



Provost Marshal's Office

Frequently Asked Questions



How do I obtain a SOFA Driver's license?

First, attend the MCAS Iwakuni Welcome Aboard Indoctrination Brief and the SOFA driving class that follows and pass the SOFA license test. If transferring within Japan you must show proof of a SOFA license from another USFJ installation. All applicants shall provide a government-issued identification card, valid U.S. driver's license, proof of SOFA status, and present the following documents as required:

- **Active Duty:** Command sponsored active-duty members must provide a copy of their travel orders and/or area clearance. Family members must be listed on travel orders and/or area clearance. All E-5 and below who are granted permission to be licensed will present a letter of authorization to obtain a SOFA license signed by their commanding officer.
- **Civilian/NAF employees:** (a) Letter of Employment with family members listed (CONUS and local hire). (b) Travel orders with family members' names listed (CONUS hire). (c) Area clearance with family members' names listed (CONUS hire).
- **Contractor:** (a) Letter of Employment (i.e. contract). (b) SJA SOFA status verification letter. *The contract must show the individual will be on station for a minimum of 30 days to be eligible for a SOFA license. (c) Dependents of contractors be listed in the contract.

How do I obtain a SOFA license if I PCS within Japan?

If you PCS within Japan you must still meet all requirements outlined above, however; the SOFA license test is not required. You will be required to attend an abbreviated SOFA driving class and show proof of your prior SOFA license.

Where do I take the SOFA Driving class and test?

Every Monday at Club Iwakuni, building 600 starting at 1345 for Japan transfers and 1400 for all others.

Once all requirements are met, where do I obtain a SOFA license?

Once all requirements are met, proceed to the Pass and Registration Office at the Provost Marshal's Office, building 608 (the left side entrance).

What do I do if I lose my SOFA license?

If your license was issued by MCAS Iwakuni, we will provide you another copy of your original license. If your license was issued by a different USFJ installation, that particular installation's policies must be followed.

I am stationed on MCAS Iwakuni unaccompanied, is my family member able to drive my "Y" or "A" plated vehicle when they come to visit?

The MCAS commanding officer may grant this privilege under special circumstances. The command sponsored member must submit a request for approval to the Commanding Officer, via his/her unit Commanding Officer and the Provost Marshal. All licensing requirements must be met (i.e. Welcome Aboard Indoctrination Brief, SOFA Test, and International Driver Permit recognized by Japan). The individual will only be able to drive upon approval from the MCAS Commanding Officer.

Are there any limits to how many vehicles/motorcycles I am authorized to own?

Answer:

- **Unaccompanied:** Limited to one passenger vehicle and one motorcycle.
- **Accompanied:** Limited to two passenger vehicles and two motorcycles (per licensed operator)

For Orders and regulations concerning these topics. Please refer to the "Station Orders" section under the MCAS Iwakuni Station Adjutants SharePoint page.

- **Policy Waiver:** Any individual who desires to own vehicles beyond the standard limits may submit a request for approval to the MCAS Commanding Officer, via his/her unit Commanding Officer and the Provost Marshal.

What do I need to do to purchase a vehicle?

SOFA to SOFA:

When purchasing a vehicle from a SOFA member both the buyer/seller must proceed to PMO, Pass and Registration to conduct the purchase/transfer paperwork. The below documents will be required:

- **Seller:** ID card, SOFA license, Title, JCI insurance, road tax receipt, recycling fee receipt. If the vehicle is in lien with a banking facility, the seller will be required to provide a termination statement from their banking facility.
- **Buyer:** ID card, SOFA license, Secondary Insurance for the vehicle being purchased, Area Clearance and Accompanied orders if purchasing a second vehicle.
- **Registration:** Upon completion of the title and plate change bring the new title, current JCI, current Road Tax, Recycling Fee Receipt and valid secondary insurance.

