

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



**FACT SHEET**

**LOST OR STOLEN COVER PLATES  
Even if only one plate is missing**

**PROCEDURAL STEPS**

- **US members** (including personnel assigned to Joint Forces Command):
  - **Immediately report to NSA Naples Security I-7 (081 568 5549 / 3351328613) who will contact the Carabinieri and set up an appointment to file a report on the circumstances surrounding the lost/stolen Italian cover plate/plates to avoid any consequences in case the missing plate(s) is being used illegally.**
  - AFI vehicle owners will be escorted by I-7 to local Carabinieri office to file a Denouncement. Ensure you have a copy of your vehicle registration (copies can be provided by MVRO).
  - If the plate(s) goes missing on Capo or Support Site bases **also** report to NSA Naples Security to file a report on the lost/stolen Italian cover plate/plates (DSN 626-2207 / 629-4269).
- **NON US members**
  - **Immediately file a Carabinieri Denouncement at the Joint Forces Command's Carabinieri station or any Carabinieri station to avoid any consequences in case the missing plate(s) is being used illegally.**
- **DO NOT DELAY REPORTING!** You are accountable/responsible for the custody and control of the plates until properly reported to the Carabinieri/Italian Police and NSA Security (if applicable).
- Please ensure that the Carabinieri Denouncement includes: **the vehicle owner's name, the lost/stolen cover plate number and AFI number, the vehicle make/model/year/VIN and ensure to specify if both plates or only one plate and which one (front or rear) was lost/stolen, date of plate loss/theft.** Your denouncement must include this information which must also be correct or you will be required to file another denouncement.

**DISTRIBUTION OF DENOUNCEMENT**

- **You MUST provide the ORIGINAL Denouncement to MVRO so we can clear your records with the local Motorizzazione (DMV) and Italian Ministry of Transport!**
- The denouncement is used as the source document to:
  - Assign a new set of Italian Cover Plates.
  - Issue a new AFI Vehicle Registration and Certificate of Title
  - Change your Tax-free fuel privileges.  
If missing plate belongs to a primary vehicle, NATO members at JFC are to return their yellow gas card to MVRO so a new one with the new plate number can be issued.
  - During the Re-registration process, your insurance company will need to issue a new Certificate of Insurance and may need a copy of the denouncement for their records.
  - Keep a copy of the Denouncement for your records.

**IMPORTANT THINGS TO KNOW ABOUT THE PROCESS**

- **IF THE MISSING PLATE IS RECOVERED PLEASE RETURN IT TO MVRO IMMEDIATELY**
- If you have a NEX "Telepass", please report the loss to the NEX Personal Services Office (commercial: **081-813-5321**) immediately
- Driving with only one or no plate on a vehicle could get your car impounded if stopped by Italian police.

**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.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**