

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

05 Mar 2015



**FACT SHEET**

**SHIPPING & DRIVING**

If you are **shipping** your vehicle, please ensure you:

- Schedule an appointment with the Vehicle Processing Center (VPC) on the Support Site by contacting (DSN) 629-6521/6522.
- Report to CMVRO on the Support Site the day of shipping (no appointment is required) and bring:
  - Your current AFI vehicle registration
  - Your Italian cover plates (plates must be cleaned prior to your visit)
  - If one or both of your Italian license plates is/are missing you are required to make a denouncement with the Carabinieri (original must be brought to CMVRO)
  - If you're from JFC, NCISS Latina or Rome you **must** bring your **Paper Gas Ration Card**
- CMVRO will provide you with the following:
  - Police Check Letter (required by VCP & Customs)
  - A new AFI Vehicle Registration Document which will expire 90 days after your vehicle shipment date
  - Plastic rear license plate with your AFI Registration number
  - Temporary Plate (plastic plate) Permit
- Once the VCP accepts your vehicle, please bring us a copy of the vehicle inspection form/ shipping document so we can remove your vehicle from the CMVRO registry.
- Important Facts You Need to KNOW!
  - If you shipped your primary vehicle your gas coupons privileges will be removed
  - You can change a secondary vehicle into the primary position but this requires an appointment to complete this transaction – make your appointment NOW!
  - If you ship your motorcycle in your household goods you must provide CMVRO with a copy of the shipping document showing the vehicle on the inventory and return the cover plates. CMVRO will issue plastic AFI plates and Police check form which you must return to the PPO household goods Representative.
  - If you depart Italy and abandon or improperly export your vehicle, you may be required to pay for exportation fees, Value Added Taxes and a possible fine for license plate misuse...CMVRO will initiate collection actions via the DD Form 139
    - If your Active Duty Military or Civilian, DFAS will garnish your wages
    - If you're a civilian, DFAS will pass the garnishment request to the Internal Revenue Service (IRS) to garnish future tax returns.
- If you plan to use a commercial carrier or opportunity lift via Augusta Bay, please contact us for specifics on shipping documents required.
- If you are exporting a vehicle within the European Union before your Permanent Change of Station (PCS) you may be subject to pay VAT to the Italian Customs.

If you are **driving** your vehicle to your next duty assignment, please ensure you:

- Report to CMVRO at the Support Site one-two days prior to your departure (no appointment is required) and bring:
  - Your current AFI vehicle registration
  - Your Italian cover plates (plates must be cleaned prior to your visit)
  - Request letter signed by your Commanding Officer (CO) if you want to use your Italian plates are cross the borders while heading to your new duty assignment
    - CO must assume liability for the return of the Italian license plates
  - Copy of your orders
  - If one or both of your Italian license plates is/are missing you are required to make a denouncement with the Carabinieri (original must be brought to CMVRO)
  - If you're from JFC, NCISS Latina or Rome you **must** bring your **Paper Gas Ration Card**
- CMVRO will provide you with the following:
  - A new AFI Vehicle Registration Document which will expire 15 days after your departure from Naples
  - Plastic license plates with your AFI Registration number
  - Temporary Plate (plastic plate) Permit
- **Once you arrive at your new duty station you must:**
  - Fax, digitally send, or mail a copy of your new registration documents. This level of proof is necessary so we can clear Italian Customs and so we can remove your vehicle from the CMVRO registry
  - Return the Italian License plates if approved by CO
- **Important Facts You Need to KNOW!**
  - Buy your coupons prior to visiting our office because your tax free privileges will be removed
  - You may be required to pay exportation fees and Value Added Taxes (33% of the market value of the vehicle) if you are exporting the vehicle prior to your PCS
  - Italian Customs only authorizes the exportation of a VAT free vehicles when it is in conjunction with a PCS

**Support Site Central Office** – Phone DSN 629-6876 – Com 081 811 6876

Fax DSN 629 6881 Com 081 811 6881 – Email: [cmvro@eu.navy.mil](mailto:cmvro@eu.navy.mil)

Hrs of operation - Mon through Fri 0745-1145 – Lunch 1145-1245 – Open 1245-1530

**Capo Office Phone** DSN 626 4454/2831/2832 Com 081 568 4454/2831/2832 - Fax DSN 626 2830 Com 081 568 2830 - Hrs same as SS

**Gaeta Office** Phone DSN 626 8302 – Fax DSN 626 8339 - Hrs: Wednesday 0900-1400

Web site: [http://www.cnic.navy.mil/regions/cnneurafswa/installations/nsa\\_naples/about/departments/supply\\_n33/motor\\_vehicle\\_registration.html](http://www.cnic.navy.mil/regions/cnneurafswa/installations/nsa_naples/about/departments/supply_n33/motor_vehicle_registration.html)