

**Welcome to the USAG Stuttgart Vehicle Registration Office.
Please ensure all mandatory items listed below are present when conducting
your transaction.**

Agent / Owner

OWNER'S CHECKLIST:

- Valid DoD ID card
- Valid USAREUR-AF Certificate of License
- Completed AE Form 190-1AA
- SOFA Card (Contractor Only)
- PCS Orders
- Current USAREUR-AF Registration (must have at least 90 days left on registration, or accompanied by a valid inspection within 30 days)
- USAREUR License Plates (Both FRONT & REAR)
- AE Form 190-1AD-R (To be completed at VRO)
- Memorandum of authorization from Lien Holder to add agent to registration- if applicable

AGENT'S CHECKLIST:

- Valid DoD ID card
- Valid USAREUR-AF Certificate of License
- SOFA Card (Contractor Only)
- Additional Vehicle waiver (AE Form 190-1AG-R) if applicable
- Memorandum from Unit Commander Appointing Agent
- AE Form 190-1AF (To be completed at VRO)
- Memorandum from lien holder authorizing agent to perform task (Ship, Sell or Junk) if applicable
- Check, Money Order or Credit Card: \$45.00

Note:

-An Agent can only be appointed by the Sponsors Unit Commander and must be the Sponsor, one Rank/Grade higher than the current Owner and account must be in active status.

-Insurance must be maintained on the vehicle by the owner

-Vehicles listing Sponsor and Joint owner must have both parties present or POA from missing spouse to authorize

-Vehicles in non-operational status will require waiver to transfer

****** Owner must have a plan in place to ship sell or junk within 90 days of transaction. Agent will not be added without proper authorizations******