

## JOINT SERVICE VEHICLE REGISTRATION APPLICATION

**PRIVACY ACT STATEMENT: AUTHORITY:** 5 U.S.C. 552a, Privacy Act of 1974, as amended; 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps; and E.O. 9397 (SSN); MCIPAC-MCBBO 11240.1; USFJ HQ INST 31-205; and SORN NM05211-1. **PURPOSE:** To track the issuance of parking permits and to provide a record of each individual who has registered a vehicle at an installation to include a record on individuals authorized to operate official government vehicles. **ROUTINE USES:** In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows: Information will be accessed by Provost Marshall Office officers and employees with a need to know to meet the purpose. Information may be disclosed to other agencies or individuals requesting records regarding the nature of requests received and the responses provided. A complete list and explanation of the applicable routine uses is published in the authorizing SORN available at <https://dpcld.defense.gov/Privacy/SORNSIndex/DOD-wide-SORN-Article-View/Article/570443/nm05512-1/>. **DISCLOSURE:** Voluntary. However, failure to provide the requested information may result in the inability to process the request.

## IDENTITY INFORMATION

1. LAST NAME	2. FIRST	3. MI	4. SUFFIX	5. DODID	6. SOFA LICENSE NUMBER
7. SOFA LICENSE EXPIRATION (yyyymmdd)	8. UNIT	9. MAILING ADDRESS			10. EMAIL

## TYPE OF REQUEST

☐ 30 DAY ADDITIONAL VEHICLE ☐ 120 DAY SALE WAIVER ☐ TDY/DEP PARKING PERMIT ☐ SPOUSE ONLY

**A.** I understand that to remain in compliance with the above reference I must present documentation to JSVRO showing that the currently owned vehicle has been sold or junked before the expiration of this waiver.

**B.** O5 or designated appointee is required to approve this waiver for active duty. Immediate supervisors may approve this waiver for civilian and contractor employees.

**C.** I understand that I must have the vehicle I intend to sell cleared of any liens, current road tax receipt, current JCI coverage, PDI coverage, and a current GoJ inspection.

**D.** I understand that I must provide valid Property Damage Insurance that covers the period of the waiver upon submission of this request.

**E.** This waiver can be extended for an additional 30 days, not to exceed a total of 60 consecutive days.

**F.** I acknowledge that my SOFA driving privileges may be suspended if the required documentation is not presented to JSVRO before the expiration of this waiver.

**CURRENT VEHICLE INFORMATION**

MAKE:

MODEL:

PLATE NUMBER:

VIN NUMBER:

EXPIRATION DATE:

**A.** The 120-day exception to policy waiver enables the current owner to sell a vehicle prior to the required 120 days of registration. This waiver is for the currently owned vehicle that is being sold/transferred. The 120-day exception to policy waiver can only be used once a year.

**B.** O5 or designated appointee is required to approve this waiver. If the requestor is an O5 not in a command billet they will still need to submit the waiver providing an command endorsement signature. An O5 in command billet can request a waiver without an endorsement signature.

**C.** I understand that I must have the vehicle I intend to sell cleared of any liens, a current road tax receipt, current JCI coverage, PDI coverage, and a current GoJ inspection.

**CURRENT VEHICLE INFORMATION**

MAKE:

MODEL:

PLATE NUMBER:

VIN NUMBER:

**A.** TDY/deployment parking permit requires a company grade O3 signature for approval.

**B.** The vehicle must have a current road tax receipt, current JCI coverage, PDI coverage, and a current GoJ inspection lasting for the duration of the TDY/deployment.

**C.** Report to JSVRO with a copy of your orders and all of the vehicles information.

**D.** I understand that I must place the parking permit on the dashboard of my vehicle or my vehicle is subject to impoundment for abandonment.

**CURRENT VEHICLE INFORMATION**

MAKE:

MODEL:

PLATE NUMBER:

VIN NUMBER:

**A.** I understand that my command must approve command sponsorship of my spouse and I am responsible for ensuring compliance with the above reference.

**B.** I understand that the vehicle will be registered under the sponsor's name, even though a dependent is in possession of SOFA permit.

**C.** I understand that JSVRO will only issue a temporary vehicle pass and not a road tax decal until the sponsor is in possession of a SOFA permit.

**D. Dependents Information:**

NAME:

ADDRESS:

LICENSE NUMBER:

PHONE NUMBER:

**COMMAND POC: (E-8/E-9/Civilian Supervisor)**

RANK:

LAST NAME:

FIRST NAME:

WORK EXTENSION:

**CURRENT VEHICLE INFORMATION**

MAKE:

MODEL:

PLATE NUMBER:

VIN NUMBER:

## COMMANDER ENDORSEMENT

11. REQUESTOR'S SIGNATURE	12. DATE	13. PHONE NUMBER
14. COMMANDING OFFICER/ SUPERVISOR NAME (LAST, FIRST, MI)	15. UNIT	
16. COMMANDING OFFICER/ SUPERVISOR SIGNATURE	17. DATE	18. PHONE NUMBER