

U.S. Army Garrison Italy Motor Vehicle Registration User Guide



Prepared by: Motor Vehicle Registration Office (MVRO) U.S. Army Garrison Italy

Date: April 2025

Purpose: This guide provides comprehensive instructions for registering motor vehicles under U.S. Army Garrison Italy regulations, ensuring compliance with local and military requirements.

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Registration Scenarios and Applications

This section outlines specific scenarios for vehicle registration and provides the necessary forms and guidance.

Application for Vehicles Shipped via VPC or Motorcycles Shipped with HOG

- Do not submit your application until you have been notified that your vehicle has arrived in Vicenza or Camp Darby.

Application for Privately Shipped Vehicles

- Do not submit your application until you have been notified that your vehicle has arrived in Vicenza. Privately shipping your vehicle to Italy can be challenging, and it is recommended that you contact the MVRO as soon as you know the arrival date of your vehicle.
- If your vehicle's final port of destination is not within the Veneto or Tuscany region, you will need to pay for a shipping company to transport your vehicle from the port to the MVRO.

Application for Vehicles Purchased from an AFI Member

- To register a vehicle purchased from an AFI Licensed Holder, the vehicle must have a valid registration and be able to pass a Safety Inspection. Both the buyer and seller must be present at the appointment to complete the registration.
- This process is considered a hybrid registration. Contact the MVRO before submitting the application forms, especially if the seller is scheduled to depart Italy soon.
- The buyer must submit the application.

Vehicles Purchased from an Authorized US Dealership

- Use this form if you purchased a vehicle from any of the Authorized US Dealerships within Italy, such as Patriot Military Automobiles or Military AutoSource.
- If you are unsure whether you are purchasing from an Authorized Dealership, contact the MVRO before signing any contracts or committing to financial obligations.

Vehicles Previously Registered Within Europe

- If you are driving your vehicle from within Europe to Italy on PCS Orders, ensure the vehicle has a valid registration from the departing MVRO.
- If your country of origin does not have an MVRO and you were required to register the vehicle on the local economy, contact the MVRO before submitting the form.

Vehicle Purchased from an Italian Dealership/Owner

- Do **not** exchange money until the Italian dealer has contacted the MVRO. There are specific procedures the seller must follow to avoid registration issues after the purchase.
- Contact the MVRO with any questions regarding this process.

Procedures and Guidelines for Vehicle Registration

This manual provides a step-by-step guide to registering your Personally Owned Vehicle (POV) in Italy. Please read carefully to ensure a smooth registration process.

To register your vehicle, you must have:

1. Online registration form submitted
2. Original Title or previous registration Document
3. Proof of Insurance (required by Italian Law)
4. AFI Driver License (SETAF License)
5. Proof of eligibility (Orders)
6. DoD Common Access Card
7. Registration fee (5-euro one time, plus \$75 annually)
8. Additional money for road taxes if you are registering a second vehicle (cost depends on engine size)
9. Power of Attorney for Sponsor (If not accompanied by Sponsor)
10. Passing Safety Inspection

*When registering additional vehicles, MVRO will provide guidance on required documentation.

1. Accessing the Online Application Form

- Navigate to the Motor Vehicle Registration Office page within your installation's PCS Guide, found on the front page: <https://home.army.mil/italy/>
- Click on either 'VICENZA PCS GUIDE' or 'DARBY PCS GUIDE'.
- Locate 'VEHICLE REGISTRATION' nested underneath the 'ARRIVING IN CAMP DARBY' table.
- Within the 'VEHICLE REGISTRATION' page, you will find links to the appropriate online vehicle registration forms.
- **Need Help?** Contact the appropriate Motor Vehicle Registration Office:
 - **Vicenza:** DSN: 646-2491 CIV: +39-0444-71-2491
 - **Camp Darby:** DSN: 314-645-8181, CIV: +39-050-965-8181

2. Completing the Form

- You will be directed to a Microsoft Form to input personal and vehicle information.
- **Important:** All information must be the Sponsor's unless you have a Power of Attorney. If you require a Power of Attorney, contact the MVRO immediately.
- **For vehicles shipped to Italy:** Only complete the form *after* being contacted by the VPC and possessing a valid AFI License.
- Ensure all information is accurate and truthful. Incomplete or incorrect information may result in your application being deleted and requiring re-submission.

3. Application Submission & Document Request

- After completing the form, click "Submit."
- Your application will be sent to the MVRO for review.
- You will receive an email listing the required documents you must provide.
- MVRO staff will review your submitted information for accuracy.
- If your information is correct, you will receive an email requesting the required documents.
- **Important:** Submit the requested documents promptly.

4. Document Submission & AFI/Italian Plate Numbers

- All required documents must be clearly scanned and saved as a PDF. (Do *not* submit pictures of documents).
- Follow the instructions provided in the email regarding document submission.
- Once the MVRO has received and processed your documents, you will receive another email containing your AFI Cover Plate and Italian License Plate number. *You will need this information to obtain insurance.*

5. Insurance & Registration Finalization

- Coordinate with your insurance provider and obtain an 'Italian Certificate of Insurance' for your vehicle.
- Send a copy of your insurance to the MVRO.
- The MVRO will finalize your application within the MVRO Database and create your registration.

