

# SOFA Vehicle Registration and Ownership Procedures

## Camp Zama Vehicle Registration Office

### Operating Hours

Monday-Wednesday, Friday: 0800-1600

Thursday: 1200-1600

Closed on all U.S. Federal Holidays

Email: [usarmy.zama.imcom.list.usagj-des-vehicle-reg@army.mil](mailto:usarmy.zama.imcom.list.usagj-des-vehicle-reg@army.mil)

### Phone numbers:

263-4337

263-4810

263-3849

### *From cell phone:*

046-407-4337

046-407-4810

046-407-3849

### Sagami Land and Transportation Office

Monday-Friday: 0845-1145, 1300-1600

Closed on Japanese National Holidays

### Sagami Light Motor Vehicle Office

Monday-Friday: 0845-1145, 1300-1600

Closed on Japanese National Holidays

# SOFA Vehicle Registration and Ownership Procedures

## Registration notes for all:

1. **ALL payments EXCEPT for Personal Liability Insurance and AAFES garage mechanical inspections must be paid in JAPANESE YEN CASH**
2. The VRO no longer requires the removal of the USFJ Road Tax DECAL when transferring or selling a vehicle from SOFA member to SOFA member.
3. **Chubb Oceanic Insurance** and **AIG Insurance** have English-speaking representatives and are the most common insurance providers to SOFA members around Camp Zama.
4. As noted above, Japanese Compulsory Insurance (JCI) is a **CASH PAYMENT ONLY**, even though you can pay for your Personal Liability Insurance (PLI) with a credit card at the very same insurance company. JCI costs will vary based on car category. PLI costs will vary by age and rank/pay-grade. You must purchase at least 6 months of PLI, and the minimum coverage must be at least 30,000,000 JPY for Bodily Injury and 3,000,000 JPY for Property damage.
5. JCI, Vehicle Titles, and the mechanical inspections are good for 2 years and follow the vehicle regardless of owner. In most cases these items will be already valid when you procure a vehicle. If you are buying a vehicle without any license plates, then these will not be current. These items also expire within the same timeframe and are renewed at the same time.
6. There is a list of all relevant fees on the Sagami Land and Transportation Office (Sagami LTO) map in this packet. Fees and taxes will vary by the vehicle weight and the engine size. Mini-cars (AKA Kei cars, which have yellow license plates) and motorcycles will always require much smaller fees and taxes. **The office that deals with Mini-cars, and motorcycles with engines 250cc or less**, is called the Sagami Light Motor Vehicle Office (Sagami LMV) and is located next to the Sagami Land and Transportation Office. Please see the google maps information in this guide.
7. There are several vehicle dealers located around Camp Zama, NAF Atsugi, Yokota AFB, and CFA Yokosuka that specifically cater to SOFA members and make the registration/buying process very simple, to where you will only have to buy your own PLI and show up at the VRO with relevant documents. Please ask your sponsor for more information if this interests you.
8. The Camp Zama VRO Road Tax program will occur yearly in April to make the Road tax payments easier for SOFA members. Local city offices will be present on Camp Zama for a designated week (at discretion of off-post offices). Look for information flyers from the VRO close to April and on the USAG Japan Official Facebook page for updated information. If you miss this week, you can pay your yearly Road Tax at your local city hall (mini-cars/yellow plates) or Prefectural Office (white plates). The VRO will assist you in locating the specific office you need to visit. **You need to keep your Road Tax receipt**, do NOT throw it away.

## Registration notes for off-post residents only:

1. If you live **WITHIN** 2 kilometers of any USFJ installation (Camp Zama, SHA, Sagami Depot, NAF Atsugi, etc.), then you do not need a parking certificate according to HQ USFJ

Instruction 31-205. In that case, you must bring a copy of your house/apartment rental agreement to the VRO so they can verify your house/apartment location.

2. If you live off-post **NOT WITHIN** 2 kilometers of a USFJ installation, you will need to obtain a Parking Certificate (**bring 4000 JPY IN CASH**) from a local police station, **one (1) for each vehicle that you own**. Visit the police station which has jurisdiction over your parking space with a photocopy of your parking space rental agreement from your landlord or real-estate agent. Your landlord or real-estate agent should know which police station you need to visit. (The police station will ask you to return on a future date to pick up your parking certificate after you have paid).

