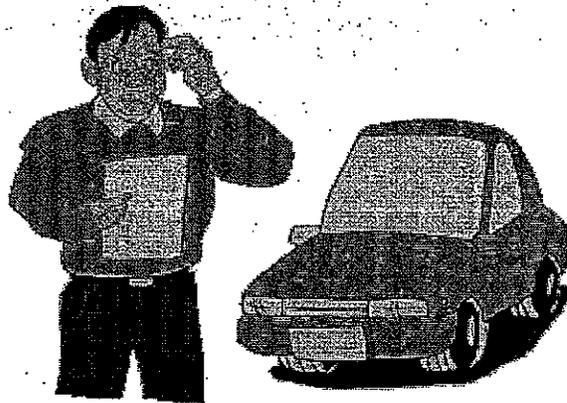




Application procedure for a vehicle parking place (garage) certificate

For those who apply for the "garage certificate"



The followings are necessary documents and a set of instructions for filling out the application form for the garage

Required documents(1-4)

1 Application Form for Parking Place Certificate (duplication in 2 sheets)

2 Application Form for the Parking Place Sticker (duplication in 2 sheets)

Download the above applications (1 and 2), prepare the 4 pages and present it to the traffic division court station with jurisdiction over your place of living.

- You can get some of the forms at the police station.
- Application for vehicle parking place certificate and application for the issuance of parking place sticker (duplication in 4 sheets).
- When filling out the form, use ball-point pen for carbon copy.

* Model, type, serial number and size of the vehicle.

- Check your motor vehicle inspection certificate write in accurately.
- In the case of a new registration, the serial number can be left out at the time of application but is written in when the certificate is issued.

*** Location of the parking place.**

Write in the applicant's address.

*** Location of the parking place.**

Write in the address of the parking place.

*** Applicant's Address * Name**

- If the applicant is a corporation, write in both the company name and the name of the representative.
- Write FURIGANA (how to read your name) in kana characters above your name.

*** Telephone number which we can contact during the daytime**

Write in the "person to be contacted" column in the lower right of the application from the name, telephone number, etc. of a person who is able to reply to questions about the application.

3 Location map of the parking place, Detailed map of the parking place

Note: Please be careful, if you make a photocopy of a commercial map without permission of the copyright holder, you will be subject to violation of the copyright law.

4 Proof of your right to use the parking place

1) In case you own the land/building used for parking.

- Self-acknowledgement

2) In case someone else owns the land/building used for parking.

- Owner's permission for your use of the parking place
- Bring a copy of the parking lot lease contract
- In regards to those living on the US Navy Base, please bring a copy of the contract you received from the residential section.

In case you can't provide any documents mentioned above, you may provide a written confirmation issued by the relevant agency stating that you have the right to use its land / building as your parking place.

3) Attach one of the documents mentioned in (2) in addition to the "Application Form for Parking Certificate" or the "Notification Form of Parking Place."

Note: We don't have the forms regarding the lease contracts at the police station and this site.

Fee

For the parking place certificate: ¥2,100 (pay by Kanagawa Prefectural payment stamps)

For the parking place sticker: ¥ 500 (pay by Kanagawa Prefectural payment stamps)

* Kanagawa Prefectural payment stamps are available from the Traffic Safety Committee

Where to submit the application documents

At the police station whose jurisdiction covers the parking place address.

Conditions for the parking place

1. The distance between your house and the parking place must be less than 2 kilometers.
2. You can enter or exit your parking place without any obstacles and your entire vehicle must fit inside the
3. You must have the right to use the land or building as your parking place.

Circumstances in which a parking place certificate is required

1. New registration(in case you've never had your vehicle registered)
2. Address change (in case you change your home address.)
3. Owner change(in case the vehicle owner changes along with the vehicle owner's home address.)

Procedure

Submit the application documents to the police station

↓

Receive the acceptance card (JU-RI-HYO) from the police station.

(The acceptance card (JU-RI-HYO) shows the date on which your certificate will be issued.)

↓

(A police officer or an inspector will come to your parking place for inspection, usually 1 or 2 days later.)

↓

* If you declare falsely, or if you declare an inadequate place as your parking place, the certificate will not be issued.

* If we can't confirm the serial number of your vehicle, the certificate will not be issued.

Make sure to collect a confirmation note indicating that you have left the application at the police station.

* Please come to the police station where you've submitted application documents and receive your certificate.

possible after the scheduled issue date shown on the acceptance card(JU-RI-HYO).

