

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.

Convert Temporary Plates to Permanent:

- ❖ Valid DOD ID Card (CAC or Privilege Card)
- ❖ Valid U.S. Forces Certificate of License or Temporary U.S. Forces Certificate of License (AE Form 190-1G)
- ❖ Contractors - Must have physical SOFA Identification card (AE Form 190-1F) and passport for all transactions to verify status/support.
- ❖ Temporary License Plates (**PLATES MUST BE CLEAN**)
- ❖ Temporary Registration Packet, that was issued to you from the clerk
- ❖ Vehicle Mechanical Safety Inspection are completed by on post inspection station with stamped application and passed inspection form (AE- Form 1901H)(valid for 75 days) or No older than 30 days if using German TUV inspection (Must indicate "Hauptuntersuchungnach Nach §29StVZO")
- ❖ Completed Customs Clearance Form (AE Form 550-175A) or VAT Form if purchased from a dealership or shipped privately. (**If required**)
- ❖ Final bill of sale or invoice if purchased from dealership (**If required**)
- ❖ \$45 Registration Fee to add second year of registration (Credit/Debit Card, Check or Money order)

Notes:

- ❖ **The Sponsor must be present if the registration does not list a Joint Owner. If the sponsor is not present, a spouse can convert a vehicle if they have a General Power of Attorney or Special Power of Attorney from the legal office, authorizing the registering of a vehicle. Power of Attorneys (POA) are accepted from a SPOUSE ONLY.**
- ❖ **Temporary registration cannot be expired. If temporary registration is expired, additional fee of \$45.00 will apply and a new proof of Insurance confirmation card (ICC) is required.**
- ❖ **USAA, Mirascon, and GEICO provide electronic insurance confirmation cards with the USAREUR Vehicle Registration System. The insurance company will send electronically to Sembach HQ. Hard copy insurance cards from these companies will not be accepted.**
- ❖ **Local insurance companies (ie. Westfaelische/HUK, and Allianz) will issue a hardcopy "blank insurance card" to bring into the vehicle registration office. If the insurance company sends to you via email, it will need to be printed out and brought to the registration office.**

****Please coordinate with insurance company at least 1-2 days prior to coming in to ensure it is been received into the USAREUR Vehicle Registration System in order to be serviced.****

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