

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

FEB 2017



**FACT SHEET**

**MOPED REGISTRATION**

**MOPED is considered a vehicle of 50cc and below.** Scooters 51cc and above have to be registered with AFI tags and will count as one of the three you can register in accordance with rules and instructions in place.

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

- In accordance with OPNAVINST 5100.12H: “Stateside Motorcycle Endorsement is required.”
- Contact Safety, Motorcycle Safety Coordinator at 626-5594 and set a Safety Course Date. Form provided is required to MVRO to drive.
- Proof of Insurance. Original insurance sticker (Contrassegno di Assicurazione).
  - Insurance must be in the Sponsors name and valid for **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.
- Safety inspection. Authorized Inspection Stations are located at the NEX Auto Port on the Support Site or the JFC Motor Pool – Note: the Safety Inspection is valid for a maximum of 15 days
- Vehicle must be VIN inspected by MVRO personnel
- Road tax applicable fee based on horse power and vehicle specifications
- **In addition**, please provide the following indicated documentation according to the vehicle provenience:

**Moped shipped from USA or other countries**

- Previous original vehicle title/registration, certificate of origin, purchase invoice in sponsor’s name. If vehicle is in dependent’s name, MVRO will provide a Bill of Sale, being the dependent present at the time of transaction.
- If the vehicle came in the household goods MVRO need to be provided the inventory list document indicating the vehicle VIN number.

## Used moped purchased locally

- Transfer of ownership
- Proof of cancellation of the previous registration
- **Police check can be done at this point at MVRO – no appointment is required. Verify status after 2 weeks. If result is negative, you can proceed with registration**

## New moped purchased locally

- Invoice from dealer
- No police check needed for new mopeds

## Moped already registered with MVRO Naples

- Previous registration issued by MVRO
- Seller and buyer present at MVRO for Transfer of Ownership
- Plate must be removed from moped and brought to MVRO for the transfer.

**IMPORTANT: Moped plates must be returned to MVRO before you check out from MVRO.**

**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 4454/2831/2832/1366 Com 081 568 4454/2831/2832/1366 - 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](https://cnic.navy.mil/regions/cnreurafswa/installations/nsa_naples/about/departments/security_n3at/motor_vehicle_registration.html)  
Email: [mvronaples@eu.navy.mil](mailto:mvronaples@eu.navy.mil)

**APPOINTMENTS ARE REQUIRED MONDAY TO THURSDAY.**  
**FRIDAYS ARE WALK-IN NEED-BASED PRIORITY, CUSTOMERS ACCEPTED UNTIL 1430, OFFICE CLOSED 1500**  
**HOURS OF OPERATION – MONDAY THROUGH THURSDAY 0745-1145, 1245-1530**  
**CLOSED FOR TRAINING MONTHLY, ANNOUNCED IN PAO NOTES**