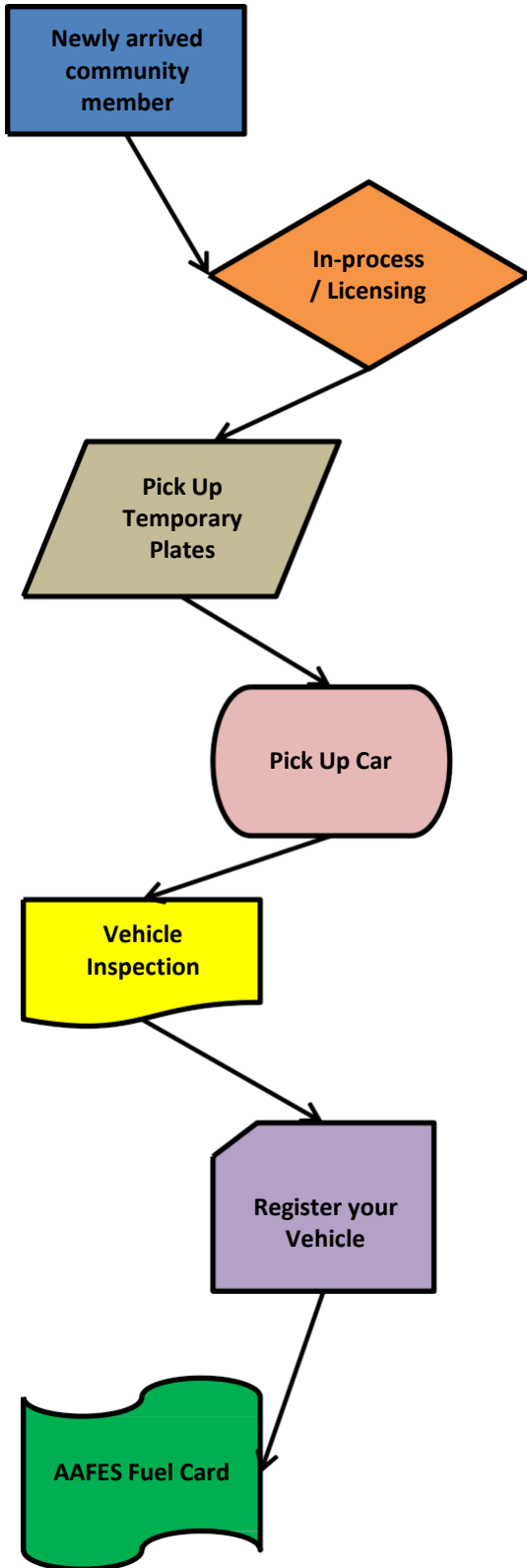


USAG Bavaria Directorate of Emergency Services
NEWCOMER Vehicle Registration Flow Chart



When you arrive in Germany, the in-processing center will schedule your date to test for your USAREUR license. Test booklets are available online at:
http://www.eur.army.mil/rmv/Drivers_Handbook/default.htm

After receiving notification that your POV has arrived, you must schedule an appointment to temporary register your vehicle with the vehicle registration office prior to getting an inspection. You will need to bring:

- Shipping documents
- **Orders**
- Stateside registration or title
- Permission to ship letter from Lien Holder
- ID card and USAREUR license
- Proof of insurance*
- \$35 (check/money order/credit card only, **no cash**) Your vehicle must be in country to receive tags! **TEMP TAGS are only good for 30 CALENDAR DAYS**
- Insurance must be VIEWABLE in the Germany registration system. It will take 24 hrs from the time you call your Insurance company for it update.

