

DEPARTMENT OF THE ARMY
[Your Unit Address]
APO AE 09xxx

[Your unit symbol]

MEMORANDUM THRU (Your Unit Commander or Civilian Supervising Agency)

MEMORANDUM FOR COMMANDER, USAG-Bavaria, Unit 28130, APO AE 09114

SUBJECT: Issuance of 3rd Temporary Plate Registration

1. State who you are (*Full Name and Last 4 SSM*) and the vehicle to be registered (*include full description and VIN#*)....
2. Explain what repairs were required, and what you have done to complete them.
(INCLUDE COPY OF MOST RECENT INSPECTION, AN OFFICIAL LETTER FROM THE SHOP STATING THE VEHICLE IS READY TO PASS THE SAFETY INSPECTION, AND A COPY OF ANY RECEIPTS FOR PARTS AND REPAIRS RENDERED IN THE PACKET SUBMITTED TO THE MP STATION)
3. Request one day temporary plates in order to conduct vehicle inspection and complete registration.
4. Point of contact information

Your Name and signature block

Your Commander signature block

Deputy Director of Emergency Services
US Army Garrison Bavaria