1. Complete and submit a “Deregister for Repairs” (see waivers and requests) exception to policy letter to Battalion Commander (O-5 or above/GS-13/NAF-05) for endorsement signature.
2. Report to JSVRO with Deregister for Repair waiver and vehicle paperwork (Japanese title, Military Registration (must be cleared of a lien), current road tax receipt, JCI policy, and PDI policy for an approval endorsement from JSVRO. For member residing off base an endorsement from their off base landlord must be submitted with waiver.
3. Once waiver is approved JSVRO will prepare vehicle registration worksheets.
4. Proceed to Automobile License Plate Association (ALPA) counter Mon-Fri 0900-1130 & 1300-1530, located inside JSVRO, to pay ¥1000 deregistration fee.
5. 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.

1. 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.
2. Return to JSVRO with deregistered title to receive a parking permit to be displayed on dashboard of vehicle along with waiver.