MOTOR VEHICLE REGISTRATION

(BASED ON USFK REG 190-1)

1. **Registration Policy and Eligibility**

- SOFA member vehicle registration will occur at the installation VRO where the SOFA member is assigned. SOFA member vehicle registration may also occur at the installation VRO where the family members are assigned or are funded to reside, if family housing is not available at the installation where the SOFA member is assigned.

- All POVs will be registered under the sponsor's name, even if another member of the household legally owns the POV.

- This section governs registration of a motor vehicle with a USFK motor vehicle recorder and ownership of a duty-free POV within the ROK. Personnel must obtain a written Exception to Policy in order to register three or more vehicles.

A POV may be owned and registered by:

(a) Personnel in a command sponsored status regardless of grade with dependents are authorized to register and operate up to two POVs.

(b) Personnel in a joint domicile status authorized a POV on their orders, regardless of grade.

(c) A member of the U.S. Armed Forces in the grade of E-7 or above.

(d) Service members E-6 and below and Department of Defense (DOD) civilians GS-4, WG-4, WL-1, NA-4, CC-2 and below and their family members, who reside off-post. Service members must obtain a statement of non-availability from the Housing Office (or any other documentation indicating the SM was command-directed, or received an exception to policy, to reside off-post at government expense).

(e) U.S. citizens and third-country nationals employed in an official capacity by invited contractors who have SOFA privileges.

(f) Any member of USFK or its civilian component authorized shipment of a POV to the ROK at government's expense.

- SOFA POV OWNERS or OPERATORS are responsible for clearing all traffic citations issued by Korean Government agencies.

(1) Citation fines will be paid at the local Korean post office or Korean bank, and owners/operators will take the proof of payment to the installation VRO to clear the outstanding ticket form the USFK DBIDS records.

(2) SOFA POV owners/operators having delinquent traffic citations/notices of violation will not be permitted to register, de-register, ship or transfer the vehicle until all fines have been paid and all holds lifted against the POV.

2. Registration Procedures

Registration Types	Required Documents
Temporary Plates	1) Customs Import Paper 2) Valid Insurance copy 3) USFK Driver's License 4) Pinpoint Order / Letter of Employee / 700-19A 5) Plates Fee – 1,800 KRW
Permanent Plates	1) Original Customs Import Paper from VPC 2) Valid Insurance copy 3) USFK Driver's License 4) Pinpoint Order / Letter of Employee / 700-19A 5) Inspection Sheet (By CP Walker Car Care Center) 6) Plates Fee – 10,500 KRW
Transfer between SOFA members	*** Original Bill of Sale** 1. <u>For Seller</u> - Clear Outstanding tickets - Valid Original Inspection Sheet 2. <u>For Buyer</u> - Valid Insurance paper - Valid USFK Driver's License, CP Walker APO Mailing Box # - Official Order (Pinpoint Order, LOE, 700-19A, STP)
Used Car from Dealer / Non-SOFA	1. Korean Bill of Sale 2. Valid Insurance with VIN# ONLY (USAA or Korean Insurance Co) 3. Inspection Sheet by Car Care Center at CP Walker 4. Valid USFK Driver's License 5. Pinpoint Order / LOE / 700-19A 6. Camp Walker APO Mailing Box#

3. De-registration Procedures

De-Registration Types	Required Documents
Scrapping Vehicle	Original Disposal Certificate from Junk company
Shipping out through VPC	Valid USFK title & verified certificate from VR Office After shipping, turn in license plates to VR Office

Shipping out through Commercial Shipping Company	Required Original Documents from Shipping Company - License Plates for both sides - DeCAL / Handicap Sticker → turn in VR Office - Invoice with Company Seal - Business License - Company POA - Legal Seal – If Shipping Company is not in Daegu - Korean Vehicle Registration Card