

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



**FACT SHEET**

**SHIPPING & DRIVING**

**Note:** You will be required to pay exportation fees and taxes (about 33% of the vehicle market value) to Italian Customs if you are exporting the vehicle more than 90 days before your departure from Naples/Permanent Change of Station (PSC). Italian Customs authorizes the exportation of VAT free vehicles ONLY when it is in conjunction with a PCS and you are leaving Naples permanently.

If you are **shipping** your vehicle, please ensure you:

- Schedule an appointment with the Vehicle Processing Center (VPC) on the Support Site by contacting (DSN) 629-6521/6522 / Comm. 081 811 - 6521/6522 and schedule an appointment with MVRO the same day.
- If shipping your vehicle with a private shipping company, schedule an appointment at MVRO the day before your vehicle is picked up or delivered to the private shipping company.
- Ensure to bring the following to your MVRO appointment:
  - Your current AFI vehicle registration
  - Your Italian cover plates (plates must be cleaned prior to your visit)
  - If one or both of your Italian license plates is/are missing you are required to make a denouncement with the Carabinieri (an original must be brought to MVRO)
  - If you're from JFC or Rome you **must** bring your **Paper Gas Ration Card**
- MVRO will provide you with the following:
  - Police Check Letter (required by VPC & Customs)
  - A new AFI Vehicle Registration document which will expire 90 days after your vehicle shipment date
  - Plastic rear license plate with your AFI Registration number
  - Temporary Plate authorization (for possession of the Plastic Plate)
- Once the VPC accepts your vehicle, please bring us a copy of the vehicle inspection form/ shipping document so we can remove your vehicle from the MVRO registry.

**Important Facts You Need to KNOW!**

- If you shipped your primary vehicle your tax free fuel privileges will be removed
- You can change a secondary vehicle into the primary position. Don't forget to book an appointment ahead of time and check you have a valid safety inspection!
- If you ship your motorcycle in your household goods you must first come to MVRO to return the Italian cover plate. MVRO will issue a plastic AFI plate and Police check form which you must give to the PPO household goods Representative when they collect your vehicle. As soon as the vehicle has been collected you must provide MVRO with a copy of the shipping document showing the vehicle make, model and VIN on the inventory.
- If you depart Italy and abandon or improperly export your vehicle, you may be required to pay for exportation fees, Value Added Taxes and a possible fine for license plate misuse. MVRO will initiate collection actions via the DD Form 139
  - If you are Active Duty Military or Civilian, DFAS will garnish your wages
  - If you're a civilian, DFAS will pass the garnishment request to the Internal Revenue Service (IRS) to garnish future tax returns.

**PLEASE SEE CONTINUATION ON REVERSE**

If you are **driving** your vehicle to your next duty assignment, please ensure you:

- Schedule an appointment with MVRO at the Support Site one to two days prior to your departure and bring:
  - Your current AFI vehicle registration
  - Your Italian cover plates (plates must be cleaned prior to your visit)
  - Insurance certificate with ONLY the AFI number indicated. The insurance company is to remove the cover plate number from the insurance certificate as the cover plates will be returned to MVRO.  
  
N.B. Once the insurance certificate has been updated your vehicle must not be operated until you are issued plastic AFI plates.
  - Copy of your orders  
If your end of tour date has changed you must provide a new Privileges Letter which has been signed, dated and stamped by the JFC Privileges Office.
  - If one or both of your Italian license plates is/are missing you are required to make a denouncement with the Carabinieri (an original must be brought to MVRO)
  - If you're from JFC or Rome you **must** bring your **Paper Gas Ration Card**
- MVRO will provide you with the following:
  - A new, temporary AFI Vehicle Registration Document for your transition to your next duty station or country of origin
  - Plastic license plates with your AFI Registration number
  - Temporary Plate authorization (for possession of the Plastic Plate)
- **Once you arrive at your new duty station you must:**
  - Digitally send or mail a copy of your new registration documents. This proof is required so we can clear Italian Customs and remove your vehicle from the MVRO registry
- **Important Facts You Need to KNOW!**
  - Buy any tax free fuel prior to visiting our office because your tax free privileges will be removed

**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  
**Website:** <https://cnreurafcnt.cnnc.navy.mil/Installations/NSA-Naples/About/Installation-Guide/Department-Directory/N349-MVRO/>  
Email: [usn.naples.navsupactnaplesit.mbx.mvro@us.navy.mil](mailto:usn.naples.navsupactnaplesit.mbx.mvro@us.navy.mil)



**APPOINTMENTS ARE REQUIRED MONDAY TO FRIDAY.  
CUSTOMERS ACCEPTED UNTIL 1430, OFFICE CLOSED 1500  
HOURS OF OPERATION – MONDAY THROUGH FRIDAY 0745-1145, 1245-1500  
CLOSED FOR TRAINING MONTHLY, ANNOUNCED VIA PAO NOTES**