

How to apply for a Police Certificate (*Hanzai Keireki Shoumeisho*)

1 Opening days and hours

Monday to Friday (excluding National holidays, 29 Dec to 3 Jan)

8:30 - 12:00 , 13:00 - 17:00

2 Where to apply

Identification Division, Criminal Investigation Department, Kumamoto Police Headquarters.

Address: 6F Kumamoto Police Headquarters Building

6-18-1 Chuo-ku, Suizenji, Kumamoto city

3 Applicant

Applicants must apply in person.

4 Required documents

(1) Residents in Japan ( those who are registered as living in Japan )

Japanese	<p>Valid passport</p> <p>Residence certificate (<i>Jyumin-hyo or Jyumin-hyo kisaijikou shoumeisho</i>) issued within the last 6 months.      1</p> <p>Authorized documents which prove that obtaining a Police Certificate is required.      2</p>
Non-Japanese	<p>Valid passport</p> <p>Residence certificate issued within the last 6 months or Foreign Resistration Certificate or Resident card.</p> <p>Authorized documents which prove that obtaining a Police Certificate is required.      2</p>

(2) Residents of foreign countries ( those who are not registered as living in Japan )

Japanese	<p>Valid passport</p> <p>Residence certificate (<i>Jyumin-hyo or Jyumin-hyo kisaijikou shoumeisho</i>) issued within the last 6 months.      1</p> <p>Any authorized documents which can be used to confirm your present address outside Japan ( such as your driver's license issued ) .</p> <p>Authorized documents which prove that obtaining a Police Certificate is required.      2</p>
Non-Japanese	<p>Valid passport</p> <p>Any documents which prove that you had previously been living in Japan.      3</p> <p>Any authorized documents which can be used to confirm your present address outside Japan ( such as your driver's license issued ) .</p> <p>Authorized documents which prove that obtaining a Police Certificate is required.      2</p>

1 Driver's license or the Basic Resident Register Card (*Jyumin Kihon Daicho Card*) can be accepted.

Please contact the Application Office for further information.

2 Authorized documents which prove that obtaining a Police Certificate is required are documents such as those issued by public agencies ( Embassy, Consulate Office ) of destination countries, stating that a Police Certificate must be submitted. Please contact the Application Office for further information.

3 For more details, please contact the Application Office concerning which documents can be accepted in order to prove that you had previously been living in Japan.

(3) Non-Kumamoto residents

In principle, we only deal with applications from Kumamoto residents, however, applications from non-Kumamoto residents will be accepted if sufficient reasons can be stated. Please contact the Application Office for more details.

5 Attention

(1) You are not allowed to reapply for the same purpose.

(2) If you have already filed an application outside of Japan, you are not allowed to apply again for the same purpose once you are in Japan.

(3) Police stations do not accept the application.

(4) Depending on the country, or due to the reason of requirement, your application may not be accepted straight away. Therefore, we suggest that you contact the office in advance to find out if your application can be accepted.

6 There is no charge for the issuance of a Police Certificate

7 Receiving the Certificate

Issuance takes approximately one week. Under no circumstances can the certificate be delivered by post. If you can not be present at the Application Office to receive the certificate yourself, you can send your proxy to do so. If this is the case, please let an officer in charge know at the time of making your application.

8 Inquiries

Identification Division, Criminal Investigation Department, Kumamoto Police Headquarters.

Phone 096-381-0110 Ext. 4657

9 For residents in foreign countries

(1) You can apply for a Police Certificate at any Japanese diplomatic office ( Japanese Embassy, Consulate General ) in the country where you live. Please contact these offices for more detailed information.

(2) If you return to Japan temporarily and apply for the certificate, the procedure is the same as mentioned above.