

Required Items Checklist:

Convert Temporary Registration to Permanent Registration

- ID Card
- U.S. Forces Certificate of License or Temporary U.S. Forces Certificate of License (AE Form 190-1G)
- Temporary License Plates from vehicle (PLATES MUST BE CLEAN)
- Vehicle Mechanical Safety Inspection Record (AE Form 190-1H). Mechanical Safety Inspections are valid for 75 days using on-post inspection or 30 days if using German TUV inspection
- Credit/Debit Card, Check or Money order for registration payment (\$35 if your vehicle is eligible for 2 year registration)

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**
- **If the 30 day temporary registration is expired and the vehicle has passed the mechanical safety inspection, a new 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**

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