

VEHICLE REGISTRATION IN SASEBO, JAPAN

(FOR USFJ PERSONNEL)
CFAS SECURITY VRO



As of February 10, 2016

IMPORTANT INFORMATION

1. USFJ Form 4EJ POV Permit must be obtained at CFAS Safety Driver's License Office prior to the initial registration at CFAS Security Vehicle Registration Office (VRO).
2. All vehicles must be registered in SOFA sponsored personnel.
3. One vehicle per driver license holder not to exceed two vehicles for each family, not include one motorcycle can be registered with VRO.
4. Two mandatory insurances are required: Japanese Compulsory Insurance (JCI) and Pre-purchased Automobile Liability Insurance for the next 12 months.
5. Safety vehicle inspection every two years is mandated by Government of Japan.
6. Annual Road Tax payment is mandatory for all SOFA vehicles. Payment is due in April-May. Price varies from 500yen to 32,000yen per vehicle type.

1. FIRST STEP

INITIAL REGISTRATION AT VRO

Requirements are:

1. Proof of SOFA status
2. USFJ Form 4EJ POV Permit
3. Japanese Title – Appendix 1
4. Japanese Compulsory Insurance (JCI) - Appendix 2
5. Liability Insurance – Appendix 3
6. Receipt of current road tax payment – Appendix 4

2. SECOND STEP GOJ REGISTRATION

Places to go:

1. Police Station
2. Land Transportation Office (LTO)
3. Japanese Compulsory Insurance (JCI) Company
4. Prefectural Tax Office or City Hall

ATTENTION ON GOJ REGISTRATION

1. After initial registration at VRO, buyers should complete registration process with Government of Japan (GOJ) within 14 days.
2. In most cases, GOJ registration will be completed by dealers, auto shops, translators, LTO runners to make the process smooth. If necessary, detailed direction/information will be provided by Security Vehicle Registration Office (VRO).
3. Upon completion of GOJ registration, USFJ Decal will be issued. Please refer to the next step.

3. THIRD STEP

USFJ DECAL RECEIPT AT VRO

Documents you need:

1. Proof of SOFA status
2. USFJ Form 4EJ POV permit from CFAS Safety Driver's License Office
3. Japanese Title – Appendix 1
4. Japanese Compulsory Insurance (JCI) - Appendix 2
5. Liability Insurance – Appendix 3
6. Receipt of current road tax payment – Appendix 4
7. Proof of approved designated parking space or Japanese Parking Certificate - Appendix 5

APPENDIX 1

JAPANESE TITLE (SAMPLE)

自動車検査証

PLATE NUMBER

YEAR

VIN NUMBER

SELLER'S NAME

車種: 乗用車
型式: HONDA
年式: 平成 25 年 9 月

検査有効期限: 平成 25 年 9 月 9 日

走行距離: 2000 km (平成 25 年 9 月 9 日)

検査機関: 国土交通省 国土院 国土院 国土院

Japanese Title must be obtained from the seller. Vehicle year, make, plate number, VIN (vehicle number and expiration of safety inspection are indicated.

APPENDIX 2

JAPANESE COMPULSORY INSURANCE

(JCI SAMPLE)

Japanese Compulsory Insurance (JCI) is a mandatory and basic level insurance for motor vehicles operating in Japan. It must be obtained from the seller.

証明書番号 第 6148C5678 号 平成 25年 6月 13日

自動車損害賠償責任保険証明書

下記の自動車については、自動車損害賠償保険法による自動車損害賠償責任保険契約が締結されていることを証明します。

株式会社損害保険ジャパン 

自動車登録番号、車両番号又は標識の番号(車台番号)	VIN# or PLATE#	自動車の種別	自乗
	自 平成 25年 7月 22日 24か月	使用の本拠の所在地	長崎県
保険期間	至 平成 27年 7月 22日 午前12時	保険料	¥27,840
保 険 者 及 び 約 び 者 氏 名	F. A. SASEBO PPO 96322	指定金融機関名	
	FRANCOIS SELLER'S NAME	保険料収納済印	
買 取 事 項			
買 取 店 名 及 び 所 在 地	株式会社 損害保険ジャパン 〒160-8338 新宿区西新宿1-26-1 (事故)0120-281-110 24時間365日 (契約)0120-281-552 平日9時~17時	推 薦 者 印	庶民自動車協会 4477

自動車保険についての詳しい内容は、当社ホームページからご覧いただけます。
ホームページアドレス: <http://www.sompi-japan.co.jp/>

○内容を正確に入力し、写等ではなくこの証明書本紙を必ず自動車に添付しておいてください。
○この証明書に保険料納済印のないものは無効です。

APPENDIX 4

RECEIPT OF CURRENT ROAD TAX

PAYMENT (SAMPLE)

2015 車台番号 1755
No. 第 0000300 号
車種 (Type of Vehicle) 小型乗用車・小型トラック
登録番号 (Registration Number) 佐世保 500Y 2407
自動車税証紙
(Automobile Tax Stamp)
税額 (Tax Amount) ￥ 7,500
課税期間 12ヶ月分 自 平成 27年 4月 1日
全 平成 28年 3月 31日
Tax For 12 months from 1 APR 2015
to 31 MAR 2016
交付年月日 7. 4. 14 長崎県
(Date of Delivery) (Nagasaki Prefecture)
※ Please handle this Auto-Tax Certificate Stamp with care as it is needed when you request a refund, etc.

Road Tax must be paid every year and the receipt must be obtained from the seller.

APPENDIX 5

JAPANESE PARKING CERTIFICATE

STICKER (SAMPLE)

SAMPLE OF APPROVED JAPANESE PARKING CERTIFICATE

The form is titled '保管場所標章交付申請書' (Storage Location Sticker Issuance Application Form). It contains the following fields and handwritten entries:

- 車名 (Vehicle Name):** NISSAN
- 型式 (Model):** CBA-ME215
- VIN NUMBER:** F.A. Sango PPO 2632
- 自動車検査済証の住所 (Vehicle Inspection Certificate Address):** (5) 2
- 保管場所 (Storage Location):** Nany Lodge Parking
- 申請者 (Applicant):** 佐々木 隆 (Sasaki Takashi)
- 申請日 (Application Date):** 26.12.24
- 連絡先 (Point of Contact):** 000000000, 300 0000, 00 警務課長

A circular sticker with a car icon and the text '保管場所標章' is overlaid on the bottom left of the form.

Vehicle owners are required to obtain a Japanese parking certificate sticker from Japanese police authority prior to register the vehicle. The certificate must be obtained for each residence.

APPENDIX 6

TITLE TRANSFER CHART

(SOFA TO SOFA)

TITLE TRANSFER (AMONG SOFA MEMBERS)



As of February 10, 2016

APPENDIX 7

TITLE TRANSFER CHART

(PURCHASED FROM DEALER)

VEHICLE PURCHASE FROM DEALER / AUTO SHOP

