

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



## FACT SHEET AFI TO AFI VEHICLE TRANSFER

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

### BUYER:

- **Must Provide Proof of Insurance.** Obtain Italian insurance with policy number and coverage dates.
  - Insurance must include the Sponsor's name and be valid for a **minimum** of **six months**.
  - If you are insured by USAA, you must contact the Company to establish the new policy **prior to reporting** to MVRO. USAA will email the policy to MVRO with your permission.
  - Zurich policy must be obtained from their office before reporting to MVRO.
  - Italian cover plates may be reserved one or two days in advance to establish insurance with other companies.
  - 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 and the vehicle being impounded.
- **Valid Stateside/ Home Country/ European Union Driver's License**
- **AFI Driver's License or Italian Translation (NATO)**
- **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 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 ("Privileges Letter") signed by the FSS Head or delegated staff at JFC.

### SELLER:

- **Military/Civilian – ID card**
- **NATO Gas Card** if selling a primary/white AFI plated vehicle.
- **Paid Road Tax Receipt** if selling a vehicle registered as secondary.
- **Safety Inspection** – Authorized Inspection Station is located at the NEX Car Care Center 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. Regular safety inspections are also carried out in Gaeta – Olde Mill Inn - check with Car Care Center on Support Site for times, dates and payments to be made in advance.

### Applicable Fees for buyer

- **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 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 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:

- Seller and Buyer must both be present at the transfer appointment at MVRO.
- The Sponsor must complete all MVRO transactions, unless the Family member holds a valid Special Power of Attorney!
- If there is a lien on the vehicle (identified on the registration) the seller is required to provide a written authorization letter from the Financial Institution acknowledging that all liens are satisfied.
- AFI "COVER PLATES" are manufactured the same size as Italian plates.

**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.cnric.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**