1. Proceed to JSVRO for initial processing. Both parties must be present.
2. The following documents are required prior to completing paperwork: ID card, **SOFA license** (Kadena issued SOFA License: Sponsor must provide a copy of all dependent’s SOFA ID and SOFA License for eligibility), **original Japanese title**, **JCI policy** (amended to new owner’s name), **current year road tax receipt** (original), and **PDI** purchased in the buyer’s name.
3. Complete Japanese LOA and Bill of Sale with the seller’s **Inkan** and seller’s **Inkan-Sho-Mei-Sho**. If all documents are stamped appropriately by local national, they do not need to be present for the rest of the process.
4. The JSVRO cleark will complete two Worksheets and forward the paperwork to double check.
5. Complete a safety inspection on the vehicle in the GOJ inspection area. AAFES inspection fee $50
6. Once passed the safety inspection, proceed to ALPA counter to pay their fees. ¥1,500
7. After the fees have been paid, then go

Land Transportation Office (LTO) for regular POV & MC 251cc and above, or Mini Car Center for mini cars and motorcycles 126cc-250cc, or City Hall for (125cc and below):

LTO 512-4 Minatogawa Urasoe City:

* Main Building SOFA Window 2 will issue a new title.
* Window D will issue new Y plates, ¥1, 900.

Mini-car Center 512-12 Minatogawa Urasoe City:

* Mini-car center Window 0 will issue new title and plates ¥1, 900.

City Hall:

* Customer service window, varies between locations, will issue new title and plates ¥1, 900.

1. Return to JSVRO to receive a Military Registration and a road tax decal.