VEHICLE REGISTRATION INSTRUCTIONS

VEHICLES WITH A CURRENT DOD DECAL: Do not need to re-register their vehicle.

VEHICLES WITH EXPIRED DOD DECAL: Arrive at the registration with required documents. Report to the desk marked "UPDATE DOD DECAL". You will receive a new expiration date and, if needed, a new installation identifier.

VEHICLES REQUIRING DOD DECALS: Arrive at the registration with all required documents. Report to any of the registration desks. The documents will be reviewed and installation decal will be issued.

REQUIREMENTS:

Government Identification Card
Valid drivers license, with motorcycle endorsement if applicable
Valid vehicle registration
Proof of Insurance- this must be the card you carry in the vehicle.
Proof of safety inspection- you **MUST** have a valid safety inspection. This can be either from the state your vehicle is registered in or a Virginia safety inspection. If you do not have a safety inspection you will not be able to register your vehicle.

CIVILIAN EMPLOYEES WITHOUT GOVERNMENT IDENTIFICATION: A letter verifying employment and signed by the director of the organization combined with a picture ID will be accepted.

PERSONNEL WITH MULTIPLE VEHICLES: All vehicles can be registered at the same time provided all documents are present and accurate.

PERSONS OTHER THAN THE OWNER REGISTERING THE VEHICLE: Immediate family members can register vehicles, i.e. spouse can register vehicle registered in sponsor's name. For other situations, either a notarized letter or power of attorney from the owner must be presented.

MOTORCYCLES: All motorcycles must have a safety office decal affixed to the motorcycle. Report to the desk marked "MOTORCYCLES" with all required documents. An MP will check your safety decal and issue you the post decal.

VEHICLES WITH A VALID SAFETY INSPECTION BUT WITHOUT DOCUMENTATION: Report to the desk marked "SAFETY INSPECTION VERIFICATION". An MP will go to the vehicle to verify the current inspection, inspect all other documents and issue the installation decal.

MISSING INSURANCE CARD: All vehicles are required to have a valid insurance card to operate the vehicle. If it is missing then the operator can bring the policy o the information desk for assistance.

UNINSURED MOTORIST: Operators who have registered as an uninsured motorist with the state can produce their uninsured motorist card in lieu of the insurance card.

MILITARY OR CIVILIAN EMPLOYEES FROM MILITARY INSTALLATIONS OTHER THAN FT EUSTIS OR FT STORY: Not eligible to register vehicles at Ft Eustis. Exception is for family members of soldiers on overseas PCS.

RETIREES: Eligible to register their vehicles with any DOD facility. During mass registration, retirees can have their vehicles registered during open times.

NATIONAL GUARD AND RESERVISTS: Eligible to register their vehicles at the installation they train at or habitually use for support.

CONTRACTORS: Contractors will either be registered on post or receive a visitor's pass depending on the type and duration of the contract. The military organization employing the contractors needs to contact the Provost Marshal's Office at 878-4554 to get further information.

COMPLETED BY ISSUING AUTHORITY	1. PMAC CODE	2. DECAL NUMBER	4. NAME *(Last, first, middle initial)*
	3. REGISTRATION DATE *(Yr, Mo, Day)*		5. SOCIAL SECURITY NUMBER

6. VEHICLE DESCRIPTION					7. VEHICLE ID NUMBER
a. YEAR	b. MAKE	c. MODEL	d. BODY STYLE	e. COLOR	

8. GRADE	9. CATEGORY	10. VEHICLE LICENSE		
	☐ ARMY ☐ AIR FORCE ☐ COAST GUARD ☐ CIVILIAN ☐ VENDOR ☐ NAVY ☐ MARINES ☐ DEPENDENT ☐ LOCAL HIRE ☐ RETIRED	a. STATE	b. NUMBER	c. YEAR

11. ORGANIZATION	12. OPERATOR PERMIT	
	a. STATE	b. NUMBER

13. ADDRESS *(Street, City, State, Zip Code)*

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Title 10, USC, Sec 3012(g).
PRINCIPAL PURPOSE: The Social Security Number is used for Law Enforcement purposes as an additional means of identification of subjects, suspects, witnesses or complainants.
ROUTINE USES: Your Social Security Number is a major item used in processing machine record and output sequence for Military Police Management Information Systems.
DISCLOSURE OF YOUR SOCIAL SECURITY NUMBER IS VOLUNTARY. However, failure to provide your SSN may delay or preclude registration of a privately owned motor vehicle on the military installation.

REMARKS
Insurance Company:

Policy Number:

Expiration Date:

VEHICLE REGISTRATION/DRIVER RECORD

For use of this form, see AR 190-45; the proponent agency is ODCSOPS

DA FORM 3626, 1 JUN 78 EDITION OF 1 MAR 73 IS OBSOLETE AND REPLACES DA FORM 3626-R, PRIVACY ACT STATEMENT, 26 SEP 75, WHICH IS OBSOLETE. USAPPC V1.00

14. INSTRUCTIONS TO REGISTRANT

Information on this form should be updated as significant changes occur. The operation of a POV on a military installation is a privilege extended by the Installation Commander subject to compliance with appropriate State laws pertaining to financial responsibility, safety inspections and registration; to conditions established in paragraph 2-1, AR 190-5 and AR 190-5-1; and other appropriate regulations. Failure to comply with such laws and regulations may result in an administrative suspension or revocation of driving privileges or termination of installation registration. The registrant must remove the registration decal from the registered vehicle upon termination of employment or sale of the POV.

_____ *(Date)* _____ *(Registrant's signature)*

INSTRUCTIONS FOR COMPLETING DA FM 3626

Blocks 1-3 Leave Blank
Blocks 4-5 Self explanatory
Block 6 Self explanatory except for
- b. Ford, Chevrolet etc.
- c. Explorer, Taurus, Impala etc.
- d. Truck, 2 Door sedan, 4 door sedan, 2 door convertible, etc

Block 7-11 Self explanatory
Block 12 this is your license information
Block 13 Self explanatory
Remarks- Place insurance information in this block
- a. Name of your insurance company.
- b. Your insurance policy number.
- c. When your insurance policy expires.