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## Purchasing a Vehicle from Japanese source WITHOUT plates

1. Obtain a photocopy of the title of the car or the original copy and go to any insurance company to purchase 25 months of JCI and **at least** 6 months of PLI.
2. Come to the VRO with the following:
  - a. Original Title from the dealer/seller (or photocopy)
  - b. Japanese Bill of Sale (Jyoto-sho)
  - c. Common Access Card (CAC)
  - d. Valid USFJ driver's license
  - e. PLI Document
  - f. JCI document
  - g. A photocopy of your house's rental agreement OR parking certificate (off-post residents only, see notes at top for off-post residents)
3. Fill out an application for temporary license plates.
4. Proceed to Zama City Hall for temporary license plates. (750 JPY for 5 calendar days).
5. Proceed to any AAFES garage to obtain a mechanical inspection.
6. Proceed to the Sagami LTO to complete the following (follow steps on LTO map for "Title change and Inspection"):
  - a. Pay the Weight tax
  - b. Pay the Inspection fee
  - c. Pay the Registration fee
  - d. Go thru the inspection lane (show AAFES inspection paperwork)
  - e. Obtain an Inspection DECAL
  - f. Obtain a new Title
  - g. Pay the Road tax
  - h. Purchase Y-plates
  - i. Affix the Y-plates to your car

NOTE: Mini-car owners and owners of motorcycles with engines up to 250cc will instead proceed to the LMV Office to complete this process. There is only 1 building/office and a 2-lane inspection area.

NOTE: If your car values more than 500,000 JPY, you must also pay an Environmental Excise tax (1-3% of the ledger price; 0% for all-electric vehicles). This can result in you needing significantly more cash for the LTO.

7. Return to the VRO within five (5) working days with all documents to obtain your USFJ DECAL and to turn in your temporary license plates.
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## Purchasing a Vehicle from Japanese source WITH Japanese plates

1. Obtain a photocopy of the title or the original title and proceed to your insurance company to buy PLI.
2. Come to the VRO with the following:
  - a. CAC
  - b. Valid USFJ driver's license
  - c. PLI document
  - d. JCI document
  - e. Road Tax receipt
  - a. Original Title from the dealer/seller (or a photocopy)
  - f. Japanese Bill of Sale (Jyoto-sho)
  - g. Power of Attorney (Inin-jyo) and Seal Certificate (Inkan-shomei) from the seller
  - h. A photocopy of your house's rental agreement OR parking certificate (off-post residents only, see notes at top for off-post residents)
3. Proceed to the LTO for the following (follow steps on LTO map for "Title change but No inspection/JPN"):
  - a. Pay the Registration fee
  - b. Change the Title
  - c. Pay/verify the Road Tax
  - d. Turn in the Japanese plates and purchase Y-plates
  - e. Affix the Y-plates to your vehicle

NOTE: Mini-car owners and owners of motorcycles with engines up to 250cc will instead proceed to the LMV Office to complete this process. There is only 1 building/office and a 2-lane inspection area.

NOTE: If your car values more than 500,000 JPY, you must also pay an Environmental Excise tax (1-3% of the ledger price; 0% for all-electric vehicles). This can result in you needing significantly more cash for the LTO.

4. Return to the VRO within five (5) working days with all documents to obtain your USFJ DECAL.

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## From SOFA Member to SOFA Member

1. Buyer proceeds to any insurance company to purchase PLI with a photocopy of the title or with the original title.
2. Both Seller and Buyer visit the VRO with the following:
  - a. CAC (seller will also show CAC)
  - b. Valid USFJ driver's license
  - c. JCI document
  - d. PLI document
  - e. Original Title
  - f. Road Tax receipt
  - g. A photocopy of your house's rental agreement OR parking certificate (off-post residents only, see notes at top for off-post residents)
3. Fill out a Bill of Sale at VRO.

