

## **Information on vehicle registration for diplomats (legitimation card)**

A diplomat with a legitimation card has the right to purchase a vehicle in Austria without VAT or standardised consumption tax (NoVA).

### **1) NEW VEHICLE purchased in Austria**

- Once a vehicle has been selected, it is ordered from the dealership.
- For tax-free purchases, the diplomat or his or her embassy must submit a request for tax exemption to the Ministry of Foreign Affairs. Forms U45 or U100 are used for this purpose. The Ministry of Foreign Affairs usually confirms the application by stamping and signing it within one week.
- The vehicle dealer receives the first part of the U100 or U45 form, provides the necessary vehicle documents, and initiates activation at the tax office.
- The vehicle can now be registered by the insurance broker at the transport authority/department.
- The following documents are required for the application:
  - Vehicle documents (CoC)
  - Vehicle Invoice
  - Copy of the legitimation card
  - Power of attorney signed by the diplomat
  - U45 or U100

### **2) USED VEHICLE purchased in Austria**

- When buying used vehicles in Austria, no tax exemption can generally be claimed, since the VAT and NoVA were already paid before the first registration.
- Registration can be carried out immediately
- The following documents are required for the application:
  - Vehicle documents (CoC)
  - Vehicle Invoice
  - Copy of the legitimation card
  - Power of attorney signed by the diplomat

### **3) IMPORTING a vehicle from an EU country**

- The technical data of the vehicle must be entered in the Austrian registration database. This is done by the general importer of the vehicle make in question or a licensed car dealer. It is imperative that the CoC document is also submitted. This confirms that the vehicle meets the technical requirements for registration in an EU country.
- For tax-free imports, the diplomat or his or her embassy must submit a request for tax exemption to the Ministry of Foreign Affairs. The U100 form is used for this purpose. The Ministry of Foreign Affairs usually confirms the application by stamping and signing it within one week.
- The following documents are required for the application:
  - Vehicle documents (CoC)
  - Vehicle invoice/proof of ownership
  - Copy of the legitimation card
  - Power of attorney signed by the diplomat
  - Confirmed U100 tax exemption
  - Valid, technical test report from an EU country or Austrian test report from a workshop (expert opinion per §57a) if the vehicle is older than 3 years.

#### **4) IMPORTING a vehicle from a NON-EU country**

- For vehicles imported from a non-EU country, a so-called single vehicle approval must be requested from the transport authority.  
Responsible body: MA46, Landesfahrzeugprüfstelle ( vehicle testing unit), 1110 Vienna, 7. Haidequerstr. 5  
An appointment must be requested online and, unfortunately, it can take several weeks to receive it.
- The following documents must be brought along to the inspection appointment:
  - Technical data sheet of the vehicle (if this is not available, it must be requested from the manufacturer or original dealer)
  - Austrian inspection report from a workshop (report per § 57a)
- For tax-free imports, the diplomat or his or her embassy must submit a request for tax exemption to the Ministry of Foreign Affairs. The U100 form is used for this purpose.  
The Ministry of Foreign Affairs usually confirms the application by stamping and signing it within one week.
- The following documents are required for the application:
  - Notice of single vehicle approval
  - Vehicle invoice/proof of ownership
  - Copy of the legitimation card
  - Power of attorney signed by the diplomat
  - Confirmed U100 tax exemption

#### **5) Deregistering a motor vehicle**

- The following documents are required to deregister a vehicle:
  - CoC document/type certificate
  - Registration certificate
  - Licence plates
  - Power of attorney signed by the diplomat
- The deregistration of diplomatic licence plates is carried out exclusively at the transport department  
**CAUTION!**
  - Occasionally, foreign authorities offer to deregister Austrian registration plates outside of Austria. In practice, this only works in the rarest cases and I have to advise against it.  
Documents are often lost, and this leads to complications.  
I recommend that you always deregister your vehicle at the Vienna Transport Department
  - The insurance will be cancelled on the day of deregistration, and no notice of cancellation needs to be given beforehand.

#### **6) GENERAL:**

- Correspondence with the authorities can be very protracted and complicated.

##### **OUR SERVICE:**

We are happy to take care of the following steps and administrative procedures for you:

- Arranging an appointment for single vehicle approval
- Activation of the tax status for the vehicle at the tax office
- Registration of vehicle data in the Austrian registration database (CoC)
- Ordering diplomatic licence plates
- Registration of the vehicle
- Selecting and taking out the appropriate insurance on diplomatic terms
- Deregistering a vehicle
- Providing advice in the event of damage

- If you import a vehicle from abroad, please first email us all available documents (CoC, vehicle papers, ID card, invoice, test reports, etc.) so that we can get an idea of the circumstances. We will then inform you of all further steps.