

## 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)

9:00 – 11:30, 13:00 – 16:00

### 2 Where to apply

Foreign Passage Office, Identification Division, Criminal Investigation Department, Kumamoto Police Headquarters.

Address: 6F Kumamoto Police Headquarters Building

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

※ Police Stations do not accept the application.

### 3 Applicant

Applicants must apply in person.

(Please be sure to come in person because we take applicants' fingerprints at the time of application.)

### 4 How to apply

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

In principle, we only deal with applicants from Kumamoto residents. However, applicants from non-Kumamoto residents will be accepted if sufficient reasons can be stated with a Written Motion.

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

Issuance application can be accepted at Japanese diplomatic offices (Japanese Embassy, Japanese Consulate General) in the residence country. For more detail, please contact Japanese diplomatic offices.

### 5 Required documents

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

Japanese	<p>① Valid passport (original only)</p> <p>② Residence certificate (<i>Jyumin-hyo</i> or <i>Jyumin-hyo kisaijikou shoumeisho</i>) issued within the last 6 months. ※ 1</p> <p>③ Authorized documents which prove that obtaining a Police Certificate is required. ※ 2</p>
Non-Japanese	<p>① Valid passport (original only)</p> <p>② Residence certificate issued within the last 6 months or Foreign Resistration Certificate or Resident card.</p> <p>③ 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	<ul style="list-style-type: none"> <li>① Valid passport (original only)</li> <li>② Residence certificate (<i>Jyumin-hyo no jyohyo or koseki no fuhyo</i>) issued within the last 6 months.</li> <li>③ Any authorized documents which can be used to confirm your present address outside Japan (such as your driver's license issued).</li> <li>④ Authorized documents which prove that obtaining a Police Certificate is required. ※ 2</li> </ul>
Non-Japanese	<ul style="list-style-type: none"> <li>① Valid passport (original only)</li> <li>② Any documents which prove that you had previously been living in Japan. ※ 3</li> <li>③ Any authorized documents which can be used to confirm your present address outside Japan (such as your driver's license issued) .</li> <li>④ Authorized documents which prove that obtaining a Police Certificate is required. ※ 2</li> </ul>

※ 1 Driver's license or My number card, and documents issued by public offices that an applicant name, DOB, and address recorded in the Basic Resident Register Card (*Jyumin Kihon Daicho Card*) are listed.

※ 2 Authorized documents which prove that obtaining a Police Certificate is required

○ Issuance request form that an applicant name is listed from public agencies (Embassy, Consulate Office)

○ Visa application form that necessary matters are filled out

○ Employment contract, Employment notice, New assignment order from company, School acceptance for studying abroad

Please contact the Application Office in advance because necessary documents vary with the reason for application.

※ 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.

6 Attention

(1) 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.

(2) A Police Certificate is written in 5 languages ( Japanese, English, French, Spanish, Germany) and we seal up it at the time of issuance.

(3) Passport number is listed in Police Certificate. If you need to renew passport because expiration date is near, please apply after renewing your passport. ( Passport number changes if you renew, then Police Certificate you obtained before you renew passport may invalid.)

(4) Your application will not be accepted in case it is not applicable to issuance reason, and then applicant in person will make procedure to the Ministry of Foreign Affairs directly. Please contact the Application Office in advance if you have any questions.

7 Charge

There is no charge for the issuance of a Police Certificate

8 Receiving the Certificate

Issuance takes approximately one week ( It takes more days during the period of year-end and New year or long holidays).

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.

9 Inquiries

Foreign Passage Office, Identification Division, Criminal Investigation Department,  
Kumamoto Police Headquarters.

Phone 096-381-0110 Ext. 4657~4659