



HOME BASED BUSINESS



U.S. ARMY GARRISON STUTTGART
FAMILY AND MWR



<https://stuttgart.armymwr.com/programs/acs/home-based-business>

**APPLICATION FOR UNITED STATES FORCES,
EUROPE, ON-POST HOME-BASED BUSINESS
ACTIVITY AUTHORIZATION**
(AEA Reg 210-70)

☐ Initial application

☐ Renewal application

Transfer from previous
installations

☐ Yes

☐ No

Data required by the Privacy Act of 1974

Authority: 10 USC 3012.

Principal purpose(s): All information will be used to determine eligibility for home-based business (HBB) authorization on Army installations in Europe and is needed to conduct criminal and intelligence files checks.

Routine use(s): This form will be filed and will be destroyed 3 years after termination of the Army in Europe commercial activity authorization. Other routine uses are listed in 40 Federal Register 35151.

Mandatory or voluntary disclosure and effect on individual not providing information: Providing the requested information is mandatory if the applicant desires to be issued an HBB authorization.

This application is required **only** for individuals properly residing in **Government-owned or -leased quarters**. Individuals residing in **privately owned or leased quarters (off post)** and intending to conduct commercial activities on post must use AEA Form 210-70F and follow the commercial solicitation permit procedures.

Section I — HBB Owner		
1. Name (Last, first, MI)	2. Name of business	3. Telephone number
4. Address of proposed business	5. Email address	6. Previously approved <input type="checkbox"/> Yes <input type="checkbox"/> No
7. Installation if previously approved	8. Sponsor's name	9. Sponsor's DEROS
10. Sponsor's unit	11. Sponsor's email address	12. Sponsor's telephone number

13. Briefly describe the proposed business activity

14. Business category

☐ Services

☐ Product

15. Spouse-owned and -operated

☐ Yes

☐ No

16. Application
submission date

SECTION II

The following rules ensure that operating an HBB does not negatively affect the safety, community tranquility, or the good order and discipline of the Army. As the business owner, I acknowledge, by initialing or checking each item, that the following conditions will be met:

Initial/ Check	No.	Note: Review and initial/check block 1a or block 1b, whichever one is applicable, then review and initial all other blocks (2-9). Subject
<input type="checkbox"/>	1a	I confirm that I am a non-Government-employed Family member. As soon as my employment status changes, I will inform my supervisor about my HBB, and it will be re-evaluated. (Only initial/check 1a or 1b.)
<input type="checkbox"/>	1b	I confirm that I am a Government employee (DA, NAFI) or an active-duty Servicemember and, as such, will provide a memorandum from my supervisor or commander authorizing outside HBB activities. (Only initial/check 1a or 1b.)
<input type="checkbox"/>	2	I must provide proof of all the requisite permissions, licenses (if applicable), and liability insurance before opening and operating the HBB.
<input type="checkbox"/>	3	I am responsible for any damages to third parties arising from the conduct of my business.
<input type="checkbox"/>	4	I confirm that no modifications will be made to my assigned Government-owned or -leased quarters.
<input type="checkbox"/>	5	I understand that I am not allowed to provide childcare services. If I want to provide this service, I must go through the installation Child and Youth Services (CYS) office as part of the Family Childcare (FCC) provider system.
<input type="checkbox"/>	6	I am required to comply with applicable laws, codes, regulations, and requirements, and I am subject to inspection by the appropriate city, county, state, or federal agency office or department for verification of compliance.
<input type="checkbox"/>	7	If my HBB involves food preparation, cutting or styling hair, beauty treatment or cosmetics (such as skin treatment, braids, spray tanning, tattoos), or massages, I will need to be approved by the Army Public Health Service, the local health department, or both. I must provide documentation, including proof of liability insurance and a food handler's certificate (if applicable), and will provide updated certificates to the HBB program on an annual basis.
<input type="checkbox"/>	8	I am aware that I am not entitled to legal assistance from any U.S. Army legal center regarding the operation of my HBB.
<input type="checkbox"/>	9	I understand that any violations will result in an HBB permit suspension and possible removal from Government quarters.

