**STEPS TO JUNK AND DEREGISTER YOUR VEHICLE**

**Step 1: Junk**

* Take the vehicle to any recycle center/junkyard; be sure you get the license plates (front and rear), any base decals (Road tax decal, Inspection sticker, etc.), stamped recycle ticket, and junking receipt. Please ensure your vehicle to be junked does not have a lienholder/loan against it. If so, please ensure base registration is stamped cleared by the lienholder.

**Step 2: Joint Service Vehicle Registration Office (JSVRO) Building 5638 Camp Foster**

* Report to JSVRO with vehicle paperwork (vehicle title, vehicle base registration, road tax receipt, stamped recycle ticket, and junking receipt). There are two options to initiate and complete the deregistration process.

**Step 3: Select between Option A or Option B to deregister your vehicle**

**Option A: Deregister through any insurance company**

* Sign three (3) Letters of Attorney at JSVRO then go to an insurance company to submit paperwork and license plates (front and rear). Deregistration fee $25-$40.
* Please return to JSVRO with deregistration receipt (issued by insurance company) to be cleared from the JSVRO system.

**Option B: Do it yourself**

* JSVRO will prepare vehicle registration worksheets. Proceed to Automobile License Plate Association (ALPA) counter Mon-Fri 0900-1130 & 1300-1530, located inside JSVRO, to pay ¥1000 deregistration fee. Drive to Land Transportation Office (LTO) for white plate vehicles, Mini Car Center for mini cars/yellow plate and motorcycles 126cc-250, or City Hall for (125cc and below)

LTO 512-4 Minatogawa Urasoe City:

* + Drive to Land Transportation Office
	+ Go to Building #1, Window D to return front and rear license plates and vehicle paperwork.
	+ Then to LTO Main Building, Window 2 to receive a deregistered title.

Mini Car Center 512-12 Minatogawa Urasoe City:

• Drive to Mini Car Center

• Go to Window #0 submit paperwork and receive a deregistered title.

City Hall:

* Customer service window varies by location.
* Proceed to Road Tax Office, Building 9 to receive a possible refund (pro-rated for the current year if paid); show your deregistered title and original tax receipt. No refunds for mini-cars and motorcycles.
* Return to JSVRO with deregistered title to remove the vehicle from your profile in our system.

Notes:

\*If you prefer to use an authorize garage’s service to junk and deregister your vehicle go to JSVRO first to sign three LOAs. Drop off vehicle and all paperwork to the garage and receive a deregistration receipt as proof of deregistration for JSVRO.

\*If you prefer to junk and deregister with Typhoon Motors go to JSVRO first to sign two LOAs and deregistration worksheet. Proceed to Typhoon motors to submit documents and a receipt will be issued as proof of deregistration that needs to be brought to JSVRO.

