended. The agent will be financially liable for the vehicle and must transfer it to their name if it is not disposed of within the allotted time.



## I DROVE TO GERMANY FROM MY PREVIOUS BASE

*PLEASE REFER TO THE FOLLOWING THAT APPLIES TO YOUR SITUATION*

### Documents required for all transactions:

- Valid DoD ID
- USAREUR-AF License
- SOFA Card/Passport/DD FM 1172 (applies to contractors)
- PCS Orders (military and civilian) OR
- Proof of Logistical support letter (applies to local hires or as applicable) SF50 not valid
- Credit card, Debit card, money order, or check (if applicable)
- Previous registration or title
- Blank Insurance Confirmation Card (ICC)
- ❖ Please call your car insurance company and request a "**BLANK Insurance confirmation card**". Some U.S. companies can transmit this electronically into the USAREUR-AF database. It can take up to 24 hours to populate. If you have local German insurance, you **MUST** have an unused printed, hard-copy German Deckungskarte in your possession. The policy holder of the insurance must be on the registration. Co-owners must be on the ICC.

### Driving from a NON-EU UNION (example: United Kingdom)

You will need the items listed above as well as:

- AE Form 550-175A (IMPORT/EXPORT CERTIFICATE AND PURCHASE PERMIT) from U.S. Forces Customs
- You can get the AE Form 190-1AA [HERE](#) (this allows you to go through inspection)

**\*\*YOU MUST QUEUE IN AT THE MAIN STATION FOR THIS TRANSACTION\*\***

### Driving from an EU UNION (example: Italy)

You will need the items listed in required as well as:

- You can get the AE Form 190-1AA [HERE](#) (this allows you to go through a U.S inspection station)

**\*\*YOU MUST QUEUE IN AT THE MAIN STATION FOR THIS TRANSACTION\*\***

### Driving from within Germany (register within 30 days)

You will need the items listed in required and driving from an EU Union as well as:

- License Plates
- Registration (2 parts)

**\*\*YOU CAN GO TO SUBSTATION FOR THIS TRANSACTION\*\***

**FREQUENTLY ASKED QUESTIONS**

**WHAT IS THE QUEUE?**

**WHY CAN'T I QUEUE IN TO THE SYSTEM?**

**MY PLATES WERE SEIZED/TAKEN BY SECURITY FORCES?**

**MY INSURANCE IS SUSPENDED/CANCELED?**

**I GOT MY LICENSE REVOKED/SUSPENDED?**

**HOW DO I GET ADDITIONAL FUEL?**

**WHAT ARE THE STEPS FOR SUSPENSE CLEARANCE?**

**HOW DO I GET A HANDICAP CARD?**

**WHAT DO I NEED TO TELL MY INSURANCE WHEN  
SENDING/UPDATING AN INSURANCE CARD?**

**I AM GETTING DEPLOYED, WHAT DO I NEED TO DO?**

**WHERE DO I GET THE CUSTOMS FORM?**

**WHERE IS THE SUBSTATION?**

**WHERE IS INSPECTIONS?**

**WHERE IS SHIPPING?**

**DOCUMENTS AND MEMORADUMS**

**I DIDN'T FIND AN ANSWER TO MY QUESTION**

## **WHAT IS THE QUEUE?**

A virtual queue and system is designed to provide customers with the convenience of waiting for their turn without physically being present at our location. Instead of standing in line, customers can join the queue remotely using their smartphones, computers, or other devices. Here's how it typically works:

- 1. Online Registration:** Customers can access our website, 2-meter app, or scan the QR code and register themselves into the virtual queue. This can be done by providing their name, contact details, and any relevant information.
- 2. Queue Position:** Upon registration, customers are assigned a position and queue number in the virtual queue. They can see their position in real-time, allowing them to plan their activities accordingly.
- 3. Notifications:** The virtual queue system sends notifications to customers through SMS, email, or the app itself, keeping them updated about their queue status and when it is their turn. These notifications might include their queue number, and any other relevant information.
- 4. Flexible Waiting:** Customers can wait in the comfort of their homes, offices, or any other location of their choice. This eliminates the need for physical presence, reducing stress and frustration associated with waiting in long lines.
- 5. Check-In at Location:** When customers are close to the front of the queue, they receive a notification to check in upon their arrival at your location. This ensures a smooth transition from the virtual queue to the physical service area.
- 6. Appointments:** Members can make appointments through our 2-meter app by selecting “Initial Registration” and booking the next available appointment.

