

APPLICATION FOR VEHICLE REGISTRATION

Notes on completion

1. Complete Parts 1 and 2 using the notes on Page 4.
2. Carefully read and sign the declaration at Part 3.
3. Return the completed form to the NSE Office enclosing your Unit details and Contact Number.
4. If you are disposing of your VLO registered vehicle you will need to deregister it using Form 4003. If you are disposing of your vehicle to a non-entitled person you will also need either Form 38 or Form NOVA. Consult your NSE Office for more information.
5. All entries must be completed in ink.

PART 1 DOCUMENTATION

The following supporting documents should be enclosed according to the type of registration that is required. A separate Form 20 is required for each vehicle. Please select the appropriate boxes when enclosing documents and only enclose those documents for which a box has been selected.

DOCUMENTS TO BE SUBMITTED	TYPE OF APPLICATION
	Initial Transfer Renewal SORR
1. Proof of Insurance	
a. BRITISH Green card or insurance policy and schedule & current renewal receipt or cover note. All documents must be valid for Germany and specific to the vehicle being registered.	
b. GERMAN Double or single white card and proof of payment for initials and renewals with new policies. Proof of payment for renewals with continuing policies.	
2. Proof of Ownership	
a. Vehicles previously registered in UK or any other country. Appropriate registration document(s) and deregistration certificate if applicable.	
b. Brand new vehicles obtained from German dealers. A German logbook.	
c. Brand new vehicles, not registered with any other registration authority. Allocation certificate (retained by VLO) showing the dealer's stamp and signature & Certificate of Conformity (CoC). Where an allocation certificate is not issued e.g. for a new caravan or trailer the official bill of sale giving full chassis no (Normally 17 digits) and owners name.	
d. VLO registration card (Form 73a)	
e. Bill of Sale	
3. FORM 80 (Special Import Certificate). For all initial Registrations and Re-Imports.	Serial No.
4. Proof of Vehicle Type Approval – (required for all vehicles under 10 years old, except Caravans, Trailers & off-road) – Certificate Of Conformity for motorised vehicles or an official document (this could be the logbook, or allocation certificate) showing an EC or GB type approval number, or a UK Single Vehicle Type Approval Certificate, or German Gutachten.	
5. Roadworthiness Inspection Report - Form 65 or a certified Form 73 or TÜV certificate (if the vehicle is over 3 years old).	
6. Self-Addresses Envelope with your Unit Address and Contact No if not using an NSE Office. (All documents will be returned to you)	

Now Turn to Page 2 And Carefully Complete Your Application

The data contained in this form is held electronically by the VLO in accordance with the current Data Protection Act and may be made available to other Government departments.

PART 2 APPLICANT TO COMPLETE IN BLOCK CAPITALS

VEHICLE

1. a. VLO (and German if LHD/Motorcycle) registration number(s) if previously VLO registered
b. If Caravan or Trailer, enter Reg No of towing vehicle
2. VIN (Chassis No – normally 17 digits)
3. Vehicle Make: _____ Model: _____ cc: _____
4. Type Approval Number _____
5. Driver position RHD LHD* See Pt4, item 2e
6. Fuel Type Petrol Diesel LPG
7. Vehicle Category (please select)
PLG (cars & light goods) HGV (heavy goods) Trailer Motorcycle Historic
8. Body Type (use only type listed in Table 1, Page 4)
9. Colour(s) (use only colour(s) listed in Table 2, Page 4)
10. Date of Manufacture/Original Registration (Day/Month/Year)
11. a. Code for Type of Number Plate required Front Rear (see Table 3, Page 4)
b. *Extra* plate required for Trailer/Caravan/Rack/Bicycle Rack

APPLICANT

12. Military Service No/Passport No plus country & date of issue for civilians
13. a. Driver No & Country of Issue of Full Licence
b. Matrix Test ID & completion date
14. Military Rank or Civilian Title
15. Surname and Initials
16. Date of Birth and Country/Town
17. Unit _____ BFPO
Contact Number _____
18. Status (please select)
Single Unaccompanied Dependant Head of Family
19. **If you are a dependant, please give details of the Head of Family:**
 - a. Military Service No/Passport No, plus country & date of issue for civilians
 - b. Military Rank of Civilian Title
 - c. Surname and Initials
 - d. Unit _____ BFPO

INSURANCE

20. Insurance Company
21. Policy Number
22. SORR start date
23. Reason for SORR

For VLO use only

Control Number

TüV Test Due

Registered From/To

Fuel Credit

Tax Cat CO₂ Band

Light Test (Y/N)

