



31st Security Forces Squadron

Aviano Motor Vehicle Registration Office (Pass & Registration)



Location: Area F, Bldg. #1403

Hours of Operation: 0730-1530 Monday – Friday

The office will close down every 3rd Thursday of each month at 1200 for training

Phone (commercial): 0434-30-4858

(DSN): 632-4858

Email: 31sfs.S5PR.AMVRO@us.af.mil

Find us on Facebook at 31 SFS Pass & Registration (Messenger available)

AFI License

You must possess an AFI license prior to registering a vehicle.

Required Actions/Documents:

- Take online AFI test (must receive a 90% or higher to be considered a pass)
- PCS orders (military) / DOCPERS MFR (contractors) / LRS Support Letter Signed by 31 FW/SJA (DODDS teachers, civilian employees, NAF employees)
- Attend Traffic Safety Briefing (during newcomer's brief)
- Must possess a valid/current stateside driver's license or license from home country

These documents must be emailed to our org box or be hand carried into the Aviano Motor Vehicle Registration Office. Licenses will be completed within 3 to 5 business days.

VPC / Shipped Vehicle Pick Up

All inbound vehicles on orders shipped through the VPC will require the following to register:

- **302:** This will come from the VPC upon arrival of your vehicle to our office. There is usually a 48–72-hour period for our office to receive and print these.
- **302 Application:** This can be picked up in person. Upon completion of application, this will be paired with your 302 mentioned above from the VPC.
- **Insurance:** Vehicles registered in Italy require an "Italy Certificate of Insurance" or equivalent from your insurer. This can be acquired in person or over the phone to your email depending on who you chose to insure your vehicle with. Our office recommends USAA and Geico, as they are familiar with our office requirements.

Purchasing a Vehicle from the Auto Exchange, AAFES, Capitol Motors, or Pentagon Car Sales

All vehicles purchased from one of these will require the following to register:

- **Dealer Packet:** The dealer will provide this at purchase.
- **Customs Document:** Issued upon completion of registration
- **Safety Inspection:** Received from 31 LRS Vehicle Safety Inspection Tent within 15 calendar days of registration.

Purchasing from an AFI Privileged Member (mil- mil, contractor, or civilian employee)

Seller's must accomplish the following:

- **Safety Inspection:** The vehicle being transferred must have a safety inspection within 60 days of the transfer.
- **Gas Card:** If the primary vehicle is being transferred, the gas card will need to be turned prior to scheduling.
- **Road Tax:** If the vehicle being transferred is a secondary, ensure sellers road tax is valid and paid.
- **Lien Release:** If you have a lien on the vehicle, ensure you retrieve an official lien release from your title holder. Zero account balances will not be accepted.

Seller's must ensure **all** vehicle registrations are current and up to date prior to selling any vehicle to another member. This includes but not limited to insurance, safety inspection, road tax, AFI expiration.

Buyers must accomplish the following:

- **AFI License:** Ensure you possess a valid AFI license prior to requesting an appointment for a transfer with our office.
- **Insurance:** Vehicles registered in Italy require an “Italy Certificate of Insurance” or equivalent from your insurer. This can be acquired in person or over the phone to your email depending on who you chose to insure your vehicle with. Our office recommends USAA and Geico, as they are familiar with our office requirements. The **certificate must reflect the cover plate** of the vehicle being transferred prior to scheduling an appointment.

USAA (London office)

DSN: 99 800 971 707

Cell: 800 971 707

Cell: 800 5318 1110

GEICO

Cell:0434 661 360

FAQ

Q: What do I have to do to register my motorcycle from TMO? Or, what if I want to buy a new one?

A: Get with your unit safety representative for more information. If unavailable, please contact our office for assistance.

Q: I hear we get discounted gas for our vehicles; how do I get one?

A: You are eligible for up to 400L/month depending on your vehicle’s engine size. You will get the discounted gas when you use the fuel card at the pump. This is issued at the BX after retrieving the form from Aviano Motor Vehicle Registration Office (Pass & Registration). This ration card is a privilege, and you must comply with Host Nation requirements in order to maintain your fuel privileges. Be mindful that only one of your vehicles receives a fuel card.

Q: I don’t have a car yet, where do I rent one?

A: You can visit Europcar at the main exchange, or Economy Rent and Rosco’s off base.

Q: How many vehicles can I register?

A: Active-duty military members and LRS contractors are authorized a maximum of three vehicles during their tour in Aviano. One tax exempt vehicle, and two taxed vehicles. Motorcycles are included in this limit. Trailers and mopeds under 50cc do not count towards this limit.

Keep in mind, “Project Cars” or vehicles associated with a mechanical hobby are not authorized in Italy. Vehicles must be able to pass a safety inspection at all times to be considered registered and up to date. Not following this will affect your fuel privileges and other services at Aviano Motor Vehicle Registration Office (Pass & Registration).

APPLY ONLINE UTILIZING QR CODE



AFI Application/Test



Vehicles shipped with VPC or Private Company Application



Vehicles Driven from EU Country Application



Vehicles Purchased from Italian Dealership/Private Owner Application



Vehicles Purchased from U.S. Dealership Application