

## **Purchasing a POV registered at another VRO** **(e.g.: Atsugi, Yokosuka, Yokota, Tokyo, Yokohama** **North Dock, Camp Fuji)**

- 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.
- You and the seller must visit the Vehicle Registration Office (VRO) where the vehicle is currently registered to complete transfer paperwork.
- Go to the Camp Zama Vehicle Registration Office (VRO) (Bldg. 227) (seller is not needed) where the staff will prepare 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 vehicle and pay the following fees:
  - ¥2,300 transaction fee
  - ¥1,440 for local area license plates
- Return to the VRO within five (5) working days to complete on-post registration.