

## Vehicle Passes

### Temporary Vehicle Access

- All vehicles will be registered into the Defense Biometric Identification System (DBIDS).
- Visitor Control Center (VCC) may issue no more than a three day vehicle pass for Privately Owned Vehicles (POVs) to authorized personnel. Any vehicle pass greater than three days must be issued at the U.S. Fleet Activities (FLEACT) Yokosuka Vehicle Registration Office (VRO). All vehicles must have current registration requirements as per COMFLEACTYOKOSUKAINST 5800.2H
- When VRO is closed, United States (U.S.) military personnel who are in the process of registering their POV will be issued a vehicle pass dated until the next VRO working day.
- If the registered owner of the vehicle is not U.S. military personnel, the number of vehicle passes issued will not exceed five per month. The driver must have written permission from the owner to operate the vehicle.
- If the sponsor is assigned outside of Japan, and the spouse is requesting a vehicle pass, the spouse must present a copy of the sponsor's current orders.
- Personnel driving a commercial rental vehicle and who are staying on the installation will obtain a vehicle pass issued for the duration of the visit by VRO. When VRO is closed, a vehicle pass will be issued dated until the next VRO working day. If the driver is transferring, they must present supporting documents of permanent change of station orders and a valid Navy Lodge or Navy Gateway Inns and Suites Registration Card.
- Personnel under TAD/Temporary Duty (TDY) orders are authorized to obtain a One day Vehicle Pass if TAD/TDY orders indicate authorization to drive a vehicle. Personnel must have a valid international driver's license or SOFA license. A temporary vehicle pass will be issued at VRO.
- All guests requesting vehicle passes must be relatives of the sponsor or sponsor's spouse and meet the above requirements.
- A one-day pass will be issued to all authorized dealers not to exceed a total of two vehicles for sale on the installation at a time. Authorized dealers must have FLEACT Yokosuka Morale, Welfare and Recreation (MWR) passes to park vehicles for sale in the MWR sale lot.

<b>Status/Grade</b>	<b>Number of Guest/Vehicles</b>
<b>Military as Defined in Paragraph 1 of Chapter 2 in CFAYINST 5530.9</b>	
E-6 and Senior	Six guests and three vehicles
E-5 and Junior	Four guests and three vehicles
<b>JSDF Personnel and JSDF Retirees</b>	
CWO1 and Senior	Six guests and member's vehicle ( one )
E-6 thru E-9	Six guests and no vehicle
JSDF Academy Staff	Six guests and member's vehicle (one)
E-5 and E-4	Four guests and no vehicle
E-3 and Junior	Two guests and no vehicle
JSDF Academy Student	Six guests and no vehicle
<b>Complimentary Guests</b>	
Command Guest Pass Holders	Six guests and his/her/company's vehicle ( one )
Retired MLC/IHA with Special Retired Pass	Six guests and no vehicle

## **Guest Pass Policy**

All sponsors must be registered in DBIDS in order to escort guests. Guests must be escorted and supervised at all times (with the exception of House Guest Passes). Sponsors are responsible for their guest's actions while on board the installation.

### Proper Identification for DBIDS registration

*U.S. Citizens (one of the following is REQUIRED)*

1. Social Security Number
2. Taxpayer ID Number
3. Certificate of Naturalization

AND either

1. U.S. Passport with valid landing permission
2. Resident Card with valid visa and landing permission

*Japanese Nationals (one of the following is REQUIRED)*

1. Japanese Passport
2. Resident Card with picture
3. MyNumber card with picture
4. Japanese Driver's License with supplemental documents

*All Other Nationalities*

1. Passport with a valid landing permission
2. Resident Card with a valid visa and landing permission

**Note:** Guests who are processing a visa or who have a visa application in a pending status are not authorized to enter base. Please contact your guest's embassy or a Japanese Immigration office for more information.

