



**US Army Customs Agency  
Europe**

**Grafenwöhr Field Office**

**In-Processing Briefing**

# PURPOSE



**We help incoming DOD personnel familiarize with German and U.S. Customs Laws and Army in Europe Regulations as they apply to the U.S. Forces in Germany.**

## **HOW TO REACH US:**

**LOCATION:** Tower Barracks – Grafenwöhr  
Building 621, Room 129

**PHONE Nr: DSN:** (314) 569-2897/2896 **CIV:** 09641-70-569-2897/2896

**EMAIL:** [usarmy.bavaria.usareur.list.us-forces-customs-grafenwoehr@army.mil](mailto:usarmy.bavaria.usareur.list.us-forces-customs-grafenwoehr@army.mil)

**HOURS OF OPERATION:** Mon-Fri 0800-1200 – 1300-1600

**CLOSED ON US FEDERAL HOLIDAYS**



# IMPORTS INTO GERMANY



## AE Form 550-175A

### Import/Export Certificate - Purchase Permit

#### Used For:

1. Imports of: Vehicles/HHG/Parcels from NON-EU countries into Germany
2. Purchases from Customs-Bonded Warehouses
3. For PERSONAL USE ONLY!

#### NOT Used For:

1. Pets, Prescription Drugs, Rationed Items
2. Commercial purpose/items for resale
3. Home-Based Business/Crafters
4. Government Imports

#### Required documents:

- Valid ID Card
- Signed bill of sale (if purchasing vehicles)
- Vehicle title/previous US reg (importing vehicles)
- Letter authorizing vehicle shipment from Lien Holder
- Detailed inventory (HHG)
- Detailed item description (Parcels)
- Invoice with full name/address of where the item was purchased form (Parcels)
- Bill of lading/Airway bill/Seaway bill

# TRANSFERS TO NON-DOD ID HOLDERS



## AE Form 550-175B / Permit to Transfer

### Used for:

1. **ALL VEHICLE SALES and TRANSFERS TO A NON-DOD ID holder** you will need to see Customs (Car Dealer or Junk yard)
2. Transfer of personal property items imported duty-free or purchased tax-free to a NON-ID card holders
3. ALL Personally owned firearms

**NOTE: Items must be in possession of seller for at least 6 months.**

### Required Documents:

- Valid ID card
- Valid USAREUR POV registration / USAREUR POF registration with WBK
- **Signed** bill of sale, including:
  - Buyer/seller name, address, phone number, passport
  - Vehicle info / weapon serial number
  - Price
- Clear title or lien release/permission to sell letter (in case of a lien holder on your POV)

**NOTE: if your spouse's name is NOT on the registration, a POA to sell/de-register the POV is mandatory. POA must have all the vehicle information**

