

## Required Items Checklist:

### Transfer of a Non-Operational Status Vehicle (ID card holder to ID card holder)

- ID Card
- Active / Valid registration (AE Form 190-1A)
- Buyer and Seller **MUST** be present (if under joint or co-ownership, both owners must be present or have POA for missing party)
- Application for Motor Vehicle Registration (AE Form 190-1AA)
- Lien release is required if there is a loan on the vehicle
- POV limit waiver (AE Form 190-1AG) approved by the Director of Emergency Services if you are over your allowed POV's IAW AE 190-1
- Credit/Debit Card, Check or Money order for registration payment (\$35 per registration)
- Commander Memo is needed with PMO approval

**NOTE: If this is your first registered vehicle the following is needed: Copy of Orders or Official Documents assigning to Germany with logistic support authorized for Service Members and DOD Civilians. Contractors must bring Passport with SOFA card (ID Card expiration date must match the date on the SOFA card).**

Hours: Mon-Fri: 0730-1530 (**Last customer served at 1500**)  
Closed the last working day of the month for inventory  
Closed on German and American Holidays

# REQUEST TO REGISTER, TRANSFER, OR RENEW A NONOPERATIONAL VEHICLE

(AE Reg 190-1/CNE-CNA-C6F Inst 11240.6AB/USAFE-AFAFRICA Inst 31-202)

## Data Required by the Privacy Act of 1974

**Mandatory or voluntary disclosure and effect on individuals not providing information:**

The disclosure of personal information is voluntary. However, failure to provide any item of information may result in the rejection of the application.

Initial nonoperational registration.

Renewal of nonoperational registration (standard vehicles – 3 months / recreational vehicles – 6 months)

Transfer of nonoperational vehicle

Extension of nonoperational registration (not to exceed 1 year)

Grade	Name (last, first, MI)	SSN	DOD ID number	Date (YYYYMMDD)
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Year	Make	Model
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Chassis number

Location of vehicle

Justification

Unit	Telephone number
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Email address	Signature
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<b>USAG Commander / MSG or LSG Commander or Designated Representative</b>			
<input type="checkbox"/> Approved  <input type="checkbox"/> Disapproved	Signature block	Date	Signature

**Organization Letterhead**

**OFFICE SYMBOL**

**DATE**

MEMORANDUM THRU Director, USAG Wiesbaden Directorate of Emergency Services (IMWB-ES), Unit 29623 Box 45, APO AE 09005

FOR USAG Wiesbaden Vehicle Registration Office (IMWB-ES), Unit 29623 Box 45, APO AE 09005

SUBJECT: Authorization for Transfer of Non-operational Registration

1. Justification for why the transfer of non-operational registration is needed.
2. RANK/MR/MS/MRS, Last Name, First Name Middle Initial, DOD ID Number – 0000000000 requests to transfer the non-operational registration for the following vehicle:

Year:  
Make:  
Model:  
Color:  
Chassis/Vin:

3. RANK/Mr/Ms/Mrs, Last Name, First Name Middle Initial, DOD ID Number – 0000000000 will complete his/her vehicle inspection and registration for permanent plates by DD MMM YY.
4. Point of contact information.

**COMPANY COMMANDER / GS-12  
EQUIVALENT-LEVEL SUPERVISOR  
SIGNATURE BLOCK**

Jason R. Kesselring  
Chief of Police  
Directorate of Emergency  
Services

**\*For Reference please see AE REG 190-1, 22 September 2016 in paragraph 3-8**