

Required Items Checklist:

Temporary Registration

FOR FIRST TIME REGISTRATION OF A SHIPPED VEHICLE SEE "REGISTER A VEHICLE SHIPPED FROM THE U.S. OR OTHER NATO COUNTRY" CHECKLIST

NOTE: POVs that do not pass the mechanical inspection will be registered as nonoperational. Temporary plates will not be issued more than twice for the same vehicle during a 90-day period. POV owner's chain of command must give the applicant written approval authorizing a third set of temporary plates co-signed by the DES (see attached 3rd temp memo example). The POV owner must provide documentation of repair to be authorized an additional set of temporary plates.

- ID Card
- Current License Plates if applicable
- U.S. Forces Certificate of License or Temporary U.S. Forces Certificate of License (AE Form 190-1G)
- \$35 payment in Credit/Debit Card, Check or Money order if vehicle has permanent License Plates. Pays for Non-Operational Registration
 - Once vehicle is placed into Non-Operational status, Temporary License Plates can then be issued with steps below.
 - If vehicle is currently in Non-Operational Status only follow steps below.
- Proof of German Insurance – Insurance Confirmation digitally sent in (USAA, Mirascon) or Insurance Confirmation Card from an approved Insurance company. Proof of Insurance cannot be older than 120 days
- If requesting 3rd Temp Tag, Commander Memo is needed
- POV limit waiver approved by the Director of Emergency Services if you are over your allowed POV's IAW AE 190-1
- \$35 payment with Credit/Debit Card, Check or Money order for Temporary Registration payment

NOTE: SPONSOR must be present if the registration does not list a Joint Owner. A Dependent Spouse can register a vehicle if they have a Power of Attorney authorizing the registering of vehicles

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

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 Temporary License Plates (3rd Issue)

1. **Justification for why the issue of a 3rd set of Temporary License Plates are needed.**
2. **RANK/MR/MS/MRS, Last Name, First Name Middle Initial, DOD ID Number -0000000000 requests a 3rd set of Temporary License Plates for the following vehicle:**
 - Year:**
 - Make:**
 - Model:**
 - Color:**
 - Chassis/Vin:**
3. **All repairs have been completed and the vehicle is ready to be inspected. Proof of completed repairs is attached.**
4. **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.**
5. **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 3-7**