

HOW TO OBTAIN A PARKING CERTIFICATE

(Off base housing)

If you live at an off base residence the following procedures must be followed:

1. Obtain a Parking Certificate Residence Verification form at either VRO or the Base Housing Office.
2. Take the form to the **Yokosuka Base Housing Office**, where their staff will verify your residence.
3. Housing Office staff will provide a copy of your lease agreement. (Pages showing your name and address)
4. Housing Office staff will request your House Agent to provide you with a map and diagram to your residence and parking space. (You may also go directly to your House Agent, if it saves you time.)
5. If your residence falls within 2km of Commander Fleet Activities, Yokosuka, VRO staff will complete the documents and request you to go to the **local Land Transportation Office (LTO)**.)
6. If your residence is outside of 2km of Commander Fleet Activities, Yokosuka, proceed to the appropriate off base police station with the above documents and the paperwork on the vehicle you wish to register. At the police station you will be required to complete a Japanese Parking Certificate application form in sponsor's name. *

Parking Certificate Window at JPS is only open during the following hours:

0830-1200 & 1330-1700 (Mon-Fri) Closed on Japanese holidays

7. You will be required to pay a fee of 2,100 yen. An officer will actually go out to inspect each parking space. A Receipt of Acceptance will be issued when you submit the application form.
8. A parking permit may not always be granted. (If the vehicle is too big for the parking space and sticks out, or another vehicle is parked in the spot at the time of the inspection, your request will be denied and the fee will not be returned.)
9. You will be required to return to the same JPS on (or later than) the date shown on the Receipt of Acceptance, issued to you at the time you submitted your request. You will need to take the receipt and 500 yen. (Cost for the Parking Certificate Sticker)
10. If your request is approved, JPS will return your Japanese Parking Certificate Application Form with the "Han" (seal) from their Chief of the Police. You will be required to pay 500 yen for a Parking Certificate Sticker, which is issued at the same time.
11. Japanese Parking Certificate is only good for a period of one month. Your vehicle needs to be registered at LTO within a month from its issue.
12. Please come back to VRO with the certificate so our staff can retain copies of your certificate and check your documents prior to your trip to the LTO.
13. Fees and procedures being taken at LTO have not changed.

Note:

*Information on Japanese Police Jurisdiction, and direction to get to the respective JPS, can be obtained at our Vehicle Registration Office.

*Verification that your residence falls within 2km of Commander Fleet Activities, Yokosuka, can be obtained from Yokosuka Base Housing Office.