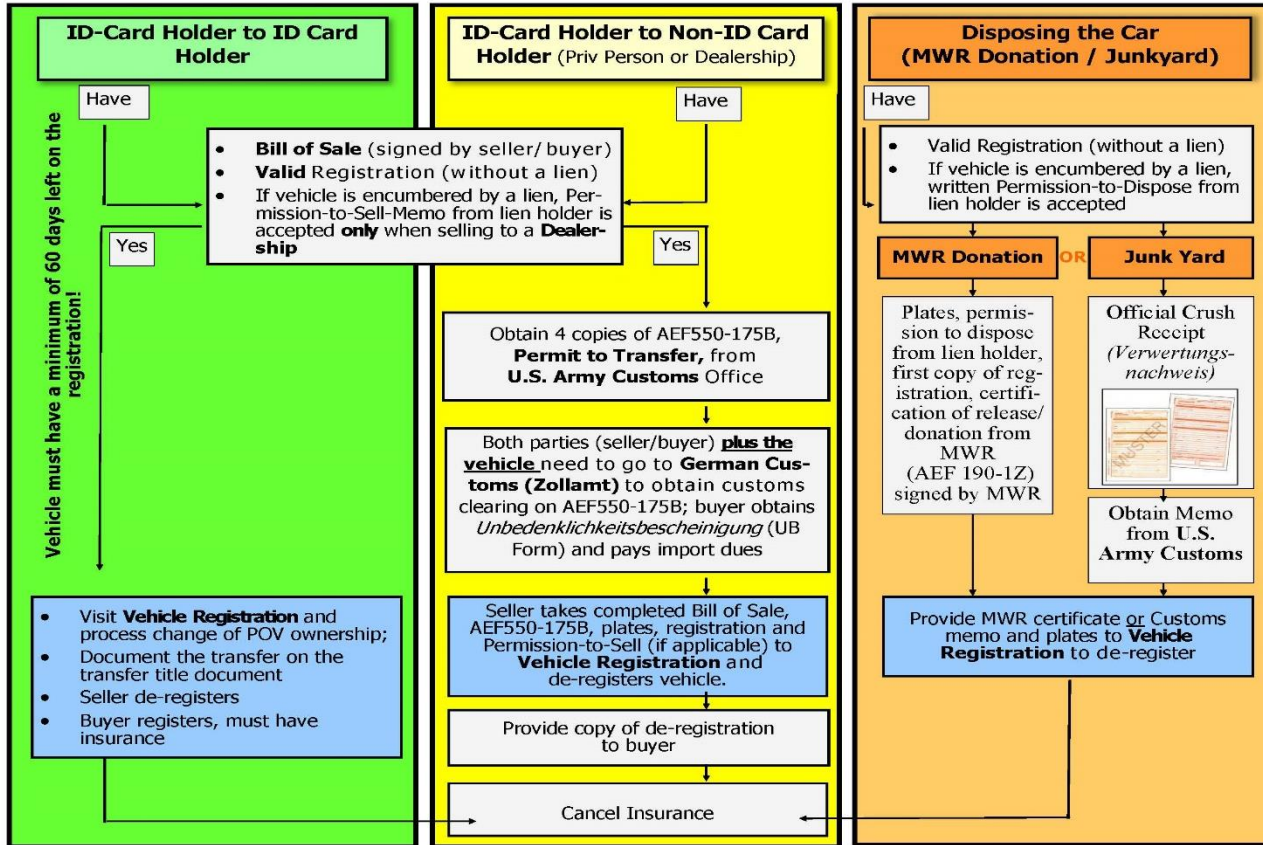


# HOW TO TRANSFER YOUR VEHICLE



**GENERAL:** Selling a car in Germany is not as easy as it would be in the U.S.; you have to comply with HN Customs and NATO/SOFA law, otherwise you might face a potential charge for **"Illegal transfer of an USAREUR-plated POV"**.

- Never buy / sell a vehicle without the proper documentation (bill of sale, title, lien release) and clearances (Customs)
- Customs paperwork and process can be accomplished by sponsor or dependent spouse, if listed on registration; all others require POA.
- Vehicle must not be under temporary plates (T-Plates) - must either have a valid registration with permanent plates or as Non-Op.
- **Never just "hand-over" your car to somebody!!! — Do not wait until the "last minute" to take care of your car(s)!**



- Responsibility for the correct processing of the forms rests with the sponsor.
- **Buyer** must have completed an Import Declaration Form (*Internetzollanmeldung*) prior to Customs Clearance.
- A list of junkyard dealers in the area and Bill of Sale templates can be obtained from the U.S. Army Customs office
- Remember to take your plates off before selling/junking. Also, just turning in plates to VR **does not** constitute "De-registration"
- European-Out/Staying in Germany: Transfer all property including cars as part of *Übersiedlungsgut* with German Zoll. Call U.S. Army Customs for in-depth briefing and/or details.

**When in doubt — call U.S. Customs before you proceed! DSN 569-2896 / 2897 / 2894**

# TEMPORARY FUEL CARDS



## AE Form 550-175L

### What is it?



- Authorization to obtain a fuel card for your rental vehicle
- You can obtain it at US Customs or MP Station (after hours, bldg. 2099 - Vilseck)
- Liters amount is based on the length of your rental period, any delay on obtaining AE550-175L could limit the amount of fuel rations
- Only the primary renter can obtain the form or the dependents on behalf of the sponsor
- See the **MAIN EXCHANGE** with AE550-175L to obtain the fuel card (Esso card)

1-7 days	100 liters
8-15 days	200 liters
16-22 days	300 liters
23-30 days	400 liters

### Required docs:

- Valid ID card
- Valid rental agreement (ONLY authorized rental companies)
- Valid USAREUR Driver's License
- Rental vehicle registration

# USAREUR POV FUEL RATIONS



## AE Reg. 600-17

### How to obtain the fuel card?

The Main Exchange will issue and activate the fuel cards (Esso Card) for your POVs and rentals