6. Appointment Scheduling & Finalization

- The MVRO will send you an appointment link to schedule a time and date to visit the office.
- You must have a passing safety inspection, which must be submitted to MVRO to receive your permanent registration. Safety inspection can be scheduled through the appointment link on the garrison website.
- During your appointment, you will pay your fees, sign and receive your registration and Italian License Plate. When providing your safety inspection, you will also receive a fuel card slip to take to the PX Customer Service desk to obtain your fuel card.
- If you are registering a vehicle arrived at the VPC, you will need to affix the license plate to the vehicle once cleared from the VPC, then undergo a safety inspection. After providing the passing safety inspection to MVRO, they will issue your registration.
- If required, the MVRO may request you come to the office to sign the Statement for Customs (applicable for vehicles purchased from Italian Dealers, Italian Persons, or Authorized Dealerships).

Important Reminders:

- Always use the most current versions of forms and instructions.
- Promptly respond to all requests from the MVRO.
- Ensure all documentation is clear, legible, and submitted in the correct format (PDF).

Visual Walkthrough for the MVRO Online Application System

Step 1. Accessing the Online Application Form

VICENZA PCS GUIDE | DARBY PCS GUIDE

AVAILABLE NOW
MY ARMY POST APP

Installation Services
Gate Hours
Community Events
Important Notifications
Newcomers Information

- QUICK LINKS**
- [▶ INBOUND NEWCOMERS CLICK HERE](#)
 - [▶ APPOINTMENTS](#)
 - [▶ PHONEBOOK](#)
 - [▶ SERVICES](#)
 - [▶ EMERGENCY](#)
 - [▶ FREQUENTLY ASKED QUESTIONS](#)
 - [▶ HOUSING](#)
 - [▶ FAMILY AND MWR](#)
 - [▶ SHUTTLE BUS SCHEDULES](#)
 - [▶ CAMP DARBY](#)
 - [▶ UK TRAVEL REQUIREMENTS](#)



USAG Italy Home / MY USAG ITALY / PCS Guide for Camp Darby

PCS GUIDE FOR CAMP DARBY

This guide is intended to help prepare you for the three phases of your PCS move to Camp Darby, Italy, which include: before arrival, in-processing, and settling in. The information in this guide was obtained directly from USAG Italy directorates and organizations to give you the most relevant, expert, and up-to-date PCS guidance. The accuracy of information is the responsibility of the respective program and service.

If you have content suggestions or if you are aware of a resource that is relevant to in-processing personnel and their families, please email the USAG Public Affairs Office.

- | BEFORE ARRIVAL | ARRIVING IN CAMP DARBY |
|---|---|
| ▶ GETTING STARTED | ▶ TRANSPORT FROM THE AIRPORT |
| ▶ PCS ORDERS | ▶ SIGNING IN & INPROCESSING |
| ▶ COMMAND SPONSORSHIP | ▶ TRAVEL PAY |
| ▶ EFMP SCREENING | ▶ SOGGIORNO |
| ▶ PASSPORTS & VISAS | ▶ SCHOOL REGISTRATION |
| ▶ BOOKING LODGING | ▶ LIVING WITH PETS |
| ▶ BOOKING TRAVEL | ▶ DRIVING OVERSEAS |
| ▶ TRAVELING WITH PETS | ▶ VEHICLE REGISTRATION |

VEHICLE REGISTRATION

The Vehicle Registration form application is moving online. You will need to select the appropriate form and submit your application along with sending the appropriate forms to MVRO. Once approved, MVRO will send you the appointment link. Appointments are scheduled on Monday, Wednesday, and Friday only.

APPLICATION FOR VEHICLES EITHER SHIPPED VIA VPC, PURCHASED FROM AN AFI PERSONNEL, OR PURCHASED FROM AN AUTHORIZED US MILITARY CAR SALE. [△](#)

Please fill the application only when the vehicle/motorcycle has arrived at Camp Darby, and you have received your notification from VPC/HOG

You can access it with your smart phone by scanning this code:



APPLICATION FOR VEHICLES EITHER PURCHASED FROM AN ITALIAN OWNER OR FROM AN ITALIAN DEALERSHIP. [△](#)

If you purchase a vehicle on the economy (dealership or private individual), do not exchange money until you have contacted the MVRO. The process for purchasing a vehicle outside the AFI system is complicated and may require direct support from MVRO.

You can access it with your smart phone by scanning this code:



APPLICATION FOR VEHICLE(S) PURCHASED/TRANSFERRED FROM AN AFI LICENSED PERSON. [△](#)

The Buyer will need to complete the application and provide all the necessary documents to MVRO; however, both the Buyer and Seller will have to be present at the time of the appointment.

You can access it with your smart phone by scanning this code:

1. Transport from the Airport
2. Signing In & Inprocessing
3. Travel Pay
4. Soggiorno
5. School Registration
6. Living with Pets
7. Driving Overseas
8. Vehicle Registration
9. Fuel Cards
10. Medical, Dental & Eye Care
11. Pregnancy in Italy
12. Finding a Home
13. Housing Allowance
14. Private Rental
15. Household Goods
16. Utilities & Internet
17. Bills Banks & Exchange Rates

Step 2. Completing the Form



Figure 1. The Landing Page

Camp Darby - Vehicle Registration Application

PRIVACY ACT STATEMENT

AUTHORITY: Any information collected is governed by and in accordance with the Privacy Act of 1974, as amended by 5 U.S.C. Section 552a, under the authority of 10 USC Section 3013, and AR 600-20. This information may also be collected in conjunction with the provisions of the Government Paperwork Elimination Act. This information may be disclosed to agency workforce and contractors who have been engaged by the agency to assist in the performance of routine services related to this system and will only be used by staff in accordance with official duties to manage agency programs. Recipients of information shall be required to comply with the requirements of the Privacy Act of 1974, as amended, pursuant to 5 USC 552a(m).

