1. Confirm whether all paperwork was lost or if only a new title is needed. Report to JSVRO to print a new Military Registration. On the inside of the DD Form 430, print insurance policy numbers and expiration dates for the customer to reference and retrieve new policy copies from insurance.
2. Complete duplicate title worksheet and receive military registration. Verify insurance policy numbers and expiration dates to reference with your insurance to retrieve copies of your policy.
3. Proceed to ALPA counter to pay duplicate title fee of ¥500.
4. Proceed to:

Land Transportation Office (512-4 Minatogawa Urasoe City) Window 2 for regular POV & MC 251cc and above, Mini Car Center (512-12 Minatogawa Urasoe City) Window 0 for yellow plates & MC 126cc-250cc, or City Hall for MC below 125cc to receive a new title.