

# CFAY SECURITY - PCS WORKSHOP

**OBJECTIVE:** In accordance with COMFLEACTINST 5800.2G, each vehicle registered aboard FLEACT is required to be deregistered prior to the owner's permanent change of station (PCS) transfer. The purpose of this workshop/handout is to assist transferring personnel in complying with this requirement.

## WHAT IS AN ABANDONED VEHICLE:

An abandoned vehicle is defined as any vehicle left in Japan, by a Status of Forces Agreement personnel, without a valid power of attorney with another SOFA sponsored personnel to deregister, sell or junk the vehicle. The current Power of Attorney, available at the legal service office, expires within 45 days of issuance.

## JUNKING YOUR VEHICLE

1. Contact a junk dealer to have your vehicle properly disposed of. There are some dealers listed below, or there may be some listed in the Seahawk newspaper.
2. Make sure to get proof of junking, all registration papers, license plates and the base decal.
3. Bring all of the above to the Vehicle Registration Office to process paperwork for the deregistration of your junked vehicle.
4. Take all the forms from the Vehicle Registration Office and the license plates to LTO.
5. Come back to the Vehicle Registration Office to complete the deregistration of your junked vehicle.

NAME	ADDRESS	PHONE NUMBER
Yamane	2752-3 Wada Hassei-cho Miura	0468-88-3782
Miyako	1-3 Morisaki Yokosuka	046-836-5539
Hokuto Shokai	4-2286 Ootawa Yokosuka	0468-56-3551
Inose	2204 Mutsuura-cho Kanazawa-ku Yokohama	045-783-8343
Yokomizo	1-2-1 Mutsumi-cho Minami-ku Yokohama	045-712-2332
Kimura Kinzoku Kogyo	2-4-36 Uchikawa Yokosuka	046-835-1276
Auto Port	On base Yokosuka	SDN 243-5826

## VEHICLE REGISTRATION OFFICE HOURS

The Vehicle Registration Office is open from 0800-1600, Monday through Friday, with the exception of Wednesdays, 0800-1200. For further information, you may contact a Vehicle Registration Office representative at 243-5011.

## **PROCEDURE FOR TRANSFER REGISTRATION COMFLEACT**

(Sales to U.S. Forces, Japan Personnel)

1. Buyer must have:
  - a. A valid Driver's license (USFJ Form 4).
  - b. A parking certificate (see 'How to obtain parking certificate')
  - c. Liability insurance in his/her name for a minimum period of 12 months.
  - d.
    1. E-4 and below /or civilian equivalent and family members must have approved request form (CFAY -4651/2 or CFAY -5800/50A) from their CO and CFAY Security's officer.
    2. An approved command request chit from their respective CO's. Their request chit must state number of dependents.

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

2. 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 (1<sup>st</sup> floor).

3. Both parties (the owner and prospective buyer) must come to Vehicle Registration Office (VRO) with #1 & #2 items.

\*Anyone other than the sponsor must bring an original Power of Attorney.

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

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

\*If it is a motorcycle, the buyer must go to LTO first, then proceed to Yokosuka City Hall (2<sup>nd</sup> Floor), to transfer ownership of road tax.

6. 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 the receipt to VRO to receive base Decal.