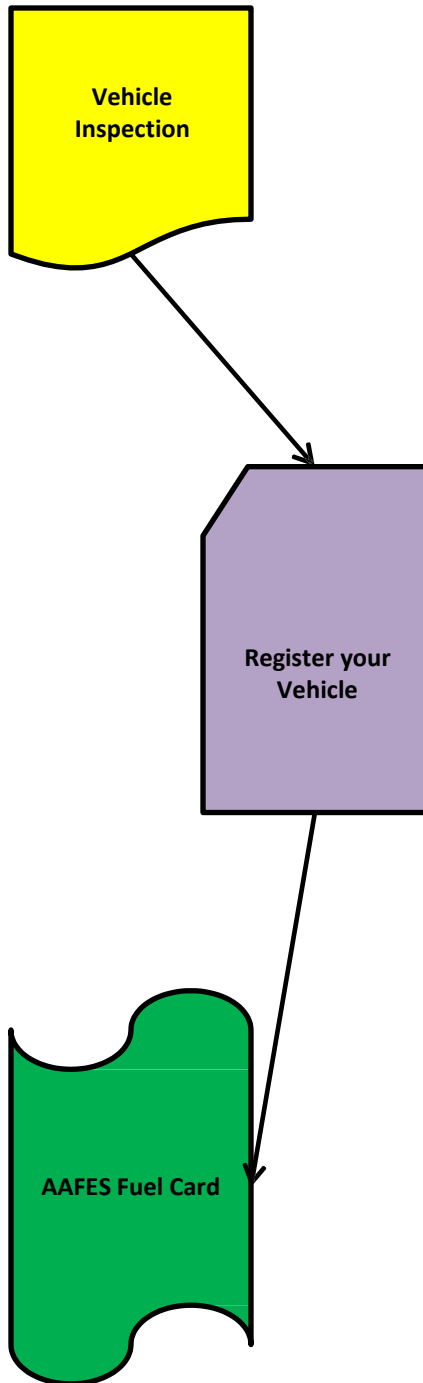
Once you have placed your temporary tags on your vehicle, you should proceed immediately to the Vehicle Inspection point. (Do not wait the 30 days) to register and receive permanent tags. An inspector will check your vehicle for deficiencies. Once you have passed inspection, you must schedule an appointment with Vehicle Registration, a vehicle registration clerk will process your vehicle for permanent tags. If you **FAIL** inspection, **KEEP YOUR INSPECTION SHEETS**. You must pass inspection to obtain permanent registration plates.

Since you have already submitted orders and shipping documents, you will only need the following to receive permanent tags:

- Vehicle inspection sheet (provided by the inspectors)
- ID card and USAREUR license
- Temporary registration and tags
- Application for registry (AE 190-1A)
- \$35 (check/MO/CC only, **no cash**) to register a 2nd year.

Congratulations! You have now registered your USAREUR vehicle. Before you can truly enjoy your time in Germany, though, you must go to the AAFES Exchange to receive your fuel rations card. Simply take your registration to customer service, or the designated register and an AAFES representative will have you on your way to traveling locally and throughout Europe.

Re-Registration & Transfers Vehicle Registration Flow Chart



Approximately 75 days before your vehicle registration expires, you will receive a notification through your community mail room (CMR) box. Once you have received your notice, take your vehicle and form to the POV inspection. Once you have passed inspection, schedule an appointment with Vehicle Registration. You must bring the passing inspection form, to renew your registration. **DO NOT PROCRASTINATE.**

