

# CHECKLIST 4

Two Pages



## 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](mailto:usarmy.bavaria.id-europe.mbx.vehicle-registration@army.mil)

## Register a Brand New POV - U.S.-SPEC

- Valid ID Card
- Valid U.S. Forces Certificate of License OR Temp. US Forces Certificate of License
- Proof of Insurance – Insurance Confirmation Card (ICC) (See checklist #14)
- Purchase order or Bill of Sale listing: make, model, year and chassis (VIN)
- Credit / Debit Card or Check / Money Order made payable to “USAREUR Registration Fund”
  - \$45.00 for 1 year Registration
  - \$90.00 for 2 year Registration
  - \$135.00 for 3 year Registration
- POV waiver (if required)
- Power of Attorney if person registering vehicle is not the sponsor (See checklist #13)
- Customs Clearance Form (AE Form 550-175A) or when purchasing a vehicle with VAT exemption, please ensure to present a physical copy of your VAT form when registering it
- Valid SOFA card and passport (Contractors Only)

You will be required to drop off the following documents **within 60 days** after registration:

1. Manufacturers Certificate of Origin
2. Bill of Sale/Invoice
3. Customs Clearance or VAT Form

### NOTES:

- Name on the title/registration and insurance card must be same as person registering POV.
- Any customer registering their 1st POV in USAREUR Vehicle Registration system, a copy of orders or memorandum from human resources verifying logistical support. Contractors require the blue SOFA Card and logistical support.
- Registration of a new POV in the USAREUR Vehicle Registration system requires the SPONSOR to be present or Power of Attorney (POA) for the spouse.
- Per AE Regulation your limit of POVs registered is:
  - Single or Unaccompanied: 2 POVs and 1 Recreational
  - Married/Accompanied: 3 POVs and 2 Recreational

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

# Register a Brand New POV - European-SPEC

- Valid ID Card
- Valid U.S. Forces Certificate of License OR Temp. US Forces Certificate of License
- Proof of Insurance – Insurance Confirmation Card (ICC) (See checklist #14)
- Bill of Sale listing: make, model, year and chassis (VIN)
- Credit / Debit Card or Check / Money Order made payable to “USAREUR Registration Fund”
  
- POV waiver (if required)
- Power of Attorney if person registering vehicle is not the sponsor (See checklist #13)
- German title book (Fahrzeugbrief) and certificate of conformity
- Valid SOFA card and passport (Contractors Only)
- When purchasing a vehicle with VAT exemption, please ensure to present a physical copy of your VAT form when registering it

\$45.00 for 1 year Registration  
\$90.00 for 2 year Registration  
\$135.00 for 3 year Registration

## NOTES:

- Name on the title/registration and insurance card must be same as person registering POV.
- Any customer registering their 1st POV in USAREUR Vehicle Registration system, a copy of orders or memorandum from human resources verifying logistical support. Contractors require the blue SOFA Card and logistical support.
- Registration of a new POV in the USAREUR Vehicle Registration system requires the SPONSOR to be present or Power of Attorney (POA) for the spouse.
- Per AE Regulation your limit of POVs registered is:  
Single or Unaccompanied: 2 POVs and 1 Recreational  
Married/Accompanied: 3 POVs and 2 Recreational

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