

STEP BY STEP CHECK LIST FOR REGISTERING VEHICLES IN THE UK

1. PICKING UP YOUR LICENSE AND OR CUSTOMS FORMS:

Once you have taken the driver's test we will receive the results Friday afternoon around 12:30pm. You will NOT be able to pick up your license until we have received the pass list from wing safety. You **MUST** have a valid stateside license or fall under a Military Clause if your license is expired to collect your 3AF Drivers Permit (DFP). If you have a license in a foreign language it **MUST** be legally translated to collect you DFP

Your 941 Customs forms are what you will need to pick up your vehicle from the VPC. Dependants are **NOT** authorized to pick up these documents it **MUST** be the military member. You will need to bring you Title or Registration with you to pick up the 941's, if you do not have either of those documents bring the shipping document.

2. PICKING UP YOUR VEHICLE:

When you pick up your vehicle from the VPC please take your Certificate of Motor Insurance with you & your 941's (Custom Paperwork) your **30 DAY DRIVING LIMIT WITHIN SUFFOLK COUNTY** starts the day you pick up your vehicle. The VPC will stamp ONE pink copy 941 and return it to you. **DO NOT MISPLACE** that stamped pinked 941, you will require that form in order to properly register your vehicle.

3. NO PLATES ON YOUR VEHICLE?

If you have no plates on your vehicle from a previous station when you pick your vehicle up at the VPC it will **NOT** be able to operate the vehicle on United Kingdom roads. It will need to be towed to and from every destination.

4. HAVE YOU DRIVEN INTO COUNTRY?

If you have driven into country we will need to mail out your 941's for customs clearance so come in as soon as you can. It takes a few weeks for us to get them cleared and returned. In the time you are waiting we highly recommend you have your MOT/SVA completed so when your 941's (Custom Forms) are back your ready to come in and apply for your UK plates.

Requirements for a Temporary Gas Card for your **Imported Vehicle:**

After you pick up your vehicle come back to our office with the STAMPED copy of your 941 (Customs Form) along with a copy of your insurance for the vehicle.

Please bear in mind there are **NO** exceptions to the 30 day ruling. You will need to have completed your registration, have your UK plates attached & be displaying your road tax disk at the end of that 30 day time period to be able to continue with the legal operation of your vehicle on the UK roads

This rule is **NOT** enforced by our office or our Regulations but by the **SUFFOLK CONSTABULARY**. If you have not or cannot complete the require registration process within the 30 day time limit there is unfortunately nothing our office can do to extend your time restriction.

5. MOT INSPECTION & SVA (LIGHT CONVERSION)

The MOT is a standard annual safety inspection required on all vehicles over 3 years old that will be operated on UK roads. It is a test showing that your vehicle meets the legal level of safety standards.

The SVA is a light conversion to adapt your vehicle in order to be in compliance with UK vehicle lighting requirements. All imported vehicles require this conversion for proper registration in the UK.

BE SURE TO CHECK THAT THE VINS ON YOUR MOT /SVA CERTIFICATE MATCHES THAT OF YOUR REGISTRATION/TITLE.

****ONCE AGAIN THE MOT AND SVA PROCESS CAN BE TIMELY SO WE HIGHLY RECOMMEND YOU SCHEDULE YOUR APPOINTMENTS WITH ANY AUTO HOBBY SHOP AS SOON AS YOU PICK UP YOUR VEHICLE TO AVOID DELAYS IN REGISTRATION OR THE POSSIBILITY OF PAYING LATE REGISTRATION FEE'S.****

6. HOW DO YOU GET YOUR UK PLATES ON YOUR VEHICLE?

In order to obtain your plates you must complete your V55/5 registration packet with our office.

After you have picked up your vehicle and completed your SVA light conversion and completed your MOT (if required, remember if your vehicle is not older than 3 years you do NOT require an MOT) you will need to provide our office with the following documents:

- **PINK STAMPED 941 CUSTOM FORM**
- **CERTIFICATE OF MOTOR INSURANCE** (for USAA = White Rectangle Copy/Gieco = Hand written Copy)
- **MOT/SVA CERTIFICATE**
- **ORIGINAL TITLE OR ORIGINAL REGISTRATION FOR THE VEHICLE**
(Please note: if these documents are in the maiden name of a spouse you will also need a marriage certificate. If it is in a foreign language we will need to have it translated. If a registration document/Title cannot be provided, Pass & ID can help with an alternate for of registration)

7. PROCESSING THROUGH DVLA TO GET YOUR PLATES & ROAD TAX DISC.

Once your package leaves our office registration with DVLA takes a few weeks. Your new plate number and road tax disc will come to your PO Box or will be mailed to our office. Take the paperwork with your new plate number to the shop of your choice in order to have the plates made and affixed to your vehicle. There is a cost for this procedure to be completely so call multiple Auto Hobby shops to determine the best price.

