374 SFS PASS PROCEDURES FOR VEHICLE REGISTRATION AND DEREGISTRATION

❖ Vehicle registration procedures:

- Buyer must have the **Vehicle Title** and **Liability Insurance** when reporting to 374 SFS/S5PR to start the registration process*.* NOTE: Liability insurance must be in Buyer's name.

  1. *If purchased from SOFA member.* Both buyer and seller need to be present at S5PR office (B993) to sign the **Bill of Sale.** Buyer will take **Bill of Sale, Title,** and **Insurance** to their insurance company to initiate title transfer.

  2. *If purchased from off-base party.* Buyer will report to the Pass and Registration office to receive the **initial registration form.** This form will be returned to dealership (if purchased from dealership) or back to insurance company (if purchased from a local national).

- Once the dealership/insurance company generates a new title (approximately 2-3 days), the Buyer will present the new title to Pass and Registration and receive **Form 12 Military Registration form** to complete the process.

❖ Vehicle deregistration procedures:

- Owner must have current **Vehicle Title, JCI Policy**, and **Road tax receipt** when reporting to S5PR to start/complete the deregistration process.

  1. *If sold to SOFA member.* Owner will have buyer obtain their own liability insurance and both owner/buyers will report to S5PR to sign the **Bill of Sale.** Owner is now released of responsibility for the vehicle and buyer will initiate the title transfer with insurance company.

  2. *If sold to off-base establishment or junking (Dealership).* Owner will obtain **purchase agreement** and report to S5PR to receive the **deregistration form**.

  3. *If sold to off-base person (Local National).* Owner will report to S5PR with local national's full name and address to receive **Bill of Sale** (to give to the local national), and **deregistration form** for the insurance company.

- Ask dealership to deregister vehicle. If YES, dealership will complete. If NO, have insurance company complete. When completed, dealership/insurance company will notify you to pick up your **stamped deregistration form**, bring it to S5PR to finalize your process.

If you have any questions, please call 225-8333