

Welcome to the USAG Wiesbaden Vehicle Registration Office.

Please ensure all mandatory documents listed below are present in hard copy form when conducting your transaction.

## PCS Out-Processing / Clearing VRO Master Checklist

### Part I: Determine Your Vehicle's Disposition

- ❖ This is your starting point for clearing the VRO. You must properly dispose of every vehicle registered in your name. Use the checklists below to determine your required actions:
- ❖ **Are you shipping your vehicle?**
- ❖ - If yes, you must use the 'Shipping a Vehicle from Germany' checklist.
- ❖ **Are you selling your vehicle to another ID Card Holder?**
- ❖ - If yes, you must use the 'Transferring Ownership to another ID Card Holder' checklist.
- ❖ **Are you selling your vehicle to a Local National or Dealership?**
- ❖ - If yes, you must use the 'Transferring Ownership to Local National or Dealership' checklist.
- ❖ **Are you junking your vehicle or donating it to MWR?**
- ❖ - If yes, you must use the 'Disposing of a POV' checklist.

### Part II: Final VRO Clearance Requirements

- ❖ Verification that **ALL** POVs registered in the sponsor's name have been properly disposed of (shipped, sold, junked).
- ❖ Return of all Fuel Ration Cards associated with the sponsor's account.
- ❖ Unit out-processing checklist (e.g., DA Form 137-2) ready for signature/stamp.
- ❖ Valid DOD ID Card (CAC or Privilege Card).

### Notes:

- ❖ You cannot clear this station until all vehicles under your name are accounted for in the USAREUR-AF Vehicle Registration system.
- ❖ If a spouse or agent is clearing on your behalf, a valid Special Power of Attorney is required that specifically grants the authority to conduct final out-processing with the VRO.
- ❖ Failure to properly clear the VRO can result in delays to your PCS and potential financial liabilities.

Schedule an appointment Online at <http://usagwischeduler.timetap.com/>