

# CHECKLIST 2



## Vehicle Registration

Please visit our webpage for a list of our locations

<https://home.army.mil/bavaria/index.php/Directorates/DES/vehicleregistrationservice>

Email: [usarmy.bavaria.id-europe.mbx.vehicle-registration@army.mil](mailto:usarmy.bavaria.id-europe.mbx.vehicle-registration@army.mil)

## Register POV shipped from US OR other NATO

### Country: VEHICLE MUST BE IN COUNTRY AND READY FOR PICK UP

- Valid ID Card
- Orders (If 1st time registration in USAREUR)
- Valid U.S. Forces Certificate of License or Temporary US Forces Certificate of License
- Proof of Insurance for Germany – Insurance Confirmation Card (ICC);
- US title or registration OR Current NATO Registration
- Lien Holder authorization letter - Permission to ship letter from Lienholder (if applicable)
- Credit / Debit Card or Check / Money Order made payable to “USAREUR Registration Fund” POV \$45.00 + additional \$45.00 for each additional year

### **AND ONE OF THE FOLLOWING (If Applicable)**

- **GOVERNMENT SHIPPED** - Shipping document DD Form 788
- **PRIVATELY SHIPPED** - Bill of lading or Dock receipt AND Customs Form (AE Form 550-175A)
- **MOTORCYCLE** - U.S. Household good inventory sheet or High Risk Item sheet
- **MOTORCYCLE** - MSF card (Service members only)

### **NOTES:**

- Name on the title/registration and insurance card must be same as person registering POV.
- Any customer registering their 1st POV in USAREUR Vehicle Registration system, a copy of orders or memorandum from human resources verifying logistical support. Contractors require the blue SOFA Card and logistical support.
- Initial registration of a POV in the USAREUR Vehicle Registration system requires the SPONSOR to be present or Power of Attorney (POA) for the spouse.
- If another owner (i.e. relative, friend, etc.) is listed on the stateside title or registration, a notarized letter must be obtained authorizing the sponsor to register the vehicle in Germany. The letter must have all the vehicle information listed.

Please ensure all mandatory items listed above are present when conducting your transaction.