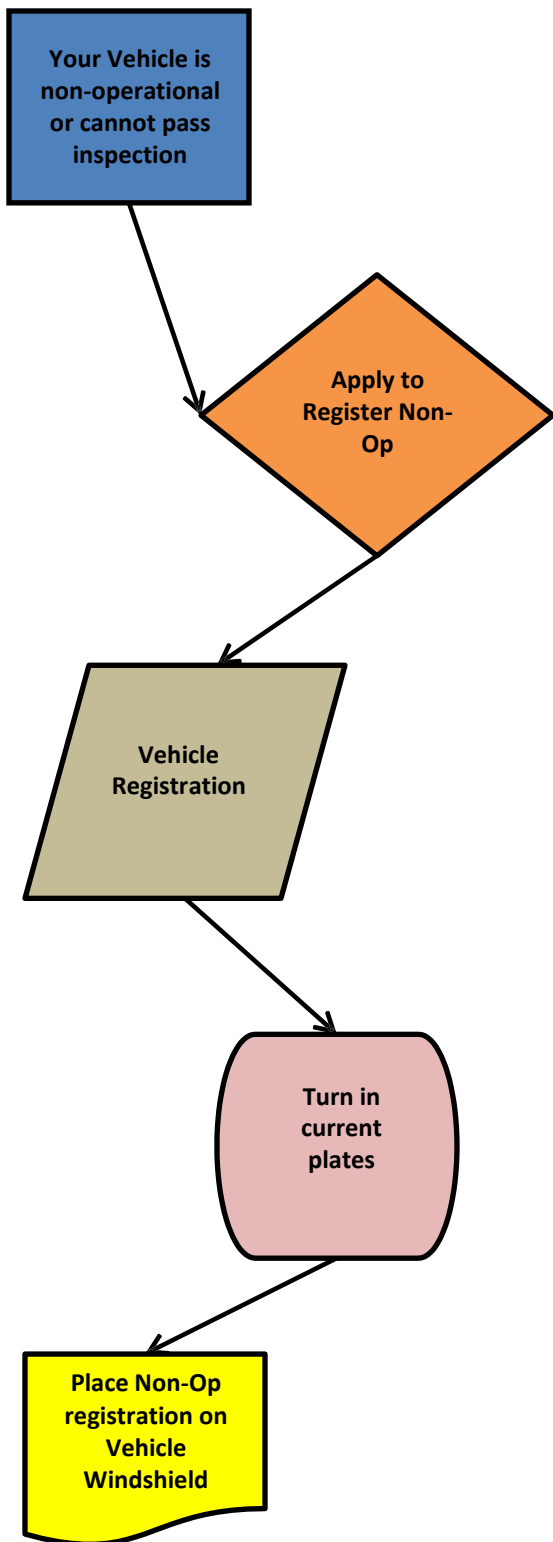
Note: If you transferred from another USAREUR APO address, you will need new plates and **NEW** insurance card, and **ORDERS**

Since you are re-registering your USAREUR-plated vehicle, you are already in our system and should only need the following documents to re-register your vehicle's permanent tags:

- Vehicle inspection sheet (completed by the Inspectors)
- ID card and USAREUR license
- Application for registry (AE 190-1A)
- \$35 (check/money order/credit card only, no cash)

Congratulations! You have now re-registered your USAREUR vehicle. Your fuel card should still be valid, but to be certain, check your AAFES fuel card to see if the card has expired. If it is about to expire, you will need to re-apply for your fuel card. If the card is still valid, we wish you happy travels throughout Germany!

NON-OPERATIONAL Vehicle Registration Flow Chart



This type of registration is provided when: POVs have no license plates and are not being driven, driving privileges have been suspended, POV Registration was canceled for lack of proof of insurance, failure to re-register or inability to pass the mechanical safety inspection. The POV **MUST** still be registered in our system as **NON OPERATIONAL**, AND THE **PLATES MUST BE TURNED IN**. REMEMBER TO KEEP YOUR **FAILED INSPECTION SHEET**. Vehicles in **NON-OP** will **NOT** be operated.

To apply for a NON-Operational Registration, you **MUST**:

- Ensure all other POV registrations are current
- Schedule a vehicle registration appointment
- Bring your current USAREUR issued license plates to the USAG Bavaria Vehicle Registration Office.

Once you have turned in your USAREUR issued license plates, the registration clerk will assist you in finalizing your process of registering your vehicle in a non-operational status. Non-operational status is only good for 3 months at a time, for a maximum of 12 months total. You will need the following items in order to complete this transaction:

- ID card
- Orders
- Proof of Ownership
- Credit card/check/money order for \$35
- AE form 190-1AA (available at Vehicle Registration)
- Memorandum signed by DES (Only for Extension)

Once complete, the vehicle registration clerk will issue you a non-operational registration, which should be placed on the inside, bottom left of your vehicle windshield, in order to provide proof to the military police that your vehicle is indeed registered.

*After the first 90 days:

- Memorandum requesting Extension of Non-Operational Registration
- Submit to DES for approval along with most current Inspection Sheet

Deregistration Vehicle Registration Flow Chart **Transfer to a German owner or junkyard OR Donate to MWR**



Once you have either sold your car to a local national, taken your vehicle to a junkyard for scrapping, OR donated to MWR, you must retain a bill of sale or receipt from the junkyard, buyer or MWR Representative.

*Remember to remove the USAREUR license plates from your vehicle when you conduct your transfer.