POV	400 liters
SUV/VAN	600 liters
MOTORCYCLE	80 liters

- Valid ID card
- Bring your USAREUR POV registration (AE Form 190-1A)
- Only those whose name is on the vehicle registration are entitled to obtain and use the Esso Card and pump gas at the Express gas stations
- Need extra fuel? Complete AE Form 600-17A and contact Vehicle Registration HQ in Sembach at: [usarmy.Sembach.usareur.list.rmv-cust-svc@army.mil](mailto:usarmy.Sembach.usareur.list.rmv-cust-svc@army.mil)



**NOTE: Eligible dependents must have a USAREUR driver's license to be added to the registration**

# FUEL RECEIPTS



Esso Station  
ROC Deutschland GmbH  
Gebberstr. 86  
91052 Erlangen  
Tel.: 0913133686



ROSE BARRACKS EXPRESS  
PH: 09662-702223  
MO-TH 0600-2200, FRI 0600-2400, SAT 0600-2400, SUN-0800-2200  
STORE MANAGER PAOLA STEVENSON

Pre-Paid balance may be used for any/all vehicles under this sponsor.

Remaining Ltr. balance

Remaining Ration Balance	413.440L
Vehicle Expiration	20SEP26
Remaining Prepaid Balance	\$181.06

PREPAY: \$ 118.92

Remaining Prepaid Balance

EXP DATE: 20SEP26

Reg. Expiration Date



Datum 06.07.2024  
Uhrzeit 14:56

\*\*\*\*\* BELEGKOPFLE \*\*\*\*\*  
(01) Online Transaktion  
TXN TOTAL \$ 58.10

TOTAL CASH  
ITEMS 1  
07/26/2024 08:43

THANK YOU!  
VISIT US ONLINE AT WWW.AAFES  
Unterschriften:

Kassierer  
Das o. g. Datum entspricht dem Leistungsdatum.

\$100.00  
\$100.00  
5567 03 00011 6872

...ho Tankstellen GmbH

# AUTHORIZATION TO DRIVE A



## USAREUR POV

### AE Form 550-175C-D - Request and Authorization

#### What is it and when is it needed?

- Authorization to operate a USAREUR POV by visiting NON-dependents family members and friends
- You need it **any time** you want your visitors to drive your USAREUR POV
- Only US Customs can grant this authorization
- Authorization cannot exceed 90 days in a 6 months period.
- You must notify your insurance company of the additional drivers

**NOTE: Visitors are NOT ALLOWED the use of the ESSO Card on/off post, nor the use of the Express gas stations**

#### Required docs:

- Valid ID card
- Valid USAREUR POV registration
- Visitor's passport
- Visitor's international driver's license **NOT ISSUED IN GERMANY**
- Relationship TO THE SPONSOR

**NOTE: Local Nationals RESIDING in Germany are NOT eligible for this authorization!**



# CHILD CARE PROVIDER PLAN REQUEST AND AUTHORIZATION



AE Reg 550-175

## Who may apply and how it works:

- **US Military and Civilians personnel stationed in Germany**
- A CCP may be a friend or relative, who will **gratuitously** help cater to your dependent children during a specified period of time for example: **TDY, deployment or other emergencies.**
- The CCP **must comply with all the Host Nation Immigration Laws**: if **NOT an EU Citizen, a Residence Permit must be obtained** when staying in country for **more than 90 days.**
- Request must be processed and approved by the US Customs Office upon presentation of the required documents
- After the approval, you will be contacted, briefed and provided a copy of the Authorization

**NOTE: Seek legal advice when hosting an Au-Pair or hiring a Nanny to be your CCP,** Germany has specific **Labor Laws** that **must be observed.** Au-Pair helpers and nannies, if **NOT EU Citizens,** must observe the German Immigration Laws as well.

***The violation of the Host Nation Labor Laws will result in illegal employment.***

# RATIONS CARD



## AE Reg.600-702

### Used for:

- Purchasing items that are rationed: coffee, tobacco and liquor above 33% vol.
- Rationed Items ARE NOT transferable.
- For your own **PERSONAL USE ONLY**
- **NOT FOR RESALE**
- The Rations Card **IS** a **controlled item**
- Has an expiration date

### Monthly rations:

- TOBACCO: 4 Cartons per month
- COFFEE: 5lb Ground  
20oz Instant
- LIQUOR: 6 liters  
5 miniature bottles (shooters)