## **WHY CAN'T I QUEUE IN TO THE SYSTEM?**

The queue opens at 0645, we call the first customer in at 0700 and the queue closes at 1430. The queue is limited based off how many clerks we have, and the time left in the day.

You can get to the 2meterapp by clicking the link below, the link on our website and Facebook, or you can scan the QR code on the website or our front door.

<https://visitor.2meters.app/p/kapaunvehicleregistration>

Once you are at the 2meterapp. Please read all the useful information on the home page then click “Queue in now”. On the next screen you will be able to click the blue button at the bottom right of the screen that says “Next: Notifications”. If the button is greyed out that means the queue is full and you will have to wait till it gets below the max slots available to be able to queue in. Once you get to the next page you will be prompted to input your contact information, please ensure you input the correct email and phone number because you will receive notifications. If someone queues in before you are finished inputting your information you will be kicked back to the previous page.

Once you are in the queue you will see your queue number and how many people are in front of you. The page automatically updates so you do not need to refresh the page, if you do refresh the page and lose your queue ticket there is no way to get it back, but you will still be in the queue, and you should receive notifications.

Our office serves all 57,000 members in the Kaiserslautern Military Community, and we usually serve 150-200 customers a day.

## **MY PLATES WERE SEIZED/TAKEN BY SECURITY FORCES?**

It is advised that in situations where plates are seized by security forces or the police, individuals will need to wait until Thursday to receive new plates. The reason for this delay is that the plates are collected by vehicle registration on that day. Until the new plates are in possession of vehicle registration, the transaction cannot be conducted. If your plates are at our location and have been turned in, you can proceed to queue in and bring the below items:

- Valid DoD ID
- USAREUR-AF License
- SOFA Card/Passport/DD FM 1172 (applies to contractors)
- PCS Orders (military and civilian) OR
- Proof of Logistical support letter (applies to local hires or as applicable) SF50 not valid
- NATO Members require – Yellow Privilege Card (Block 17 & 18 Authorized), Passport, GOV ID Card, NATO Orders
- Registration (2 parts)
- Credit card, Debit card, money order, or check.

First, we will register the vehicle as NON-OP (this is required due to the plates being seized/cancelled and is \$45)

Then we will re-register your vehicle, providing you temp tags if you have the additional items stated below:

- Blank Insurance Confirmation Card (ICC)
  - ❖ Please call your car insurance company and request a "**BLANK Insurance confirmation card**". Some U.S. companies can transmit this electronically into the USAREUR-AF database. It can take up to 24 hours to populate. If you have local German insurance, you **MUST** have an unused printed, hard-copy German Deckungskarte in your possession. The policy holder of the insurance must be on the registration. Co-owners must be on the ICC.

***\*Once you receive your temps you will have 30 days to take your POV through a U.S. inspection station, then proceed to the Substation (Bldg. 2807) to get your new set of permanent plates***

## **MY INSURANCE IS SUSPENDED**

If your insurance is in suspense you will need to call your insurance company and see what is wrong. Once the problem is resolved, you will need call your car insurance company and request an **"Insurance confirmation card (ICC) with your plate number attached to it"**.

Some U.S. insurance companies can transmit this electronically into the USAREUR-AF database and can take up to 24 hours to populate.

If you have a local German insurance, you MUST have an unused German Deckungskarte printed hard copy in your possession and bring it to the Substation so we can update it before your insurance is canceled.

**If you're showing as insurance cancelled and already pass the suspense date you will need to proceed to the below information:**

## **MY INSURANCE IS CANCELED**

Once your insurance company sends a cancelation notice to Sembach USAREUR HQ, they must cancel your registration IAW German law. After your registration is canceled, you will have to Non-op your vehicle.

**[CLICK HERE FOR NON-OP INSTRUCTIONS](#)**

## **I NEED TO UPDATE MY INSURANCE**

If you are updating/changing insurance companies and they send an ICC to HQ Sembach, **your plate number must be attached to the ICC.**

If you have a local German insurance, you MUST have an unused German Deckungskarte printed hard copy in your possession and bring it to the Substation so we can update it before your insurance is canceled.

