1. Apply for residency with the Japanese Immigration Office 60 days prior to separation. Immigration paperwork will not be finalized until the day after separation.
2. Please submit a SPOA request letter to out process through our office.
3. Remove and return Road Tax Decal and update counter will issue a temporary vehicle pass.
4. Once the member has separated, they will return to JSVRO to complete worksheets. The customer will need the following: **Japanese driver’s license, separation orders, original Alien Registration Certificate or a registered Han stamp certificate and a parking permit certificate from the JP station with jurisdiction on your area of residence, if applicable.**
5. Proceed to ALPA counter to pay deregistration fee ¥1,000.

ALPA Counter (located in JSVRO) hours: Mon-Fri 0900-1130 & 1300-1530 excluding Federal and Japanese Holidays

1. Land Transportation Office (LTO), or Mini Car Center for mini cars and motorcycles 126cc-250, or City Hall for (125cc and below) to receive Japanese license plates ¥1, 880 and a new title:

LTO 512-4 Minatogawa Urasoe City:

* LTO Main Building SOFA Window 2

Mini-car Center 512-12 Minatogawa Urasoe City:

* Mini-car center Window 0

City Hall:

* Customer service window varies between locations

1. If a retiree, once you have finished at LTO/Mini-Car Center/City Hall, the customer will return to JSVRO Non-Sofa section.
2. Non-Sofa section will issue a retiree decal and a military registration certificate.