**Initial Registration (Buying from a Dealership):**

1. Report to JSVRO with military ID card and SOFA driver’s license. All vehicles must be registered under the sponsor’s name.
2. Sponsors are eligible to register one vehicle and motorcycle per SOFA driver’s license in their family. (Kadena issued SOFA License: Sponsor must provide a copy of all dependent’s SOFA ID and SOFA License for eligibility).
3. If the member is eligible, print their name in the bottom right block of the LOA labeled “Grantor: Name:” (last, first, MI).
4. Sponsor would sign beneath their printed name.
5. It is advised they leave the date and unit blank until they arrive at the third party who is taking responsibility to register the vehicle in their name.
6. When LOA is signed correctly JSVRO will stamp the bottom right circle labeled “USMC SEAL”.

**SOFA to SOFA Transfer:**

1. Both buyer and seller report to JSVRO.
2. Seller will need their ID card, original Japanese title, military registration for the vehicle being sold, original JCI policy, and original road tax receipt. Vehicle must be cleared of a lien and GOJ inspection not expiring 15 days from date of transfer
3. Buyer will need their ID card, SOFA driver’s license, and copy of PCS orders/Letter of Employment/Letter of Authorization. (Kadena issued SOFA License: Sponsor must provide a copy of all dependent’s SOFA ID and SOFA License for eligibility).
4. Ensure ID card name matches the name of the vehicle’s registration and title. Vehicle must be owned for a minimum of 120 days, GOJ inspection date is still valid not expiring 14 days from date of transfer, no lien holder on the vehicle, and current road tax paid.
5. Sponsors are eligible to register one vehicle and motorcycle per sofa driver’s license in their family.
6. If seller is eligible to sell, member will print their name in the bottom left block labeled “Grantor: Name:” (last name first). Note: Ensure that the name on the title matches the name on the LOA.
7. Sign beneath their printed name on the line labeled “Signature”.
8. If the buyer is eligible to buy, member will print their name in the bottom right block labeled “Grantor: Name:” (last name first).
9. Sign beneath their printed name on the line labeled “Signature”.
10. It is advised to leave the date and unit blank until they arrive at the third party who is taking responsibility to transfer the title.
11. When LOA is signed correctly and witnessed by registration clerk, JSVRO clerk will stamp the bottom right circle labeled “USMC SEAL”.

**GoJ Inspection:**

1. Have the member print the vehicle owner’s name in the left bottom block.
2. Have them sign the vehicle owner’s name. Note: Ensure that the name on the title matches the name on the LOA.
3. JSVRO will stamp at the top left circle labeled “USMC SEAL”.
4. Note: GoJ Inspection is the ONLY instance where another USFJ member does not require a Power of Attorney to sign as the vehicle owner.

**Deregistration:**

1. Report to JSVRO their military ID card, vehicle registration, original Japanese title, and original road tax receipt.
2. Ensure the name on the ID and registration match.
3. Ensure there is no lien on the vehicle.
4. Sponsor prints and signs their name in the bottom left block labeled “Grantor: Name:” on three LOAs.
5. JSVRO will stamp all three copies on the top left circle labeled “USMC SEAL”.
6. If the member is deregistering through Typhoon Motors, there are 2 worksheets required. Only fill out four blocks on the worksheets: Check the deregistration block, print serial number, print name of owner and have the owner sign above the line labeled “Signature of Applicant”.
7. JSVRO stamps both worksheets and LOAs.

Notes:

1. All vehicles must be registered to sponsor’s name.
2. If sponsor is not present, customer requires a Power of Attorney to sign as member. This includes dependents.
3. If sponsor does not have a SOFA license, they must have the Spouse Only Waiver endorsed by their command. (See Waivers).
4. If sponsor already has the maximum number of vehicles registered, they must have a 30 Day Additional Vehicle waiver endorsed by their command. (See Waivers).
5. If sponsor has not had the vehicle registered for a minimum of 120 days, they must have a 120 Day Waiver endorses by their command or PCS orders in lieu of 120 day waiver. (See Waivers).