

## Required Items Checklist:

### **Register Vehicle Shipped from the U.S or other NATO Country**

- ID Card
- U.S. Forces Certificate of License or Temporary U.S. Forces Certificate of License (AE Form 190-1G)
- 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
- Application for Motor Vehicle Registration (AE Form 190-1AA)
- U.S. Title or Current stateside Registration **OR** Current NATO Registration
- Lien Holder authorization to ship vehicle overseas
- Bill of Lading from shipping company NOTE: if privately shipped, U.S. Customs AE Form 550-175A is required
- FOR MOTORCYCLES:** Bring Household Goods document listing the motorcycle on it
- Copy of Orders/Memorandum from Human Resources for Service Members and DOD Civilians
- Contractors must bring Passport with SOFA card. NOTE: ID Card expiration date must match the date on the SOFA card
- Credit/Debit Card, Check or Money order for registration payment (\$35 for Temporary License Plates)

#### 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**
  
- **Vehicle are consider new if the vehicle has less than 10,000 miles or 16,000 km and not currently register in any system or state for more than 90 days. If requirements are meet you will be eligible for a registration for up to 3 years.**

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