



## **Taking delivery of your new vehicle in Europe**

The following is intended to assist Military AutoSource (MAS) customers who have purchased new vehicles from outside Europe and are taking delivery in Europe. With MAS, you will always have local representation to assist you wherever you are assigned.

### **General Instructions**

Send an E-Mail to Andrew Osborne <mailto:aosborne@militarycars.com> and to Louise Ghanem <mailto:lghanem@militarycars.com> in the European Processing Center in Kronberg, Germany. Provide your customer number from your Buyer's Offer and your contact information. Let them know when you will be in Europe, and where and when you expect to take delivery. You will be provided contact information for the Military AutoSource Exchange Relations Manager familiar with your new assignment location.

All commercially-shipped vehicles destined for Europe arrive at the free port of Bremerhaven, Germany. Vehicles may be picked up there, or transported to one of many locations in Europe. There are costs associated for vehicles not transported by the military on your orders. Kronberg Processing will provide guidance where necessary to assure that the appropriate code is included in the Buyer's Offer.

If you are shipping your vehicle to Europe using your military shipping entitlement, the paperwork you complete includes a power of attorney that will allow your vehicle to be transported to the Vehicle Processing Center (VPC) nearest to your duty station. To pick it up, you will need all items listed below under "Germany Deliveries" except the AE Form 550-175A. In its place, you will have the DD Form 788 military shipping document. Please note that shipment is controlled by the military, and all inquiries about arrival times after the military has assumed responsibility for your vehicle must be directed through your transportation office.

The information that appears in the following sections is accurate to the best of our knowledge at the time of publication. Service members assigned to Europe should contact their gaining unit to determine the restrictions concerning the import of personally owned vehicles (POVs). Your new unit or sponsor can also provide specific advice concerning obtaining a vehicle operator's license, vehicle registration, and how to meet import requirements.

### **Germany deliveries:**

**If interested in purchasing a vehicle already located on display at an installation in Germany, contact Louise Ghanem or Andrew Osborne before placing the order.** The purchase of a vehicle already located on a display location requires the use of a procurement agency, and can only be initiated when the purchaser is already on a tour of duty in Germany at the time of purchase.

Commercially shipped vehicles may be picked up in the free port of Bremerhaven or transported to most Germany installations.

Following items are required for delivery at all Germany locations:

- a. Vehicle Registration AE Form 190-1AA
- b. Import certificate AE Form 550-175A
- c. Warning Triangle
- d. First Aid Kit
- e. Fuel Coupons / Fuel Card

It is strongly recommended that you access the following web sites for information on registering your vehicle:

USAREUR Vehicle Registration (Germany): <http://www.hqusareur.army.mil/rmv>

US Customs (Germany): <http://www.hqusareur.army.mil/opm/customs.htm>

**Netherlands deliveries:**

Military shipped vehicles are delivered to the Vehicle Reception Center in Schinnen.

Commercially shipped vehicles may be picked up in the free port of Bremerhaven or Germany. For delivery in Bremerhaven, German export license plates must be issued (see “Free Port Delivery” and “Export Registration” below).

The first step after your vehicle is in Schinnen is to get it inspected. After getting your vehicle inspected, take the following documents to AFNORTH Vehicle Registration in Brunssum:

- a. Vehicle inspection check sheet.
- b. Proof of insurance valid for Europe.
- c. DOD identification card.
- d. T1 customs document.

You will clear customs in conjunction with vehicle registration, after which you will receive your license plates. After affixing the plates to your car, you must return with the car to vehicle registration, where they will verify your VIN to make sure that it matches your registration. You must then provide a copy of your cleared customs document and permanent registration to the Independent Sales Representative or the European processing office.

**Belgium deliveries:**

Military shipped vehicles are delivered to the Vehicle Reception Center in Chievres.

Commercially shipped vehicles may be picked up in Bremerhaven or transported to Chievres Airbase. If transported to Chievres, your vehicle will arrive without registration.

For delivery in Bremerhaven, see “Free Port Delivery” and “Export Registration” below. Travel time to Bremerhaven from Chievres is approximately 7 hours.

Upon arrival in Chievres, your vehicle will be inspected by Customs. Customs will then provide all details to SHAPE Vehicle Registration in Mons. You will then take the following documents to the vehicle registration office:

- a. Military or DOD identification.
- b. Proof of insurance valid for Europe.
- c. OMSC Order Acceptance (commercial transport or Bremerhaven pickups only).
- d. Copy of T1 customs document (commercial transport or Bremerhaven pickups only)
- e. DD Form 788 (military shipments only).

