

MOTOR VEHICLE REGISTRATION OFFICE US NAVAL SUPPORT ACTIVITY – NAPLES ITALY



FACT SHEET

MOPED REGISTRATION

MOPED is considered a vehicle 50 cubic centimeters (cc) and below. Scooters 50.1 CCs and above must be registered with AFI tags and will count against the three vehicle (at any given time) maximum allowance according to the current policy in place.

Please ensure you have the following documents readily available for your appointment:

- In accordance with NAVSUPINST 5100.11E, a Letter of Authorization from the NSA Naples Safety Office. To obtain this Letter of Authorization, the registrant must provide a valid motorcycle license/ endorsement and any proof of a completed Motorcycle Safety Course.
 - Note: within 60 days of initial registration, the registrant, if a Military member, will be required to complete a Motorcycle Safety Course as determined by the NSA Naples Safety Office. In the event, the registrant does not have a valid motorcycle license/endorsement an NSA Naples Motorcycle Safety Course must first be completed.
 - Contact the NSA Naples Safety Office at 626-5594 and set up a Motorcycle Safety Course Date.
- NATO personnel (non US) are not required to attend the MSF Course unless they plan to ride the motorcycle on NSA Naples installations.
- **Proof of Insurance.** Insurance Certificate.
 - Insurance must be in the Sponsor's name and valid for a **minimum of six months**.
 - Failure to maintain insurance will be sufficient grounds for immediate termination of registration, driving privileges, and may result in disciplinary actions.
- **Safety Inspection** – Authorized Inspection Station is located at the NEX Car Care Center on the Support Site. Note: the safety inspection is valid for a maximum of 15 days. Regular safety inspections are also carried out in Gaeta – Olde Mill Inn - check with Car Care Center on Support Site for times, dates and payments to be made in advance.
- The vehicle identification number (VIN) must be inspected by MVRO
- Applicable Road tax fee based on horse power and vehicle specifications
- **In addition**, please provide the following indicated documentation according to the vehicle's origin:

Moped shipped from USA or other countries

- Original vehicle title or previous registration, certificate of origin or purchase invoice in the sponsor's name. If vehicle is in a dependent's name, MVRO will provide a Bill of Sale. The sponsor and dependent must be present at the time of transaction.
- If the vehicle arrived in the household goods shipment, MVRO must be provided the inventory list document indicating the vehicle identification number (VIN).

Used moped purchased locally

- Transfer of ownership
- Proof of cancellation of the previous registration
- **Police check may be conducted at MVRO at this point – no appointment is required. This process takes 2 weeks and if no negative information is found, you may proceed with registration**

New moped purchased locally

- Invoice from dealer
- No police check needed for new mopeds

Moped already registered with MVRO Naples

- Previous registration issued by MVRO
- Seller and buyer present at MVRO for Transfer of Ownership
- Plate must be removed from moped and brought to MVRO for the transfer.

IMPORTANT: Moped plates must be returned before you check out from MVRO.

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://cnreurfcent.cniv.navy.mil/Installations/NSA-Naples/About/Installation-Guide/Department-Directory/N349-MVRO/>

Email: 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**