## **Violation Policy**

1. **Unescorted Guests.** If “Escort Required” guests are found unescorted, for the first violation, the sponsor’s escorting privileges for all passes will be suspended for 30-days and a second violation will result in a one year suspension. Installation access for the guest will be suspended until further notice. If the sponsor desires to appeal the suspension, the sponsor must send a written request to the FLEACT Yokosuka Legal Office explaining their circumstances.
2. **Unescorted Designated Third Country Nation (DTCN) Guests.** If DTCN guests are found unescorted, the sponsor’s escorting privileges will be revoked immediately and installation access for the guest will be suspended until further notice.
3. **Over Stay.** If guests are found on the installation beyond the time allocated for their pass, the sponsor’s escorting privileges for all passes will be suspended for 30-days and a second violation will result in a one year suspension. Installation access for the guest will be suspended until further notice.
4. **Trespasser.** If personnel enter the installation without proper authorization, the violator will be escorted off the installation by U.S. Naval Security Force members. If a sponsor is involved, their escorting privileges will be revoked immediately and installation access for the guest will be suspended until further notice.
5. **Mutilated or Tampered Passes.** Any passes issued by U.S. Fleet Activities (FLEACT) Yokosuka are prohibited from being mutilated or tampered with. The sponsor’s escorting privileges will be revoked immediately and installation access for the guest will be suspended until further notice.

6. Personnel who attempt or admit to attempting to maliciously circumvent the escort privileges to include the maximum number of guests allotted, will have their escort privileges suspended for 30 days. All current passes under the sponsor will be terminated. Additionally, sponsoring commands will be notified of further administrative or legal actions.
  
7. Any violations of the guest policy will affect the violator, sponsor, and sponsor's dependents. A record of the violation will be kept on file for three years at Visitor Control Center (VCC).
  
8. Traffic Violations. Per reference (f), traffic violations resulting in a traffic citation issued by FLEACT Yokosuka Security Department are a basis for loss of driving and/or guest privileges. For guests, the first violation will result in suspension of driving privileges for 30 days and the second violation will result in suspension of base and driving privileges until further notice. Patrols must ensure the VCC is contacted when guests with a one-day vehicle pass receive a traffic violation. VCC personnel will annotate the suspensions under the guest's profile in DBIDS.

[COMFLEACT YOKOSUKA INSTRUCTION 5530.9](#)

# Sample of Proper Identification for Guests

Must present one of the below listed official IDs:



**My Number Card  
(Kojin Bango Card)  
Pictured Form Only**



**Japan/Foreign  
Passport  
Valid visa required  
for non-Japanese**



**Resident Card  
Both visa and  
expiration date  
must be valid.**



**Japanese Driver's License  
Must have additional  
document  
See next page**

- ID is not required for minors under 12 years old.
- **Note: Must be escorted by their parent, or approved guardian after 1700 hrs. Approved guardian must provide Guardian Agreement Form.**
- Non- Japanese nationals must present Passport or Resident Card.
- US citizens must provide full SSN for DBIDS registration.



**Special Resident  
Permanent Certificate**



# Supplements for Japanese Driver's License



**+** One of six documents below

**#1**



**Basic Resident  
Registration Card  
(Jumin Kihon Daicho Card)**  
**Pictured Form Only**

**#2**



**Address Certificate (Jumin-hyo)  
w/ Permanent Address (Honseki)**  
**Valid until expiration date  
of the driver's license**

**#3**



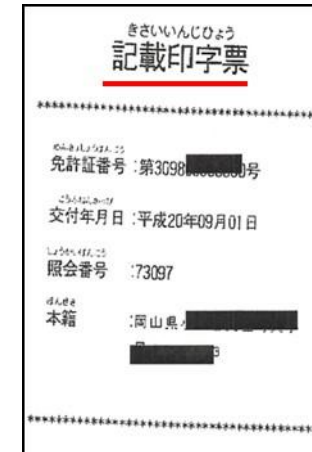
**Koseki Kojin-Jiko  
Shomeisho**  
**Obtain after the driver's license  
issuance**  
**Valid until expiration date of  
the driver's license**

**#4**



**Koseki Zenbu-Jiko  
Shomeisho**  
**Obtain after the driver's  
license issuance**  
**Valid until expiration  
date of the driver's  
license**

