1. Proceed to the JSVRO SOFA information counter for initial processing. ID card and SOFA license with motorcycle endorsement on the back of their license and are eligible to register a motorcycle. (Kadena issued SOFA License: Sponsor must provide a copy of all dependent’s SOFA ID and SOFA License for eligibility)
2. Ensure the customer has the following: Customs Declaration form (E80EJ), PDI, JCI, etching of vehicle identification center (126cc-250cc only), etching of engine number on a piece of paper (126cc-250cc), printout/photo of motorcycle, and model with dimensions (must be converted to meters). Complete a Japanese Confirmation Document (provided at ALPA counter located in JSVRO).
3. Complete 2 worksheets and a Statement of Responsibility
4. Proceed to update counter for double check.
5. Then ALPA counter to pay road tax and registration fee ¥3,600-¥6,000
6. Proceed to Land Transportation Office (512-4 Minatogawa Urasoe City) Window #2 for document check and approval.
7. Once approved proceed to the city office (125cc below)/minicar center (126-250cc) and they will issue a title, license plate ¥750 and road tax receipt.
8. Next, the customer will return with the scooter/mc and pay $10.00 and complete a safety inspection (located behind JSVRO) at AAFES Inspection door 6 under the green awning outside.
9. Once the scooter has passed the safety inspection, the customer will come inside to see double check and receive a Military Registration.
10. Finally, they will proceed to lane 2 to receive a road tax sticker.