4. The buyer proceeds to the LTO for the following (follow steps on LTO map for "Title change but No Inspection/SOFA"):
  - a. Pay the Transfer fee
  - b. Change the Title
  - c. Pay/verify the Road Tax

NOTE: Mini-car owners and owners of motorcycles with engines up to 250cc will instead proceed to the LMV Office to complete this process. There is only 1 building/office and a 2-lane inspection area.

5. Return to the VRO within five (5) working days with all documents to finalize the registration.

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### Purchasing a vehicle from a SOFA member registered to a different Military VRO (NAF Atsugi, CFA Yokosuka, Yokota AFB, Camp Fuji, etc.)

1. Buyer proceeds to any insurance company to purchase PLI with a photocopy of the title OR with the original title.
2. Visit the VRO where the POV is registered at with your PLI, CAC, USFJ License, JCI document, and Original Title (+Power of Attorney if their VRO requests it) with the seller.
3. Come to the Camp Zama VRO alone (no seller required) with the paperwork.
4. Same as steps 4 and 5 from the above instructions (SOFA member to SOFA member) (follow steps on LTO map for "Title change for VRO change").

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### Vehicle Importing Procedure

1. Bring all documents to include USFJ Form 380 from the Area Transportation Office or the 836<sup>th</sup> Transportation BN to the VRO.
2. Return to the Port/Area Transportation Office (Camp Zama BLDG #102) with the USFJ Form 380 to clear with Customs.
3. Apply for/make an appointment for the emission and brake test.
4. Proceed to your insurance company and purchase JCI (37 months) and PLI (six months or one year). Bring these documents to the VRO.
5. Proceed to Zama City Hall to purchase Temporary Plates, then pick up your car using the Temporary Plates.
6. Take the car to the Japan Automobile Transport Technology Association (ATTA) near Yokota AFB for the emission test. (May take 2 days) (Cost: 191,000 JPY for one car).
7. Bring photocopies of the brake/emissions test results and USFJ Form 380 to the VRO to apply for the Recycling Certificate.
8. Proceed to any AAFES Garage for a pre-mechanical inspection.
9. ***AFTER you have been contacted by the VRO***, proceed to LTO to submit paperwork after 4:30 p.m. without the car.
10. Drive to the LTO again on the designated date to complete the following (follow steps on LTO map for "Title Change and Inspection"):

- a. Pay the Inspection fee
- b. Pay the Weight Tax for **3 years**
- c. Pay the Registration fee
- d. Drive through the inspection lane
- e. Pay the Road Tax
- f. Purchase E-Plates (1,440yen)
- g. Affix E-Plates to vehicle

11. Return to the VRO within five (5) days with all documents.

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### Bicycle Registration

1. Visit the VRO or SHA Pass Office with your bicycle and fill out a Bicycle Registration application. Receive a registration sticker.
  2. If you live off-post, visit any local bicycle shop, or other store that sells bicycles, with your bicycle and pay 600 JPY to register your bicycle off-post. The registration is good for 7 years.
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### Vehicle Re-Inspection Process

1. Proceed to any AAFES garage to obtain a mechanical inspection.
2. Proceed to any insurance company to renew JCI for 24 months.
3. Proceed to the LTO for the following (follow steps on LTO map for Re-inspection):
  - a. Pay the Weight Tax
  - b. Pay the Inspection fee
  - c. Go thru the inspection lane (show AAFES inspection paperwork)
  - d. Receive an updated Title

NOTE: Mini-car owners and owners of motorcycles with engines up to 250cc will instead proceed to the LMV Office to complete this process. There is only 1 building/office and 1 inspection area.

4. Report to the VRO within five (5) working days with all documents.

NOTE: The re-inspection can be accomplished as early as thirty (30) days prior to the expiration date of Japanese Inspection and Title.

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### Visit the VRO after any of the following:

1. Your DEROS has been changed.
2. Your original USA or other country driver's license has been renewed.
3. You renewed your Personal Liability Insurance.
4. You've moved from off-post to on-post, moved from on-post to off-post, or moved from one location off-post to a different location off-post.