- * Your certificate is valid only for 1 month from the approval date.
- * For more information about the documents required for vehicle registration, see the web site of the Min Infrastructure, Transport and Tourism.
- * Office hours of the police station closed: Saturday, Sunday, national holidays, New Year holiday period through January 3)
8:30a.m. - 0:00p.m. ,1:00p.m. - 5:15p.m.

Certificate Reissue

If your certificate is worn out or lost, you can get it reissued. (Only within 1 month from the approval date)

- * Application Form for Parking Place Certificate (duplication in 2 sheets)

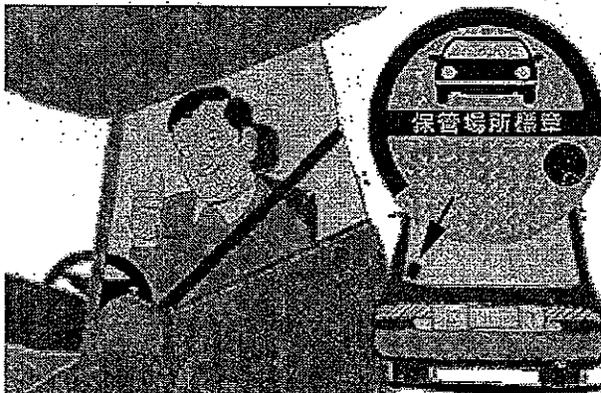
If your certificate is worn out or lost, you can get it reissued before it expires (fee 400 yen).

Parking Place Sticker Reissue

If your parking place sticker is worn out or lost, you can get it reissued.

- * Reissue of your Parking Place Sticker (duplication in 2 sheets)

In case you can no longer use your sticker because it's worn out or lost etc. You can get it reissued. Fill "Application Form for Parking Place Sticker (Reissue)" and submit it to the chief of the police station was issued (fee 500 yen).



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| 自動車保管場所証明申請書 | | | | | | |
|---|----|--------|---|--|--|--|
| 車名 | 型式 | 車台番号 | 自動車の大きさ | | | |
| | | | 長さ <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table> センチメートル | | | |
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| | | | | | | |
| 自動車の使用の本拠の位置 | | SAMPLE | | | | |
| 自動車の保管場所の位置 | | | | | | |
| ※ 保管場所標章番号 | | | | | | |
| <p>自動車の保管場所の位置欄記載の場所は、申請に係る自動車の保管場所として確保されていることを証明願います。</p> <p style="text-align: center;">警察署長 殿</p> <p style="text-align: right;">〒 () 平成 年 月 日</p> <p style="text-align: center;">APPLICANT ADDRESS 申請者住所 WHAT IS YOUR FPO ADDRESS? _____</p> <p style="text-align: center;">YOUR PHONE NUMBER () 局 番 _____</p> <p style="text-align: center;">OWNER'S NAME 氏名 _____ 印</p> | | | | | | |
| <p style="text-align: center;">第 号</p> <p style="text-align: center;">自動車保管場所証明書</p> <p>自動車の保管場所の位置欄記載の場所は、上記申請に係る自動車の保管場所として確保されていることを証明する。</p> <p style="text-align: center;">年 月 日</p> <p style="text-align: right;">警察署長</p> | | | | | | |

※ この証明書の有効期限は、証明日から「二か月」です。

| | | | | | | |
|------|--------|---------|------------------------|---------|-----|--|
| 申請区分 | 新規住所変更 | 名義変更再交付 | 保管場所の所有者 自己単独所有・その他 | 自動車登録番号 | 連絡先 | |
|------|--------|---------|------------------------|---------|-----|--|

備考 1 自動車の使用の本拠の位置が、旧自動車（申請者が保有者である自動車であって申請に係るもの以外のものをいう。以下同じ）に係る使用の本拠の位置と同一であり、かつ、申請に係る場所が旧自動車の保管場所とされているときは、保管場所標章番号欄に旧自動車に表示されている保管場所標章に係る保管場所標章番号を記載して、所在図の添付を省略することができる。ただし、警察署長は、保管場所の付近の目標となる地物及びその位置を知るため特に必要があると認めるときは、所在図の提出を求めることができる。

2 申請者は、氏名を記載し及び押印することに代えて、署名することができる。

3 用紙の大きさは、日本工業規格A列4番とする。

Owner's permission for your use of the parking place

SAMPLE

保管場所使用承諾証明書
Owner's permission for your use of the parking place

警察署長提出用
To submit to the chief of the police station

| | |
|-------------------------------------|---|
| 保管場所の位置 Address of parking place | |
| 使用者 User of parking place | 〒 (N/A) 住所 (Military Address) Telephone number () 局 番 Address () () () () () () |
| | 氏名 Name |
| 使用期間 Term of use | From 平成 年 月 日 から year month day |
| | To 平成 年 月 日 まで year month day |

【Address of parking place】
Write down the address of your parking place. If your parking place doesn't have an address, write the nearest address.

