

Vehicle In-processing/Out-processing

(USFK Regulation 190-1)

1. Procedure:

*All POVs will be registered under the sponsor's name.

*SOFA member vehicle registration will occur at the Area VRO where the SOFA member is assigned. And may also occur at the Area VRO where the Family members are assigned or are funded to reside.

*SOFA member vehicle deregistration will occur where the POV registered at.

*SOFA members are required to go to their local DMV Office.

a. Common required documents for registration and deregistration:

- (1) **Registration:** Application for Registration of USFK POV (USFK FORM 31EK-E), ID Card, USFK Driver's License, Insurance, Inspection, Single Vehicle Registration Verification
- (2) **Deregistration:** Application for Deregistration of USFK POV (USFK FORM 32EK-E), ID Card

*** Vehicle Registration Clerk will check traffic tickets of vehicle before it starts the paper work for registration or deregistration. **VRO will not sign the clearing paper before vehicle deregistration done or transferred.**

***If an owner has a fine or a penalty it should be paid **FIRST! By Local Korean Bank (Korean Won in Cash)**

b. There are required documents for registration/deregistration for each case:

Customer can attach these more documents below with common required documents above.

(1) **Registration:**

- **SOFA to SOFA**-Bill of Sale
- **Buy from Korea** (Private to Private or Private to Dealer)-Bill of Sale(in Hangul), Deregistration Certificate, Korean Government Revenue Stamp, Temporary Plate, Temporary Driving Permission Paper, (if seller cannot come-original Red Seal Registration Paper or Signature Registration Paper, Power of Attorney, ID Copy)
- **Import** (VPC, MAS, Transportation Company,...)-Custom's Paper, Bill of Sale(if you bought at MAS), Temporary Driving Permission Paper

- **Transfer from other area**- Application for Deregistration of USFK POV (USFK FORM 32EK-E) from previous Area, Vehicle Registration Paper
- **Renew**-Order, Vehicle Registration Paper, Insurance, Inspection

(2) Deregistration:

- **Shipping**-License Plate, PCS Order, Vehicle Registration Paper, Shipping Invoice(if the vehicle is shipping by commercial shipping company)
- **Sell to Korean**- Bill of Sale(in Hangul)
- **Thru FGTO (Duty Free Goods)**-Contact to Duty Free Transition Office
- **Scrap/Junk**-Junk Certificate, Vehicle Registration Paper
- **Transfer to other area**- Application for Deregistration of USFK POV (USFK FORM 32EK-E), Vehicle Registration Paper
- **Power Of Attorney**-the official POA form thru regal office in CP Henry

***If Buyer fail to register the vehicle within 15 days of Bill of Sale being signed, the Buyer will pay a fine up to 500,000 Won in Cash.**

***If Buyer fail to register the vehicle within 10 days of temporary plate being got, the Buyer will pay a fine 30,000 won. But it will increased day by day.**

***If Owner fail to deregister the vehicle within 30 days of Junk being done, the owner will pay a fine up to 500,000 won in cash.**

***If seal is not attached on the rear license plate, the fine is 300,000won.**

***If the license plate is not mounted on center of the car or damaged or cut or decorated, the fine is 500,000won.**

***Procedure of all Motorcycles and mopeds, regardless of engine size, is same as cars.**

***Procedure of PTD (Personal Transportation Device-electronic scooter, electronic bicycle, Segway, etc...) is same as bicycles.**

-Customer submits Request Bicycle Registration Form (USFK FORM 33-E) and can get a bicycles decal (no barcode on it).

-PTD Driver's License is required.

2. ETP

-All eligible USFK **Command Sponsored** Personnel assigned are authorized to register and operate up to two vehicles without having to obtain a written exception to policy.

-Personnel must obtain a written exception to policy in order to register a third vehicle.

This includes any motorcycle, moped or motor scooter.

Qualification & Requirement for POV

	1 st POV	2 nd POV	3 rd POV
Active Duty E6 and Below (Command Sponsor)	-CSP Order or Joint domicile order	-Lease Agreement of Off-post Housing	-Memorandum -MP Records Check – at CP Walker MP desk -DUI Counseling (DA Form 4856) -Driver’s License (USFK & US)
Active Duty E6 and Below (Non-Command Sponsor)	-Lease Agreement of Off-post Housing		
Active Duty E7 and Above (Command Sponsor)	○	-Lease Agreement of Off-post Housing	-Memorandum -Driver’s license for Spouse (USFK & US)
Active Duty E7 and Above (Non-Command Sponsor)	○		
DoD Civilian (GS-5, WG-5, NAF -5 and above)	-Letter of Employment	-Lease Agreement of Off-post Housing (with family)	
Contractor	-700-19	-Lease Agreement of Off-post Housing (with family)	
<p>- ETP Memo need to be signed by O-6.</p> <p>- ETP Memo is submitted to Vehicle Registration Office 2 weeks earlier.</p> <p>-</p> <p>-</p>			

3. Operation hours:

a. **Camp Carroll Vehicle Registration Office (Bldg #S-946, Rm #2, 763-2575 & 763-2896):**

Opened: Monday thru Friday: 0800 - 1630 hours

Closed: 1130 - 1300 hours for lunch and Korean holiday

(Not closed on US holiday, Training holiday)

*** If you have any questions, please call CP Carroll Vehicle Registration Office.

By MS. Cheon, HyoWon

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