

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



FACT SHEET
ITALIAN TO AFI TRANSFERS - USED VEHICLES

IMPORTANT: the registration process is divided in 3 steps taking place on 3 separate occasions.

- STEP 1. POLICE CHECK.** MVRO conducts a check with Italian Police database to verify if the vehicle was reported stolen before vehicle is purchased. Goal is to minimize risk of purchasing stolen cars. Please provide the original “Libretto di circolazione” (Italian registration) OR if vehicle is purchased from a dealer the “Mini Voltura” (mini transfer) OR Document Unico (registration and title document). An appointment for registration will be scheduled **after 2 weeks from the Police Check date, not earlier, (2 weeks required for other Italian authorities to investigate).**
- **At this stage MVRO strongly recommends that a report (Visura) is carried out at an Agency licensed by Italian MOT. This is to check that there are no financial/admin issues with the Italian Authorities (Fermo Amministrativo). If carried out the “Visura” should be brought to the vehicle registration appointment.**
- STEP 2. REGISTRATION.** Please ensure to bring the vehicle to MVRO for VIN inspection and the following **original** documents:
- **Notarized Bill of Sale.** It can be notarized by a Notary Public or Agencies licensed by Italian MOT.
 - **Italian Registration and Title** (Libretto Circolazione and Foglio Complementare) OR **Mini Voltura** OR **Documento Unico**
 - **Completed technical data sheet** signed and stamped by the dealer (**see attached**)
 - **Insurance.** It must be in the Sponsor’s name and valid for minimum of six months. The insurance document must always indicate the plate number that is on the vehicle. 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. Policy arrangements via phone at MVRO are not allowed for operations smoothness. No exceptions. Zurich policy must be obtained from their office before reporting to MVRO.
 - **Military – ID and PSC 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 the 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.
 - **Valid Stateside/Country of Origin Driver License/ AFI Drivers License and/or Italian Translation** (NATO personnel)
 - **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.
 - **Proof of Vehicle Exportation to the AFI Foreign System (EX1 Bolletta Doganale)** - EX1 Bolletta Doganale is an Italian Customs document of exportation. The seller or buyer must contact an Italian Customs broker (see our brokers list for orientation) who through a Customs Office provides the document for a fee (which may vary from broker to broker). This document may also be provided together with the de-registration receipt (see Step 3).

Applicable Fees:

- **2nd or 3rd Duty-free Vehicles requires 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.

- STEP 3. REGISTRATION AND PLATE ISSUE.** MVRO will provide Plates and AFI Registration once the de-registration receipt from the Italian system (Radiazione per Esportazione form from ACI/PRA) is shown. Getting this receipt should take the owner no more than a day.
- This step must take place AFTER the vehicle has been registered with MVRO
and de-registration document provided to MVRO on the same day.**

IMPORTANT TO KNOW:

- During this process the vehicle will have to be parked in a safe place without plates and will not be driven until MVRO cover plates are issued.
- In order to conduct the initial Police Check, ensure that the Italian safety inspection “Revisione” is no more than 22 months old. Should it be older than 22 months a new one must be done.
- If the vehicle has a LPG (Liquefied Petroleum Gas) “bombola”/tank, the sponsor needs to sign a statement that it **WILL NOT** be used and a label is to be displayed in the windshield indicating that the vehicle is equipped with an LPG tank. **NOTE:** even if the LPG tank is not used, regular checks/maintenance is to be carried out and after 10 years from initial installation the tank must be replaced.

*** Only Sponsors with AFI vehicle registration privileges conduct all transactions at MVRO. A spouse can take care of them only if in possession of a Special POA! Please be aware that even in this case the vehicle will be registered in the sponsor’s name. Ensure the documents provided to MVRO for the registration are in the sponsor’s name.**

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IMMATRICOLAZIONE AFI - VEICOLI ITALIANI USATI

INFORMATIVA PER I VENDITORI ITALIANI

L'immatricolazione dei veicoli italiani acquistati usati dal personale militare e civile di questo Comando e da destinare allo speciale sistema AFI avviene come segue:

1. CONTROLLO DI POLIZIA

- Allo scopo di accertarsi che il veicolo non sia di provenienza furtiva prima di essere introdotto nel sistema AFI, si effettua un controllo presso i terminali della Polizia di Stato. A tal fine il compratore e' tenuto a presentare la Mini Voltura oppure il Documento Unico oppure il Libretto di Circolazione in **ORIGINALE** che sara' visionato, fotocopiato e presto restituito. Qualora la verifica risultasse negativa si fissa un appuntamento per l'immatricolazione **dopo 2 settimane dalla data del Controllo di Polizia, non prima.**
- **A questo punto il nostro ufficio immatricolazione consiglia vivamente che venga effettuata una Visura presso uno sportello telematico autorizzato dalla MCTC. Tale Visura serve a controllare che non ci siano Fermi Amministrativi sull'auto. Se effettuata, la Visura dovra' essere presentata all'appuntamento di immatricolazione presso il nostro ufficio.**

2. IMMATRICOLAZIONE

- Il veicolo deve essere condotto presso questo Ufficio Immatricolazione Veicoli AFI per visionarne il Telaio. In questa sede il compratore deve fornire in **ORIGINALE** i seguenti documenti che, una volta visionati, vengono restituiti:
- Atto di Vendita **ORIGINALE** effettuato presso un Notaio oppure presso uno sportello telematico autorizzato dalla MCTC e in entrambi i casi e' importante che il timbro posto sia chiaro e leggibile.
- Procura a vendere se la vendita e' da effettuarsi per Procura
- Libretto di Circolazione e Foglio Complementare **ORIGINALE** oppure la Mini Voltura oppure il Documento Unico.
- Bolletta Doganale di Esportazione EX1, da effettuarsi con l'ausilio di uno spedizioniere doganale. Questo documento puo' essere presentato insieme al documento della Radiazione per Esportazione (vedi punto 3).

3. RILASCIO TITOLO AFI E TARGHE

- Il compratore e' tenuto a fornire a questo Ufficio la documentazione probante l'avvenuta cancellazione del veicolo dal sistema nazionale mediante il documento della Radiazione per Esportazione, effettuata presso gli uffici del PRA di appartenenza. Solo a quel punto quest'Ufficio rilascia al compratore il documento di circolazione AFI e le targhe. Nel lasso di tempo che intercorre tra la registrazione e la ricezione da parte di questo Ufficio dei documenti dell'avvenuta radiazione, il veicolo dovra' essere custodito in luogo sicuro e non potra' circolare.

ATTENZIONE!

- **La radiazione deve essere effettuata dopo l'immatricolazione AFI.**
- **Per poter procedere al Controllo di Polizia iniziale, assicurarsi che l'ultima Revisione sia stata fatta negli ultimi 22 mesi, altrimenti sara' necessario rifarla.**

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



**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**

DICHIARAZIONE PER L'IMMATRICOLAZIONE NEL SISTEMA AFI DI VEICOLI USATI
ACQUISTATI PRESSO CONCESSIONARIE LOCALI

All'Ufficio Immatricolazione Veicoli AFI:

La scrivente Ditta _____ dichiara di aver
venduto a _____ il veicolo con le caratteristiche qui di
seguito indicate:

MARCA _____

MODELLO _____

TIPO _____

ANNO DI FABBRICAZIONE _____

COLORE _____

TELAIO _____

CILINDRATA _____

KW _____

EURO _____

NUMERO DEI CILINDRI _____

PESO _____

DIRETTIVA ECO _____

TIPO DI ALIMENTAZIONE _____

Timbro Ufficiale della Ditta
E Firma Del Responsabile