

Required Items Checklist:

Transfer or Sell a Vehicle (ID card holder to ID card holder)

- ID Card
- U.S. Forces Certificate of License or Temporary U.S. Forces Certificate of License (AE Form 190-1G)
- Active / Valid registration (AE Form 190-1A)
- Buyer and Seller **MUST** be present (if under joint or co-ownership, both owners must be present or have POA for missing party)
- 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)
- Mechanical Inspection is required for vehicles 10 years old and older. When transferring a vehicle the **mechanical inspection is only valid for 30 days**
- For vehicles 9 years old and newer, if registration has more than 60 days on it, buyer can accept current expiration date up to one year. If buyer wants a 1 or 2 year registration; an inspection is required
- Lien release is required if there is a loan on the vehicle
- POV limit waiver (AE Form 190-1AG) approved by the Director of Emergency Services if you are over your allowed POV's IAW AE 190-1
- Credit/Debit Card, Check or Money order for registration payment (\$35 per year of registration. A max of 2 years is allowed for vehicles 9 years old or newer)
- Renewals of Non-Operational registration will require a waiver from the Director of Emergency Services

NOTE: 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).

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 Transfer of Non-operational Registration

1. **Justification for why the transfer of non-operational registration is needed.**
2. **RANK/MR/MS/MRS, Last Name, First Name Middle Initial, DOD ID Number – 0000000000** requests to transfer the non-operational registration for the following vehicle:

Year:
Make:
Model:
Color:
Chassis/Vin:
3. **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.**
4. **Point of contact information.**

**COMPANY COMMANDER / GS-12
EQUIVALENT-LEVEL SUPERVISOR
SIGNATURE BLOCK**

***For Reference please see AE REG 190-1, 22 September 2016 in paragraph 3-8**