PRINCIPAL PURPOSE(S): The data provided will be used to create your record within the MVRO Database and register your vehicle. This data is used by the MVRO personnel for vehicle registration processes only.

ROUTINE USE(S): Data is shared within the Department of Defense and Department of the Army for the purposes specified above.

DISCLOSURE: Voluntary; however, if data is not provided, it would prevent the MVRO from processing your application and you will not be able to register your vehicle at USAG Italy.

 Microsoft 365

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Figure 2. Privacy Act Statement.

Camp Darby - Vehicle Registration Application

READ INSTRUCTIONS BEFORE PROCEEDING!!!

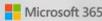
This application is to be used if you shipped your vehicle via the VPC, are purchasing/transferring a vehicle from an ID Cardholder, and/or purchased the vehicle from an authorized US military car sales. If you purchased a vehicle from an Italian citizen and/or from an Italian dealership, then you will need to use the following form: <https://forms.osi.apps.mil/r/L8XYkYq7f>

Ensure all fields below are filled and email required documents AS INDIVIDUAL ATTACHMENTS to (giovanna.manzo2.in@army.mil). Ensure background of attachments are clear and obtain only the document. Ensure to properly title email with Name and Requested service. This application WILL NOT be processed until the MVRO has received the required documents. The Required documents will be listed on the next page.

NOTE: MUST HAVE AFI LICENSE. COPIES, FRONT/BACK, OF DOCUMENTS NEED TO BE PROVIDED.
SPECIAL POWER OF ATTORNEY (POA) is required for another member or dependent to register the vehicle on sponsor's behalf.

For any questions or concerns about this process and/or clarification for required documentation please contact the MVRO at the following numbers.

DSN: 645-8181 / CIV: +39-050-965-8181

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Figure 3. Form Instructions.

Camp Darby - Vehicle Registration Application

REQUIRED DOCUMENTS

REQUIRED DOCUMENTS (SHIPPED VIA VPC):

1. VPC Documents
2. PREVIOUS REGISTRATION and/or TITLE
3. Proof of Insurance (Can be provided after policy has been updated with AFI plate)
4. AFI Driver License (Front and Back Copy)
5. Valid Stateside Driver License (Front and Back Copy)
6. Proof of Eligibility (PCS Order or Logistical Support Letter)
7. Military/Civilian ID
8. NOTORIZED BILL OF SALE if previous registration and/or title is in the name of dependent.

REQUIRED DOCUMENTS (SHIPPED PRIVATELY (T1 DOCUMENT)):

1. T1 Documents
2. PREVIOUS REGISTRATION and/or TITLE
3. Proof of Insurance (Can be provided after policy has been updated with AFI plate)
4. AFI Driver License (Front and Back Copy)
5. Valid Stateside Driver License (Front and Back Copy)
6. Proof of Eligibility (PCS Order or Logistical Support Letter)
7. Military/Civilian ID
8. NOTORIZED BILL OF SALE if previous registration and/or title is in the name of dependent.

REQUIRED DOCUMENTS (PURCHASED FROM AN AUTHORIZED US DEALERSHIP):

1. Sales Invoice (Original must be brought with you on the day of your appointment)
2. PREVIOUS REGISTRATION and/or TITLE
3. Proof of Insurance (Can be provided after policy has been updated with AFI plate)
4. AFI Driver License (Front and Back Copy)
5. Valid Stateside Driver License (Front and Back Copy)
6. Proof of Eligibility (PCS Order or Logistical Support Letter)
7. Military/Civilian ID
8. NOTORIZED BILL OF SALE if previous registration and/or title is in the name of dependent.

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Figure 4. Required Documents.

Camp Darby - Vehicle Registration Application

SWAPPING PRIMARY-SECONDARY

If you already have a vehicle registered as your primary vehicle and would like your new vehicle to be your primary, you must swap your current primary to your secondary vehicle. Send the below documents to the group inbox and ensure to request for the swap in your email.

REQUIRED DOCUMENTS:

1. HAVE PASSING SAFETY INSPECTION WITHING LAST 60 DAYS
2. CURRENT INSURANCE POLICY
3. REGISTRATION FOR REGISTERED CAR

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Figure 5. Swapping Primary / Secondary Vehicles.

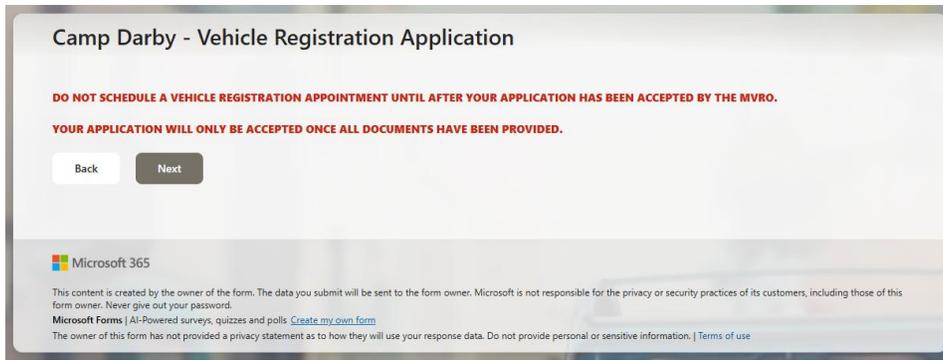


Figure 6. Warning Page.

