

## Required Items Checklist:

### Register a New Vehicle (Newly Purchased)

- 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
- Purchase order or Bill of Sale with year, color, make, model and chassis (VIN) number on it
- Application for Motor Vehicle Registration (AE Form 190-1AA)
- POV limit waiver if you are over your allowed POV's IAW AE 190-1
- VAT form or U.S. Customs AE Form 550-175A (only exception is VOLVO)
- Credit/Debit Card, Check or Money order for registration payment (\$35 per year of registration. A max of 3 years is allowed for new vehicles)

#### 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 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).**
- **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