The completed registration and license plates will be sent to you in three to five days after you complete all registration requirements. You must then provide a copy of your cleared customs document and permanent registration to the Independent Sales Representative or the European processing office.

#### **Italy deliveries:**

Although possible to do so, most people will choose not to come to the free port of Bremerhaven from Italy because of long travel times. Generally, transport is arranged to the military installation in Italy. An “Italy Addendum” and a transport power of attorney must be completed prior to transport. Your vehicle will arrive under customs bond (T1) without registration plates. Delivery locations are: Vicenza, Aviano, Naples, and Sigonella (Sicily).

Vehicles arrive in Italy under customs bond. It is imperative that customs clearance is completed immediately after the arrival of the vehicle at the location. Failure to do so can result in forfeiture of the duty-free status. The exact procedures for customs clearance and registration vary for each community; however, basic information can be located at the following web site:

<https://www.ncts.naples.navy.mil/welcome/Vehicle%20Registration.html>.

The local Military AutoSource representative will be glad to assist you for procedures at the installation where you are registering your vehicle.

#### **U.K. Deliveries:**

Military shipped vehicle will be transported directly to the nearest Vehicle Processing Center (VPC) to your place of assignment.

Commercially shipped vehicles will be delivered at the Delivery Center in Mildenhall. The following documents must be sent to the registration office of P.I.E. to register your vehicle and clear customs. For detailed information, contact Jo Taylor at <mailto:jtaylor@militarycars.com>:

- a. Three copies of C&E 941 available at Pass and ID.
- b. Proof of insurance.
- c. Confirmation of address from Pass and ID.

Once payment in full has been confirmed and all documents received, the registration process is initiated. If your assignment is for more than 12 months, you will need to have an SVA certification and light conversion. These will be done at the delivery center during the registration process. Personnel with less than 12 months remaining are exempt from this requirement. All required documents are sent to the UK registration (DVLA) for processing, which takes approximately 14 days. During this time, the Delivery Center will call and schedule a delivery appointment based on when it is expected that registration will be complete.

### **Spain, Turkey and Greece**

Shipment and delivery options for these countries are very limited. Eligibility rules for duty free import are complicated- particularly in Turkey. If you are considering importing your new vehicle into any of these countries, you must contact your military transportation office to determine how the regulations affect you. Once you determine that you are eligible to import your new car or truck duty-free, send an E-Mail to Andrew Osborne <mailto:aosborne@militarycars.com> and to Louise Ghanem <mailto:lghanem@militarycars.com> in the European Processing Center in Kronberg, Germany for further assistance.

### **Free Port Delivery:**

Customers stationed anywhere in Europe may also pick up their vehicles in the free port of Bremerhaven (Germany). Information on taking delivery in Bremerhaven, including a map to the delivery center is on the Military AutoSource website: <http://www.militaryautosource.com/shopping-resources/>. The file name is "MAS German Delivery Information". Scroll all the way to the bottom of the page and click on "Bremerhaven". Personnel stationed outside Germany should disregard all reference to AE Form 550-175A as this form is only applicable to military stationed in Germany. Customers stationed outside Germany must obtain export registration and a temporary customs document (see "Export Registration" below).

When all conditions are met for delivery (Paid in Full, all required documents supplied, vehicle available for delivery) a release will be provided by Kronberg Processing. No vehicle can be picked up without this release.

### **Export Registration**

Customers taking delivery in Bremerhaven and travelling to other locations outside Germany will require export plates and customs documents. These must be ordered at least 4 days prior to scheduled pick up in Bremerhaven. A special power of attorney and other documents are needed, which must be provided in advance to Louise Ghanem at <mailto:lghanem@militarycars.com> and Dee Courtney at [DCourtne@militarycars.com](mailto:DCourtne@militarycars.com). The option "ZOLL" should be added to cover the cost. This option includes:

- a. 30 day temporary registration.
- b. 30 day liability (third party) insurance coverage. NOTE: this insurance does not protect your own car. We cannot offer full cover insurance, which must be purchased separately.
- c. Customs transit document T1.

Once you have cleared customs and registered your vehicle in your country of residence, you must then provide a copy of your cleared customs document and permanent registration to the Independent Sales Representative or the European processing office.