1. Purchased a new JCI policy from your insurance company and ensure it is valid for at least 25 months.

1. Check the GoJ inspection date. An inspection can be completed 30 days prior to expiration date without resetting the date. If the GoJ is expired, temporary plates ¥1,500 are required. (See Temporary Plate Application)
2. The customer will proceed to ALPA to pay the weight tax fee ¥4, 900.
3. Once that is paid, proceed to AAFES Inspection door 6 (under the green awning) to pay their inspection fee of $20.00.
4. Drive to lane 5 for inspection. Only the driver is allowed in the vehicle, no passengers are permitted.
5. If the customer fails the inspection, all items need to be fixed. If repairs are completed in the same day and car is re-inspected before 15:30, there is no additional fee. However, if they return the next day there will be a re-inspection fee of (¥1,300) due to the ALPA counter prior to returning to the inspection lane. The AAFES fee $20 is valid for 2 weeks after purchase. After 2 weeks, the customer is required to pay the AAFES fee $20 and revenue stamp fee (¥1,800) again.
6. Once the vehicle passes inspection, proceed to lane 3 or 4 to finalize the inspection by the final inspector to obtain a new title and GoJ inspection sticker.
7. The last step is to proceed inside to the update counter for a new Military Registration.

Note:

The initial inspection lane is open Monday-Friday 0730-1600.

The final inspection is open Monday-Thursday 0930-1130 and 1230-1530.

The ALPA counter is open Monday-Friday 0900-1130 and 1300-1530

All these times of business are true except on US and Japanese holidays.

The ALPA counter only accepts yen while the AAFES inspection only accepts dollars. No credit cards. If the customer needs an ATM, there is one located across the street in front of the bowling alley.