

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



FACT SHEET

AFI REGISTRATION REVALIDATION

Please ensure to renew your registration before it expires and call MVRO ahead of time to book an appointment!

Ensure you have the following documents readily available for your appointment:

- **ID Card & AFI Driver License (EU License and translation for NATO personnel)**
- **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**.
 - 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 significant fines.
 - 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.
- **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.
 - Effective 15 Sep 2010, safety inspections are not always required. Please review the vehicle Safety Inspection Policy:
 - ** Vehicles less than four (4) years of age – inspection not required.
 - ** Vehicles four (4) to six (6) years old – inspection required biennially/ever other year.
 - ** Vehicles over six (6) years old – inspection required annually.
- **Expired Gas card for NATO personnel:** You must pick up your Gas Ration card at the MWA store prior to re-registering your primary vehicle. **Includes NATO & US personnel stationed in Rome, Taranto and Latina.**
- **Previous AFI Registration**
- **If you have been extended in Naples:**
 - **Military** are required to present one of the following: Hard Copy Orders / NSIPS printout / OTEIP / Statement or official email from Command with new PRD.
 - **Civilians** are required to present updated Logistical Support documentation if the one on file at MVRO is expired. **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. Updated **JFCNP MVRO Letter** – signed by the FSS Head or delegated staff at JFC, required for all NATO personnel if previous letter has expired.

Applicable Fees (Euro Cash ONLY. Exact amount necessary at the Capo office):

- **20 Euro** one time registration fee.
- **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:

- Your registration must be renewed even if the vehicle is inoperative or not in use!
- Keep your registration updated: If your vehicle is stolen with an expired registration you may be required to pay Customs and Importation fees.

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 4454/2831/2832 – Com 081 568 4454/2831/2832 - Fax DSN 626 2830 – Com 081 568 2830

Gaeta Office Phone DSN 626 8302 - Fax DSN 626 8339 – Hours of operations: By appointment only

https://cnic.navy.mil/regions/cnreurafswa/installations/nsa_naples/about/departments/security_n3at/motor_vehicle_registration.html

Email: mvronaples@eu.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