NOTE: You may scan and email your documents to the VRO after Personal Liability Insurance renewal.

# De-Registration Procedures

## Registration notes for all:

1. You MUST dispose of your vehicle(s) prior to your PCS/ETC/change of status, or your clearing paperwork will not be approved. Your options are:
    - a. Sell to another SOFA member
    - b. Sell to a non-SOFA member
    - c. Sell to a used car dealership
    - d. Junking
    - e. Going through an exporting company/service
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## Junking your vehicle

1. Take your vehicle to any junk yard. Be sure to collect the following:
    - a. License plates
    - b. USFJ 15A (Road Tax Decal)
    - c. Junk yard receipt
  2. Report to the VRO to deliver documents.
  3. Proceed to the LTO or LMV to complete the following (follow steps on LTO map for "De-registration"):
    - a. Pay the De-Registration fee
    - b. Return license plates
    - c. Change the Title
    - d. Visit the Road tax office
  4. Return to the VRO within five (5) days with all documents.
  5. Proceed to your insurance company to collect the reimbursement for the unused portion of your insurance.
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## Selling your POV to NON-SOFA (Except for a Duty Free Imported Vehicle (E-Plate vehicle))

1. Drop the car off to the buyer. Ensure the license plates are removed before leaving.
2. Report to the VRO with the following documents:
  - a. Complete a USAG-J Form 88 (blank forms available at VRO) or bring a **receipt/letter** which shows the name and address of the purchaser.
  - b. License plates
  - c. USFJ 15A (Road Tax Decal)
3. Proceed to the LTO or LMV to complete the following (follow steps on LTO map for "De-registration"):
  - a. Pay the De-Registration fee
  - b. Return license plates
  - c. Change the Title
  - d. Visit the Road tax office
4. Return to the VRO within five (5) days with all documents to receive the **Japanese Bill of Sale**. Buyer gives the Japanese Bill of Sale to the Non-SOFA member.

5. Proceed to your insurance company to collect the reimbursement of unused portion of your insurance.

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## **Exporting in conjunction with PCS or ETS**

NOTE: If you are thinking of purchasing a POV for exporting upon PCS, ensure the vehicle has U.S. specifications.

1. One (1) business day prior to the planned shipping date of the vehicle, report to the VRO and provide a copy of your orders.
2. Proceed to the LTO or LMV that same day to complete the following (follow steps on LTO map for “De-registration”):
  - a. Pay the De-Registration fee
  - b. Change the Title
  - c. Obtain Shipping Certificate
  - d. Visit the Road tax office
3. Return to the VRO with all documents.
4. Drop off your vehicle at your exporting company, or they pick it up. (Government of Japan will allow you to keep the Y-plates)
5. Proceed to your insurance company to collect the reimbursement of the unused portion of your insurance after the vehicle is out of your possession.



**Sagami Land and Transportation Office (LTO)**

**Sagami Light Motor Vehicle Office (LMV)**

**Zama City Hall**

**Sagami Motor Vehicle Inspection and Registration Office**  
関東運輸局神奈川運輸支局 相模自動車検査登録事務所  
3.7 ★★★★★ (460)  
Car inspection station

Overview    Reviews    About

Directions    Save    Nearby    Send to phone    Share

Japan, 〒243-0303 Kanagawa, Aiko District, Aikawa, 愛川町Nakatsu, 桜台 7 1 8 1 番地

**Closing soon** ^

Thursday	8:45 AM–4 PM
Friday	8:45 AM–4 PM
Saturday	Closed
Sunday	Closed
Monday	8:45 AM–4 PM
Tuesday	8:45 AM–4 PM
Wednesday	8:45 AM–4 PM

[Suggest new hours](#)

+81 50-5540-2037

G86R+GW Aikawa, Kanagawa, Japan

**Light Motor Vehicle Inspection Organization, Kanagawa Office Sagami Branch**  
軽自動車検査協会 神奈川事務所相模支所  
3.8 ★★★★★ (373)  
Car inspection station

