

Purchasing a Vehicle from a SOFA Member **Registered at same VRO**

- Take a copy of the title to a local insurance company to purchase Liability Insurance. Liability Insurance will vary based on your age and rank and will range from ¥16,700 to ¥41,900 for six months of coverage. One year of Liability Insurance is available, but is based on rank and age.
- Once you have Liability Insurance, you and the seller must go to the Vehicle Registration Office (VRO) (Bldg. 227) where the staff will prepare and insure you have all 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) to register your car. To change the title there will be a ¥2,300 transaction fee.
- Return to the VRO within five (5) working days to complete on-post registration and get your USFJ Form 15A decal.