**[IF YOUR PLATES WERE SEIZED BY SECURITY FORCES CLICK HERE](#)**

## **I GOT MY LICENSE REVOKED/SUSPENDED?**

After suspension of 90 calendar days or more, or after revocation, the POV will be registered as nonoperational and license plates will be returned to the RMV for destruction unless an authorized spouse with a valid U.S. Forces Certificate of License is listed as a joint owner on the registration.

### **You must queue into the 2MeterApp and go to the main station to have this transaction completed**

If you need to register the car as NON-OP because you lost your driving privilege for 90 days or more and do not have a spouse/joint owner with a valid USAREUR license, then please have the following:

- Valid DoD ID
- SOFA Card/Passport/DD FM 1172 (applies to contractors)
- PCS Orders (military and civilian) OR
- Proof of Logistical support letter (applies to local hires or as applicable) SF50 not valid
- NATO Members require – Yellow Privilege Card (Block 17 & 18 Authorized), Passport, GOV ID Card, NATO Orders
- Registration (2 parts)
- Plates
- Credit card, Debit card, money order, or check.

## **HOW DO I GET ADDITIONAL FUEL?**

**[CLICK HERE](#)** for Additional Fuel Memo

### **FUEL-RATION AUTHORIZATIONS AND ALLOWANCES**

Ration allowances are governed by international agreements and are based on motor sizes. The U.S. Forces Registry of Motor Vehicles is authorized to assign ration allowances during registration. Designated commanders and their representatives also assign ration allowances for nonregistered vehicles, recreational vehicles (RVs), equipment, and machinery.

### **SUPPLEMENTAL RATIONS**

As an exception, individuals may be authorized supplemental tax- and duty-free motor-fuel rations for their registered or listed POVs. AE Form 600-17A will be used to request supplemental fuel rations. Requests may be approved by company or squadron commanders for military personnel and by equivalent-level civilian supervisors for civilian employees.

**NOTE:** German military personnel assigned to an IMH in Germany are not eligible to supplement their standard monthly ration.

**a. Permanent (Annual) Supplemental-Ration Requests.** For permanent (annual) supplemental-ration requests, individuals will send their approved AE Form 600-17A by e-mail to [usarmy.sembach.usareur-af.mbx.rmv-css@army.mil](mailto:usarmy.sembach.usareur-af.mbx.rmv-css@army.mil) or deliver it in person to the HQ USAREUR RMV Customer Service Center at Sembach Kaserne (bldg. 216, rm 126) Permanent (annual) supplemental rations may be approved based on the bona fide commuting distance between home and the workplace for a sponsor's specific vehicle. Approvals of permanent (annual) supplemental rations are valid for up to 1 year from the approval date. Sponsors must resubmit their permanent (annual) supplemental request each year, even if the vehicle registration is valid for 2 years. Approval for the renewal of a permanent (annual) supplemental ration will require another review of the commuting distance for the specific vehicle.

**b. Temporary Supplemental-Ration Requests.** Temporary supplemental-ration requests (AE Form 600-17A) must be sent to the RMV. The RMV will process approved supplemental-ration requests for use from the approved vehicle's fuel-ration account for the remainder of the current month. The amount of supplemental rations will not exceed 1 month's basic ration.



## **WHAT ARE THE STEPS FOR SUSPENSE CLEARANCE?**

When you purchase a brand-new vehicle, you are given the option to receive permanent plates right away without an inspection. With this you will have to turn one or all the documents listed on the form AEF 190-1AJ.

This suspense clearance form is given to you when you register the vehicle.

You will have 60 days to email the required documents to our org box:  
[569usfps.s5bv.vehicleregistration@us.af.mil](mailto:569usfps.s5bv.vehicleregistration@us.af.mil)

**[CLICK HERE](#)** to view AEA 190-1AJ

## **HOW DO I GET A HANDICAP CARD?**

**\*\*GO TO MAINSTATION, DO NOT QUEUE IN\*\***

The handicap-parking card will be valid for use only on U.S. military installations and facilities in the RHC-E area of responsibility, and only for the eligibility dates indicated on the card. Permanent handicap-parking cards can be valid up to a maximum of 4 years from the date of issue. **Using the handicap-parking cards off military installations in Europe is not authorized.** Individuals desiring handicap-parking cards for use on the local German economy must request those through the German local city halls (Rathäuser)

A handicap-parking card may be displayed when authorized by appropriate officials. If approved, the handicap-parking card must be hung on the rearview mirror with the silhouette of the handicap symbol facing forward.

