

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



**FACT SHEET**  
**ITALIAN DEALER NEW VEHICLE TO AFI TRANSFERS**

The vehicle must be taken to MVRO for a vehicle identification number (VIN) inspection. You must make proper arrangements with the dealer in advance. In some cases the dealers provide "Targa Prova" (test plate).

- If you already have a vehicle registered as your primary and you would like to change that one to your secondary; then make the new one primary, please ask to schedule two appointments and bring the necessary documents.

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

- **Original Vehicle Purchase Invoice** indicating IVA (tax) exemption
- **Original Certification of Conformity (Certificato di Conformita')** or **substitutive statement** as indicated on the reverse side of this document.
- **Proof of Vehicle Exportation to the AFI Foreign System (EX1 Bolletta Doganale)** - EX1 Bolletta Doganale is an Italian Customs document of exportation. The dealer 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).
- **Insurance** - Obtain a printout showing Policy Number and the period of coverage.
  - It must be in the Sponsors name and valid for minimum of six months.
  - For new policies MVRO will print the certificate since it has to assign the plate number.
  - 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. 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.
  - Failure to maintain insurance will be sufficient grounds for immediate termination of registration, driving privilege, gas privilege, fines, 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.
- **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.
- **Valid Stateside Driver License/ AFI Drivers License and/or Italian Translation** (NATO personnel)
- **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**

- **2<sup>nd</sup> or 3<sup>rd</sup> 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 plus Euros. 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 2<sup>nd</sup> or 3<sup>rd</sup> 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 2<sup>nd</sup> or 3<sup>rd</sup> vehicle.

**IMPORTANT TO KNOW:**

- The Sponsor must complete all MVRO transactions unless the Family member holds a 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](mailto: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**

**DICHIARAZIONE PER L'IMMATRICOLAZIONE NEL SISTEMA AFI DI VEICOLI NUOVI**  
**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