Overview    Reviews    About

Directions    Save    Nearby    Send to phone    Share

Japan, 〒243-0303 Kanagawa, Aiko District, Aikawa, Nakatsu, 字桜台 4 0 7 1 - 5

**Closing soon** ^

Thursday	8:45 AM–4 PM
Friday	8:45 AM–4 PM
Saturday	Closed
Sunday	Closed
Monday	8:45 AM–4 PM
Tuesday	8:45 AM–4 PM
Wednesday	8:45 AM–4 PM

[Suggest new hours](#)

keikenkyo.or.jp

**Zama City Hall**  
座間市役所  
3.5 ★★★★★ (311)  
City Hall

Overview    Reviews    About

Directions    Save    Nearby    Send to phone    Share

1 Chome-1-1 Midorigaoka, Zama, Kanagawa 252-0021, Japan

Open now ^

Thursday	8:30 AM–5:15 PM
Friday	8:30 AM–5:15 PM
Saturday	Closed
Sunday	Closed
Monday	8:30 AM–5:15 PM
Tuesday	8:30 AM–5:15 PM
Wednesday	8:30 AM–5:15 PM

[Suggest new hours](#)

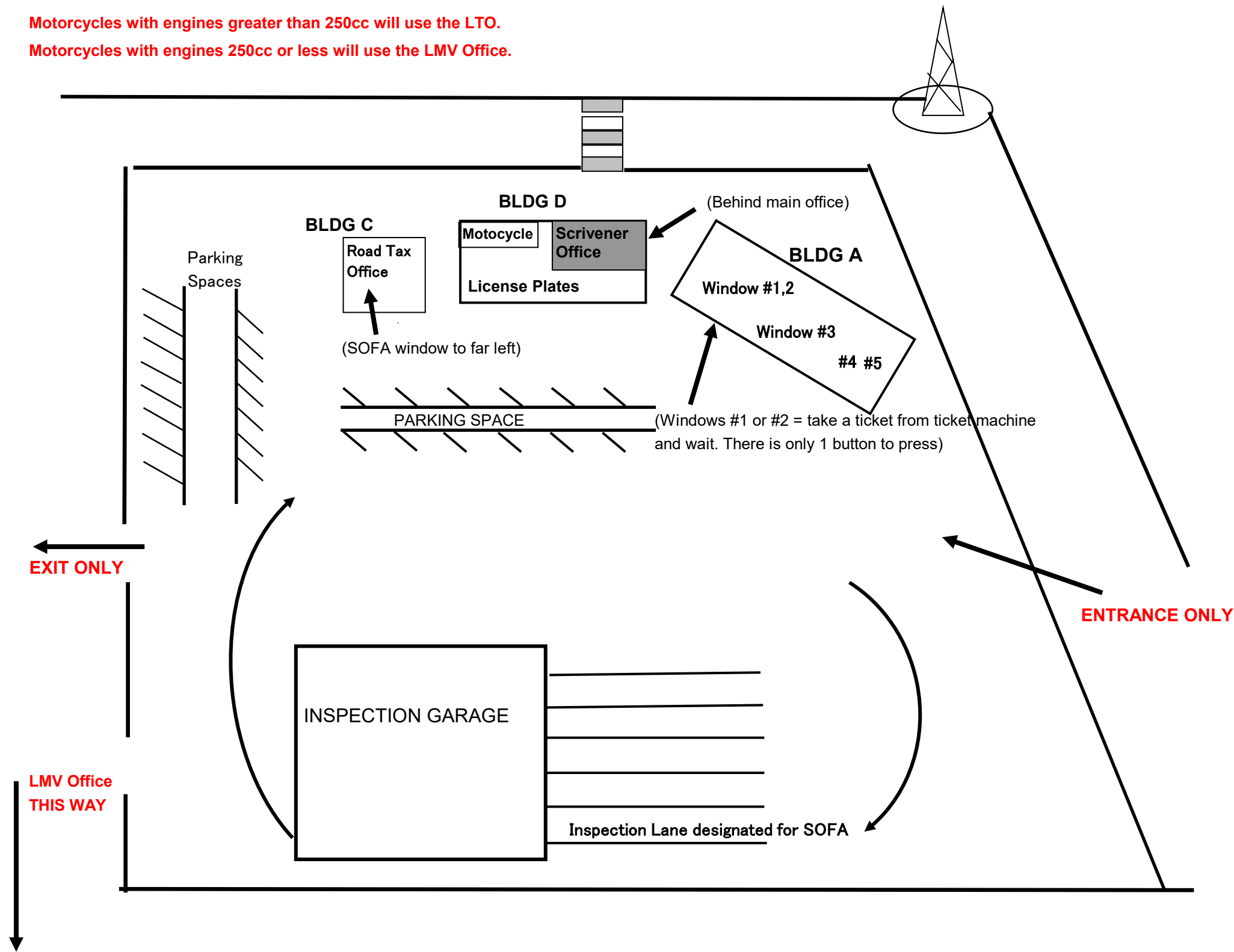
city.zama.kanagawa.jp

+81 46-255-1111

FCQ5+C2 Zama, Kanagawa, Japan

**ABOVE PICTURES DO NOT REFLECT ACTUAL OPERATING HOURS FOR LTO AND LMV**

Motorcycles with engines greater than 250cc will use the LTO.  
 Motorcycles with engines 250cc or less will use the LMV Office.



Fee Schedule			
<b>Scrivener Office (BLDG D rear)</b>			
<b>Registration Fees</b>			
W/JN Plates	2800		
No Plates	4700	or	4800
<b>Weight Tax (Varies)</b>			
21000	16800	12600	8400
<b>Transfer fee</b>			
2300			
<b>De-registration fee</b>			
2200 Car	500 Mini	1200 Motorcycle	
<b>Inspection fee</b>			
2600 or 2700			
<b>MISC Fees</b>			
<b>Acquisition Tax</b>	5% of ledger for vics over 500,000 JPY		
<b>Road Tax Office (BLDG C)</b>			
	5series	3series	
Apr	6800	17400	
