1. Contact Base Safety Licensing Section (All branches except Air Force) or Kadena Pass and ID (Air Force personnel) to change SOFA License to Okinawa Prefecture.
2. Once license is issued proceed to JSVRO with SOFA ID, SOFA License (Kadena issued SOFA License: Sponsor must provide a copy of all dependent’s SOFA ID and SOFA License for eligibility), PCS Orders/Letter of Employment/Letter of Authorization, original JCI Policy, original PDI Policy, and original road tax receipt for current year from previous prefecture.
3. Complete worksheets.
4. Proceed to double check and to pay your fee of ¥1, 000 at the ALPA counter.
5. Proceed to Land Transportation Office (LTO), Mini Car Center for mini cars and motorcycles 126cc-250, 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 a new title and plates ¥1, 900.

City Hall:

* Customer service window varies between locations
1. Return to JSVRO to receive a Military Registration and a road tax decal.