**#5**



**Kisai Inji-hyo**  
**Record on Driver's  
License**  
**Title must be  
記載印字票**

**#6**



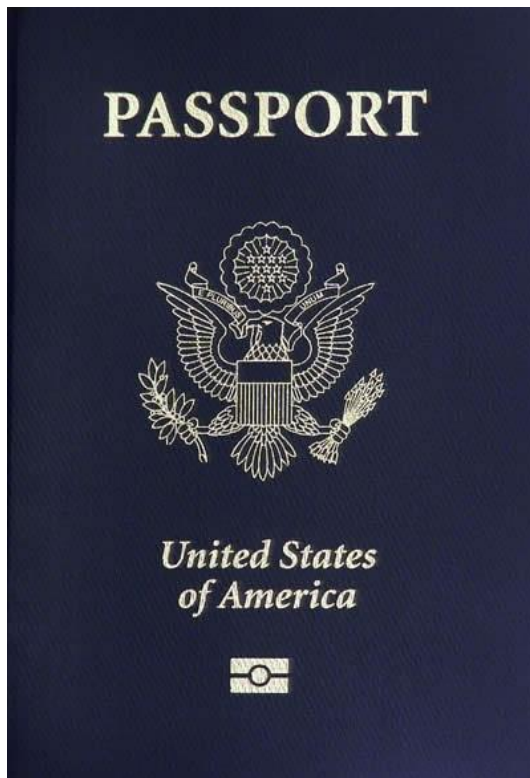
**Honseki Kakunin-  
Yoshi**  
**Record on Driver's  
License**  
**Title must be  
本籍確認用紙**

# PROPER ID's FOR ONE DAY GUEST PASS (NON-JAPANESE NATIONALS)

Must present ONE of the below listed official IDs to obtain One Day Guest Pass:

## PASSPORT with Valid Visa Stamp

(US Citizens will need to provide SSN for DBIDS registration)



## Resident Card





DATE: \_\_\_\_\_

**ONE DAY VEHICLE PASS APPLICATION FORM**  
 (FILL OUT IN **ENGLISH ONLY**) 全てローマ字で記入すること

OFFICIAL /  UNOFFICIAL

**PASS REQUESTOR (パスの申請者)**

ID NUMBER (自衛官は認識番号)	LAST NAME (姓)	FIRST NAME (名)	MIDDLE NAME (ミドルネーム)
RANK/RATE (階級)	RELATION SHIP TO SPONSOR (CIRCLE ONE) SELF, PARENT, SIBLING, CHILD, GRAND PARENT, NEPHEW, NIECE	HOME ADDRESS (PHYSICAL ADDRESS / 住所)	
SPONSOR'S COMMAND & DIVISION or COMPANY NAME (部隊と部署 / 会社名)	PRD	WORK PHONE (職場電話)	HOME PHONE (自宅電話)

**VEHICLE/DRIVER INFORMATION (車輛及び運転者のインフォメーション)**

IF OFFICIAL CHOOSE ONE:  TODAY (当日) /  TOMORROW (翌日)

LICENSE PLATE NUMBER (車両番号)	MAKE (メーカー)	COLOR (色)	MODEL (モデル)	TYPE (型式) SEDAN, S/W, VAN, TRUCK, C/O, MINI, OTHER	GUEST DRIVER'S NAME (ゲスト運転者名)	DRIVER'S LICENSE NO. (運転免許証番号)

- VEHICLE PASS WILL BE ISSUED TO SOFA MEMBERS OR THEIR IMMEDIATE FAMILY MEMBERS (PARENTS, CHILDREN, GRANDPARENTS, GRANDCHILDREN, SIBLINGS AND THEIR SPOUSES AND THEIR CHILDREN (NEPHEW & NIECE).  
 ゲストの車輛パスは親族に限ります。親族: 親、子供、祖父母、孫、兄弟(義理の兄弟も含む) 及びその子供(甥、姪)
- IF A SOFA MEMBER IS BORROWING A VEHICLE, HE/SHE MUST SHOW AN AUTHORIZATION LETTER TO DRIVE AND PROOF OF INSURANCES (JCI/LIABILITY).  
 車輛を借りて運転している場合必ず貸借証明書(車輛の所有者の住所、印があるもの)を提示して下さい。又保険の証明も必要です。
- REQUIRED DOCUMENTS: CAR TITLE (MUST BE ORIGINAL) AND JCI/LIABILITY INSURANCES 必要な書類: 車検証(オリジナル)、強制保険、任意保険

This Vehicle will be registered on Base by the next business day.

FOR OFFICIAL USE ONLY – PRIVACY SENSITIVE

Requestor's Signature \_\_\_\_\_