After receiving your bill of sale, or getting a receipt from the junkyard or MWR, you must proceed to the Military Police Station in order to complete the proper U.S. Customs paperwork.

If you have sold a vehicle to a local national, you will receive a customs clearance form; if you have taken your vehicle to a junkyard to be scrapped, you will receive a memorandum. These forms must then be taken to vehicle registration.

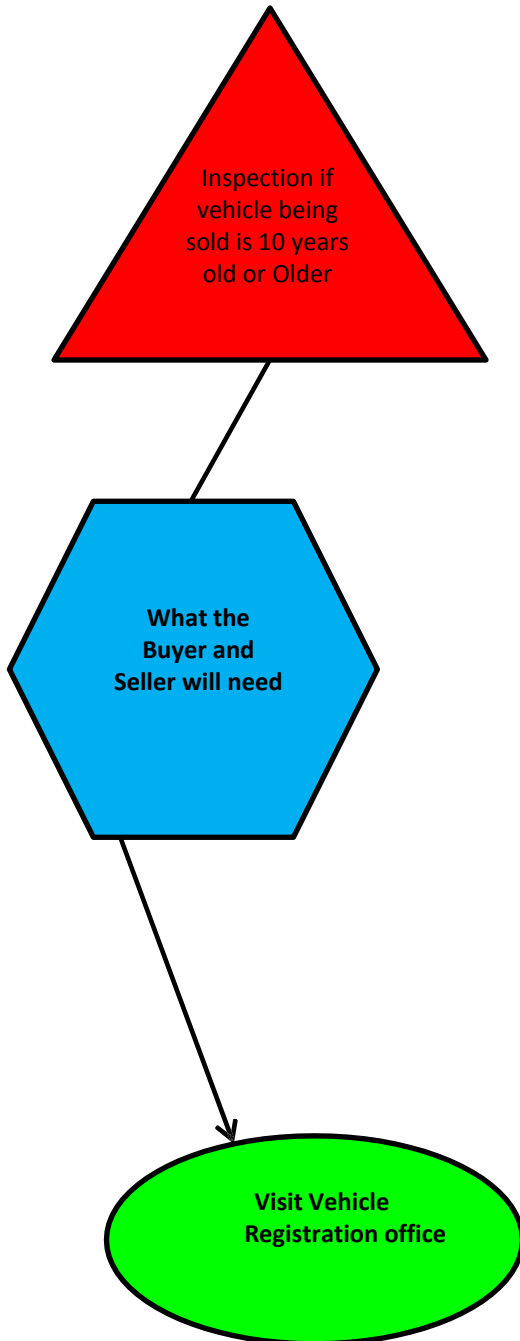
If you donated your vehicle to MWR, you must present a copy of AE Form 190-1Z to Vehicle Registration

After completing your first two steps, you may now schedule a vehicle registration appointment. You will need the follow documentation:

- Bill of Sale/receipt from junkyard
- Current vehicle registration paperwork
- USAREUR license plates
- Customs paperwork
- Lien Release, if financed

Deregistration Vehicle Flow Chart

Transfer to an ID Card Holder



To Transfer a Vehicle to an ID Card Holder:

- The vehicle must have 60 days left on the current registration prior to the transfer.
- Inspection cannot be older than 30 calendar days on the day of transfer.
- If vehicle cannot pass inspection, the BUYER will need non-operational approval from their Commander. Refer to Checklist #6.

BUYERS will need the follow documentation:

- Orders
- Insurance
- ALL Registrations in system must be current
- ID card and USAREUR license
- Credit card/check/money order for \$35

SELLERS will need the follow documentation:

- Orders
- Insurance
- ALL Registrations in system must be current
- ID card and USAREUR license
- Credit card/check/money order for \$35
- Lien Release, if financed

All owners listed on the current registration and the buyer must be present during the time of transfer.

*If Joint/Co-owner cannot be present, the owner conducting the sale **MUST** have a POA or a notarized bill of sale from the absent owner.

*ALL (Buyer/Seller) Registrations must be current and in good standing for the transfer to take place.

*IF transferring on behalf of another:

- MUST** apply for a POA at Vehicle Registration
- MUST** be listed on the AE Form 190-1A as "AGENT"
 - *Customs form if applicable