



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
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OFFICE SYMBOL

DATE

MEMORANDUM FOR United States Army Garrison Bavaria, Directorate of
Emergency Services, Vehicle Field Registration Office

SUBJECT: Issuance of 3rd Temporary Plate Registration

1. Request issuance of 3rd temporary plate registration for **(Vehicle make, model, and VIN #)** owned by **(owner's full name, last four SSN, and contact information)** assigned to **(unit information)**.
2. Requesting Five (5) working day temporary plates in order to conduct vehicle inspections and complete registration.
3. **Documentation that the repairs have been completed will be provided to the Vehicle Registration Office. The documentation must show that deficiencies that caused the vehicle to be unsafe have been repaired and the vehicle is ready to go through inspection in order to be authorized a set of 5 working day temporary license plates. Any repairs done by the car owner must be documented by an official car repair shop. If parts had to be ordered to repair the listed deficiencies, a copy of the parts invoice can also be presented as an acceptable document.**
4. Point of contact for this memorandum is **(Commander or Civilian Equivalent)** at **(phone number)** or **(email address)**.

Commander/Director Signature Block
O-3/GS-12 Equivalent or higher