【Address and name of the parking place user】
Must be the same as what appears on the "Application Form for Parking Place Certificate" or "Notification Form of Parking Place"

【Term of use】
Be sure to write in the term of use. The term must be more than one month after the day you submit the "Application Form for Parking Place Certificate" or "Notification Form of Parking Place".

上記のとおり自動車の保管場所としての使用を承諾したことを証明する。
As stated above I certify that the applicant has my permission to use my land/building as his/her parking place.

Agency's
Sign

平成 年 月 日 ← Write in the date when you complete this form.
year month day

〒 ()
住所 Address _____

Telephone number () _____ 局 番 _____

氏名 Name _____

印 seal

Write in the date when you complete this form.

【Address · Name】
The owner of the land (building) or the parking lot attendant must write his/her address and name and put his/her seal.
(A stamp type seal is not acceptable.)

If you make corrections on this form, put your seal on each correction.

※ If another person is owner of your parking place or you own your parking place with other co-owners, this form should be filled out by all the owners or by the parking lot attendant. (Fill out with a black ballpoint pen.)

Note: If you own the parking place with other co-owners, write down the addresses and the names of all the co-owners. (If you need more space, write on another sheet.)

Location map of the parking place · Detailed map of the parking place (On your premises)

| Draw a map of where your parking place is located | Draw a detailed map of your parking place |
|---|---|
| <p>to ○○ Station</p> <p>to ○○-cho</p> <p>Post Office</p> <p>your house (parking place)</p> <p>○○ Supermarket</p> <p>station A</p> <p>○○ Bank</p> <p>to ○○-cho</p> <p>to ○○ Station</p> <p>to ○○-cho</p> | <p>parking place (garage)</p> <p>5.5m</p> <p>2.5m</p> <p>5.5m</p> <p>to ○○-cho</p> <p>to ○○-cho</p> <p>public road</p> <p>to ○○-cho</p> <p>your house (parking place)</p> |

- Note 1 Fill out this form with a black ballpoint pen.
- 2 In the parking place location map, draw the roads and landmarks around your parking place.
- Please be careful, if you make a photocopy of a commercial map without permission of the copyright holder, you may be subject to violation of the copyright law.
 - ~~Draw a line between your house and the parking place and write down the distance between those two (must be within 2 km).~~
- 3 In the detailed map of your parking place, draw your parking place and things around it, like buildings, vacant land and roads.
- Write in the width of adjacent roads and the measurements (in meters) of the parking place.
 - If there are other vehicles besides your vehicle in the same parking lot, indicate which space is specifically for your vehicle.
- 4 If you changed your vehicle, give the following information about your old vehicle:

| 代替車両 | | Old vehicle |
|------------------------------|---------------------------|-------------|
| 車両番号 License plate number | YOKOHAMA 7 0 ○ 1 2 3 4 | |
| 車名 Model | TOYOTA | |
| 色 Color | white Color | |

Location map of the parking place • Detailed map of the parking place (Off your premises)

| Draw a map of where your parking place is located | Draw a detailed map of your parking place |
|---|---|
| <p>to ○○ Station</p> <p>your house (A B C mansion)</p> <p>○○ Supermarket</p> <p>200 m</p> <p>(Route○○)</p> <p>to ○○-cho</p> <p>A station</p> <p>○○ Bank</p> <p>Post Office</p> <p>○○ building</p> <p>parking place</p> <p>(○○ intersection)</p> <p>to ○○ Station</p> <p>to ○○-cho</p> | <p>parking place ○○ parking No. 5</p> <p>5.5m</p> <p>3.5m</p> <p>No. 10</p> <p>No. 4</p> <p>No. 9</p> <p>No. 3</p> <p>No. 8</p> <p>No. 2</p> <p>No. 7</p> <p>No. 1</p> <p>No. 6</p> <p>○○ building</p> <p>4.5m</p> <p>4.0m</p> <p>○○ intersection</p> <p>6.0m</p> |

- Note 1 Fill out this form with a black ballpoint pen.
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- Write in the width of adjacent roads and the measurements (in meters) of the parking place.
 - If there are other vehicles besides your vehicle in the same parking lot, indicate which space is specifically for your vehicle.
- 4 If you changed your vehicle, give the following information about your old vehicle:

| 代替車両 | | Old vehicle |
|------------------------------|--------------------------|-------------|
| 車両番号 License plate number | YOKOHAMA 70 ○ 1 2 3 4 | |
| 車名 Model | TOYOTA | |
| 色 Color | white Color | |