

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



FACT SHEET
REGISTRATION OF VEHICLES DRIVEN FROM EUROPE

Requirements for transaction:

- **An EX1 Customs document (which MUST be in the Sponsor's name) is required for the importation of a new or used vehicle into the AFI system from any European country, including Italy, during a Sponsor's tour.**
- Please bring the vehicle to MVRO for a vehicle identification number (VIN) inspection and the following original documents:
- Valid Vehicle Title/Certificate of Origin or previous Registration in Sponsor's name
- Official translation into English of previous registration
- **Drivers license and Italian translation**
- **Proof of Insurance** - Obtain a printout showing Policy Number and the period of coverage.
 - For new policies with USAA, MVRO will print the certificate since it has to assign a plate number.
 - Insurance must be in the Sponsor's name and valid for **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.
 - If you are USAA insured, you must contact the Company to establish the new policy before reporting to MVRO. USAA will e-mail 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.
- **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 Teachers/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.
- **JFCNP MVRO Letter** – All NATO personnel are required to have this document signed by the FSS Head or delegated staff at JFC.
- **Safety Inspection** – 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.

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:

- The Sponsor must complete all MVRO transactions, unless the Family member holds a valid Special Power of Attorney!
- If the vehicle is not in the Sponsor's name, but in their dependent's name, all US nationals must ensure both parties be present at the transaction to sign the Bill of Sale provided by MVRO. All other NATO members must obtain a legalized Bill of Sale from their Command at JFC.

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.cnic.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**