SECTION III

To submit an HBB packet for garrison commander (GC) approval, the following documents, **fully completed and signed**, must be provided:

- ☐ AEA Form 210-70H, Application for United States Forces, Europe, On-Post Home-Based Business Activity Authorization
- ☐ Business registration with local host nation (HN) authorities
- ☐ Taxation registration with HN authorities (HN taxpayer ID)
- ☐ Turnover tax registration (VAT ID) with HN authorities
- ☐ Professional licenses (if required for certain businesses or professions, for example, optician training certificate, healthcare certificate)
- ☐ Food sanitation training certificate and registration (for HBBs involving food preparation and sales)
- ☐ Employer registration with HN authorities (in case employees will be hired (part-time, full-time, other))
- ☐ Registration with HN oversight organizations such as chambers of commerce or craftsmen associations, when applicable
- ☐ Proof of a bank account with an off-post bank used exclusively to conduct HBB activities (receive payments, pay bills, buy supplies)
- ☐ Business mailing address (the APO address may not be used)
- ☐ HBB Risk Mitigation Plan (**must be typed**)
- ☐ Price list of goods or services
- ☐ Proof of any necessary insurance (for example, liability insurance)
- ☐ Certificate of Understanding for U.S. Forces Family Members to Engage in Commercial Activities (AEA Form 210-70A); Application for United States Forces, Europe, Commercial Activity Authorization (AEA Form 210-70F), if applicable
- ☐ Customs office certificate of briefing (**not needed when renewing an HBB permit**)
- ☐ Authorization Release Form (**optional; not needed when renewing an HBB permit**)
- ☐ Photocopy of a valid passport **and** NATO SOFA stamp
- ☐ From EU residents and non-EU citizens who reside and solicit in the HN, **without** SOFA status, a photocopy of the EU country work permit authorizing self-employment activities (in Germany, *selbstständige Arbeit*)

HBB Owner: I certify that the statements in Section II are true and that I will abide by these and any additional rules or policies provided by the garrison commander and the host nation.

Date (YYYY-MM-DD)

Signature

Section IV — Installation Coordination

Directorate/Office	Building number	Telephone number	Recommendation	Date (YYYY-MM-DD)	Name, signature, and stamp or digital signature
FMWR Directorate or ACS POC			Attend orientation / Application pick-up		
Installation housing management			<input type="checkbox"/> Concur <input type="checkbox"/> Nonconcur		
Installation Public Health Service (if applicable)			<input type="checkbox"/> Concur <input type="checkbox"/> Nonconcur		
Installation customs office			<input type="checkbox"/> Concur <input type="checkbox"/> Nonconcur		
Additional offices (if applicable per SC/GC guidance)			<input type="checkbox"/> Concur <input type="checkbox"/> Nonconcur		
FMWR Directorate or ACS POC			<input type="checkbox"/> Concur <input type="checkbox"/> Nonconcur		

Section V — Host Nation Regulatory Entities

Directorate/Office	Building No.	Telephone No.	Recommendation	Requirement
HN Trade Office	See attached HN trade office POC information for Germany and for other HNs; refer as appropriate.		Complete HN trade form	Submit signed form with application packet.

The enclosed copy of AEA Form 210-70A bearing your signature certifies that you understand all the requirements necessary to engage in revenue-generating activities. Failure to comply with any of the directives or providing additional services, not approved by the garrison commander, will result in the loss of your privileges to conduct business on this installation. In addition, you are advised that you may not use your U.S. Forces-plated privately owned vehicle, tax-free fuel, any items purchased from AAFES stores, AAFES catalog, the commissary, or products purchased tax-free or imported duty free through the APO or by any other means in support of this business. The use of such tax-exempt facilities, products, or conveniences constitutes a violation of HN customs and tax laws.

The posting or distribution of flyers must be coordinated with the installation commander or a designated official. Posting or distributing flyers in Government housing must be approved by each building and stairwell coordinator. You may advertise your HBB in the Stars and Stripes and local military community papers and magazines.

Approval of this application does not imply any relationship between the applicant and the U.S. Government. The applicant is solely responsible for any liabilities associated with this business. HBB owners must apply for commercial solicitation privileges before conducting any solicitation on Army installations.