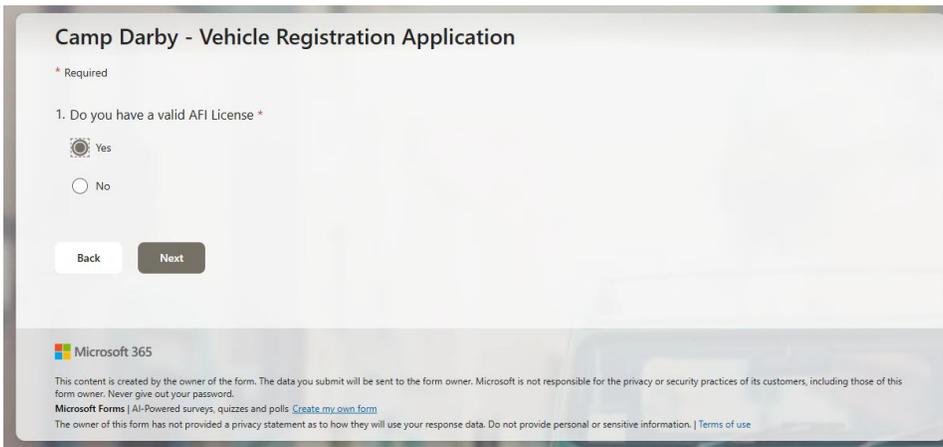


Figure 7. AFI License Requirement.

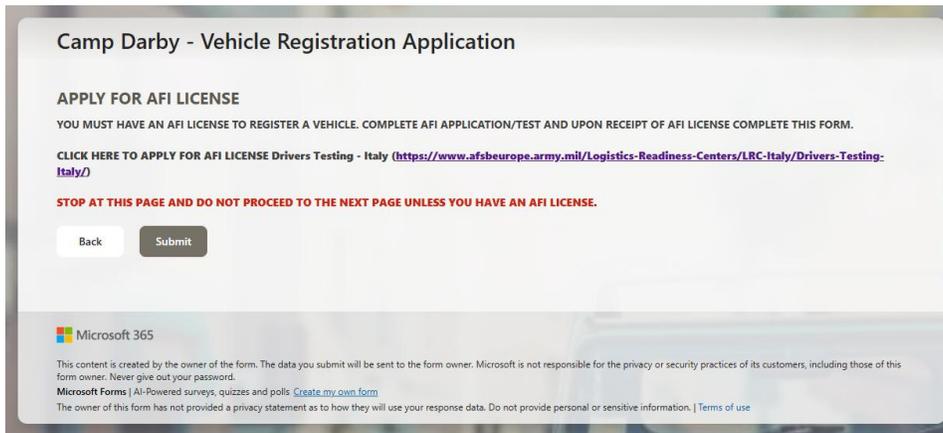


Figure 8. AFI Application Page.

Camp Darby - Vehicle Registration Application

* Required

PERSONAL DATA
ALL INFORMATION MUST BE THE SPONSOR'S

2. Last Name *

Enter your answer

3. First Name *

Enter your answer

4. Middle Name (If none, then enter NMN) *

Enter your answer

5. Rank/Grade *
If none, then type N/A

Enter your answer

6. DoD ID Number *

Enter your answer

7. Place of Birth (City/State/Country) *

Enter your answer

8. Date of Birth *

Please input date (M/d/yyyy)

Figure 9. Form Example.



Figure 10. Long Plate - 52 cm x 11 cm.



Figure 11. Square Plate - 19 cm x 11 cm.

Camp Darby - Vehicle Registration Application

Road Tax Calculation

The Italian car tax, or bollo auto, is a tax that is levied annually on all motor vehicles registered in Italy. The amount of the tax is determined by the horsepower of the vehicle's engine and the region in which the vehicle is registered. The tax must be paid every year, and failure to do so can result in fines and penalties.

You are exempt from paying the Italian Bollo Auto on your primary car; however, you will have to pay the Italian Bollo Auto on any additional cars you register. It is recommended that you register your vehicle with the largest engine as your primary vehicle.

You have 3 options of calculating the Italian Bollo Auto: 1-month increments; 3-month increments; or 12-month increments. Please be aware that if you choose any option other than 12-months, your registration will expire when your Italian Bollo Auto is required.

Car tax is calculated based on the following criteria:

- **Engine power**, expressed in kW. This figure is normally available on the vehicle's registration certificate. If it's not shown, divide the vehicle's horsepower by 1.35962.
- The vehicle's **environmental class** (Euro 0, 1, 2, 3, 4, 5 or 6)
- **Region of residence**

For Example: The rate for the bollo auto in Livorno is €2.79 per horsepower. This means that a car with a 100 horsepower engine would have an approximate annual tax of €279.

41. How many months would you like to pay for your Italian Bollo Auto?

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Figure 12. Road Tax Question.

Frequently Asked Questions (FAQs)

This section provides answers to common questions about vehicle registration with the Motor Vehicle Registration Office (MVRO).

Who can register a vehicle with MVRO?

- All vehicles must be registered in the name of the sponsor with the sponsor's information. An AFI (SETAF) license is required to register with the MVRO, as well as to operate any vehicle registered in the MVRO AFI database.

How many vehicles can I register?

- The Government of Italy authorizes each Allied Forces Italy (AFI) registrant (sponsor) a maximum of three vehicles to be registered. A motorcycle greater than 50 cc's counts as a vehicle.

