

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



**FACT SHEET**

**REGISTRATION OF MOTORCYCLES**

**Motorcycle:** any vehicle not having more than three wheels in contact with the ground and a minimum engine size of 50.1 cubic centimeters. Regardless of the individual's circumstances all motorcycles must be registered in the AFI system. Failure to register your motorcycle and pay applicable road taxes will result in the removal of your tax-free fuel privileges.

**Documents needed to ride a motorcycle:**

- In accordance with NAVSUPINST 5100.11B, a Letter of Authorization from the NSA Naples Safety Office. To obtain this Letter of Authorization, the registrant must provide a valid motorcycle license/endorsement and any proof of a completed Motorcycle Safety Course.
  - Note: within 60 days of initial registration, the registrant, if Military member, will be required to complete a Motorcycle Safety Course as determined by the NSA Naples Safety Office. In the event, the registrant does not have a valid motorcycle license/endorsement, an NSA Naples Motorcycle Safety Course must first be completed.
  - Contact the NSA Naples Safety Office at 626-5594 and set up a Motorcycle Safety Course Date.
- NATO personnel (non US) are not required to attend the MSF Course unless they plan to ride the motorcycle on NSA Naples installations.

**Documents needed to register your motorcycle in the AFI system:**

- Letter of Authorization from the NSA Naples Safety Office.
- One of the following documents in the sponsors' name: Original Vehicle Title, Certificate of Origin, or Previous Registration. If the title or registration is in the dependent's name, the sponsor will need to bring him/her to MVRO so a Bill of Sale can be signed (AFI vehicles can only be registered in the sponsor's name).
- **Incoming Customs document** T1 or Form 302 (from Personal Property Office)
- **Safety Inspection** – This can be performed after the registration and issuance of plates. 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.
- The motorcycle must be brought to MVRO for VIN inspection (as soon as you are in possession of the motorcycle)
- **Proof of insurance** – Obtain a printout showing policy number and the period of coverage.
  - Insurance must be in the Sponsor's name and valid for a **minimum of six months**.
  - If you are insured by USAA, you should contact the Company to establish the new policy before reporting to MVRO. USAA will email 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.
  - For new policies, MVRO will print the certificate since it has to assign a plate number.
  - 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.
- **AFI Driver's license** with motorcycle endorsement (Italian translation for NATO Personnel)
- **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 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.

PLEASE SEE CONTINUATION ON REVERSE

### **Applicable Fees**

- **2<sup>nd</sup> or 3<sup>rd</sup> 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 motorcycles range from 100 – 250 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:**

If the motorcycle is accompanied by a T1 Incoming Customs Document, at the end of the registration process you must bring proof of cancellation of the T1 to retain your tax-free fuel privileges. It is important you pay close attention to the cancellation date listed on the T-1 document.

- Up to 200 liters of Fuel Allowance per month can be authorized on the normal ration as an advance, provided that the sponsor presents to MVRO proof of a vehicle being shipped at government expenses and a rental car contract.
- The Sponsor must complete all MVRO transactions, exceptions can be made for family member with a valid 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://cnreurafcnt.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**