SECTION VI — Review					
Directorate/Office	Requirement	Determination		Date	Signature
Staff Judge Advocate (Legal Review)	Review completed application and supporting documentation	<input type="checkbox"/> No legal objection	<input type="checkbox"/> Legally insufficient		
FMWR Directorate	Review completed application and supporting documentation	<input type="checkbox"/> Recommend approval	<input type="checkbox"/> Recommend disapproval		
Installation Approval Authority					
I have reviewed the HBB application and <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove					
Reason for disapproval					
Expiration date (YYYY-MM-DD; 2 years from the date of signature unless otherwise indicated)					
Garrison commander (Rank, first name, middle initial, last name)		Date (YYYY-MM-DD)		Signature	

CERTIFICATE OF UNDERSTANDING FOR U.S. FORCES FAMILY MEMBERS TO ENGAGE IN COMMERCIAL ACTIVITIES

(AEA Reg 210-70)

1. I have read and understand AR 210-7 and AEA Regulation 210-70. I understand that a violation of these regulations could result in the withdrawal of my commercial activity privileges. Furthermore, I understand the following limitations on my commercial activities and certify that I will comply with these limitations:

- a. I will not use the Military Postal Service to send or receive mail or merchandise connected with my commercial activities.
- b. I will use neither a U.S. Forces-plated vehicle nor tax-free gasoline in any vehicle connected with my commercial activities.
- c. I will not use my duty-free import privileges to import any merchandise, advertising material, or other items to be used in connection with my commercial activities.
- d. For home-based business purposes, I will not use Government-owned or -leased quarters as business premises, showrooms, stores, or storage areas for goods intended for commercial resale if such business operations intervene or restrain any form of daily living activities.
- e. I will not take legal title to merchandise for commercial resale to comply with this regulation while, in fact, allowing any unauthorized company or person (including active-duty U.S. military personnel and DOD civilians limited by DOD 5500.7-R) to operate a commercial enterprise under the guise of my commercial activity privileges.
- f. I will not employ or use the services of active-duty U.S. military personnel or DOD civilians contrary to the provisions of DOD 5500.7-R as agents, brokers, or salespersons in the operation of a commercial activity.
- g. I will not lend, reproduce, or alter my letter of authorization.
- h. I will not use any type of official identification document other than my letter of authorization, AEA Form 210-70F, or AEA Form 210-70G to gain access to Army installations for the purpose of commercial activities.
- i. I will comply with the provisions of AEA Regulation 210-70, in particular the following:
 - (1) I will not solicit door-to-door on Army installations, including Government-owned or -leased housing, except at the personal invitation of an individual residing in the area.
 - (2) I will not solicit or make appointments with military personnel in barracks and dayrooms or when they are on duty, nor will I solicit civilian employees during duty hours.

2. Additionally, I am aware that--

- a. If required by local law, I must register my business activity with host-nation authorities and apply for any necessary permits or licenses.
- b. The requirement to register my business with host-nation authorities and pay taxes to host-nation tax authorities does not negate the requirement to report any income I derive from that same business to the U.S. Internal Revenue Service.
- c. At the end of each quarter or 8 weeks before leaving the host nation, whichever occurs first, I must report to host-nation tax authorities for assessment and collection of any tax due.
- d. Issuance of my letter of authorization, AEA Form 210-70F, or AEA Form 210-70G does not in itself entitle me to engage in commercial activities on any Army installation. I must apply to local installation commanders to solicit and otherwise engage in commercial activities on installations under their jurisdiction.
- e. Issuance of my letter of authorization, AEA Form 210-70F, or AEA Form 210-70G does not entitle me to any type of logistic support from the United States Government aside from my entitlement to logistic support as a Family member.
- f. If my commercial activity privileges are withdrawn or suspended, I must return my letter of authorization, AEA Form 210-70F, or AEA Form 210-70G to the appropriate issuing authority within 7 days after receipt of notification of the withdrawal or suspension notice.
- g. Commanders have the discretionary prerogative of restricting or prohibiting commercial activities on installations under their jurisdiction.
- h. I must become familiar with and understand commercial activity regulations issued by appropriate headquarters and installation commanders.
- i. Violations of, or noncompliance with commercial activity regulations may result in the withdrawal of my privileges to engage in commercial activities in the Army in Europe area of operation.