Once the RMV receives the approved [AEA Form 190-1AW](#) (signed by a local German doctor or a doctor assigned to a facility under the Regional Health Command Europe (RHC-E)) and two passport-sized pictures of the applicant, the official handicap-parking card is produced and returned to the local FRS.

Upon submission of their application paperwork, applicants will receive a temporary handicap-parking card from their local vehicle registration office. The temporary card will be used only while the RMV processes the official permit and must be returned.

The FRS in which an applicant submitted his or her application will contact the applicant once the official handicap-parking permit is available for pickup at his or her location. Applicants must pick up their official permit **WITHIN 5 WORKING DAYS** after notification and turn in their temporary card.

A service fee of \$5 will be charged for the initial issue of the handicap-parking card and for replacement cards if a card is lost or mutilated.

To renew a handicap-parking card, the individual will provide a new and approved [AEA Form 190-1AW](#), two passport-sized photos, and the current service fee.

## **WHAT DO I NEED TO TELL MY INSURANCE WHEN SENDING/UPDATING AN INSURANCE CARD?**

Call your car insurance company and request a "BLANK Insurance confirmation card". Some U.S. insurance companies can transmit this electronically into the USAREUR-AF database and it can take up to 24 hours to populate.

**WE WILL NOT ACCEPT A SCREENSHOT FROM YOUR PHONE OR HARD-COPY**

If you have a local German insurance, you **MUST** have an unused printed hard-copy German Deckungskarte in your possession.

When adding insurance onto your vehicle and having them send over the blank card you will need to verify the following:

- Name is spelled correctly (matches the name on your DoD ID)
- Social is correct
- Make/Model/Year of the vehicle is accurate
- For European Vehicles, the Vehicle year must match the first year of registration!
- There are no special characters in the chassis number/VIN
- Chassis number must be correct and can **ONLY** contain numbers and letters
- If there is a Co-Owner on the vehicle (i.e., mother/father/etc. **\*this does not apply to spouses\***) they will need to be on the insurance card

**IF YOU ALREADY HAVE A CAR IN OUR SYSTEM AND YOU WANT TO CHANGE YOUR CURRENT INSURANCE COMPANY YOU WILL DO THE ABOVE INSTRUCTIONS ALONG WITH THE FOLLOWING:**

### **\*APPLIES TO US INSURANCE COMPANIES\***

Ensure you tell your new policy holder to send in an insurance card with your plate/registration number attached so it can be updated correctly, failure of the plate being attached to the new insurance card will result in insurance cancellation, canceling your registration all together.

### **\*APPLIES TO ANY LOCAL GERMAN INSURANCE COMPANIES\***

Ensure you tell your new policy holder to give you a new insurance card (German Deckungskarte) with your plate/registration number attached and bring it into the substation so they can update your new policy holder for you so it can be updated correctly, failure of the plate being attached to the new insurance card will result in insurance cancellation, canceling your registration all together.

## **I AM GETTING DEPLOYED, WHAT DO I NEED TO DO?**

Military and civilian personnel deployed to designated hostile-fire areas or on operational deployments may place their POVs in Government-approved storage and have their POV registrations suspended for the period of deployment.

Before a team deploys UDMs or First Sergeants can prepare the Deployed Registration suspension memorandum with the information of all the members that are deploying.

Once the memorandum is completed it will need to be routed to the Unit Commander for them to sign and sent to Sembach. Once Sembach has received all required documents shown on the guidance letter, they will suspend (pause) all the registrations of deployed members. Once members return from deployment, they must come in and a new registration will be given with the time not used added to the registration.

During the time the vehicle is in suspense, it cannot be driven and must be under lock and key and monitored by the unit.

