



# Application for preregistration of vehicles

Permanent number
Service number

Applicant (shall be named on the adjunct Waybill)	ID-number (kennitala)
Email	Phone number

The vehicle's permanent number will be sent via email / SMS-text message along with the registration application at the end of the process.

## Vehicle's description

Type and subtype					
Vehicle identification number (VIN):					
<input type="checkbox"/> Saloon/sedan	<input type="checkbox"/> Lorry/truck	<input type="checkbox"/> Trailer	<input type="checkbox"/> Campervan	<input type="checkbox"/> Tent trailer	<input type="checkbox"/> Moped I (max 25km/h)
<input type="checkbox"/> Light van	<input type="checkbox"/> Tractor	<input type="checkbox"/> Semi-trailer	<input type="checkbox"/> Caravan	<input type="checkbox"/> Off-road/rally vehicle	<input type="checkbox"/> Moped II
<input type="checkbox"/> Coach/bus	<input type="checkbox"/> Motorcycle	<input type="checkbox"/> Center-trailer	<input type="checkbox"/> Pop-up trailer		

## Necessary documents (further information on backpage)

- For used vehicle - Foreign registration certificate or certificate of title that grants permission for usage without limitations in the country where the certificate is issued — original copy. If the certificate/letter does not state a registration date or production year document applicant will also need to provide that info.
- For new vehicle - Certificate of origin (original copy).
- Waybill (Bill of lading or Sea Waybill) – applicant's name and the vehicle's VIN-number must be specified on the bill.
- Information about the following items, verified by a certificate from the manufacturer or a verified technical service (original copy) stating the VIN number for the car in question. This is redundant if this information is stated on the CoC-certificate or the certificate of origin.

1. Vehicle's make	6. Engine capacity <sup>1</sup>	11. Allowed gross weight
2. Vehicle's type	7. Energy source <sup>1</sup>	12. Empty weight
3. Vehicle's subtype	8. Axle's carrying capacity	13. Emission pollution <sup>1</sup>
4. VIN-number	9. Motor's power <sup>1</sup>	14. Allowed weight of a trailer with brakes <sup>1</sup>
5. Manufacturer	10. Noise during rotation; kyrrstöðu- og aksturmæling <sup>1</sup>	15. Allowed weight of a trailer without brakes <sup>1</sup>

<sup>1</sup>Does not apply for trailers.

\*Applies for every motorized vehicle – other than off-road vehicles, mining vehicles, crawler vehicles, rally vehicles, vintage motorcycles, vintage cars and airportbuses

## Additional documents (necessary for following vehicles categories unless the vehicle is type-approved)

- Coach/bus:** Draftmanship that shows size, seating arrangement and cargo space (measurement 1:20 or 1:25).
- Trailers, caravans, pop-up trailers and tent trailers with a licit total weight over 750:** Draftmanship of the vehicle with all main measurements and mimic diagram of the breaking system.
- Caravans, pop-up trailers and tent trailers with a licit total weight under 750:** Draftmanship of the vehicle with all main measurements.

## Ordering plate numbers (applicant shall check the boxes)

**Plate numbers type:**

<input type="checkbox"/> General -	<input type="checkbox"/> Motorcycle- (C)	<input type="checkbox"/> Off-road-	<input type="checkbox"/> Oil-
<input type="checkbox"/> VAT-	<input type="checkbox"/> Moped- (C/E)	<input type="checkbox"/> Rally- (C)	<input type="checkbox"/> Exemption-

**Plate numbers size for cars (two plates)**

<input type="checkbox"/> A & A	<input type="checkbox"/> A & B	<input type="checkbox"/> A & D	<input type="checkbox"/> D & D
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**Plate number size for motorcycles/trailers**

<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> D
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**Plate number size for tractors**

<input type="checkbox"/> A	<input type="checkbox"/> C
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**Fast-track order (see backside for info)**

**Do not order plates**



Size A (110mmx520mm)



Size B (200mmx280mm)



Size C (130mmx240mm)



Size D (155mmx305mm)



Size E (133mmx168mm)

## Category

- Vinatage vehicle
- Airport vehicle
- Mining vehicle

## Inspection station

Inspection station
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\*The vehicle shall pass inspection before it can be registered and the plate numbers are delivered.

With this application and my signature, I consent to the processing and control of the submitted information. The Icelandic Transport Authority will use the information in accordance with applicable laws and regulations on the processing of personal data.