3. I further understand that a violation of the provisions of this certificate of understanding may result in the withdrawal of my commercial activity privileges.

4. I also understand that my commercial activities are subject to the customs, business registrations, and tax laws of the host nation where I seek to do business. In this regard, it is understood that my commercial activities may require the advice of local attorneys and possible Government customs officials to ensure my business activities are in compliance with local law.

5. I understand that my contracts are governed by the requirements of the host-nation law. I will inform the personnel whom I contract that host-nation law applies.

Printed name

Date (YYYYMMDD)

Signature

STATEMENT OF UNDERSTANDING FOR SOLICITATION / GEWERBEVEREINBARUNG

(AEA Reg 210-70)

I understand that the lending, reproduction, or alteration of AEA Form 210-70F is cause for withdrawal of the solicitation privilege. I also understand the following: */ Ich wurde darüber informiert, dass das Verleihen, die Vervielfältigung oder Änderung von AEA Form 210-70F den Entzug der Verkaufsgenehmigung zur Folge hat. Ferner wurde ich über Folgendes informiert:*

a. AEA Form 210-70F entitles me to solicit only on installations listed in the letter issued by the responsible community commander or installation coordinator. */ AEA Form 210-70F berechtigt mich, mein Gewerbe nur in den Einrichtungen auszuüben, die in dem Genehmigungsschreiben des verantwortlichen Standortkommandeurs oder des Installation Coordinator aufgeführt sind.*

b. I understand that commanders have no authority to waive regulatory restrictions on solicitation listed in AEA Regulation 210-70. */ Ich bin mir bewusst, dass Kommandeure nicht befugt sind, Ausnahmen zu den in AEA Regulation 210-70 festgelegten Handelsbeschränkungen zu genehmigen.*

c. Issuance of a letter of authorization does not entitle me or the company I represent to any type of logistic support from the U.S. Government. */ Die Ausstellung eines Genehmigungsschreibens berechtigt weder mich noch die von mir vertretene Firma zu irgendwelchen Ansprüchen auf logistische Unterstützung durch die amerikanische Regierung.*

d. I may not use, with or without pay, the services of military personnel or DOD civilian employees in commercial solicitation activities. */ Ich darf die Dienste von Militärangehörigen oder Zivilangestellten des US-Verteidigungsministeriums für meine Tätigkeit nicht in Anspruch nehmen (weder mit noch ohne Bezahlung).*

e. I may not solicit sales of commodities or services for any firm other than the one identified in my letter of authorization or on AEA Form 210-70F. */ Ich darf Waren und Dienstleistungen nur für die Firma anbieten, die in dem Genehmigungsschreiben bzw. in meiner Verkaufsgenehmigung (AEA Form 210-70F) aufgeführt ist.*

f. I may not use any type of official identification document other than my AEA Form 210-70F, together with the community authorization letter and my national identification card/passport, to gain access to Army installations in Europe for the purpose of commercial business solicitation. */ Andere Ausweise oder Dokumente als AEA Form 210-70F kann ich zusammen mit dem Genehmigungsschreiben und meinem Personalausweis/ Reisepass nicht vorlegen, um zur Ausübung meines Gewerbes Zugang zu Einrichtungen der US-Army in Europa zu erhalten.*

g. Door-to-door solicitation is not authorized on Army installations. */ Haustürgeschäfte sind in Einrichtungen der US-Army in Europa nicht erlaubt.*

h. I may not solicit military personnel in barracks or dormitories when they are on duty, and I may not solicit civilian employees during duty hours. All solicitation I do will be only by appointment. */ Ich darf zum Zwecke meiner Gewerbetätigkeit Militärangehörige im Dienst weder in Kasernen noch in Truppenunterkünften aufsuchen. Auch Zivilbedienstete dürfen während der Dienstzeiten nicht aufgesucht werden. Kunden können nur nach vorheriger Vereinbarung aufgesucht werden.*