How do I get my license plate number so I can get insurance?

- When you initially register your vehicle using the forms provided, the MVRO staff will supply you with a plate number so you can obtain insurance prior to your registration appointment.

How much does it cost to register a vehicle?

- €5 one-time fee per vehicle
- \$75 annual registration fee per vehicle
- Road taxes in euro (€) on secondary vehicles based on engine size – ask MVRO about options to pay quarterly or annually.

How often do I need a safety inspection?

- Vehicles with a model year 4 years or less require an initial inspection at the time of first registration, and then another inspection upon reaching 4 years old. Afterward, inspections occur every 2 years (at 6 years old), then annually.

What if my vehicle doesn't pass the safety inspection?

- You can obtain a temporary 30-day registration to allow time to fix the problem. If the vehicle still cannot pass after 30 days, you may request another extension but must provide proof (e.g., documentation from an auto shop or evidence of parts on order) that you are actively working to resolve the issue.

I am a spouse, not the sponsor. Can I renew our vehicle registration?

- Yes, you can renew the vehicle registration with a Special Power of Attorney from your sponsor.

What do I do if I lost my registration?

- Report the lost registration to the SETAF Carabinieri at the PMO at Building 4B on Caserma Ederle. They will issue you a report, which you must bring to the MVRO to obtain a new registration.

I want to sell my registered vehicle but may not have the original title prior to my departure. Do I need that to sell it?

- If your vehicle is already registered with MVRO, you only need the current AFI registration to sell it to another AFI member. Refer to the Vehicle Registration Guide for more information on the selling/buying process.

How do I scrap my car?

- Make a Clearing appointment with MVRO via this link: [MVRO Clearing Appointment](#). You will need a current registration, and the cost is €50.

Supplemental Information

This section provides additional details and policies relevant to vehicle registration in Italy. While not part of the primary registration process, these guidelines and rules ensure compliance with local and organizational standards.

SETAF License Requirements

- All vehicles must be registered in the name of the sponsor.
- A valid Allied Forces Italy (AFI) driver's license is required to register and operate any vehicle in the MVRO database.

Vehicle Registration Limits

- The Government of Italy permits each sponsor to register a maximum of three vehicles, including motorcycles over 50cc.

Insurance Requirements

- Third-party liability insurance is mandatory for all vehicles.
- MVRO staff will provide a license plate number during the initial registration, allowing sponsors to obtain insurance prior to their appointment.

Road Tax Information

- Primary vehicles are exempt from Italian road tax. Motorcycles are always secondary.
- Secondary vehicles (including motorcycles) incur annual road taxes based on engine size and age. MVRO offers options to pay quarterly or annually.

Safety Inspections

- Vehicles undergo safety inspections according to the following schedule:
 - Initial inspection for vehicles with a model year of 4 years or less at the time of first registration.
 - Subsequent inspections occur at 4 years, 6 years, and annually thereafter.

APPENDIXES

Appendix A: Vehicle Renewal Guidelines

Steps for a Smooth Renewal Process

1. Booking Your Appointment:
 - Renew your registration before it expires by contacting MVRO to schedule an appointment.
2. Required Documents: Prepare the following for your appointment:
 - ID Card and AFI Driver's License:
 - NATO personnel must also provide an EU license with a certified translation.
 - Proof of Insurance:
 - Printout showing the policy number and coverage period.
 - Insurance must:
 - Be in the sponsor's name.
 - Be valid for a minimum of six months.
 - For USAA Policyholders:
 - Set up the policy before visiting MVRO. USAA can email it to MVRO with your permission. Use the courtesy phone only as a last resort.
 - For Zurich Policyholders:
 - Obtain the policy from the Zurich office before visiting MVRO.
 - Driving without proper insurance is illegal and may result in severe penalties, such as fines, termination of registration, and loss of driving privileges.
 - Safety Inspection:
 - Conduct at the Authorized Inspection Station.
 - Inspection validity depends on vehicle age:
 - Vehicles less than 4 years old: No inspection required for renewals.
 - Vehicles 4–6 years old: Inspection required biennially.
 - Vehicles over 6 years old: Inspection required annually.
 - Ensure compliance with Italian law:
 - Carry safety triangles and vests in the vehicle.
 - Snow chains are required in designated areas during winter.
 - Previous AFI Registration.
 - Extension Documentation (if applicable):
 - Military: Present one of the following:
 - Hard copy orders, or a statement/official email from Command with a new DEROS.
 - Civilians: Provide updated logistical support documents if the current ones have expired.

- Contractors: Submit a valid DOCPER letter.
- GS Employees: Provide HRO-stamped documentation (Orders, Overseas Tour Extension Form, or PPP letter).
- DoDEA Employees: Include DD FORM 1614 and a Letter of Employment signed by a DoDEA HR Specialist.

Fees for Duty-Free Vehicles

- 2nd or 3rd Vehicles:
 - Pay Italian Road taxes based on vehicle horsepower and age.
 - Annual rates range from €150–500. Contact MVRO for an estimate.
 - Taxes are non-refundable but transferable to a new owner if the vehicle is registered as a 2nd or 3rd vehicle.
 - MVRO advises paying for a registration period matching your insurance coverage.

Important Notes

1. Renewal Obligation:
 - Registration must be renewed even if the vehicle is inoperative or unused.
2. Stolen Vehicles:
 - Customs and importation fees may apply if a vehicle is stolen while its registration is expired.

