

## **WHAT DO I NEED WHEN I WANT TO SELL OR TRANSFER AN ITEM TO A NON-ID CARD HOLDER?**

A 'Permit to Transfer', also known as AE Form 550-175B allows U.S Forces Personnel and civilian components stationed in Germany to sell or donate personal property to non-ID cardholders. The 'Permit to Transfer' is a mandatory requirement when you want to transfer an item to non-ID cardholders.

### **PLEASE NOTE:**

You must have owned the property in Germany for **at least six months**.

## **DO I NEED A PERMIT TO TRANSFER TO DEREGISTER MY VEHICLE IN THE USAREUR-AF VEHICLE REGISTRATION SYSTEM?**

Yes - if transferred to non-ID cardholders due to your tax/duty-free status in Germany. If you are considering de-registering your vehicle from the USAREUR-AF Vehicle Registration system then you have multiple options. You can either sell your vehicle, sell or give it away to a junkyard or donate the vehicle to MWR. With the exception of MWR donations the AE Form 550-175B must be processed and cleared by German Customs. Failure to do so is a violation of USAREUR-AF Regulations as well as German laws and considered an illegal transfer of a tax/duty-free item. In the event a vehicle is encumbered by a lien/lessor, then written permission from the lien holder/lessor is required prior to transfer. Satisfied liens/lessors must be removed from the registration.

## **WHAT DO I NEED TO DO?**

### **STEP 1: VISIT YOUR LOCAL CUSTOMS OFFICE**

Please bring all necessary documents listed. Your military Customs Office will issue four AE Forms 550-175B. All four copies must be signed.

Make sure you read and understand the 'Data Required by the Privacy Act of 1974' as well as read and comply with the points below block "17. Remarks" on page two of the form. On issuance by the military Customs Office the forms are valid for 90 days.

### **STEP 2: TAKE FORMS TO THE GERMAN CUSTOMS OFFICE (ZOLLAMT)**

Proceed to the German Customs Office with the purchaser/recipient, the four original copies of the AE Form 550-175B and the item(s) that you wish to transfer.

The purchaser/receiver should be present in case any duty or tax are due, else, you will be liable for payment.

German customs will retain two copies, provide one stamped copy to the purchaser/recipient and one to you. Failure to comply with the above instructions may result in a Military Police Customs investigation, disciplinary action and a tax demand from German Customs.

In case any party doesn't want to continue with the transaction the AE Forms 550-175B must be returned to the issuing military Customs Office or CEA.

## **STEP 3: APPLICABLE FOR TRANSFERRED VEHICLES OR FIREARMS**

### **VEHICLES:**

In order to deregister a vehicle from the USAREUR-AF Vehicle Registration System it is necessary to first obtain clearance of the AE Form 550-175 B from German customs. For further information on other requirements for deregistering your vehicle please check with Vehicle Registration.

### **FIREARMS:**

Under no circumstances should you transfer or relinquish ownership of a firearm to a purchaser/receiver before going to German customs. It is only permitted to transfer firearms at German customs offices with the weapon present. Should German customs authorities grant approval for transfer then you must deregister the firearm at your local USAREUR-AF vehicle registration office (Firearms Section).

## WHICH DOCUMENTS MUST I BRING WITH ME?

- Valid ID card
- Bill of Sale
- Purchaser's/receiver's full name, address, phone number and passport / "Ausweis" number
- Power of Attorney (in case the sponsor cannot undertake the transfer: spouses don't require POA if their name is on the registration as co-owner)
- If applicable USAREUR-AF firearm / POV registration
- Specifically for vehicles:
  - ➔ If lien is paid off it must be noted on the registration
  - ➔ If there is a lien on the vehicle you will require written permission from the lien holder. In such a case the vehicle can only be sold to a commercial dealer.
  - ➔ Lien release documents or titles of vehicles are not accepted.

**All documents will be issued on a walk-in basis.**



**HQ Customs Customer Service**  
Clay Kaserne, Building 1015  
CIV: +49-(0)611-143-537-3955;  
DSN: 537-3955



### **Ansbach Field Office**

Bismarck Kaserne, Building 5843-C, room 286  
CIV: +49-(0)9641-70-587-5352/5353;  
DSN: 314-587-5352/5353

### **Baumholder Field Office**

Health Clinic Kaserne, Building 8747, room 7104  
CIV: +49-(0)611-143-531-2944/2945; DSN: 314-531-2944/2945

### **Grafenwöhr Field Office**

Grafenwöhr Garrison, Building 621, room 129  
CIV: +49-(0)9641-70-569-2896/2897; DSN: 314-569-2896/2897

### **Hohenfels Field Office**

Training Area, Building 10, room 126  
CIV: +49-(0)9472-708-3376; DSN: 314-522-3376

### **Kaiserslautern Field Office**

Kleber Kaserne, Building 3245, room 103  
CIV: +49-(0)611-143-523-4901/02; DSN: 314-523-4901/02

### **Ramstein Field Office**

Ramstein Air Base, Bldg. 2102, room 141  
CIV :+49-(0)6371-47-3720/0100; DSN: 314-480-3720/0100

### **Spangdahlem Field Office**

Spangdahlem Airbase, Bldg. 139, room 106  
CIV :+49-(0)6565-61-4500; DSN: 314-452-4500

### **Stuttgart Field Office**

Panzer Kaserne, Building 2913, room 303  
CIV: +49-(0)9641-70-596-2657/2732; DSN: 314-596-2657/2732

### **Wiesbaden Field Office**

Clay Kaserne, Building 1025, room 102  
CIV :+49-(0)611-143-537-3932/3933; DSN: 314-537-3932/3933

**US Army Customs Agency – Europe**  
**HOURS OF OPERATION**  
**0800-1600**

**For Customs Information and/or support at Garmisch and Geilenkirchen contact:**

### **Garmisch MP Station**

Artillery Kaserne, Building 209  
CIV: +49-(0)9641-70-521-3601; DSN 314-521-3601

### **Geilenkirchen**

470 ABS/US Customs, Bldg. 84, rooms 8 and 9  
CIV: +49-(0)2451-9151-4031; DSN 458-4030/4031

**Selling / Giving Away / Donating Personal Property**

**with**

**AE Form 550-175B**

**Permit to Transfer /  
Veräußerungsgenehmigung**



Published by: USAREUR-AF, Office of the Provost Marshal, US Army Customs Agency Europe

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May 2025