



European
Joint
Support Unit

Departures

Rostock





GENERAL GUIDANCE FOR IMPORTING A PRIVATE VEHICLE TO THE UK.

This information is only for personnel reimporting a personal vehicle to the UK from another EU member state (*excluding vehicles registered in Cyprus or through the BFG system*) and only prior to BREXIT. For vehicles that have never been registered within the UK please go to the HMRC Website (<https://www.gov.uk/importing-vehicles-into-the-uk>) for further guidance.

Personnel are required to deregister their vehicles prior to returning the vehicle to the UK.

Apply for a NoVA 1 by completing the NoVA application form. Applications can be submitted up to 28 days before registration with the DVLA is required. Send the application to C&I, Antwerp Barracks, BFPO 16

NB. The date requested on the NoVA application form should be the date of registration NOT the date you are travelling. Avoid selecting weekends and periods of Stand Down as you will be unable to complete the registration on that date.

Vehicles must have a valid VLO registration. If not, you must complete the process for renewal.

Up to 14 days before the Registration date customers must attend an NSE Office with the following documents.

NoVA 1

v55/5 (pages 1 and 2)

Form 73

Form of ID (driving licence plus one other)

Vehicles over 3 years old - TÜV certificate (must have 14 days or more remaining, by date of DVLA registration)

Proof of UK address for V5 Document

CoC - for vehicles registered by VLO, must provide Allocation Certificate and Certificate of Conformity

Valid UK Insurance Certificate or Cover Note

The NSE Clerk will check all the documents and forward to the VLO. Please ensure you have either a contact telephone number and/or email.

IMPORTANT: Please be aware that from this point forward the UK Registration Process cannot be cancelled despite any subsequent changes of circumstance.



On the date of registration, you must first pay any duty due (Registration Fee). Payment should be made in cash at your NSE and will be at the GAR.

In order to be issued with a NoVA your vehicle must be in Germany on your nominated UK registration date. A physical check of your vehicle will take place on collection of your UK registration documentation at your local NSE.

You will also need to complete Form 4003 and submit along with your Form 73, Aral Fuel card and if applicable the registration plates when you are collecting your DVLA paperwork.

Once you have UK registered your vehicle you are no longer permitted to use your Aral Fuel Card. The use of your Aral Fuel Card after the vehicle's UK registration date is a contravention of the conditions of use and would result in a sanction.

The Vehicle Licensing Office (VLO) is here to register your vehicle and then register you with DVLA upon your permanent return to the UK. Advice on vehicle registration procedures can be obtained from your Local Vehicle Licensing Office or the Vehicle Licensing Office Helpline during operating hours on:

Civ: 0049 (0)5254 982 2036

Mil: 94879 2036

More information can be found at:

<https://bfgnet.de/vlo/returning-a-vehicle-to-the-uk>



NATIONAL INSURANCE CREDITS

For spouses who accompanied their partner overseas it is possible to apply for National Insurance Credits, which help fill the gap accrued during an overseas posting. Class 1 credits can be applied for, for any overseas posting after 6 April 2010, but there is a time limit. Class 1 national insurance credits count towards your State Pension and may help you qualify for some other benefits, for example new style jobseekers allowance and new style support and employment allowance. This process must be completed prior to leaving SHAPE. For more information visit

<https://www.gov.uk/guidance/national-insurance-credits-for-partners-of-armed-forces-personnel-overseas#class-1-credits-for-postings-on-or-after-6-april-2010>

The form (MODCA1) can be downloaded from this website, or alternatively the CLO has copies which can be collected. The Unit Welfare Officer must complete the second section.

DE-SOFA-ING OF PASSPORTS

SOFA Stamps

The SOFA stamp can be removed from the passport when returned to the UK, or next post. The SOFA stamp has an expiry date on it, and may be needed for travel back to the UK at the end of tour.

NATO Travel Orders

The NATO travel orders have an expiry date and it is recommended for personal security that these are destroyed upon return to the UK.

CERTIFICATE OF GOOD CONDUCT

It is highly recommended that both military and spouses complete this process when departing Germany so that you are able to fill in any blanks with regards to your criminal record and your employment. It is especially important when applying for jobs, if you are planning on working with vulnerable people or children.

It is very easy to complete and you usually receive the certificate within 2-3 weeks of applying. For more information on how to complete this please contact our Host Nation Liaison Officer (HNLO) Rossi on Roswitha.McNulty102@mod.gov.uk or come and see us in the NSE.