



European
Joint
Support Unit

Vehicle Registration

Poggio





CAR REGISTRATION PROCESS

Since the military community is spread out among various locations, with the school and housing being in Ferrara and Poggio Renatico 12 miles away, a car (or 2 for some families who live further from school) is a necessity.

Car Insurance

You must ensure that your UK insurance covers you adequately for the time on the continent before you register your car in Italy.

Automobile insurance for Italy is relatively expensive. Cost depends on make, model, year and the age of the drivers and third-party liability insurance is mandatory in Italy for all autos, trucks, and two-wheeled vehicles over 50cc engine. Most insurance companies offer 6 monthly or annual insurance policies, however unlike the UK you will have to pay the 6 months or yearly payment up front when insuring your car. Policy conditions and premiums are established by law and are standard throughout the country. Additionally, in order to register your vehicle for fuel privileges you must have at least 3rd Party Insurance with an Italian Insurance Company.

Registration

On arrival, cars are required to be Armed Forces Italy (AFI) registered, this takes place at the Motor Vehicle Registration Office (MVRO) in Vicenza, a U.S military base, and this process will take most of a day, maybe even two separate days.

All persons who intend to use the car must be AFI registered; therefore, you and your spouse will take the trip to Vicenza. The good news is that you can all visit the Commissary and Base Exchange (BX) to stock up on all manner of US food and items.

If you register more than one vehicle, the second and/or third vehicles are subject to payment of Italian road tax, based upon the size of the engine or cubic centimeters and base engine horsepower. If you purchase a second car whilst in Italy, you can change which car is the primary vehicle dependent on cost of tax.

Each year, one month prior to your registration anniversary month (i.e., register in July - revalidate in late June) you will be required to revalidate your registration in order to receive your tax-free fuel.



VICENZA IN-PROCESSING

Prior to visiting Vicenza you will need to complete the following tasks:

1. Your sponsor is responsible for the completion of the Vicenza paperwork, which can be found on the 'Defence Connect' website. The following documents are to be completed and sent to the Host Nation Office for approval:

- CO Statement

- Base Installation Pass application (AEF190-16A)

- ID & Privilege Card application (AEF600-700)

Once complete, HN will advise that paperwork is ready to collect from Lotto 3; you must bring this paperwork with you.

Phone Vicenza MVRO on 0444 617820 /1 /3 to request Vehicle registration plate number. Contact Car insurance and receive a quote and arrange to meet on the afternoon of your Vicenza trip.

ITAS car insurance, you can contact Alice by [E-mail](#) or on WhatsApp at +39 340 360 0316.

You are required to book appointments in advance for the Vicenza offices using the following [link](#). It is recommended to book the first morning slot available for the Base/Installation Pass Office (around 0930) and an afternoon slot for MVRO and Inspection office. Your sponsor will assist you with this.



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MVRO Registration Office and Inspection ([MVRO](#))

Two bookings are required for registration and inspection.

Documentation required to pick up registration and plates:

NATO ID, Base Pass, Privilege Card, AFI License, UK Driving License, V5 Form, Certificate of Insurance.

You will also have to pay a registration fee of 20 USD and 5 EURO.

Upon completion of paperwork and receipt of the required fees, MVRO will issue your Italian plates.

You will then need to have your car tested through the inspection bay (located next door). Ensure your Italian registration plates are fitted prior to the inspection.

For the inspection you will need to have the following displayed in the car:

Inspection Check sheet (when you book your Car Inspection online, the form will be available to print)

New MVRO Registration document

AFI Driver's License

Yellow Vest

First Aid kit

Warning Triangle

The inspection can take 15-20 mins, and you will get a buzzer to alert you when to collect your car. Any failures need to be rectified within 30 days and a re-test carried out – separate inspection queue, and only the failures will be checked.

Motorcycles (AE Reg 190-1) have a slightly different check; lights, Chassis No. and obvious leaks (suspension), and the inspection includes your personal equipment; helmet, boots (above the ankle) and "leathers" (for reflectors or wear Hi-Viz).

After the vehicle has been inspected you are to go back to the registration office to complete the process and receive your paperwork for tax free fuel (ensure the correct type of fuel is on the card).

Further information on Vicenza can be found [here](#).



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POST VICENZA

Fuel Card

Once back at Poggio Renatico, visit the CIS office (Lotto 3, Room 76) with your Tax Free Fuel paperwork. You will need your credit card details; they accept Visa and MasterCard to set up a direct debit. Please be aware that your fuel ration card payments will be billed in USD, therefore using a bank account that doesn't charge for purchases, withdrawals and transactions is extremely useful to avoid fees every time you pay for fuel.

Once you receive your Tax Free fuel card it is the responsibility of the individual to make the UK NSE aware. This will have an influence on HDT & other allowances.

The NATO Tax-Free Fuel cards are accepted at 2 Italian gas chains, AGIP and ENI and are not valid outside of Italy. You will be billed bi-weekly in U.S. Dollars and will receive a monthly invoice from FORAX via email.

The ration amount and fuel type depend on the primary registered vehicle's engine size and fuel requirement. Your monthly tax-free allowance is:

Motorcycle: 60 Liters

Car up to 9: 100 Liters

Car 10 to 13: 200 Liters

Car 14-25: 300 Liters

Car above 25: 400 Liters

Fuel rations will not be rolled over month to month. Any unused liters in your ration will expire at the end of the month.

It is important to note that the NATO Forces Fuel Card is not a pre-paid card so you will be billed based on which pump you choose. If you choose to use the Servito lane, you will pay the Servito price minus taxes. The amount you are charged will fluctuate depending on the current exchange rate and the price of fuel at each fuel station. To maximize your tax-free fuel benefits, it is suggested to use the self-service pumps and to avoid fuel stations on toll roads as they tend to have higher fuel prices.

Fai da Te: Self Service

Servito: Full Service

Yellow Pump: Diesel

Blue Pump: Diesel+

Green Pump: Super Unleaded Gasoline (95 Octane), Super-S (98), or Super+ (100)



TelePass

To be ordered online.

The TelePass should be displayed on your front windshield and as you drive through one of the authorized TelePass lanes, a machine scans your pass and automatically adds the toll charge to your account, the Telepass system can also be used for parking in some locations.

After receiving the TelePass device you will need to hand in the copy of the paperwork to your bank.

Exporting Your Car

You must tell DVLA if you're taking your vehicle out of the UK for 12 months or more. This is known as permanent export. You'll need to:

Fill in the 'permanent export' section of your vehicle log book (V5C).

Send it to DVLA, Swansea, SA99 1BD. Include a letter if you've moved abroad and want your vehicle tax refund (if you're entitled to one) sent to your new address.

Keep the rest of your log book (V5C) - you need it to register your vehicle in the country you're taking it to.

Update the address on your driving license when you move back to the UK.

Please be aware you are only allowed 3 vehicles registered at MVRO at any one time. Selling a vehicle can also be tricky, unless you are selling to somebody who also plans to register the car under the AFI system. If you wish to de-register your vehicle without incurring the cost of the Italian import/export taxes then this must be done 3/6 months before your end of tour date. This rule has been implemented as people were taking advantage of buying and selling tax free car.