Appendix B: Transferring a Registered Vehicle from AFI to AFI

- Coming Soon

Appendix C: Italian to AFI Transfers – Used Vehicles

- Coming Soon

Appendix D: Italian to AFI Transfers – New Vehicles

- Coming Soon

Appendix E: Transferring a Vehicle from Within Europe

- Coming Soon

Appendix F: Registering a Motorcycle

- Coming Soon

Appendix G: Registering a Moped

- Coming soon

Appendix H: Procedures for Lost/Stolen Plates and Vehicles

Lost/Stolen Plates

Procedural Steps

1. US Members (including personnel assigned to Joint Forces Command):
 - Immediately report to either the VMC or DMC Military Police Station. If there is a translator on duty, they will contact the Carabinieri and arrange an appointment to file a report. This prevents potential misuse of the plate(s).
 - AFI vehicle owners will be escorted to the Carabinieri office to file a denouncement. Bring a copy of your vehicle registration (available from MVRO if needed).
2. Non-US Members:

- File a Carabinieri denouncement at the Joint Forces Command Carabinieri station or any local Carabinieri station immediately.
3. Accountability for Reporting:
- You are responsible for the custody of the plates until the loss is reported to the Carabinieri/MPs.

Carabinieri Denouncement Requirements Include the following in the denouncement:

- Vehicle owner's name
- Lost/stolen cover plate number, AFI number, vehicle details (make, model, year, VIN)
- Plate status: both plates or one (specify front or rear)
- Date of loss/theft

Ensure accuracy to avoid having to refile.

Distribution of Denouncement

- Submit the original denouncement to MVRO for record clearance with the local Motorizzazione (DMV) and Italian Ministry of Transport.
- The denouncement enables:
 - Assignment of new Italian cover plates.
 - Issuance of new AFI Vehicle Registration and Certificate of Title.
 - Adjustment of tax-free fuel privileges.
 - If the missing plate pertains to a primary vehicle, return the yellow gas card to MVRO for reissuance.
 - Your insurance company may require the denouncement for documentation.

Additional Notes

- Recovered Plates: Return recovered plates to MVRO immediately.
- AAFES "Telepass": Report losses directly to AAFES.
- Driving Without Plates: Vehicles without proper plates may be impounded if stopped by Italian police.

Stolen Vehicles

Procedural Steps

1. US Members:
 - Report vehicle theft to either the VMC or DMC Military Police Station immediately. This prevents misuse of the vehicle. Follow the instructions provided.

- Within 24 hours, contact either the VMC or DMC Military Police Station. They will assist in filing a Carabinieri report. Bring your vehicle registration and proof of insurance.
 - File a formal denouncement at the Carabinieri office (via I-7 escort). This is critical for plate clearance and vehicle recovery.
 - Notify MVRO after the Carabinieri report to initiate stolen vehicle procedures.
2. Non-US Members:
- Report vehicle theft to the nearest Carabinieri station within 24 hours.
 - Visit MVRO with the original denouncement (no appointment needed). MVRO will process Italian Customs and Ministry of Transport requirements.
 - Provide the denouncement to your insurance company and keep a copy for your records.

Distribution of Denouncement

- Submit the original denouncement to MVRO.
- Provide copies to your insurance company and retain a copy.

Important Notes

- Importation Fees: Customs fees (33% of vehicle market value at theft time) are required.
- MVRO Database: Stolen vehicles remain in the database for 30 days per Customs regulations.
- AAFES Gas Account: A stolen primary vehicle terminates the account. Register another vehicle to reactivate it.
- NATO Gas Card: Return the gas card with the denouncement to MVRO.
- Temporary Fuel Allowance: MVRO can establish temporary fuel privileges for secondary vehicles during the 30-day court inquest.
- Road Taxes: Taxes for secondary/tertiary vehicles must be current. No refunds for prepaid road taxes.
- Primary Vehicle Theft: A new primary vehicle cannot be designated until the 30-day inquest concludes.

Important

- Vehicle Recovery: Notify MVRO even if reimbursed by insurance. MVRO must finalize Customs procedures.

Appendix: Example of Required Forms





CERTIFICATO DI ASSICURAZIONE - POLIZZA N. [REDACTED]

Targa [REDACTED] TIPO VEICOLO **AUDI A3 PREMIUM 40TFSI**

PERIODO DI ASSICURAZIONE PER IL QUALE E' STATO PAGATO IL PREMIO dalle ore 24:00 del 09/04/2025 alle ore 24.00 del 09/07/2025
salvo il disposto dell'art. 1901 secondo comma Codice Civile in quanto applicabile

CONTRAENTE [REDACTED]
DOMICILIO [REDACTED]

COASSICURAZIONE

Zurich Insurance Europe AG
Sede a Francoforte sul Meno, Platz der Einheit 2, 60327 Frankfurt, Germania - Registro del Tribunale di Francoforte HRB 133359 - Sottoposta alla vigilanza di BaFin, Autorità Federale di Supervisione dei Servizi Finanziari - Rappresentanza Generale per l'Italia, Via Benigno Crespi, 23 20159 Milano - Telefono +39 0259661 - Fax +39 0259662603 - Iscritta al Albo Imprese IVA55 (elenco I) n.3.1.05 al n. 1.00065 - C.F./P.IVA/R.L. Milano 05380900968
Indirizzo PEC: zurich.insurance.europa@pec.zurich.it - www.zurich.it

RAPPRESENTANTE SINISTRI
Mirella Restelli
Via B. Crespi 23
20159 Milano

Zurich Insurance Europe AG
Rappresentanza Generale per l'Italia
Il Rappresentante Generale per l'Italia



A seguito di sospensione, cessione, sostituzione e risoluzione anticipata del contratto l'Assicurazione non è più efficace, pertanto il presente certificato e carta verde non saranno più validi e non potranno essere utilizzati.