**NOTE: Violators are subject to disciplinary actions**

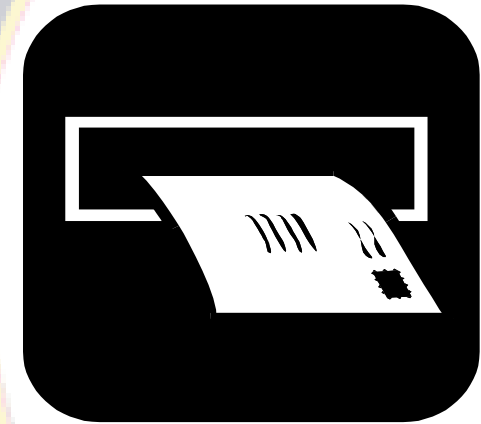
# APO SYSTEM



## AE Reg 600-8-3

### Prohibited Items:

- Alcoholic Beverages / Alcohol filled candies
- Coffee and Coffee Products
- Cigarettes and other Tobacco Products
- All e-liquids and Electronic delivery systems
- Drugs, Drug Paraphernalia and ALL Prescription Medication
- Firearms and Explosives, No Firearm component's
- Meat and Plant Products / Beef Jerky of any kind
- Pornography
- Soft cheeses / Kinder Chocolate Eggs
- Aerosols / Flammable substance or liquids
- Switchblade / Stiletto style knives
- Dog / Cat food
- Sport/Nutritional-supplements



**Ask at the post office on what can and can not be sent before you send the package.**

# PRIVATELY OWNED FIREARMS



## AE Reg. 190-6

### Requirements:

Importation of POF into Germany requires the following:

- Possession of German weapons possession card WBK = *Waffenbesitzkarte*
- AE Form 550-175A from Military Customs
- Import Certificate = *Verbringungs- erlaubnis*
- Additional information can be obtained at any Customs Office and/or Vehicle Registration Office.

A large orange warning sign with a black border and a black shield-shaped background in the center. The word "WARNING" is written in bold, black, sans-serif capital letters across the shield.

# WARNING

•All weapons purchased overseas must get ATF approval prior to shipping back to the U.S.

•Allow 6 to 8 weeks for return of ATF Approval.

•ATF Permit valid for 12 months from date of approval.

# VAT FORMS



## AE Reg: 215-6

### What is it?

- A VAT Form is a document that will allow you to purchase high valued items free of 19% Value Added Taxes (VAT)
- There are 2 different types:

**NF1:** for items less than 2'500 €

**NF2:** for items higher than 2'500 €

- VAT Forms are NOT free

**NF1:** 10\$ each. You can get max 10

**NF2:** 100\$ each. Must provide an invoice to obtain it

### Where?

**Tax Relief Office  
Bldg. 539 - Tower Barracks**

**DSN 526-9031/9052**

**INDIVIDUAL REGISTRATION AND APPLICATION FOR TAX-RELIEF SERVICES IN GERMANY**  
(AE Reg 215-6/USAFE Inst 34-692)

**Authority:** Title 10 USC Section 3013 and 62 USC Section 3025a-10 (AE Reg 215-6/USAFE Inst 34-692), Title 37, paragraph 29a(9), AE Reg 215-6/USAFE Instruction 34-102, an individual's personal responsibility in Germany.

**Purpose:** To provide information needed to process documents for personal purchases and to verify the responsibility of the individual's support.

**Statement of Understanding and Hold-Harmless Clause**  
The undersigned acknowledges responsibility for the cost of any goods or services purchased with tax-relief documents originating from the U.S. Forces Germany Services Fund and agrees to hold the U.S. Government and the USARMC-Corps Area Public Trust harmless from liability, claims, debts, or suits in respect of the purchase of such goods or services. The individual further understands and agrees to provide the USARMC Services Fund in and on his or her behalf if his transaction cannot be credited and also agrees to return the original copy of AE Form 215-6 to a relief office after the transaction has been completed. This unoriginal copy will be returned to the relief office upon receipt of the original documents, provided such documents are by non-10-card personal return unused documents to a relief office before departing the country, and not received the 215-6/USAFE Inst 34-692.

**Personal Registration Data**

Sponsor's name (last, first, MI)	Civilian telephone number	SSN (last 4 digits)
Military telephone number	US mail address	
Sponsor/family member's name (last, first, MI)	EEO ID number (if applicable) (last 4 digits)	
Military organization/unit	APO address	

Date: (YYYYMMDD) Applicant's signature

**OFFICE USE ONLY**  
File reference number

AE Form 215-6A, MAY 16



# QUESTIONS?

Don't hesitate to call us, email us  
or see us!