Once you have the plates affixed to your vehicle & have the road tax disc displayed in the windshield the 30 day limit no longer applies & you are free to drive your vehicle throughout the United Kingdom.

You will receive second packet in the mail. This will contain your V5C (UK registration form). Once you have received your plate number and tax disc in the mail or receive an email from us stating it is ready, bring it in to our office along with your 3AF drivers license to get your vehicle added to it for fuel privileges.

8. REMEMBER YOUR ROAD TAX FOR NEXT YEAR!!

The road tax disc that you receive after your registration process for your imported vehicle is the first and only one that is provided free of cost. It will expire within ONE YEARS TIME. Once that Disc has expired you **CANNOT** operate that vehicle on the road until a new Disc is purchased.

For members who have imported their vehicles, when it is time to apply for a New Road Tax Disc it must be applied for at the pass & registration office. Not at the Local Post office. AGAIN this is ONLY for members who have imported there vehicle and are applying for their SECOND YEAR Road Tax disc for that vehicle one year after the import.

Please come into the Pass & Registration office approximately 2-3 weeks prior to the expiry date of the road tax disc, due to the fact that the paper work for this new disc will take about 2 weeks to return back into your PO Box. By coming 2 – 3 weeks prior you will avoid having to worry about your road tax disc not coming in on time before your road tax disc expires.

PLEASE NOTE: Since 17 July 2013, when you renew your vehicle tax or when your new car is taxed for the first time, you now have up to 14 days to display the new tax disc on the vehicle. For renewals, this extended period will only apply when your application to renew your tax disc is made before the previous one expires. If the application is made after the current disc expires, then the vehicle will be treated as untaxed and the 14 day rule will not apply. DRIVING WITH EXPIRED ROAD TAX CAN BE A FINE OF UP TO 1000GBP. THERE IS NOTHING WE AS AN OFFICE CAN DO TO EXTEND YOUR DRIVING PERIOD; THIS IS THE INSTRUCTION OF THE UK LAW.

9. DO YOU PLAN ON BUYING A BRITISH SPEC VEHICLE?

If you buy a British from a local dealer or a local national the vehicle registration process is much easier. You will need to first pick up your DFP which you will be able to do after you pass your test that you will be taking this afternoon. Then bring the following requirements to our office to obtain Registration and Fuel privileges for your newly purchased British Vehicle:

- **FULL V5 OR THE NEW KEEPERS GREEN SLIP OF THE V5**
- **CERTIFICATE OF MOTOR INSURANCE** (for USAA = White Rectangle Copy/Geico = Hand written Copy)
- **MOT / SVA CERTIFICATE**

NOTE:

If you only have the green new keepers slip we will only be able to provide you with a temporary gas card that is good for 30 days. This is very common and most sellers will prefer to mail out the V5 themselves to ensure the responsibility of ownership is properly transferred. If you can obtain the full V5 signed over we will be able to mail it out for you and also provide you will a full card instead of the temporary, but that is ONLY if our office mails out the full V5 for you. If you only have the Temporary Gas Card and new keepers green slip of the V5 once you receive the full V5 come back into our office with the full document along with the other items which are listed above, at that time we will destroy your temp gas card and issue your full DFP.

IF YOU HAVE ANY FURTHER QUESTION OR CONCERNS PLEASE FEEL FREE TO CONTACT OUR OFFICE AT ANY TIME AND SPEAK TO ANY ONE OF OUR STAFF MEMEBERS.

DSN 314-238-2293 - Central Vehicle Registrar
DSN 314-238-6093 - Pass & Registration Clerk

Hours of Operation

Monday-Friday
0800 – 1700

Appointments can be made for the times between 0800 -0830
Please call 24 hours in advance if you wish to schedule an appointment.

Thank you,

Welcome to RAF Mildenhall