ROAD TAX COLLECTION 2018

Information for the 2018 Road Tax Payment and New USFJ Base Vehicle Decal Issue.

PROCEDURES:

1) The new USFJ 2018 Base Vehicle Decals will be issued at the Vehicle Registration Office (VRO) starting from 12th March for those customers who have already paid their road tax.

2) This year’s Road Tax Collection 2018 and base decal issue for NAF Atsugi and SOFA sponsored personnel will be conducted at the Atsugi Convention Center 24-27th April 2018. Standard VRO services in Building 20 will not be available during this period. Please plan accordingly.
   a) The Road Tax Collection 2018 daily hours of operation and services provided during those times will be as follows:
      • 0900 - 1100 for road tax collection and base decal issue ONLY. (Last customer serviced at the table at 1100.)
      • 1230 - 1500 for road tax collection and base decal issue ONLY. (Last customer serviced at the table at 1500.)
      • 1500 - 1600 for base decal issue and checking out personnel ONLY.
      • Mini-car and motorcycle road taxes will also be collected from 0900 - 1100 and 1230 - 1500 on 24 April 2018. This will be the only date available for mini-car and motorcycle road tax payments on base.
   b) Upon completion of Road Tax Collection 2018, VRO will then resume issuing the new base decals and standard VRO customer service in the VRO Office, Building 20, on 30 April 2018.

3) All road tax payments must be paid by 27 April 2018. Road tax payment amounts are as follows:
   • Plates 44, 55 to 58, 500 and 529 ¥7,500
   • Plates 33, 300 and 329 ¥19,000
   • Engines over 4.5 liters ¥22,000
   • Plates 100 ¥32,000
   • Mini cars ¥3,000
   • Motorcycles ¥1,000
   • Scooters ¥500

4) Road tax payments can be made at the following locations:
   • Sagami Land Transportation Office (LTO) (commencing 8th March 2018)
   • Atsugi Tax Office (commencing 8th March 2018)
   • Sagamihara Tax Office (commencing 8th March 2018)
   • Ayase City Hall for Sagami plated mini-cars and motorcycles and Ayase plated scooters only (commencing 02 April 2018)
   • Road Tax Collection Week NAF Atsugi 24-27 April 2018

5) To make a road tax payment, the following information is required for the LTO, City Hall, and Tax Office staff to process:
   (See NOTE 1 and NOTE 2 below.)
   • Original Valid Vehicle Title
   • Proof of payment of the 2017 Road Tax (small white paper)
   • Payment amount in YEN only

6) Upon completion of road tax payment, to receive a base decal, the following information is required:
   (See NOTE 1, NOTE 2, and NOTE 3 below.)
   • Military / Civilian / Family Member Identification card
   • Original Vehicle Title (with Special Power of Attorney for spouses or other persons processing for the sponsor)
   • Proof of payment of the 2018 Road Tax, base safety inspection, weight tax, Japanese Compulsory Insurance (JCI), and Liability Insurance
   • Old USFJ 2017 Base Vehicle Decal
   • Valid U.S. Forces Japan Operator’s Permit for Civilian Vehicle, USFJ Form 4EJ, (USFJ Driver’s License)

7) Effective 01 June 2018, only vehicles with USFJ 2018 Base Access Vehicle Decals will be allowed access on any military installation. Any vehicles found on base with expired 2017 USFJ Base Access Vehicle Decals will be stopped, cited, and impounded in place.

TAD or deployed Atsugi-based personnel, who return to find any of their vehicle documents has expired during their absence, **DO NOT DRIVE THE VEHICLE!** Contact VRO for information, start the process to clear impoundment (if vehicle was impounded), and update all vehicle documents with VRO within two weeks of return. Any citations that may have been issued will then be cleared with no penalty if within two weeks of return, as long as there was no other past registration violations.

NOTES:

**NOTE 1:** Reminder, in order to be deemed valid (to receive 2018 Base Decal), all vehicle documents must be ORIGINAL DOCUMENTS and have at least 30 DAYS remaining prior to expiration of the documents. PCS orders or employment letters to NAF Atsugi or tenant commands are required for new registration. Expired SPOA’s WILL NOT be accepted.

**NOTE 2:** Customers are reminded that Japanese Weight Tax usually expires one month prior to the expiration of the JCI. Expiration of liability insurance will depend upon the length of the policy at the time of purchase and expires at 12:00 noon on the date of expiration.

**NOTE 3:** In order to receive the new vehicle decal, sponsors must ensure all vehicles registered to them (or by SPOA’s) are within good standings with GOJ and USFJ. If any vehicle under the sponsor’s household is unable to be updated for any reason, a standard NAF Atsugi Temporary Base Pass will be issued in lieu of a base decal until ALL discrepancies with ALL other vehicles have been cleared.