

STEP BY STEP CHECK LIST FOR REGISTERING IMPORTED VEHICLES

_____ Come to the VCC/Pass & Reg & bring a document with the vehicle VIN #, to get 941's (pink customs forms, 3 pink & 1 white) to release vehicle from POV compound (Brandon). The 941's must be at the POV compound at least 24 hrs prior to picking up the vehicle for customs verification. We recommend you pick up custom forms at least a week prior to your car arriving. **YOU WILL NEED A VALID USAFEE DRIVERS PERMIT** to be issued customs forms.

_____ Pick up your vehicle, return to our office with in 72hrs, and get a 30 day temp vehicle pass to drive your vehicle. You must have the pink customs form and proof of insurance. Your 30 day driving limit starts the day you pick up your vehicle from the port. You may not drive your vehicle if it does not have plates unless you are going directly to a MOT/SVA SCHEDULED appt. Otherwise you will need to have the vehicle towed to its destination.

**We strongly recommend you pick your vehicle up as early to the beginning of the month as possible. Getting MOT and/or conversions done can be timely. If you pick your vehicle up in one month and register it the next month you will have to pay an arrears fee for each month after the month you picked it up.

_____ Light Conversion, MOT or SVA. MOT is for vehicles older than 3 years. SVA is for 3 years and newer. **Make sure the VIN numbers on the MOT certificate are correct with your registration/title and customs forms.**

**We strongly recommend you schedule your appointments as soon as you know when your car will be in port. Getting appointments scheduled before your vehicle arrives or is picked up will make the most of your 30 day driving limit.

_____ Bring the MOT certificate or SVA, Original Insurance document (can not be a fax or email print, DVLA will not accept these prints), Title and/or State Registration, & Pink Customs Form to the VCC/Pass & ID to file for your V55 British Registration Package. All documents must be original and the VIN numbers must be the same on all documents. If you have any trouble acquiring original documents visit the VCC to see about other routes we can take to get your vehicle registered. If the vehicle is in the spouse name please bring your marriage certificate with you. Please make sure you receive a pink receipt for the issuance of all your documents before you leave the VCC.

_____ In appr. 2 weeks your new plate number and road tax disc will come to your PO Box. Take the paperwork w/ your new plate number to the Car Care Center, Auto Hobby, or an off base shop of your choice to get your plates made and affixed to your vehicle. There is a cost for this service. Approx. \$25 on base & BP equivalent off base.

_____ Once you have the plates affixed to your vehicle & have the road tax disc displayed in the windshield return to the VCC/Pass & Reg to receive another temporary pass with your new plate number.

_____ Appox. 2-3 weeks after receiving your plate number and road tax disc (within a few days in many cases) you will receive your V5 British Registration. Bring this along with your MOT Certificate, Insurance, & ID card to receive your permanent base pass Pink Card. You may combine this step with the step above if you bring them in together.

Congratulations you have successfully registered your vehicle on base & in the UK!!