May	6200	15800	
Jun	5600	14200	
Jul	5000	12600	
Aug	4300	11000	
Sep	3700	9500	
Oct	3100	7900	
Nov	2500	6300	
Dec	1800	4700	
Jan	1200	3100	
Feb	600	1500	
Mar	7500	19000	
<b>License Plates (BLDG D front)</b>			
Plates	1450		
<b>Mini-cars / Small Motorcycles</b>			
Total between	4000 and 7000		
Depends on registration or transfer only			

**Deregistration**

- 1 Scrivener's Office  
Pay De-registration fee
- 2 Return License Plates (BLDG D)
- 3 Window #1,2 (BLDG A)
- 4 Road Tax Office (BLDG C)

**Re-inspection**

- 1 Scrivener's Office  
Pay Weight tax
- 2 Window #5 (BLDG A)  
Pay Inspection fee
- 3 Inspection Lane with vehicle
- 4 Window #4 (BLDG A)

**Title change but No Inspection**

- 1 Scrivener's Office  
SOFA Pay Transfer fee
- JPN Pay Registration fee
- 2 Window #1, 2 (BLDG A)
- 3 Road Tax Office (BLDG C)  
Pay/Verify Road Tax
- \* License Plates (BLDG D)  
If buying from JPN source,  
Pay for Y plates

**Title change and Inspection**

- 1 Scrivener's Office  
Pay Weight Tax  
Pay Inspection fee  
Pay Registration fee
- 2 Window #5 (BLDG A)
- 3 Inspection lane w/ vehicle
- 4 Window #3 (BLDG A)
- 5 Window #1,2 (BLDG A)
- 6 Road Tax Office (BLDG C)  
Pay Road Tax
- 7 License Plates (BLDG D)  
Pay for Y Plates

**Title change for VRO change**

- 1 Scrivener's Office  
Pay Transfer fee
- 2 Window #1,2 (BLDG A)
- 3 Road Tax Office (BLDG C)
- 4 License Plates (BLDG D)  
Pay for new Y plates

**Insurance Costs**

JCI	Car	Mini	Motorcycle
24 month	17650	17540	8760
25 month	18160	18040	8910
PLI	varies by age and rank/paygrade		