Sembach's Email: [usarmy.sembach.usareur-af.mbx.rmv-css@army.mil](mailto:usarmy.sembach.usareur-af.mbx.rmv-css@army.mil)

Deployed stored vehicle guidance for unit and MFR sample **[CLICK HERE](#)**

Deployed U.S. Forces personnel (verified with deployment orders or a memorandum from the rear detachment commander confirming deployment) may add a non-Family member as an additional driver to their vehicle registration for the purpose of vehicle care using a special POA.

POVs that will be driven while the owner is deployed must continue to be registered (renewed), insured, and inspected when required. The non-Family member added as an additional driver must be a member of the U.S. Forces or the civilian component with full individual logistic support and must be removed from the registration once the owner returns from deployment. This transaction can incur a fee.

## **WHERE DO I GET THE CUSTOMS FORM?**

For U.S. Customs you will go to Building 2102 on Ramstein AB.

DSN: 480-3720

Comm: 06371-47-3720

Mon-Fri: 0800-1600

Closed all US Holidays

### **OR**

Kleber Kaserne building 3245

DSN: 483-7383

Comm: 0631-411-7383

Mon-Fri 0800-1200 & 1300-1600

Closed all US Holidays

German Customs is located at:

Von-Miller Str. 1367661, Kaiserslautern

Phone: 0631-34270

For further information please check German customs (Zollamt) web page.

## **DIFFERENT TYPES OF CUSTOMS FORMS**

1. Customs AE Form 550-175A is used when **importing/exporting or purchasing** a vehicle, it can be obtained at US customs office.
2. Customs AE Form 550-175B is used when **selling** a vehicle to a local national or dealership and it can be obtained at the US customs office.
3. UB form (Unbedenklichkeitsbescheinigung) is used when you lose logistical support, and you need to deregister your vehicle from the USAREUR system and register on the German economy. The UB form is obtained from German customs office.
4. VAT form. When you purchase a vehicle from a dealership you can use a VAT form, so you do not have to pay taxes on the vehicle. You can use the completed VAT form as proof of customs. VAT forms can be obtained at the VAT offices on Ramstein, ROB and Landstuhl.

## WHERE IS THE SUBSTATION?

Vehicle Registration's Substation is located next to Vehicle inspection on Kapaun Air Station in building 2807. Once you arrive at inspection's gate you will take lane 3 to go to the substation.