ORIGINAL

1. INTERNATIONAL MOTOR INSURANCE CARD
1. CARTE INTERNATIONALE D'ASSURANCE AUTOMOBILE
1. CARTA INTERNAZIONALE DI ASSICURAZIONE VEICOLI A MOTORE

2. ISSUED UNDER THE AUTHORITY OF UFFICIO CENTRALE ITALIANO

3. VALID						4. COUNTRY CODE/INSURER'S CODE/NUMBER	
FROM	TO					I 513/MA719887	
Day/Mo Year	Day/Mo Year	Day/Mo Year	Day/Mo Year	Day/Mo Year	Day/Mo Year		
10	04	25	09	07	25		
(Both dates inclusive)							

5. REGISTRATION NO. (OR F NONE)
CLASSIS OR ENGINE NO. [REDACTED]

6. CATEGORY OF VEHICLE*
A

7. MAKE OF VEHICLE
AUDI A3 PREMIUM 4

8. TERRITORIAL VALIDITY

8. TERRITORIAL VALIDITY
This card is valid in Countries for which the relevant box is not crossed out (for further information, please see www.cobx.org)
In each country visited, the Bureau of that country guarantees, in respect of the use of the vehicle referred to herein, the insurance cover in accordance with the laws relating to compulsory insurance in that country.
For the identification of the relevant Bureau, see www.cobx.org

A	B	BG	CY	CZ	D	DK	E	EST	F	FIN	GR	H	HR	I	IRL	
IS	L	LT	LV	M	N	NL	P	PL	RO	S	SK	SLO	CH	AK	AND	AZ
BIH	BY	CA	CR	MA	MD	MK	MNE	BHS	SRB	TN	TR	UA	UK			

(*) The cover provided under Green Cards issued for the Republics of Azerbaijan, Cyprus and Serbia is restricted to those geographical parts of these countries which are under the control of their respective governments. For more information, please consult <http://gc.territorial-validity.cobx.org>

9. NAME AND ADDRESS OF THE POLICYHOLDER (OR USER OF THE VEHICLE)
[REDACTED]

10. THIS CARD HAS BEEN ISSUED BY:
ZURICH INSURANCE EUROPE AG
RAPPRESENTANZA GENERALE PER L'ITALIA
20159 Milano - Via Benigno Crespi, 23
Autorizzazione ISVAP del 28/07/2005

11. SIGNATURE OF INSURER
ZURICH INSURANCE EUROPE AG
Rappresentanza Generale per l'Italia


PRINT DATE: 07/04/2025
CON ZURICH TUTTO IL SUPPORTO CHE SERVE

* CRISTALLI
CARGLASS
Tel: 800 360936 dall'Italia
+39 02 48409351 dall'estero
DOCTORGLASS
Tel: 800 101910 dall'Italia
+39 02 48409351 dall'estero
GLASSDRIVE
Tel: 800 016006 dall'Italia
+39 02 20071870 dall'estero
VETROCAR
Tel: 800 908850 dall'Italia
+39 045 582493 dall'estero

* CATEGORY OF VEHICLES CODE:
A. CAR
B. MOTORCYCLE
C. LOCOMOTIVE OR TRACTOR
D. CYCLE FITTED WITH AUXILIARY ENGINE
E. BUS
F. TRAILER
G. OTHERS

RICEVUTA DI PAGAMENTO DEL PREMIO

Polizza [REDACTED]	Targa [REDACTED]	Contraente [REDACTED]	Codice Fiscale [REDACTED]
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Veicolo - valori assicurati

Veicolo (accessori di serie compresi)	Optional e accessori non di serie	%IVA applicata	%IVA detraibile	Mantenimento prezzo di listino	Valore garantito
28.475,00	0,00	22	0	NO	SI

Premio di Rata

Imponibile RCA	Sconto% RCA	Imponibile ARD	Imposte	SSN	Premio Totale
137,53 C	55,00 %	383,50 C	74,52 C	14,45 C	610,00 C

La provvigione RCA corrisposta dalla Compagnia all'intermediario è pari all'importo di 33,56 C che corrisponde al 19,29 % del premio RCA comprensivo di oneri fiscali e parafiscali equivalenti a 174,00 C

Premio relativo al periodo dal 09/04/2025 al 09/07/2025, pagato il 07/04/2025 alle ore 09:17:45 tramite CARTA DI CREDITO Firma intermediario 017V

Zurich Insurance Europe AG
Rappresentanza Generale per l'Italia
Il Rappresentante Generale per l'Italia


Informazioni per il Contraente

Nessuna franchigia e massimale elevato se ti avvali del servizio di Carglass, DoctorGlass, Glassdrive o Vetrocarr per la rottura dei cristalli.

Il tuo Intermediario

Ragione sociale S.P.V. CONSULTING S.R.L.	Cod. Mandato 017V	Cod. Prod. VIN
--	-----------------------------	--------------------------

Figure 1. Zurich Certificate of Italian Insurance

ITALY INSURANCE DOCUMENT



USAA
S.A.

