1. Proceed to JSVRO SOFA Information counter for initial processing with the following documentation: SOFA ID card and SOFA license (Kadena issued SOFA License: Sponsor must provide a copy of all dependent’s SOFA ID and SOFA License for eligibility; 1 vehicle per sofa license, or waiver is needed), vehicle title, and customs form (380EJ).
2. Determine the manufactured year of the vehicle and whether an emission test or brake system check is required.
	1. Emissions Test Record required for vehicles manufactured after 1 April 1976
	2. Brake System certificate required for vehicles 2WD manufactured after 1 July 1999
	3. Brake System certificate required for vehicles 4WD manufactured after 1 October 2002
3. Pick up two packets for Imported Vehicle. National Agency Vehicle Inspection (NAVI) application form and direction packet.
4. If an emission test and/or brake system check is required, vehicle must be shipped to mainland to have these completed.
5. If no tests are required or the vehicle already had these completed, complete the application packet and submit to the LTO (window 5) with a translator. Ensure customer follows the instructions regarding recycle fee.
6. LTO will contact the customer when the application has been approved and forwarded to JSVRO GOJ Inspection Office.
7. Once they have received a call, the customer should then proceed to their insurance company to purchase PDI and JCI policies.
8. The customer will need to apply for temporary plates ¥1,500. (See Temporary Plate Application Process)
9. When temporary plates are received proceed to the inspection area and complete GoJ. $25

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 $25 is valid for 2 weeks after purchase. After 2 weeks, the customer is required to pay the AAFES fee $25 and revenue stamp fee (¥1,800) again.

1. Complete 2 worksheets and a Statement of Responsibility.
2. The customer will proceed to double check then ALPA to pay weight tax ¥16,900-¥35,800 and road tax ¥7,500-¥32,000.
3. Proceed to the Land Transportation Office (512-4 Minatogawa Urasoe City) to have the vehicle weighed.
4. Once the vehicle has been weighed, the customer will pay the Weight Tax at Window C if not paid at ALPA.
5. Go to window 2 to receive a Japanese title.
6. Proceed to pay road tax at the road tax office (varies by month) if not paid at ALPA.
7. Go to Land Transportation Office window D to pay and receive license plates. ¥1,880
8. Return to JSVRO lane 2 to receive Military Registration and road tax decal.