

HOW TO OBTAIN A PARKING CERTIFICATE **(On base/on board ship)**

Procedures are slightly different depending on the place of your residence but it all starts from you obtaining a Parking Certificate Residence Verification form at either VRO or the Base Housing Office.

If you still live at the **Navy Lodge under PCS Orders**, take the form to your Navy Lodge Manager. Their staff at the counter will verify your room number and place a stamp.

If you live at the **BOQ**, take the form to the Billeting Officer at the front desk of BOQ Bldg 1556. They will verify your room number and place a stamp.

If you live at the **BEQ**, our VRO staff will make a phone call to BEQ Billeting Officer to verify your room.

If you live **onboard your ship**, our VRO staff will issue an Afloat Command Residence Verification form for you to take back to your command for your CO's signature.

If you live at a **Government Quarters in Yokosuka or Ikego**, go to **Base Housing Office**. Their staff will verify your residence and place a stamp on the form.

After obtaining a stamp on the Parking Certificate Residence Verification form, **return to VRO** with the form and the paperwork on the vehicle you wish to register. Our staff at VRO will complete the documents and request you to go to the local Land Transportation Office (LTO).