i. I may not possess or use DOD or service allotment-authorization forms. */ Ich darf Gehaltseinzugsformulare (Service Allotment Authorization Forms) des US-Verteidigungsministeriums weder besitzen noch verwenden.*

j. I am not authorized to enter restricted areas of military installations. */ Ich darf Sicherheitsbereiche der militärischen Einrichtungen nicht betreten.*

k. In consideration of the privilege to solicit on Army installations in Europe, I (we) agree and pledge to be bound by DOD Instruction 1344.07, AR 210-7 (including the Standards of Fairness (app B)), AEA Regulation 210-70, and U.S. and local customer protection laws. In case of a conflict between these regulations and laws, the one with the provisions more beneficial to the consumer will apply. */ In Anbetracht des Sonderrechts, meiner Gewerbetätigkeit in Army-in-Europe-Einrichtungen nachgehen zu können, erkläre ich mich bereit und verpflichte mich/erklären wir uns bereit und verpflichten uns, die Vorgaben in DOD Instruction 1344.07, in AR 210-7 (einschließlich der Standards of Fairness (App B)), in AEA Regulation 210-70 sowie amerikanische und örtliche Verbraucherschutzgesetze einzuhalten. Im Fall widersprüchlicher Vorgaben dieser Gesetze und Vorschriften gelten die für den Verbraucher vorteilhafteren Bestimmungen.*

l. Commanders have the prerogative of restricting or prohibiting solicitation on installations under their jurisdiction. */ Kommandeure haben das Recht, Gewerbetätigkeiten innerhalb ihrer Befehlsbereiche einzuschränken oder zu verbieten.*

m. It is my responsibility to become familiar with and understand commercial solicitation regulations issued by the Army in Europe and community commanders. */ Ich bin dafür verantwortlich, mich mit den von der US-Army in Europa und den Kommandeuren erlassenen Handels- und Gewerbevorschriften vertraut zu machen und diese zur Kenntnis zu nehmen.*

n. Violations or noncompliance with commercial solicitation regulations of any Army command in Europe may result in the withdrawal of my privilege of soliciting on installations in the entire USEUCOM area of responsibility. */ Verstöße gegen bzw. die Nichteinhaltung von Handels- und Gewerbevorschriften egal welchen Kommandos der US-Army in Europa können den Entzug meiner Gewerbeberechtigung für Einrichtungen im gesamten Verantwortungsbereich von USEUCOM zur Folge haben.*

Printed name

Date (YYYYMMDD)

Signature

**STATEMENT OF UNDERSTANDING
FOR LIFE INSURANCE/MUTUAL FUNDS/SECURITIES**

(AEA Reg 210-70)

I understand that the lending, reproduction, or alteration of AEA Form 210-70G is cause for withdrawal of the solicitation privilege. I also understand that --

- a. Issuance of AEA Form 210-70G does not in itself entitle me to solicit on any Army installation and that I must apply to each local installation coordinator to solicit on Army installations in Europe.
- b. Commanders have no authority to waive regulatory restrictions on solicitation and, for this reason, regardless of command consent, approval, or invitation, I cannot teach classes to Servicemembers as part of a command or on-post private organization program on investments, insurance, personal finances, or military benefits; solicit without an appointment; solicit in barracks or dormitories occupied as such; or address formations of Servicemembers.
- c. Accreditation does not entitle me or the company I represent to any type of logistic support from the U.S. Government.
- d. I may not use, with or without pay, the services of military personnel or DOD civilian employees in commercial solicitation activities.
- e. I may not solicit sales of commodities or services for any firm other than the one identified in my accreditation to any DOD personnel on or off military installations.
- f. I may not use any type of official identification document other than AEA Form 210-70G with my own passport to gain access to Army installations for the purpose of commercial business solicitation.
- g. Door-to-door solicitation is not authorized on Army installations.

h. I may not solicit Servicemembers in barracks or dormitories or when they are on duty; and I may not solicit civilian employees during duty hours. All solicitation I do will be only by appointment.

i. I may not possess or use DOD or service allotment-authorization forms.