Reject Reason

UIN

Prev Reg No

Logbook Type

80/302 (No. & Date)

Tax Free (Y/N)

A T C

RS

PART 3 DECLARATIONS BY THE APPLICANT

1. I Hereby Declare That:
 - a. I am a member of the British Forces (which term includes members of the Civilian Component, Sponsored Organisations and Dependants) stationed in Germany OR
 - b. I am a member of (insert country) Armed Forces based with an IMHQ.
 - c. The vehicle described above is:
 1. My own lawfully acquired property / in the process of being lawfully acquired by me.
 2. Intended for my own personal use or that of my entitled dependants living with me.
 3. Not being imported or acquired with a view of subsequent disposal at a profit.
 4. Not a new tax-free vehicle being registered before an entitlement exists.
 - d. I am not acting on behalf of a third party.
 - e. I am in possession of a full valid driving license and completed Matrix certificate.
 - f. My previous VLO registered new tax-free vehicle was not UK registered, re-registered or disposed of less than 12 months from the date of its initial VLO registration except for New Means of Transport on posting.
2. I certify that I have read and complied with the declaration above.
3. I have read and agree to the statement on Page 1 relating to the Data Protection Act.
4. I declare that my vehicle is SORR and will not be driven or parked on any public road or place.
5. **LHD vehicles only.** (insert German Registration District)
The German registration district in which the vehicle is kept will be allocated where possible. If unavailable to meet the actual location, the nearest German registration district will be used. (To be completed only for initial registration or where the registration district has changed since the previous registration – should be district of residence, not work.)

Under the NATO Status of Forces Agreement (SOFA) and the Supplementary Agreement (SA), the GEO is permitted to allow Entitled Persons to import into Germany, or purchase in Germany, vehicles free of import duty and tax so long as these vehicles are imported/purchased for the personal use of the Entitled Person in question and, in particular, so long as the vehicles are not purchased simply with a view to subsequent disposal for personal gain.

The Orders for the Registration and Operation of a Motor Vehicle for Members of the Force are available through local National Support Element Administration Offices' and for MODNet users is available through the GEO Policy Website. A copy of the latest version can be requested through the Vehicle Licensing Office via email to GSO-GEO-VLO-GrpMailbox@mod.gov.uk.

The GEO system of registration and licensing of vehicles is operated in accordance with the NATO SOFA through the GEO Vehicle Licensing Office (VLO), BFPO 16. GEO is responsible for implementing the policy in all matters concerning vehicle licensing. Breaches of the procedures set out in this Order may result in the withdrawal of Force privileges – in particular, the right to purchase and register further new Tax-Free vehicles, and the right to obtain tax and duty-free fuel for private vehicles using a GEO fuel card. Furthermore, breaches of the Order may be investigated by the Service Police and may result in disciplinary or administrative action being taken against the individual(s) concerned by their Chain of Command.

Applicant's Unit Identification Number (UIN):

Date:

Signature:

Table 1. Vehicle Body Type (select one body type from the relevant category for Question 7)

VEHICLE CATEGORY	VEHICLE BODY TYPE	REMARKS
PLG (Cars & light goods)	SALOON HATCHBACK CONVERTIBLE ESTATE 4 WHEEL DRIVE MULTIPURPOSE VEH (MPV) VAN MOTOR CARAVAN MINIBUS PICK-UP OTHER	2/4 doors 3/5 doors All types People Carriers etc. No side windows (e.g. Ford Transit) Campers etc. Up to 16 passenger seats
HGV (Heavy goods)	COACH LORRY LIVESTOCK VEHICLE OTHER	More than 16 passenger seats Rigid chassis, all types Horseboxes etc.
Trailers	LIGHT/MEDIUM HEAVY COMMERCIAL CARAVAN, TRAILER TENT BOAT TRAILER, HORSEBOX GLIDER BOX, BIKE TRAILER BOX TRAILER	One or two axles Two or more axles
Motorcycles	MOPED SCOOTER MOTORCYCLE QUAD OTHER	

Table 2. Colours (select the colour nearest that of your car from the table below for question 9)

COLOURS		
Beige Black Blue Brown Cream Grey	Gold Green Maroon Multi (more than two colours) Orange Purple	Pink Red Silver Turquoise White Yellow

Note: Enter both colours for two-tone vehicles, the predominant colour first.

Table 3. Codes for the shape of the number plates required

A	B	C
Car/Caravan	Motorcycle and LHD vehicles only	Car/Caravan
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">A123 ABC</div>	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">VIE AB1</div>	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">A123 ABC</div>