

CHECKLIST 15



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

Appointing an Agent to Operate, Ship, Sell or Dispose of a POV:

**Owner and Agent Owner must be present!
Agent MUST be higher Rank/Paygrade than Owner.**

Owners Checklist:

- Valid ID Card
- Valid SOFA Card (Contractors only)
- Valid US Forces Certificate of License
- Valid USAREUR Registration (Must have at least 90 days left; If not must be inspected first and renewed)
- BOTH Owner and Agent must be present (Agent needs to be one Rank higher than the owner!) **JOINT Owners must Both be present**
- Agent Duty Appointment Memo from the Commander (Visit USAG Bavaria webpage for Example)
- Letter of authorization from Lien Holder to add an Agent
- \$45.00 Credit / Debit Card or Check / Money Order made payable to "USAREUR Registration Fund"

Agent's Checklist:

- Valid ID Card
- Valid SOFA Card (Contractors only)
- Valid US Forces Certificate of License
- POV waiver, if this transaction causes agent to exceed vehicle allotment

NOTES:

- Insurance must remain active in owner's name until POV is shipped or sold.
- A copy of your orders, Memorandum from Human Resources or a Contract is required to register your first car in the USAREUR system.

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



DEPARTMENT OF THE ARMY/ AIR FORCE
[ORGANIZATION / SQUADRON]
[UNIT / BASE NAME]
APO AE 09XXX

OFFICE SYMBOL

DATE

MEMORANDUM FOR RECORD

SUBJECT: AGENT DUTY APPOINTMENT

1. Explain why the need of an Agent is necessary.

2. RANK/MR/MS/MRS, Last Name, First Name Middle Initial, DOD ID Number – 0000000000 is appointed as an Agent for RANK/MR/MS/MRS, Last Name, First Name Middle Initial, DOD ID Number – 0000000000 for the below listed vehicle.

Year: Make:

Model:

Color:

Chassis/

VIN:

3. (AGENT INFO) has been briefed and understands that he/she will *select one* SELL, SHIP or OTHERWISE DISPOSE of the above listed vehicle before the expiration of the 90 day registration and that the registration will not be extended. If the requirements have not been met before the expiration of the 90 day period, the agent will follow all requirements to register the vehicle in their name.

UNIT COMMANDER
SIGNATURE BLOCK

ADDITIONAL NOTES FOR THE COMMANDER:

1. THE ASSIGNED AGENT MUST BE A PART OF YOUR COMMAND.
2. THE ASSIGNED AGENT (IF MILITARY) MUST BE AT LEAST ONE GRADE ABOVE THE POV OWNER.
3. THE ASSIGNED AGENT WILL NEED AN AE FORM 190-1AG, IF THIS APPOINTMENT WILL PUT THEM OVER THEIR AUTHORIZED NUMBER OF VEHICLES REGISTERED.
 - a. (AE REG 190-1, CHAPTER 3-2)
4. DOCUMENTATION MUST BE PROVIDED BY THE OWNER'S LIEN HOLDER (IF APPLICABLE), ACKNOWLEDGING THE AGENT.