

## **MILITARY CLAIMS REQUIRED DOCUMENTS**

Claimants require the following documents for their Personal Owned Vehicle (POV) when in an accident with a Government Owned Vehicle (GOV)

**Exchange of Information Sheet:** A representative of the Provost Marshall's Office issues this document at the scene of the accident.

**Vehicle Registration:** Base Vehicle Registration provides a copy of your Military Registration upon registration of a Y-Plate vehicle.

**Vehicle Title:** The prior owner of the vehicle transferred title to you upon purchase of the vehicle. The vehicle title will be in Japanese language.

**Japanese Compulsory Insurance (JCI) Policy:** The JCI Policy is the mandatory insurance policy required by Japanese Law, which covers personal injury damages only.

**Property Coverage Insurance Policy:** All SOFA members operating a Y-Plate vehicle in Okinawa, Japan are required to obtain insurance. Common insurance providers include ACE, AIU, and DAIDO.

**Signed Used Parts Policy Letter:** This applies only in the case when a claimant's vehicle is over five years old. The claimant must obtain at least one estimate utilizing used parts from an auto body shop, not a dealership. The top portion of the form is signed by the mechanic and the bottom is signed by the claimant.

**Two (2) Repair Estimates:** Estimates may be completed by an on or off-base car repair shop. At some shops estimate fees will be charged, such fees are not reimbursable under the MCA. Only one estimate is required if the claimed amount is less than \$1,000 or vehicle is totally damaged.

**Original Color Photos of damage:** Photos may be emailed directly to [MCB\\_SJA\\_CLAIMS@usmc.mil](mailto:MCB_SJA_CLAIMS@usmc.mil) Attention: Include in the photo the damage & the license plate number in order to verify the ownership of the vehicle.

**RENTAL CAR GUIDANCE:**

In Japan, most of dealers have available free loaner cars and most of the garages have loaner cars with inexpensive fees.

Fees will be awarded for the repair period stated by the garages, not by the claimant

1. If a claimant has another available POV, please use it.
2. If there are any available substitute transportation services (ex. train, bus), please use it.
3. If a garage has a loaner car, please use it.
4. If 1 thru 3 are not available, use a rental car with suitable period and suitable vehicle grade.