### Substation hours:

#### Monday-Friday

0700-1130

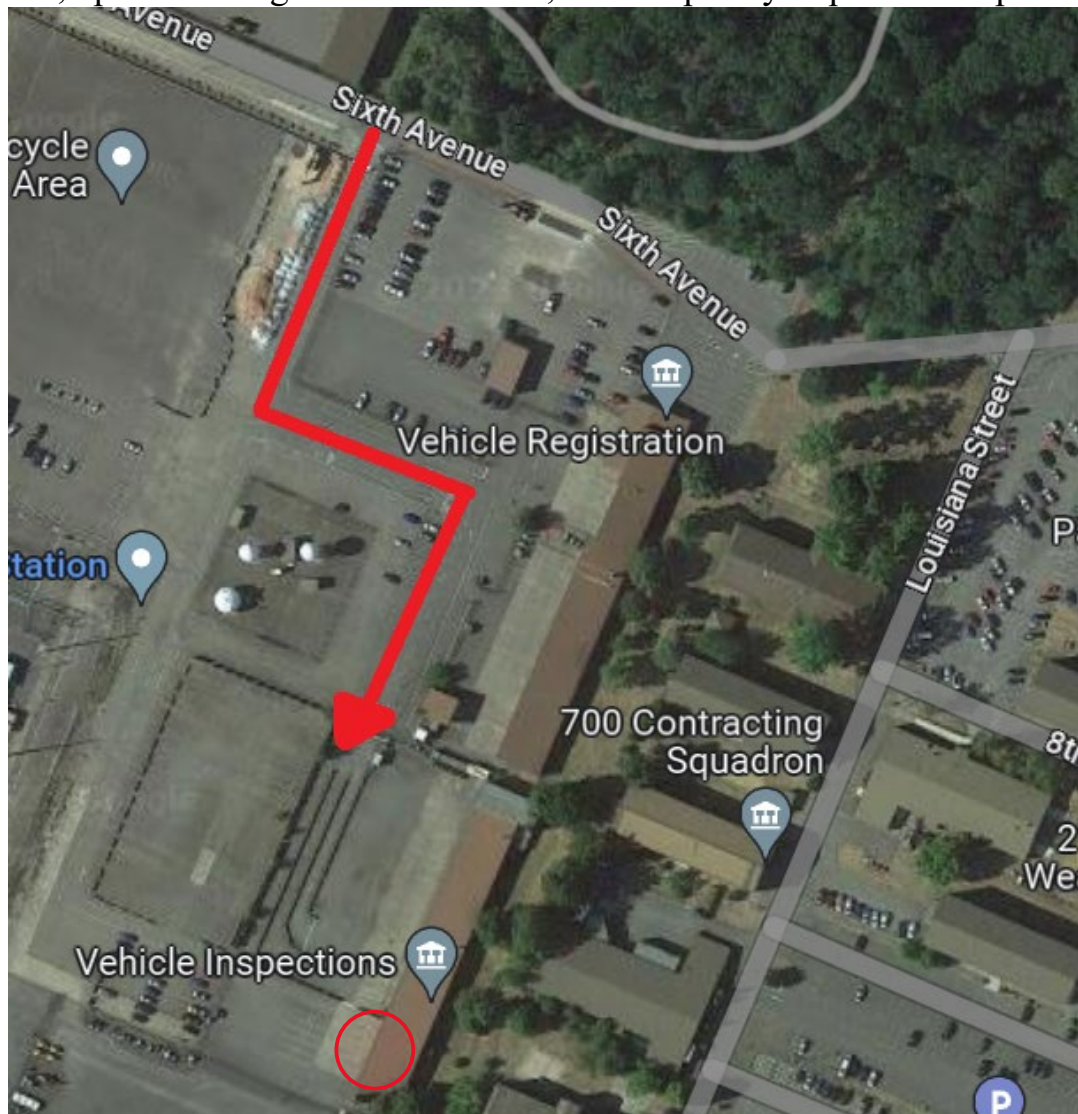
1230-1500

Closed for lunch: 1130-1230

Line cut at 1100 and 1430

Closed for all federal holidays/observances, all USAFE and 86 AW down days and the last duty day of each month for end of month inventory and training

Substation transactions are done on a walk-in basis and consist of registration renewals, updates/changes of information, and temporary to permanent plates.



## WHERE IS INSPECTIONS?

Vehicle inspections is located at building 2807 on Kapaun Air Station off 6<sup>th</sup> Avenue. see picture below on how to get to inspection's gate. Once you arrive at the gate there are three lanes:

**Lane one** is for appointments via the 2meter app only.

**Lane two** is for walk ins.

**Lane three** goes straight to the substation.

### Inspections hours:

**Monday-Friday**

0700-1130

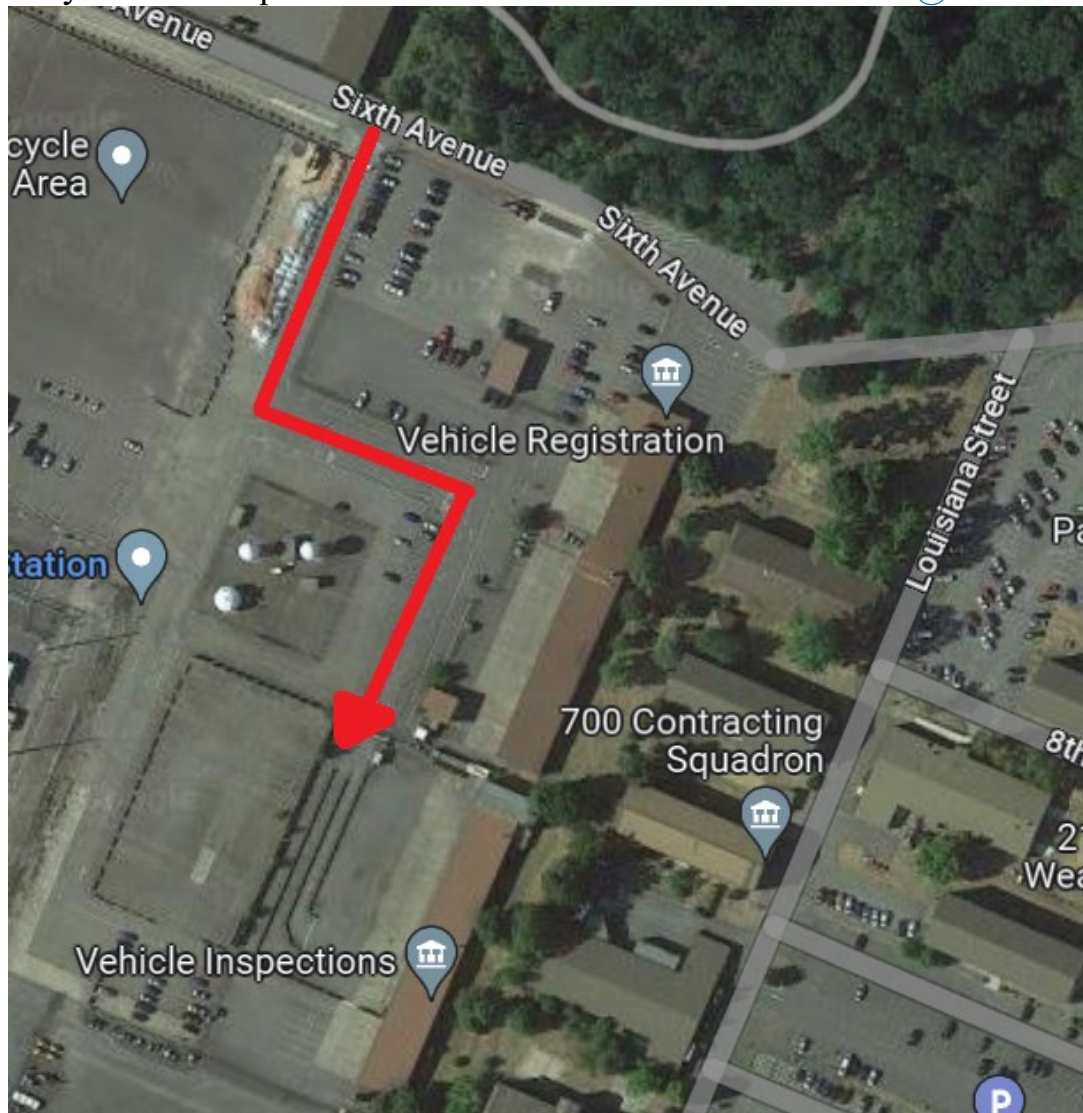
1230-1500

Closed for lunch: 1130-1230

Line cut at 1100 and 1430

Closed for all federal holidays/observances, all USAFE and 86 AW down days and the last duty day of each month for end of month inventory and training

Any additional questions email [86VRS.POV.INSPECTION@us.af.mil](mailto:86VRS.POV.INSPECTION@us.af.mil)



## **WHERE IS SHIPPING?**

International Auto Logistics vehicle shipping office is located behind Kapaun Vehicle Registration (see photo below).

