

REGISTRATION OF AN IMPORTED VEHICLE IN THE GRAND DUCHY

You just moved in Luxembourg and you want to import your car registered abroad. Or you wish to buy a car abroad.

What steps are needed to register the car in the Grand Duchy ?

We searched for you the practical information to facilitate your efforts.

Plates

You can order the plate number that will be assigned to your car by phone at the following number +352 357 214 237 - **Service Immatriculation des Véhicules** (Vehicle Registration Office). Please note that you must meet the following conditions :

You are resident of the Grand-Duchy of Luxembourg and you are in possession of your Social Security Card

or

You must know your national identification number

In case your installation in the Grand Duchy of Luxembourg is so new that you do not have a national identification number, you have to submit your car directly to the **Inspecting Station in Sandweiler** with the original certificate of declaration of residence received from the local authority you have established your residency..

The plates can be manufactured at the following providers:

GRÜN Signalisation

Zone Industrielle
35, rue des Scillas
Howald
Tel.: 49 61 62
Opening hours:
8h00 - 11h45
13h00 - 16h45

Auto-Karels s.à.r.l.

14, rue John Mac Adam
L-1113 Luxembourg
Val de Hamm
Tel: 43 10 91
Fax: 43 56 38

Comm@4

38, Grand Rue
L-3650 Kayl
Tel: 26 56 1414
Fax: 26 56 1415

Lux Signalisation

11a, rue Principale
L-5240 Sandweiler
Tel: 52 22 57
Fax: 522181

Lux Signalisation

26, route d'Ettelbruck
L-9230 Diekirch
Tel: 26 800 214
Fax: 26 800 241

Practical information

Documents required

Before submitting your car at the inspecting station (three stations are available) you must be in possession of some documents depending of the following cases:

1st case: buying a new car from a car dealer abroad

Most of the car dealers located near the Luxembourg borders will offer you to take in charge all the administrative process to register your car in Luxembourg. In case this service is not provided by the car dealer, you will have to register your car by yourself. You must be in possession of the **original invoice and two (2) copies**. The invoice must be VAT excluded, as you will be in charge to pay the VAT when registering the car at the inspecting station.



Important: the garage VAT registration number must be mentioned on the invoice !

Application to obtain a registration card

This form must be completed and provided with a stamp «Droit de Chancellerie» of 50 €. You can collect both the stamp and the form at :

Administration de l'Enregistrement

1-3 Avenue Guillaume

Luxembourg

Tel.: 44 90 51

Opening hours :

8h00 - 12h00

14h00 - 16h00

Regional office of Esch-sur-Alzette

33 - 35, rue Zénon Bernard

Esch-sur-Alzette

Tel.: 54 86 71 224

Or at the inspecting station of your choice.

You can also buy a stamp at the following automatic dispensers using the Minicash system:

- in the entrance of «Ancien Foyer» (1-3 avenue Guillaume);
- in the entrance of the Vauban building (place du Saint-Esprit);
- to the driving license office of the Ministère des Transports (23, bd Royal) in Luxembourg-city;
- to the three inspecting stations at Esch-sur-Alzette, Sandweiler and Wilwerwiltz.

Certificate of insurance

After filling with us the car insurance proposal, a certificate of insurance and a temporary green card will be sent to your address or to the car dealer.

Certificate of conformity

The car dealer will give you a certificate of conformity (= conformity proof of the approved car type).

Custom clearance

Each car imported in Luxembourg must be cleared at the customs. The car dealer will



provide you with the 705 stamp.

Clearance offices :

Centre Douanier, Croix de Gasperich

next to Park & Ride South

at Luxembourg-Hollerich

BP 1122

L-1011 Luxembourg

Tel.: 49 88 58 402

Opening hours:

8h00-11h30

14h00-16h00 from Monday to Friday

Centre Douanier,

Regional office of Esch-Alzette

boulevard Prince Henri

(vis-à-vis the VW car dealer)

L-4280 Esch-sur-Alzette

Tel.: 57 41 911

Opening hours:

8h00 - 17h00 from Monday to Friday (the revenue office is open until 16h.)

The VAT due on your new car must be paid at the Centre Douanier (customs center) or at the **Administration de l'Enregistrement**.

With both the proof of payment (the VAT document) and the original invoice you are ready to go to the inspecting station.

2nd case: importing or purchasing (private deal) a used car from abroad

The same registration process applies as for a new car with the following differences :

In place of the invoice, you must be in possession of the original sales contract. A copy of the identity card of the former owner as well as the original gray card issued by the foreign authorities are required.

If the imported car comes from an EU country, if it older than 6 months and its mileage is more than 6000kms, no VAT is due in Luxembourg; the clearance is however required, excepted for the cars imported from Belgium.

Car inspection

Once all registration and clearance formalities are done, you are authorized to proceed to the car inspection at the following inspecting stations :

Service d'immatriculation des Véhicules

Station de Contrôle Technique à Sandweiler

11, route de Luxembourg

L-5230 Sandweiler

Opening hours:

7h30 - 17h00

Tel.: 35 72 141

Station de contrôle à Esch-sur-Alzette

22-28, rue Jos Kieffer

L-4176 Esch-Alzette

Tel.: 57 48 841

Fax: 57 26 64

Opening hours:

8h00 - 11h45

13h30 - 17h15

Station de contrôle à Wilwerwiltz

route de Pintsch

L-9776 Wilwerwiltz

Tel.: 92 18 27

Fax: 92 01 79

Opening hours:

8h00 - 11h45 and

13h00 - 16h15

Other practical information

We highly recommend you to beforehand book an appointment for the car inspection (Tel.: 35 72 14 222).

For more information and access to documents about your car registration, please visit



SNCT (First certification body accredited by the OLAS- Luxembourg Office for Accreditation and Monitoring) website : www.snct.lu.

The car inspection fee is about 27 €.

Caution: if another person than the car owner is taking in charge the car inspection, this person must be provided with a copy of the owner's identity card.



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