Japanese Dealer to SOFA:

When purchasing a vehicle from a dealer the SOFA member must proceed to PMO Pass and Registration to conduct the purchase/registration paperwork. The below documents will be required:

- **Seller:** Will provide the buyer a copy of the original title.
- **Buyer:** ID card, SOFA license, Area Clearance and Accompanied orders if purchasing a second vehicle. ****Note:** Secondary Insurance will be required at the time of registration at PMO**
- **Registration:** Upon completion of the title and plate change bring the new title, current JCI, current Road Tax, Recycling Fee Receipt and valid secondary insurance.

The new owner may take the package to MCCS, any off station car dealer or individually proceed to the Yamaguchi Land Transportation Office (LTO) to process the title transfer. Once the title transfer is complete, return to PMO to obtain a permanent decal. Please bring the documents required above for registration.

Note: If their sponsor doesn't have a SOFA license or is not present in Iwakuni to come to PMO (i.e. Deployment, TAD), a Special Power of Attorney (SPoA) has to be provided to purchase or sell the vehicle.

What do I need to do to de-register a vehicle?

Vehicle Disposal:

When disposing your vehicle the SOFA member must proceed to PMO, Pass and Registration to conduct the de-registration paperwork. The below documents will be required:

Owner:

- Receipt from an authorized car dealer, stating the vehicle is in the dealer's possession.
- Road Tax decal (removed from vehicle being disposed of).
- ID card, SOFA license, Title, road tax receipt, JCI insurance and recycling fee receipt.
- De-registration package (PMO will completed for you to bring to your dealer to complete the process).
- If the vehicle is in lien with a banking facility, a termination statement from the bank is required.

Note: The vehicle must be in possession of the dealer responsible for junking the vehicle.

Selling vehicle to non-SOFA:

When selling your vehicle to a Non-SOFA individual the SOFA member and buyer must proceed to PMO Pass and Registration to conduct the de-registration paperwork. The below documents will be required:

- **Seller:** ID card, SOFA license, Title, road tax receipt, JCI insurance and recycling fee receipt.
- Remove the Road Tax decal and return it to PMO.

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- If the vehicle is in lien with a banking facility, a termination statement from the bank is required.
- **Buyer:** Must sign the bill of sale and de-registration package.

Why do I have to pay a parking fee and others do not?

Per USFJ INST 31-205, U.S. Forces Japan members who are residing more than 2 kilometers from any U.S. installation or facility must comply with the Government of Japan requirement to validate their residence has a suitable vehicle parking space. This includes issuance of a parking certificate and parking sticker for the vehicle, prior to registration.

Can I use a Power of Attorney to sell my car?

Powers of Attorney may be utilized for the sale or deregistration of a vehicle. Unit Commanding Officers must grant authorization for a military member E-6 and below to issue a POA in the case of a permanent change of station. A copy of the letter and POA must be presented to the Pass and Registration Office prior to out-processing. Personnel should make every attempt to sell their vehicles prior to departure.

When is Road Tax due and do I have to pay?

Road Tax is due in the month of April annually and is a mandatory requirement of the Government of Japan. Without proof of Road Tax payment a USFJ Form 15A decal will not be issued. *Failure to pay is grounds for vehicle impoundment.

Someone parked in the parking space granted to me by Family Housing, can you give them a ticket and tow them?

No, PMO cannot give them a ticket or tow them. Family Housing has granted you the privilege of a personal parking space but is not mandated by Station Order that those spaces belong to you; therefore, PMO will not enforce parking in those spaces. To resolve this issue, contact Family Housing and make a formal complaint about the individual parking in your parking spot.

What do I do when I receive a ticket?

Once a ticket has been issued you have 3 business days to go to the Pass and Registration Office (in Building 608) to plead guilty or not-guilty and, if necessary, receive a court date. Attend court on the date and time provided by the Pass and Registration Office.

