

Permanent Change of Station within Japan and registering your Vehicle for local area license plates

- Out-process from your current Vehicle Registration Office (VRO) before transferring to Camp Zama.
- When you arrive at Camp Zama, go to the VRO (Bldg. 227) where the staff will complete paperwork and insure you have all the necessary documents. You will need:
 - ID card
 - USFJ driver's license
 - Original title
 - Proof of JCI (insurance)
 - Proof of Liability Insurance
 - Road tax receipt
 - (Your house/apartment rental contract if living off base)
 - ** If you live off-post you must also bring your housing contract or a document that shows your Japanese address. Depending upon where your house/apartment is located, you may also need to obtain a parking certificate for ¥2,600 from the police station that has jurisdiction over your parking space. If you need a parking certificate you must take a photocopy of your parking space rental agreement to your local police station, pay your fee, and then pick up the completed document on the designated date.
- Proceed to the Land Transportation Office (LTO) with your documents to register your car and pay the required fees which vary from where you were last stationed:
 - ¥2,800 transaction fee
 - ¥1,440 for local area license plates
- Return to the VRO within five (5) working days will complete on-post registration.