1. Park vehicle at buyer’s residence or garage. Proceed to JSVRO for initial processing. Both parties must be present. Note: GOJ Inspection does not transfer to buyer

Seller: The following documents are required prior to completing paperwork: CAC ID card, SOFA license, original Japanese title, current year road tax receipt, current road tax decal (removed from vehicle to be returned , front and rear license plate (removed from vehicle to be returned), and vehicle registration (registration must be cleared of a lien).

Buyer: The following documents are required prior to completing paperwork: Buyer’s Identification (Mibunsho or Menkyosho), residence certification (Juminhyo), and inkan stamp

Note: If this is an imported “E” plate, ensure the member has registered this vehicle for over 2 years in Japan. Also, let the buyer known import tax will be assessed by Japanese government.

1. Complete Japanese LOA, Trade-in sheet, deregistration worksheet, and Bill of Sale.
2. Proceed to ALPA counter to pay deregistration fee (¥1500)

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

1. Both buyer and seller go to: Land Transportation Office (LTO), or Mini Car Center for mini cars and motorcycles 126cc-250, or City Hall for (125cc and below):

LTO 512-4 Minatogawa Urasoe City:

* LTO Main Building SOFA Window 2 (submit Deregistration Worksheet and license plates; receive a deregistered title)
* LTO NONSOFA Window #3 to (submit Deregistered Title, Bill of Sale, and Juminhyo; change ownership on deregistered title)

Mini-car Center 512-12 Minatogawa Urasoe City:

* Mini-car center Window 0 (submit Deregistration Worksheet and license plates; receive a deregistered title)

City Hall:

* Customer service window varies between locations
1. Proceed to JSVRO with a copy of deregistered title with ownership change as proof to remove from your profile.

 PROOF OF VEHICLE TRADEIN

 DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| MAKE |  |
| LICENSE PLATE NUMBER |  |
| SERIAL NUMBER |  |
| COLOR |  |
| PLACE OF PARKING |  |
| PHONE NUMBER |  |

DATE\_\_\_\_\_ \_\_\_\_ \_\_\_\_\_ DATE\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

 YEAR MONTH DAY 　　　　　　　YEAR MONTH 　 DAY

　　SELLER　　　　　　　　　　　　　　　　　　　　　　 BUYER

NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_　　　　　　　　　　　NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 PRINT

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 SIGNATURE SIGNATURE OR INKAN

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 ADDRESS/UNIT ADDRESS/UNIT