

**MOTOR VEHICLE REGISTRATION OFFICE  
US NAVAL SUPPORT ACTIVITY – NAPLES ITALY**



**FACT SHEET**  
**SCRAPPING OF VEHICLE**

**MVRO PROCEDURAL STEPS**

- **MVRO Scrap Yard is located behind the Support Site Naval Hospital.**
- Vehicle plates, keys and documents must be turned into the MVRO at the time of scrapping.
- MVRO personnel must inspect the vehicle prior to turn-in to ensure the VIN number is correct.
  - If the vehicle to be scrapped is being driven, the owner must park the car as close as possible to the scrap yard then apply the parking brake, open the hood or trunk and ensure the area where the VIN is located is free from dust and grease so that the MVRO clerk can easily verify the VIN. The owner must then move the vehicle into the scrap yard, park it in the place indicated by the clerk and firmly apply the parking brake.
  - If the vehicle to be scrapped is being towed but is not damaged, ensure the MVRO clerk is present (during working hours) when unloading so that the tow truck driver can be instructed on where to place it. Once the vehicle is on the ground the owner must ensure that the parking brake is applied and that the hood or trunk is open for VIN verification.
  - If the vehicle is damaged and the location of the VIN cannot be accessed, the necessary paperwork will be signed by the owner and the VIN will be verified at a later date by the scrapping company.

**OWNER'S RESPONSIBILITIES**

- Under no circumstances, just leave your vehicle.
- The AFI registered owner or person with Power of Attorney is responsible for removing and cleaning the license plates prior to turning them into MVRO. If an MVRO staff member is not present when leaving a vehicle in the scrap yard, the metal cover plates should not be removed.
- Before leaving your car, make sure all personal property has been removed.

**IMPORTANT THINGS TO KNOW**

- If there is a lien on the vehicle, the seller is required to provide a written authorization letter from the financial institution acknowledging that all liens are satisfied before the vehicle can be scrapped.
- All services are free, and MVRO is the only Legal way to dispose of your car.
- Vehicle must be complete! Selling the parts off your vehicle prior to scrapping is not authorized. Prior to turn-in the vehicle must not be missing an engine, transmission, tires, etc,
- Members that abandon their vehicle next to the GOV Gas pumps on the Support Site without properly clearing their vehicle with MVRO will have their tax free privileges suspended.
- If this is a secondary or tertiary (black plated) vehicle the road taxes must be paid up to the day the vehicle is scrapped. Unfortunately there is no way to refund road taxes that have been paid in advance.
- No vehicle should be left at the GAS Pumps for over 24 hours regardless of the circumstances.
- Members are responsible for all towing fees. In the event your car breaks down outside of the Naples Commuting Area please call MVRO for the closest AFI Vehicle Registration Office so the vehicle can be salvaged at that location.
- Naples is the only MVRO that salvages vehicles free of cost to the individual.
- Scrapping costs range anywhere from 150-350 Euros at other locations.
- May be more advantages to scrap at another location based on towing fees.
- All AFI vehicles must be scrapped by a Salvage Yard that is approved by the Ministry of Transport.
- Ministry of Finance and Customs officials must be present when scrapping an AFI registered vehicle.
- If members try to scrap their vehicle at other locations they are responsible for all costs to include: Importation Fees, Value Added Taxes, Disposal Costs, Customs Brokers, Customs Official and Ministry of Finance Fees.
- The owner is required to coordinate with the Support Site Pass and ID office prior to escorting a commercial wrecker on the Support Site.

**Support Site Main Office** – Phone DSN 629-6876 – Com 081 811 6876 - Fax DSN 629 6881 – Com 081 811 6881

**Capo Office Phone** DSN 626 1366/5434 – Com 081 568 1366/5434 - Fax DSN 626 2830 – Com 081 568 2830

**Gaeta Office** Phone DSN 626 8302 - Fax DSN 626 8339 – Hours of operations: By appointment only

[https://cnic.navy.mil/regions/cnreurfswa/installations/nsa\\_naples/about/departments/security\\_n3at/motor\\_vehicle\\_registration.html](https://cnic.navy.mil/regions/cnreurfswa/installations/nsa_naples/about/departments/security_n3at/motor_vehicle_registration.html)

Email: [mvronaples@eu.navy.mil](mailto:mvronaples@eu.navy.mil)

**APPOINTMENTS ARE REQUIRED MONDAY TO FRIDAY.**

**CUSTOMERS ACCEPTED UNTIL 1430, OFFICE CLOSED 1500**

**HOURS OF OPERATION – MONDAY THROUGH FRIDAY 0745-1145, 1245-1530**

**CLOSED FOR TRAINING MONTHLY, ANNOUNCED VIA PAO NOTES**

Revised MAY23\_AMP