



# U.S. ARMY OKINAWA

## ★ TORII STATION ★



### LEGAL ASSISTANCE

• 652-4332 / 4742 • BUILDING 218, ROOM 220 •

## SELL YOUR VEHICLE BEFORE YOU PCS!

**Reminder -- You must sell or properly dispose of your car before you PCS.**

Per the Joint Service Vehicle Registration Office (JSVRO), you **MAY NOT** leave a Power of Attorney for someone to sell your car after you PCS unless there is an **emergency situation** or for situations that are out of your control. **“Routine PCS or situations of poor planning will not be approved.”** The prerequisites for leaving a Power of Attorney are listed on the [JSVRO web page](#)<sup>1</sup>. For your convenience, the prerequisites are also listed below.

The special power of attorney approval process takes **THREE TO FIVE** business days to complete.

The request to out-process thru the JSVRO using a special power of attorney letter is submitted to the JSVRO on Camp Foster. Its sole purpose is for out-processing while leaving a special power of attorney to another person to sell your vehicle. Only submit this letter for emergency use or situations that are out of the owner's control. Routine PCS or situations of poor planning will not be approved.

#### Prerequisites

- ✓ You must have the “request letter” signed by your Battalion Commander (*Lieutenant Colonel and above are exempt from having the commander sign, but must still prepare the letter for the Joint Vehicle Registration Office*). See the [JSVRO web page](#) for samples (website link below)
- ✓ Current Government of Japan inspection or “Japanese Title” for the vehicle.
- ✓ Current year Road Tax receipt (request periods covering Road Tax season must have a plan of action to ensure the tax is paid).
- ✓ Current Japanese Compulsory Insurance (JCI) coverage.
- ✓ Current Property Damage Insurance (PDI) coverage.

#### After Approval by your Chain of Command:

- ✓ Bring the approved special power of attorney request letter with all supporting vehicle documents to the JSVRO for their endorsement.
- ✓ Once you have received the JSVRO's endorsement, you may visit one of the legal assistance offices on Okinawa with your agent (bring the approval letter) and sign a special power of attorney.
- ✓ Return to the JSVRO with the approved request letter and the signed copy of the special power of attorney.
- ✓ The JSVRO will make copies and sign your out-processing checklist.

For further information, you may visit the [JSVRO web page \(see below\)](#) or call the JSVRO at 645-7481/3963.

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<sup>1</sup> <https://www.mcbbutler.marines.mil/Base-Information/Joint-Services-Vehicle-Registration-Office/>