** Note, if you receive a ticket from Japanese Police, you will be called to PMO where you will receive an on-base traffic citation. This is because MCAS Iwakuni issued you a SOFA license and the United States Government's agreements with the Government of Japan, require the installation to track infractions and assess points to your license.

Where do I go for traffic court?

The courtroom on the 2nd floor of the Station Judge Advocate's Office, Building 608. The Pass and Registration Office will contact you regarding the date and time of traffic court.

How do I retrieve my vehicle if it has been impounded for criminal activity (DUI/DWI, reckless driving, etc.)?

The impounded vehicle can only be returned to the owner if the individual is cleared of the charge by the Traffic Court Magistrate. Otherwise the vehicle must be (1) released to the government and deregistered by the registered owner, (2) released to a licensed dependent, or (3) released and sold to a new owner.

What are the quiet hours and when can I contact PMO for a loud noise complaint?

Weekday quiet hours are from 2200-0500; weekend quiet hours are from 2400-0500. Contact PMO during the above times to make a loud noise complaint. Excessive and inappropriate noise is considered to be disturbing the peace 24/7 and PMO will respond outside of the quiet hours.

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Why must I provide PMO with my Social Security Number when the Department of Defense utilizes DoD ID numbers?

PMO is a part of the greater law enforcement system in the United States, which primarily uses Social Security Numbers for incident reporting systems. Simply put, the law enforcement systems we use are not capable of processing DoD ID numbers. PMO understands this might seem counter to directions from the DoD or HQMC; however, the systems PMO utilizes are under the direction and control of the DoD and the Department of the Navy. We take significant measures to ensure all personal information is safeguarded.

When and where can I get fingerprints taken?

Fingerprints are taken every Tuesday and Thursday in Building 608, Room 106 (enter the main doors of PMO, the door is immediately on the right) from 0800 to 1100 and 1300 to 1600.

What do I do in the event I lose my ID card?

Obtain the proper paperwork from the DEERS office in Building 1 and bring all the paperwork to the PMO Desk Sergeant in Building 608. PMO will generate a report and stamp the paperwork. Once this is completed, return to the DEERS office with the stamped paperwork to receive a new ID card.

What are the requirements to obtain flightline Access?

Your command will fill out a "Flightline Access Request" form with your personal information and the type of access requested. The request will be submitted to Air Operations for approval and then brought to PMO Physical Security, Building 608. All personnel will require a DoD ID card and those individuals requiring flightline vehicle access will need to bring a GME license, a passing score on the Flightline Driving Test provided by Airfield Operations, and a stamp on your GME license after you pass the test.

How do I get a copy of my police report and how long does it take?

If you would like a copy of your police report you need to submit a "Freedom of Information Act (FOIA)" or "Privacy Act Request" to SJA. It will take approximately 3 weeks to get the information.

How can I get my local record check?

You can get it from the PMO Administrative Office (Building 608, Room 205); most requests can be completed within two business days. Bulk unit background checks may take up to 30 days depending on current workload.

I would like to bring visitors on base, what type of pass do I need to request?

You will need to request and submit a "One Day Entry/Exit Authorization Request" for visitors staying only one day, no overnight, or an "Extended Visitation Request" for visitors staying overnight on base.

How many guests can I escort at a time?

The escort ratio is 1 escort per 10 guests. You may use multiple escorts to bring more guests onto base as long as the 1 to 10 ratio is adhered to.

How late can my guest(s) stay on base?

Your guest must leave the base 30 minutes after Club Iwakuni closes if they have a one day Pass/Badge. At the latest, the club closes at 0030 on weekdays and 0200 on weekends. Sponsors must escort guests to the Main Gate and check them out.

How far in advance do I need to turn in my one day Entry/Exit and Visitation Request?

Please allow 3 business days for the "One Day Entry/Exit Authorization Request" and at least 10 business days for "Extended Visitation Request". Passes for special events with multiple visitors could take up to three weeks to complete.

What kind of documents do we need to attach to "One Day Entry/Exit Authorization Request" or "Extended Visitation Request"?