### **Shipping's hours:**

**Monday-Friday**

0800-1600

Closed for all federal holidays/observances and German Holidays

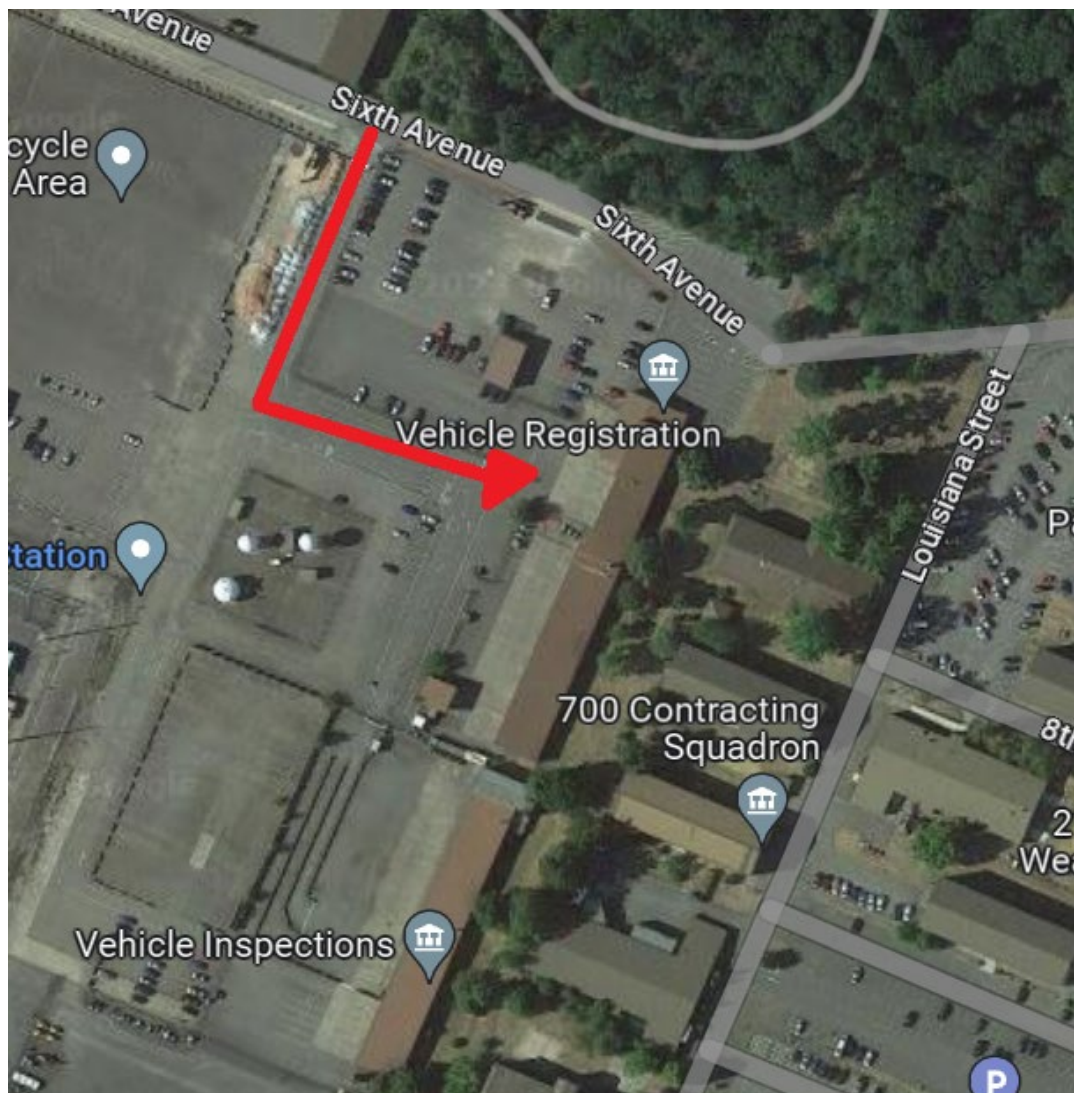
**Commercial:** +49 (0) 631 – 3579-0088

**DSN:** 489-7750

Email:

[Kaiserslautern.VPC@ialpov.us](mailto:Kaiserslautern.VPC@ialpov.us)

[www.pcsmypov.com](http://www.pcsmypov.com)





# **Vehicle Registration forms**

## **Regulation 190-1**

### **AEA FM 190-1AA renewal form**

### **AEA FM 190-1AI Non-Op waiver - renew/transfer/sell**

### **AEA FM 190-1AG Request for additional POV**

### **AE FM 600-17A Request for additional fuel**

### **AEA FM 190-1AW Handicap placard request**

### **AEA FM 190-1AJ Suspense/clearance form**

### **Agent owner command memo sample**

### **\*Army Affiliated customers (please open this)\***

### **Spousal Acknowledgement memo**

### **Temp plate agreement**

### **2<sup>nd</sup> Template Memorandum**

### **Permanent plate agreement**

### **Deployment suspense memo**

### **3<sup>rd</sup> Set of temps memo**

## **I DIDN'T FIND AN ANSWER TO MY QUESTION**

If you haven't found the answer to your question on this flowchart, please email your question our org box at:

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

ATTENTION: This box is monitored daily - however, due to the influx of requests, please allow 72 business hours for a response.

**\*\*EMAILS MUST BE SENT UN-ENCRYPTED\*\***

Please note that if you ask a question that is already answered in the flowchart you will receive an email response copied from the flowchart.

**If you need to be signed off on your vOP checklist please email us your orders and DOD ID number.**