

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



FACT SHEET
REGISTRATION OF VEHICLES FROM VEHICLE PROCESSING CENTER (VPC)

In order to find out the status of your vehicle, please contact the VPC at DSN 629-6521/22 or comm: 081-811-6521/22. Unfortunately you cannot register your vehicle until it physically arrives at the VPC and clears Italian Customs. Once your vehicle arrives, you need to make an appointment with MVRO to obtain registration, license plates, and gas allowance before picking up your vehicle at the VPC.

An appointment is required for registration.

Please ensure you have the following documents readily available on the appointment day:

- **Valid original Vehicle Title/Certificate of Origin or previous registration in the owner's name.** If title or registration is in the dependent's name, the sponsor will need to bring him/her to MVRO so that a Bill of Sale may be accomplished.
- **Proof of Insurance** - Obtain a printout showing Policy Number and the period of coverage.
 - Insurance must be in the Sponsor's name and valid for a **minimum of six months**.
 - If you are insured by USAA, you should contact the Company to establish the new policy before reporting to MVRO. USAA will email the policy to MVRO with your permission. Policy arrangement via the courtesy phone at MVRO is to be a last resort, so as not to impede smoothness of operation.
 - Zurich policy must be obtained from their office before reporting to MVRO.
 - For new policies, MVRO will print the certificate since it has to assign a plate number.
 - Failure to maintain insurance will be sufficient grounds for immediate termination of registration, driving privileges, and may result in disciplinary actions. Additionally, it is against the law to drive a vehicle without proper insurance and could result in heavy fines.
- You must obtain a **safety inspection** straight after picking up the vehicle from the VPC in order to qualify for your tax-free fuel privileges. Authorized Inspection Station is located at the NEX Auto Port on the Support Site. Note: the safety inspection is valid for a maximum of 15 days. Safety triangles and vests are required by Italian Law and must remain in the vehicle. Snow chains for tires are required in some areas in winter.
- **AFI Driver's License and State-Side Driver's License**
- **Military - ID and PCS orders**
- **Civilian - ID and Logistical Support: Contractors** are required to provide a valid DOCPER letter. **GS employees** are required to provide the following documents **stamped and signed by HRO**: Orders or Overseas Tour Extension Form or Priority Placement Program (PPP) letter. **DoDEA Employees** are required to provide DD FORM 1614 accompanied by a Letter of Employment signed by DoDEA Human Resources Specialist. Contact school Admin Dept. for assistance. Check with MVRO before transaction to make sure orders are correct format.

Applicable Fees

- **2nd or 3rd Duty-free Vehicles require payment of Italian Road Taxes**
 - Taxes are based on vehicle horse power and age – the older the vehicle / larger the engine the more you will pay in road taxes
 - Annual Rates for automobiles range from 150 – 500 Euro -- Call for an estimate!
 - MVRO recommends you pay the road tax for the period of time you wish to have the vehicle registered as your 2nd or 3rd vehicle. Road taxes can be paid until the expiry date of your insurance.
 - Road tax payments are non-refundable but are transferable to the new owner if the vehicle is registered as the 2nd or 3rd vehicle.

IMPORTANT TO KNOW:

- Up to 200 liters of Fuel Allowance per month can be authorized on the normal ration as an advance, provided that the sponsor presents to MVRO proof of a vehicle being shipped at government expenses and a rental car contract.
- The Sponsor must complete all MVRO transactions, except for those special circumstances where the sponsor delegates a Family Member with a valid Special Power of Attorney!

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

Email: usn.naples.navsuppactnaplesit.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**