- Non-US and non-Japanese Visitors: Color copy of passport picture page
- Designated Third Country Nationals: Copy of all passport pages. *Please see below.
- Juvenile: "Parental Permission Statement"

Do I need to submit any special paperwork for a non-US, non-Japanese visitor?

In addition to the normal paperwork, the Administrative Section will require a color photocopy of the visitor's passport photograph page. If your visitor is from one of the following countries, please visit the PMO Administrative Section at your earliest convenience to receive further guidance. These visitors' access to the installation must be approved by the MCAS Iwakuni Commanding Officer. This process could take up to six weeks.

Afghanistan, Algeria, Bahrain, Bangladesh, Belarus, Bosnia and Herzegovina, China, Cuba, Djibouti, Egypt, Georgia, Hong Kong, India, Indonesia, Iran, Iraq, Israel, Jordan, Kazakhstan, People's Republic of Korea, Kuwait, Kyrgyzstan, Lebanon, Libya, Macau, Malaysia, Myanmar (Burma), Nigeria, Pakistan, Palestinian Territory, Qatar, Russian Federation, Rwanda, Saudi Arabia, Singapore, Somalia, South Africa, Sudan, Syria, Taiwan, Tajikistan, Tunisia, Ukraine, United Arab Emirates, Uzbekistan, Venezuela and Yemen.

Where should I submit my request form?

For a one day visit, submit "One Day Entry/Exit Authorization Request" to PMO Administrative Section, Building 608. For overnight visitors staying on base, the request is endorsed by the responsible lodging office: Housing Office, TLF or Kintai Inn and then submitted to PMO Administration. If your visitor is residing off base, the paperwork can be submitted directly to PMO Administration.

What type of identification do visitors need to present at the gate?

Please bring valid picture I.D. displaying nationality information.

- If your guests are non-Japanese: passport
- If your guests are Japanese:
 - 18 years and older: Passport OR Driver's license and residence certificate
 - Under 17 years with parent(s): Passport OR Insurance card with residence certificate
- Under 17 years without a parent: Passport OR Insurance card with residence certificate or

School ID with Residence certificate. Juveniles entering base under the responsibility of a non-parent require "Parental Permission Statement" which is completed along with the other pass paperwork.

What is the proper procedure for bringing a delivery truck and crew on base?

These types of individuals are considered contractors. You will need to submit a "Contractor's Entry/Exit Request" form to the PMO Japanese Security Guard Office, Building 608, three working days in advance.

Are my Japanese visitors allowed to drive their vehicle on base?

All visitors who enter driving a vehicle are required to show JCI and proof of GOJ Inspection when being checked in at the Main Gate. Please make sure your visitor's name is on the JCI. If your visitor loaned the vehicle from other people, they will need to show written consent from the owner or if driving a rental car, the vehicle contract/agreement with the rental company.

Can I use my retiree ID/reservists ID to escort my family members and friends on base?

Yes, however; Reservists must be on active duty status.

I am an MLC employee who has worked for over 10 years on base. Who am I allowed to escort on base?

MLCs with over 10 years work experience on base may escort immediate family members only. Immediate family members are limited to: Spouse, son/daughter, parents, parents-in-law, brothers, sisters, grandparents, grandchildren, and brothers and sisters-in-law. All other guests will need

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to be sponsored/escorted by an active duty person or someone who has SOFA status.

Who has escort privileges?

Active duty U.S. Military, DoD Civilian Component employees, U.S. Military retirees and their spouses. Please ask the Administrative Section for any other cases.

My unit is going to have an event and invited non-employee Japanese guests. What should I do for this?

This event is considered a community relations event. You need to contact PAO (Public Affairs Office) who will obtain approval from the MCAS Iwakuni Commanding Officer. Additionally, you need to submit a "One Day Entry/Exit Authorization Request" to the PMO Administrative Office. This process may take up to three weeks.