

NEED A VEHICLE DECAL?

Dear Employees:

This is to inform you about the requirements to obtain a Vehicle Decal. There are numerous items that impact obtaining a Vehicle Decal that if not followed correctly will result in delays.

To obtain a vehicle decal the following documents are required:

1. Provide a copy (front & back) of your Korean ID, Post Pass and Korean Driver's License. If you are a US citizen provide your social security number, a copy (front & back) of your Post Pass and Korean Driver's License.
2. Provide a copy of your current Vehicle Registration (front & back), Insurance Policy (with the Policy Number) and the Safety Inspection Report.
3. Provide a copy of your Korean Family Register (*joo min deung rok deung bon*) if the vehicle is not registered in your name but under a family member.
4. Change vehicle base access due to Educational Course enrollment will be included in the memorandum for base access that will be prepared by the Logistical Support Specialist. Contact the Logistical Support Specialist if you have any concerns or questions regarding the memorandum for base access.

Finally, complete the following form on your computer using Adobe Acrobat Reader, print and fax. If you have Adobe Acrobat Professional you can complete the form, save and Email it without needing to print or fax.

The Central Texas College cover letter, USFK form 195EK-E (with your signature) and Memorandum for the Commander will be completed by the Logistical Support Specialist later. After the paper work is submitted it usually takes about three or four weeks to process.

Submit all requests and documentation for a Vehicle Decal to the Logistical Support Specialist, Floyd E. Sandoval, info.pfec@ctcd.edu, DSN 722-3814, FAX 722-3009.

Best wishes,

Floyd E. Sandoval
Logistical Support Specialist

(This is a fill able computer form. NO HAND WRITING when completing this form!)

AREA: _____

TODAY'S DATE: _____

Employee's Name _____
last first middle

Place of Employment _____ Job Title _____ Office Phone _____

Korean Driver's License _____ Social Security # _____ Korean ID Card # _____ Home Phone in Korea _____

Employee's Home Address _____
In Korea

Yes *No

Is the vehicle registered in your name? _____
Name of Vehicle Owner - last first middle

Address of Owner _____

Model _____ Motor Number _____ Place of Registration _____ License Plate # _____

Body Type _____ Vehicle Color _____ /
**Date of ROK Inspection _____

Name of Insurance Company _____ Policy Number _____ Expiration Date _____

No Yes If Yes _____ No Yes If Yes _____
Escort Privileges No. of Persons Escort A Vehicle? No. of Vehicles

No Yes If Yes _____ Name _____
Inter Area Travel Specify Each Area Of _____
Requested? Installations _____

No **Yes ** If you are taking a course through CTC Educational Benefits Program complete
Course Enrollment CTCD Form 209 (Rev. 5/05) and submit it to Payroll/Personnel Office at Camp
Market.

* If no, provide a copy of your Korean Family Register (joo min deung rok deung bon)
** Fax, scan or email a copy of both front and back of the Vehicle Registration to Logistical Support