

NAF ATSUGI VEHICLE REGISTRATION 3-STEP 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. See depictions of documents C-H on back.

Non-shaded boxes = Required documents for that step

STEPS			REQUIRED DOCUMENTS	
1	2	3		
			A	Valid U.S. Military or DOD Civilian ID card
			B	A copy of PCS Orders (Military) or Letter of Employment/Travel Orders (Civilian)
			C	Valid NAF Atsugi USFJ Form 4EJ (Operator permit for a civilian vehicle)
			D	Shaken (Japanese Title)
			E	Valid Japanese Compulsory Insurance (JCI) with minimum 1 month of coverage
			F	Liability Insurance in Buyer's name, with minimum of 3 months of coverage
			G	Current Base Vehicle Safety Inspection
***ADDITIONAL DOCUMENT REQUIRED IF YOU LIVE OFF BASE				
			H	Japanese Parking Certificate from your city of residence. (Obtained from the Japanese Police Dept. in the city you reside in)
***ADDITIONAL DOCUMENT REQUIRED FOR E-6 AND BELOW AND/OR UNDER 26 YEARS OF AGE				
			I	Proof of Alcohol Aware or Prevent Training
***ADDITIONAL DOCUMENT REQUIRED FOR E-4 AND BELOW				
			J	Special Request Chit to purchase a POV approved by CO/OIC
***SPOUSE/DEPENDANTS OR ANY PERSONNEL WITHOUT THE SPONSOR PRESENT, DUE TO DEPLOYMENT, TDY OR TRANSFER WHO ARE BUYING OR SELLING A VEHICLE MUST ALSO HAVE THE FOLLOWING :				
			K	SPECIAL Power of Attorney for Purchase/Disposition of vehicle (ORIGINAL COPY) ***NOTE: A GENERAL Power of Attorney WILL NOT be accepted per USEJINST***
			L	Copy of Sponsor's Valid USFJ Form 4EJ (Operator permit for civilian vehicle)

STEP-1. Obtain *Bill of Sale* from Vehicle Registration Office (VRO).
Location: VRO Building 20. Hours M-F 0800-1600 (264-3805).
Required Documents: A, B, C, D, E, F, G, (H, I, J, K, L if required).

STEP-2. Transfer Japanese Title to new owner at *Land Transportation Office (LTO)*.
Hours M-F 0900-1145 & 1300-1600.
Location: Off Base- (Multiple Locations, obtain map and directions at VRO).
Required Documents: C, D, E, F, G, (H if required)
Cost: Vehicle registration fees vary at approximately 10,000 YEN and more with additional fees such as vehicle weight tax. Please ask VRO staff for estimate.
Notes: VRO can recommend a few reputable Japanese LTO Runners who can complete this task with minimum difficulty. Accepting assistance is just a recommendation and these runners are in no way affiliated with the VRO. Any and all negotiations and monetary transaction is solely between the owner and the Japanese runner. It is still the owner's responsibility to ensure the accuracy of all documents.

STEP-3. Receive *Base Decal or Temporary pass* (if still in temporary lodging).
Location: VRO Building 20. Hours M-F 0800-1600 (264-3805).
Required Documents: A, B, C, D, E, F, G, (H, I, J, K, L if required).
Note: Scrape off old decal then affix new decal. Keep all required paperwork inside the vehicle. (D, E, F, G).

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