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. The request letter is found on our website under SPOA command Endorsement.
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, Juminhyo 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 ¥1,500.

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, 900 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