j. I am not authorized to enter restricted areas of military installations.

k. If I sell life insurance to personnel in grades E1 through E3, I must explain the insurance coverage and ensure that the applicant is counseled by the unit insurance officer concerning the purchase of the policy.

l. Commanders have the prerogative of restricting or prohibiting solicitation on installations under their jurisdiction at their discretion.

m. It is my responsibility to become familiar with and understand commercial solicitation regulations issued by the Army in Europe and community commanders.

n. Violations or noncompliance with commercial solicitation regulations in the Army in Europe may result in the withdrawal of my privilege of soliciting on installations in the entire Army in Europe area of operation.

o. In consideration of being granted the privilege to solicit on military installations in the Army in Europe, I (we) agree and pledge to be bound by DOD Instruction 1344.07, AR 210-7 (including the Standards of Fairness (app B)), AEA Regulation 210-70, and U.S. and local consumer protection laws. In case of a conflict between these bodies of law, the one with the provisions more beneficial to the customer will apply.

Printed name

Date (YYYYMMDD)

Signature

HOME BASED BUSINESS CONTRACT

Name of Business

Address:

Email address:

Phone number:

CONTRACT:

The buyer may cancel the contract within 14 days after the date of the contract without penalty or obligation. The contract must be canceled by giving written notice to [insert name and address of the commercial enterprise or self-employed vendor] by mail, telegram, or personal delivery. Mailing the cancellation notice within 14 days meets the conditions of this term.

SAMPLE MEMORANDUM for USAG Stuttgart Housing Office:

I, _____, am requesting permission to operate a Home-Based Business (HBB) in government owned quarters. Per AER 210-70, dated 21 January 2016, I am providing you with the following information:

Name of the business:

Address of the proposed business:

Phone number:

Type of business:

Services or good proposed for sale:

Proposed method for contacting customers and advertising

Will modifications be needed to Government owned quarters?

YES or NO (please circle one) If yes, please explain.

How services will be conducted:

Name of HBB applicant:

Signature:

Reviewed by Housing Manager:

Name:

Signature:

Date:

Information Sheet for German Finance and Licensing Offices

Finanzamt Boeblingen (for HBBs that operate in the Panzer Kaserne area)

Talstr. 46, 71034 Böblingen

Tel: 07031-13-3450 POC: Herr Schimdtblaicher (*does not speak English*)

Fax: 07031-13-3200

Website: www.fa-boeblingen.de

Email: poststelle@fa-boeblingen.bwl.de

Finanzamt Stuttgart-Koerperschaften (for all HBBs operating in the Kelley Barracks, Patch Barracks, Robinson Barracks or Stuttgart Army Airfield vicinity)

Paulinenstrasse 44, 70178 Stuttgart

Tel: 0711-6673 – 0 (Switchboard)
0711-6673-6638 (Direct Line) POC: Herr Markus Heimsch

Fax: 0711-6673-6525

Website: https://finanzamt-bw.fv-bwl.de/fa_stuttgartkoerperschaften

Email: poststelle@fa-Stuttgart-Koerperschaften.bwl.de

Handwerkskammer Region Stuttgart (Chamber of Crafts and Trades)

Heilbronnstrasse 43, 70178 Stuttgart

Tel: 0711-1657-0

Fax: 0711-1657-222

Website: <https://www.hwk-stuttgart.de/>

Email: info@hwk-stuttgart.de

Food Handler Certification instructions

- An HBB providing food services (ex: baking, food preparation/catering) has to receive! a Food Handler Certificate.
- It is valid for 1 year.
- Online Food Handler Certification Course:
<https://mhs-europe.tricare.mil/Clinics/Vicenza-Army-Health-Clinic/Preventive-Medicine/Food-Handlers-Course>

**HBBs operating in Government housing involving food production and sale are not subject to public health inspections as a food establishment under the Tri-Service Food Code. However, there are specific requirements governing the production and sale of cottage foods. In general, HBBs may not sell high-risk foods as described in TB MED 530, section 8-301.12. However, the preparation and selling of these foods may be approved by the local regulatory authority on a case-by-case basis when suitable controls are identified and maintained.