

TO ENSURE A SMOOTH REGISTRATION
PROCESS, PLEASE FOLLOW THE
GUIDELINESS FROM THIS BROCHURE



FOLLOWING THESE STEPS WILL
ENSURE A SUCCESSFUL AND LEGALLY
COMPLIANT VEHICLE REGISTRATION. IF
YOU HAVE ANY QUESTIONS, PLEASE
FEEL FREE TO CONTACT THIS OFFICE

CONTACT US

DSN: 226-3995

EMAIL:

35SFS.S5.PASS-REGISTRATION@US.AF.MIL

LOCATED AT

BUILDING 653

VEHICLE TRANSFER GUIDE

VEHICLE TRANSFER SOFA-TO-SOFA

- Buyer and seller must be present for the transaction.
- Both members must be licensed with a Misawa USFJ 4EJ and must not exceed the vehicle allotment of 1 four wheeled and 1 two wheeled vehicles per 4EJ.

REQUIRED DOCUMENTS:

1. Title in seller's name.
 2. Liability Insurance.
 3. JCI Policy.
 4. Road Tax Receipt.
 5. Military Vehicle Registration.
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STEP 1: Once all required documents are verified, the buyer and seller will fill out transfer documents.

STEP 2: The buyer will take the completed transfer documents with the current title to their insurance company or the Hachinohe Land Transportation Office to process the transfer.

STEP 3: Once the buyer's new title is created, the buyer will bring the new title and liability insurance to Pass and Registration to complete registration and clear vehicle from the seller's record.

BUYING FROM A JAPANESE RESIDENT OR DEALERSHIP

- Only the buyer must be present.
- Buyer must be licensed with a Misawa USFJ 4EJ and must not exceed the vehicle allotment of 1 four wheeled and 1 two wheeled vehicles per 4EJ.

REQUIRED DOCUMENTS:

1. Paper copy of the vehicle title.
 2. Name and address of seller.
 3. Dealership Only: Purchase agreement, bill of sale, or purchase contract.
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STEP 1: Once all required documents are verified, the buyer will fill out transfer documents.

STEP 2: The buyer will take the completed transfer documents to their insurance company or the dealership to process the transfer.

STEP 3: Once a new title and SOFA plates have been created, the buyer will bring the new title back to Pass and Registration along with their liability insurance, and JCI policy to complete their registration.

SELLING TO A JAPANESE RESIDENT OR DEALERSHIP

- Only the seller must be present.
- Buyer must be licensed with a Misawa USFJ 4EJ and must not exceed the vehicle allotment of 1 four wheeled and 1 two wheeled vehicles per 4EJ.

REQUIRED DOCUMENTS:

1. Title in seller's name.
 2. Liability Insurance.
 3. JCI Policy.
 4. Road Tax Receipt.
 5. Military Vehicle Registration.
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STEP 1: Once all required documents are verified, the seller will fill out transfer documents.

STEP 2: The seller will take the current title and completed transfer paperwork to their insurance company or the buyer to process the transfer.

STEP 3: After the title transfer transaction is complete, and the vehicle will be removed from the seller's name.