

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



FACT SHEET

REGISTRATION OF VEHICLES DRIVEN FROM EUROPE

Requirements for transaction:

- Please bring the vehicle to MVRO for VIN inspection and the following original documents:
- Valid Vehicle Title/Certificate of Origin or previous Registration in owner's name
- Official translation into English of previous registration
- **Drivers license and Italian translation**
- **Proof of Insurance** - Obtain a printout showing Policy Number and the period of coverage.
 - For new policies MVRO will print the certificate since has to assign the plate number.
 - 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.
 - 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 arrangements via phone at MVRO are not allowed for operations smoothness.
 - Geico's policy must be obtained from their office.
- Military - ID and PCS orders
- Civilians ID and Logistical Support for Civilians – Contractors **are required to provide a valid DOCPER letter, Civilians GS are required to provide Orders or Overseas Tour Extension Form or Priority Placement Program (PPP) letter stamped and signed by HRO, DoDEA Teachers /Employees are required DD FORM 1614.**
- 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 Stations are located at the NEX Auto Port on the Support Site or the JFC Motor Pool – Note: 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.

Applicable Fees:

- 20 Euro one time registration fee. No checks accepted!
- 2nd or 3rd 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
- Road taxes are transferable to the new owner but must be registered as 2nd or 3rd vehicle
- Annual Rates for automobiles range from 150 – 500 Euro -- Call for an estimate!

IMPORTANT TO KNOW THAT:

- The Sponsor must complete all MVRO transactions, unless the Family member holds a valid Power of Attorney!
- If the vehicle is not in the Sponsor's name, but in his/her dependent's name, please ensure him/her be present at the transaction to sign the Bill of Sale provided by MVRO.
- **An EX1 Custom document is required for the importation of a new or used vehicle into the AFI system from any European Union country, including Italy, during a Sponsor's tour.**

Support Site Central 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: Wednesday 0900-1400

Web site: http://www.cnlic.navy.mil/regions/cnreurfswa/installations/nsa_naples/about/departments/supply_n33/motor_vehicle_registration.html
Email: mvronaples@eu.navy.mil

APPOINTMENTS ARE REQUIRED MONDAY TO THURSDAY.

FRIDAYS ARE WALK-IN NEED-BASED PRIORITY, CUSTOMERS ACCEPTED UNTIL 14:30, OFFICE CLOSED 15:00

HOURS OF OPERATION-MONDAY THROUGH THURSDAY 07:45-11:45, 12:45-15:30