

## VEHICLE DECAL CHANGES

### 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 for the first time or when you sold or traded your vehicle the following documents are required:

1. Provide a copy (front & back) of your Korean ID, Post Pass and Korean Driver's License.
2. Provide a copy of the current Vehicle Registration (front & back), Insurance Policy (with the Policy Number) and 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.

The following changes should be reported to the Logistical Support Specialist **WHEN THEY OCCUR**.

1. Purchased a vehicle and need a Vehicle Decal for your car.
2. Sold or traded your vehicle which had Vehicle Decal. Now you need a "new" Vehicle Decal for your new vehicle. You need to return your "old" Vehicle Decal to the originating Pass and Identification Office. Be sure to send a copy of your "old" Vehicle Decal to the Logistical Support Specialist.
3. If you transfer vehicle ownership to a family member. If so you also need to provide a copy of your Korean Family Register (*joo min deung rok deung bon*).
4. If you change your auto insurance policy and/or your vehicle safety inspection has expired. You need to provide a copy of the new insurance policy and/or safety inspection report
5. If you have a change in address you must provide a new Vehicle Registration (both front and back) and Korean Family Register (*joo min deung rok deung bon*) reflecting your new address.
6. If the Vehicle Decal was damaged follow the instructions written in "Vehicle Decal Replacement."
7. 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 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 or report changes of your Vehicle Decal to the Logistical Support Specialist, Floyd E. Sandoval, [info.pfec@ctcd.edu](mailto: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

**MAKE THE FOLLOWING CHANGES LISTED BELOW:**

Place of Employment \_\_\_\_\_ Job Title \_\_\_\_\_ Office Phone \_\_\_\_\_

\*Korean Driver's License \_\_\_\_\_ Social Security # \_\_\_\_\_ Korean ID Card # \_\_\_\_\_ Home Phone in Korea \_\_\_\_\_

Employee's Home Address \_\_\_\_\_

No  \*Yes   
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 \_\_\_\_\_ \*\* / \_\_\_\_\_

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 CTCD Course Enrollment 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.