



US ARMY GARRISON VICENZA MOTOR VEHICLE REGISTRATION OFFICE



Introduction

The Motor Vehicle Registration Office (MVRO) is one of the most important steps to accomplish to help you get settled in at your new duty station here in Italy. While it may seem daunting for a newcomer, becoming familiar with some of the basic requirements for obtaining and operating your privately owned vehicle (POV) will help you to be on the way in no time.

First, you must keep in mind that there are certain rules and procedures that are established based on agreements with Italy. These agreements result in significant benefits and savings to you as a vehicle owner. As a result, there are requirements and steps that must be followed when you register your POV that may be different from what you are accustomed to back home.

All U.S. and NATO personnel stationed in Italy will register their POVs in the Allied Forces Italy vehicle registration system, commonly referred to as the "AFI system." While this is a system largely internal to military installations in Italy, it is key to note that the host nation rules regarding motor vehicles must still be observed.

Before you are able to take possession of your vehicle, regardless of whether you shipped one from home, shipped or drove one from your last duty station, or decide to purchase one locally, the first step here will be to obtain an Allied Forces Italy Driver's License (commonly referred to among the Army Community in Italy as the "SETAF Driver's License") from Drivers Testing.

Additionally, there are certain other documents that you **must** have in your possession when you report to the MVRO to register your vehicle for the first time:

- 1) Original Copy of Orders for Active Duty and Civil Service employees or Contractor Personnel Office (DOCPER) Letter for Contractors,
- 2) A valid Common Access Card (CAC) or NATO equivalent.

These two items are required to prove eligibility to use the AFI system.

- 3) Valid U.S. or Home Country Driver's License.
- 4) Proof of Insurance Coverage. You will be required to establish an insurance policy specific to Italy. Your U.S. (or other country) policy is not valid. There are certain pieces of information required to initiate such a policy – Vehicle (AFI Eligible) Owner's name, vehicle identification number (VIN), year, make, model, AFI plate and Italian civil plate (commonly referred to as cover plate) numbers. Both plate numbers are obtained from the MVRO and will be requested by your insurance provider. It is always a good idea to obtain these ahead of time to establish a policy prior to reporting to the MVRO.
- 5) There are other vehicle specific documents that the MVRO will require from you depending on how you obtained the vehicle (shipped it, drove it, purchased it on the economy or from someone in the AFI system).

If you decide to purchase a vehicle locally, it is **extremely important** that you contact the MVRO before you take any action. There are certain procedural steps that must be followed for you to be able to legitimately take possession of the vehicle and register it.

If you have shipped a vehicle that will arrive at the Vehicle Processing Center (VPC), you will not be able to start the vehicle registration process until you have been notified by the VPC that your vehicle is ready for pickup. For convenience, in the Vicenza area, both the Vehicle Registration Office and VPC are co-located within the 'Torri' Warehouse Complex.

A few things to keep in mind: if a vehicle is acquired on the economy, there is a strong likelihood that it will not be eligible for shipment back to the U.S. at the end of your tour due to not meeting standards established by either the

U.S. Department of Transportation or the U.S. Environmental Protection Agency (EPA). You may contact the VPC for additional information.

You are only authorized a **maximum of three vehicles** to be registered to you as an AFI beneficiary. Vehicles are only authorized to be registered in the name of the individual (sponsor) on orders, however any dependent over 18 years old with an AFI license may operate a vehicle.

Your vehicle, or if more than one (the primary), will be authorized a fuel ration which results in significant savings at the pump.

Second and third vehicles do not get a fuel ration and require the payment of an annual Road Tax imposed by the Italian government. The road tax is similar to a property tax.

Generally, a sponsor (vehicle owner on orders) is required to conduct vehicle registration activities. At United States Army Garrison, Italy MVROs a dependent is authorized to act on behalf of the sponsor in certain instances.

Finally, once your vehicle has been registered, a safety inspection will be required within a couple of weeks. This is done irrespective of the age of the vehicle.