

Required Items Checklist:

Out Processing

- ID Card
- Clearing Papers
- If no vehicles/weapons are listed on Vehicle Registration Profile (VERINET), clearing papers will be signed and stamped
- If vehicles/weapons are listed under your Vehicle Registration Profile (VERINET), clearing papers will not be signed until vehicles/weapons are cleared from your profile

NOTE: You have plenty of options to clear a vehicle from your name if you do not plan to ship the vehicle

- **Sell Your vehicle (see transfer or sell to ID card holder checklist)**
- **Sell Your vehicle to a LN or someone without logistical support (see plate destruction checklist)**
- **Donate Vehicle to MWR (see plate destruction checklist)**

NOTE: Consequences for abandoning a vehicle

- **Service member will be titled with Abandoned Vehicle under Article #134, UCMJ and the command can take non-judicial actions against the service member. Civilians will be titled with Abandoned Vehicle under Army Europe Regulation 190-1 and local commands can take disciplinary actions towards the Civilian. Service members and Civilians are required to reimburse the U.S. Government for any towing/storage fees incurred.**

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