CERTIFICATO DI ASSICURAZIONE (CERTIFICATE OF INSURANCE)

USAA S.A.
COMPAGNIA DI ASSICURAZIONI
DIREZIONE GENERALE
1, AVENUE DU BOIS
L-1251 LUXEMBOURG
GRAND-DUCHY OF LUXEMBOURG
TEL. 800-971-707

Rappresentante In Italia
Per La Gestione Dei Sinistri
Art. 90 Decreto Legislativo 17.3.95 N. 175
AVUS Italia S.r.l.
I-00161 Roma, Via G. B. Morgagni, 30 E, Edificio C, int.7+8
Tel. +39 06 42013690
Email: aperturasinistriusaa@avus-claims.com
pec: avusitalia@pec.it

POLIZZA N. (POLICY No.) [REDACTED]	EMESSA IL (ISSUED ON) July 25, 2023
CONTRAENTE (MEMBER) [REDACTED]	
DOMICILIO (ADDRESS) [REDACTED]	
TARGA VEICOLO O DATI NATANTE (PLATE No.) [REDACTED]	MARCA E TIPO VEICOLO (MAKE AND TYPE OF VEHICLE) 2008 VOLKS

FROM DALLE ORE **0001** DEL

GIORNO	MESE	ANNO
DAY	MONTH	YEAR
25	07	2023

TO ALLE ORE **0001** DEL

GIORNO	MESE	ANNO
DAY	MONTH	YEAR
13	07	2024

USAA S.A.
COMPAGNIA DI ASSICURAZIONI
[REDACTED]
SIMON KEITH
Administrateur Délégué & Dirigeant Agréé

QUIETANZA PREMIO (PREMIUM RECEIPT)

PREMIO R.C.A. (LIABILITY PREMIUM)	PREMIO ALTRI RISCHI (OTHER COVERAGES)	TOTALE IMPONIBILE (NET TOTAL PREMIUMS)	TASSE (PREMIUM TAX)	SERV.SAN.NAZ. (CONTRIB. FOR EMERGENCY TREATMENT)	TOTALE (TOTAL)
\$543.46	\$474.83	\$1,018.29			\$1,018.29

MASSIMALE UNICO DI GARANZIA LESIONI PERSONALI PER SINISTRO: 6070000.0 EUROS. MASSIMALE UNICO DI GARANZIA DANNI ALLA PROPRIETA PER SINISTRO: 1220000.0 EUROS. (BODILY INJURY SINGLE LIMIT PER ACCIDENT: 6,070,000.00 EUROS. PROPERTY DAMAGE SINGLE LIMIT PER ACCIDENT: 1,220,000.00 EUROS.)

IL CONTRAENTE HA PAGATO IL PREMIO IL:
(THE INSURED PAID THE RELATIVE PREMIUM ON THE:)

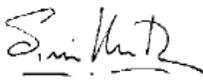
----- July 25, 2023 -----
DATA
(DATE)

[REDACTED SIGNATURE]

FIRMA DELL'INCARICATO
(SIGNED)

USAA S.A.
COMPAGNIA DI ASSICURAZIONI
[REDACTED]
SIMON KEITH
Administrateur Délégué & Dirigeant Agréé

Figure 2. USAA Certificate of Italian Insurance

1. INTERNATIONAL MOTOR INSURANCE CARD 1. CARTE INTERNATIONALE D'ASSURANCE AUTOMOBILE				2. ISSUED UNDER THE AUTHORITY OF Ufficio Centrale Italiano (UCI)						
3. FROM			VALID			TO				
Day DD 25	Month MM 07	Year 2023	Day DD 13	Month MM 07	Year 2024	4. Country Code/Insurer's Code / Number I-566 035598264 EUSA 7103				
(Both Dates Inclusive)										
5. Registration Number (or if none) Chassis or Engine No. [REDACTED]				6. Category of Vehicle* A			7. Make of Vehicle 2008 VOLKS			
8. TERRITORIAL VALIDITY This card is valid in Countries for which the relevant box is not crossed out (for further information, please see www.cobx.org) In each country visited, the Bureau of that country guarantees, in respect of the use of the vehicle referred to herein, the insurance cover in accordance with the laws relating to compulsory insurance in that country. <u>For the identification of the relevant Bureau, see reverse side.</u>										
A	B	BG	CY ^(**)	CZ	D	DK	E	EST	F	FIN
GR	H	HR	I	IRL	IS	L	LT	LV	M	N
NL	P	PL	RO	S	SK	SLO	CH	AL	AND	AZ ^(**)
BIH	BY	IR	MA	MD	MK	MNE	RUS	SRB ^(**)	TN	TR
UA	UK									
(**) The cover provided under the Green Card for Republic of Azerbaijan, Cyprus and Serbia is restricted to those geographical parts of these countries which are under the control of their respective governments. For more information, please consult http://qc-territorial-validity.cobx.org .										
9. Name and Address of the Policyholder (or User of the vehicle) [REDACTED]										
10. This Card has been issued by:  USAA S.A. 1 Avenue du Bois L-1251 Luxembourg Grand Duchy of Luxembourg						11. Signature of Insurer  Simon Keith Administrateur Délégué & Dirigeant Agréé				

*CATEGORY OF VEHICLES CODE:

- | | | | |
|---------------|---------------------------------------|------------|-----------|
| A. CAR | C. LORRY OR TRACTOR | E. BUS | G. OTHERS |
| B. MOTORCYCLE | D. CYCLE FITTED WITH AUXILIARY ENGINE | F. TRAILER | |

Figure 3. USAA Green Card