

PROCEDURE FOR TRANSFER REGISTRATION COMFLEACT (Buying from SOFA Personnel)

1. E-4 and below /or civilian equivalent must have an approved request form (CFAY-4651/2) from their CO. Additionally,
 - a. An approved command request chit from their respective CO's and updated page 2 (for Active duty)
 - b. An employment letter stating your pay grade and number of dependents (for Civilian or Contractor).

*Single E-4 and below/or civilian equivalent are not authorized to purchase or register a vehicle.

2. Buyer must have:
 - a. A valid Driver's license (USFJ Form 4).
*2nd driver's license is required when registering 2nd vehicle.
 - b. A parking certificate in sponsor's name (see 'How to obtain parking certificate')
*For mini car, a parking certificate is required after step number 6.
 - c. Liability insurance in his/her name for a minimum period of 12 months.
 - d. An employment letter stating your pay grade and SOFA status.
(for Civilian or Contractor)

3. Seller must have:
 - a. The base Decal (USFJ Form 15A or B) from the vehicle.
 - b. Current Road Tax receipt.
 - c. Current Japanese Inspection Card (title).
 - d. Current base inspection sheet.
 - e. Current JCI policy

*If Japanese inspection is expired, you must obtain temporary plates from Yokosuka City Hall (1st floor).

4. Both parties (the owner and prospective buyer) must come to Vehicle Registration Office (VRO) with step 2 and step 3 items.

*Anyone other than the sponsor must bring a Power of Attorney.

5. VRO will issue the transfer registration papers, bill of sale and a temporary pass.

6. The buyer must go to the Land Transportation Office (LTO) to transfer ownership of Japanese title.

*If it is a motorcycle or a mini car, the buyer must go to LTO first, then proceed to Yokosuka City Hall (2nd Floor), to transfer ownership of road tax.

7. The buyer must come back to VRO with all vehicle paper from LTO to obtain base Decal.

*If you have temporary plates from Yokosuka City Hall, you need to return them and bring a receipt to VRO to receive base Decal.