

Online Procedures at the Visitor Welcome Center (VWC)

1. For your convenience we have implemented an online decal renewal request system. Renewal requests may be submitted via email to the below email address, renewals only require the registrant's full name and the DOD decal number being renewed and vehicle license plate number and state of issue.

Customers may ONLY apply online via email for new vehicle registration if submitting the DA Form 3626 via encrypted .mil email account. This is due to the requirement to provide PII which can only be submitted through an encrypted .mil email account. New registration forms may be faxed or dropped-off and decals can be picked up at the VWC usually within 48 hours from the time dropped off. The VWC is open 24 hours daily and 7 days a week.

2. Customers who process an online renewal request or use the drop off method outlined below need to pull a ticket number and proceed to the Military Police counter to the far right. Your Driver's License, Insurance, Military ID, and State Vehicle Registration is required to be presented at the time of picking up either the expiration tab or DOD decal to validate the information.

3. When completing a new registration request using the Fax or Drop-Off method, please include the below information (or click on the link and fill out DA Form 3626). Personal Information must be encrypted and sent via a .mil email account.

Personal Information

- Full name
- Social Security Number (SSN)
- Grade
- Organization
- Home Address
- Drivers License Number
- Driver License State
- Insurance Company Name/
Expiration

Vehicle Information

- Telephone Number and/or email address to contact you if additional information is needed.
- Make
- Model
- Body Style
- Color
- Year of Vehicle
- Vehicle License Plate / Year
- State license plate was issued
- Vehicle Identification Number (VIN)

4. If vehicle is already registered and the expiration date needs to be updated, then you will need to provide the DOD decal number.

5. If this is the first time you are registering the vehicle on Fort Hood, state that this is a new post registration. If there are temporary plates on the vehicles then a Temporary Pass will be issued until the state license plates are received.

6. You may process your request by E-mail, Fax, or go to the homepage below and click on the link to fill the DA Form 3626.

- VWC E-mail address: usarmy.hood.usag.mbx.pmo-vehreg@mail.mil
- VWC Fax Number: (254) 553-1589.

Note: Due to registration requirements to provide PII for new registration requests the DA Form 3626 must be dropped off in person or faxed to the Visitor Welcome Center. Renewal request may be submitted to the above email address providing only your full name and vehicle DOD decal number.

- VEC Home Page: www.hood.army.mil/visitor.center.aspx.
- Vehicle Registration Page: www.hood.army.mil/vehicle.registration.aspx.