## Applicant's confirmation:

Date	Applicant's signature
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Please take a photocopy of all documents for the director of customs. If the application or document is inadequate the preregistration will be declined.




## Supporting documents

### General information:

Applicants are recommended to copy all of the documents they hand in. If a necessary document is not amongst the supporting documents or if it is not sufficient **the application will be denied** and the vehicle **will not** be cleared out of customs or registered in the country. The Icelandic Transport Authority reserves the right to a 14 days to process the application, but the process time is typically about 5 days.

### Permanent number information:

It is vital that applicants specify their email and/or phone number because information about the vehicle's permanent number are sent via email and/or SMS-text message.

### Necessary documents:

**Foreign registration certificate / Certificate of title:** Applicants shall hand in a foreign registration certificate or if applicable a certificate of title ( e.g. from USA) when applying for a preregistration. These documents need to be the original copies.

**Certificate from the manufacturer or a certified technical service along with reserved information about the vehicle:** Certificate containing information required to preregistrate the vehicle. Applicants must present the original copy of the certificate and the VIN-number must be printed on the original copy. If this information appear's on the registration certificate or certificate of title is satisfactory.

**Certified technical services:** Institution or person inside the EEA designated as an examination station that is able to examine coordination as a evaluation institute on behalf of the certifying authority. A list of name of certified technical services can be approached here: (<http://ec.europa.eu/DocsRoom/documents?tags=technical-service-auto&pageSize=30&sortCol=title&sortOrder=asc>).

**Waybill:** Applicants must present a Sea Waybill, Air Waybill, Waybill or Bill of lading where the applicant is a stated as the importer and the vehicle's VIN number is stated. If the Waybill is not issued the applicant must present an importation confirmation where the name of the importer and VIN-number is stated. If the applicant is the owner according to the registration certificate or a drivings permit from the director of customs then the Waybill is unnecessary. The Waybill can be a photocopy.

### Additional documents for certain vehicles categories:

**Draftmanship of a coach and trailer for passenger transport:** Applicants must present a dimensional drawing of size, seating arrangement and cargo space (measurement 1:20 or 1:25). For more info see, information document for coaches (<https://www.samgongustofa.is/eydublod/#q=US.310>).

**Draftmanship of trailer, caravan, pop-up trailer and tent trailer with licit total weight of over 750 kg:** A Draftmanship with all main measurements and a mimic diagram of the breaking system and that it fulfils EB-standards. **Does not apply for vehicles registered inside the EEA.**

**Draftmanship of a caravan, pop-up trailer and tent trailer with licit total weight of under 750 kg:** Draftmanship of the vehicle with all main measurements. No standards are required for the draftmanship. **Does not apply for vehicles registered inside the EEA.**

### Ordering plate numbers – fast-track order.

To speed up the preregistration process the applicant can order plate numbers at the same time as they hand in the preregistration application. Applicants shall pay for the plate numbers when they order them. Applicants shall state the type and size of the number plates at the time of order. If applicant wants to order private number plates he/she shall fill out an application for a private number plates (US.151). Number plates are order when the preregistration is over and the plates arrive at Samgongustofa three days after the order has been placed. Applicants can ask for a special fast-track order for a fast-track fee, but the number plates are assigned from the inventory and the number plates thus ready when the preregistration process is finished. The number plates are sent to an inspection station when they the preregistration process is over.

### Number plates payment.

Applicants can pay the number plates at the service desk at Samgöngustofa when they hand in the application. If applicant selects the option „Do not order plates“ he/she can contact the customer's service at Samgöngustofa or an inspection station when the preregistration process is over.




### Registration request.

When the preregistration process is over, applicants are issued a registration request. If the applicant states his/her email address on the preregistration application he/she will receive the registration request via email. If the email is not stated the applicant can receive a registration request at Samgöngustofa or an inspection station.

### Inspection station:

Before the vehicle can be registered in Iceland the vehicle shall pass a comparison- and a registration inspection at a certified inspection station, where it is made sure that the vehicle is the right one, labelling on the vehicle equipment is sufficient and the condition of the vehicle is as it should be according to regulation concerning design and equipment. If a certain inspection station is stated on the application and the applicant has paid for the number plates, they will be sent to the specified inspection station

### Countries inside EEA:

On the link below applicants can access information about EEA member states:

[http://europa.eu/abc/european\\_countries/index\\_en.htm](http://europa.eu/abc/european_countries/index_en.htm).