

VEHICLE REGISTRATION OFFICE (VRO) PROCESS

*****REQUIRED DOCUMENTATION:** The following documents are required prior to purchasing and registration of a motor vehicle for use onboard NAF Atsugi. These items must be presented to VRO when you come in to register a vehicle.

- A. Valid U.S. Military or DOD Civilian ID card.
- B. A copy of PCS Orders (Military) or Letter of Employment / Travel Orders (Civilians)
- C. Valid NAF Atsugi USFJ Form 4EJ (Operator permit for a civilian Vehicle)
- D. Shaken (Japanese Title) with minimum 30 days until expiration date
- E. Valid **Japanese Compulsory Insurance (JCI)**, which can be purchased from AIU insurance with minimum 30 days until expiration date
- F. **Liability Insurance** in Buyer name, with coverage of at least a minimum of 3 months.
- G. Proof of current Base **Vehicle Safety Inspection** with minimum 30 days until expiration date.
- H. **If you are living off installation, have a Japanese Parking Certificate from your city of residence. (Obtained from the Japanese Police Station in the city you reside in.) MUST BE IN SPONSOR'S NAME!!**

ADDITIONAL REQUIRED DOCUMENTATION :

*****Personnel E-6 and below and/or under 26 years of age are required to have the following additional required documents:**

- A-Special request chit Approved to purchase a POV by CO/OIC (**E-4 and below only**)
- B-Proof of Alcohol Aware or Prevent Training (**E-6 and below Personnel under 26 years of age**)

*****Spouse/Dependents or any personnel without the sponsor present, due to deployment, TDY or transfer who are buying or selling a vehicle must have:**

- A- **SPECIAL Power of Attorney** for Purchase/ Disposition of Vehicle (**ORIGINAL COPY ONLY**)
(NOTE: A General Power of Attorney will not be accepted per USFJINST 31-205)
- B-Copy of Sponsor's Valid USFJ Form 4EJ (Operator permit for civilian vehicle)

STEP-1. If you are purchasing a Vehicle, you and the seller must both proceed to VRO with all of the above required documents. The required documents will be verified and the VRO will issue a Bill of Sale to be signed by you and the seller. The seller will be required to scrape off the Base Decal issued to them and the buyer will be issued a temporary pass until the vehicle registration is complete.

STEP- 2. The Buyer will proceed to the Japanese LTO (Land Transportation Office) which is located off the installation to transfer the title of the Vehicle into your name (if you are the new Owner), and update the address and pay any taxes owed on the vehicle. Maps can be provided upon request, for your assistance in locating the LTO.

*** VRO can recommend a few reputable Japanese Runners who can complete this task with minimum difficulty. Accepting assistance is just a recommendation and these runners are in no way affiliated with VRO. Any and all negotiations and monetary transaction is solely between you and the Japanese runner. It is still your responsibility to ensure the accuracy of all your documents. ***

STEP- 3. The buyer returns to VRO with all completed documents. If all paperwork is up to date and valid, the vehicle will be registered in the VRO database system and the new owner of the vehicle will be issued a base decal.

The following references outlines specifics for vehicle registration information: USFJ INST 31-205 Series, CNFJ INST 5800.9 Series, NAFA INST 5800.6 Series, 2009 Japanese Road Traffic Law.

VEHICLE REGISTRATION OFFICE (VRO) PROCESS

REQUIRED DOCUMENTATION FOR A SECOND VEHICLE: The following documents are required prior to purchasing and registration of a second motor vehicle for use onboard NAF Atsugi. These items must be presented to VRO when you come in to register a vehicle:

- A. **Valid** U.S. Military or DOD Civilian ID card.
- B. **Dependent's Valid** NAF Atsugi USFJ Form 4EJ (Operator permit for a civilian Vehicle)
- C. **Shaken** (Japanese Title) with minimum 30 days until expiration date.
- D. Valid **Japanese Compulsory Insurance** (JCI) with minimum 30 days until expiration date.
- E. **Liability Insurance** in Buyer's name (Military Member) with coverage of at least a minimum of 3 months.
- F. Proof of current Base **Vehicle Safety Inspection** with minimum 30 days until expiration date.
- G. **If you are living off installation, you must have a Japanese Parking Certificate, for the second vehicle, from your city of residence. (Obtained from the Japanese Police Station in the city you reside in) MUST BE IN SPONSOR'S NAME!!**

*****Once you have all your requirement documents follow the steps on the other side of this page for registration of vehicle*****

REQUIRED DOCUMENTATION FOR MOTORCYCLE: The following documents are required prior to purchasing and registration of a motorcycle for use onboard NAF Atsugi. These items must be presented to VRO when you come in to register a motorcycle:

- A. **Valid** U.S. Military or DOD Civilian ID card.
- B. **Valid** NAF Atsugi USFJ Form 4EJ (Operator permit for a civilian Vehicle)
- C. **Motorcycle Safety Card**
- D. **Shaken** (Japanese Title) with minimum 30 days until expiration date.
- E. Valid **Japanese Compulsory Insurance** (JCI) with minimum 30 days until expiration date.
- F. **Liability Insurance** in Buyer's name (Military Member) with coverage of at least a minimum of 3 months.
- G. Proof of current Base **Vehicle Safety Inspection** with minimum 30 days until expiration date.

*****Once you have all your requirement documents follow the registration of vehicle steps on the other side of this page to register your motorcycle*****

***** Registration of Vehicle while staying in the Navy Lodge** (Navy Lodge is Temporary Housing): Personnel staying at the Navy Lodge can register a vehicle but will only be issued a base pass not to exceed 30 days at a time.

-Personnel who have been offered off-base housing must re-register their vehicle with the LTO. Report to VRO with the Japanese Parking Certificate and VRO will issue a LTO Worksheet for member to take to LTO to have the Shaken (Title) changed to the Off-base address. Once that is completed, report back to VRO to complete registration and a base decal will be issued.

Note: There will be a fee of 2300 yen at the LTO for the change of address on the Shaken (Title).

- Personnel who have been offered on-base housing will need to proceed to VRO with a sign Housing form stating that on-base Housing was accepted. Once this is completed and verified a base decal will be issued.

The following references outlines specifics for vehicle registration information: USFJ INST 31-205 Series, CNFJ INST 5800.9 Series, NAFA INST 5800.6 Series, 2009 Japanese Road Traffic Law.