

Procedures for Applying for a Criminal Record Certificate for Overseas Travel

1. Those who can apply at the Kumamoto Prefectural Police

Those who have been requested by an overseas public institution (Embassies, immigration offices, etc.) to submit a criminal record certificate (Hereinafter referred to as "Certificate".) and who fall under any of the following categories:

- (1) In principle, those who are registered as residents in Kumamoto Prefecture
- (2) Those who live overseas and whose last resident registration in Japan was, in principle, in Kumamoto Prefecture

2. Notes on Application

- Fingerprints will be taken when applying, so be sure to come in person.
- If your passport is about to expire, apply after you have renewed it (your passport number will be printed on the certificate).
- If you live overseas, you can also apply at the Japanese Embassy in your country.
- If you have already applied for a certificate at an overseas Japanese Embassy or other prefectural police, you cannot apply twice for the same reason.
- It takes about one week to issue a certificate (It will take more days during the year-end and New Year holidays.).
- Depending on the reason for your application, we may not accept your application immediately, so please contact us in advance.
- The certificate will be written in five languages (Japanese, English, French, German, Spanish) and delivered sealed.
- The certificate cannot be mailed. You or a representative who has been requested to receive it must come directly to the application location 3 below to receive it.
- Opening is strictly prohibited. If it is opened, it will lose its validity as a certificate, so please submit it to the requested institution without opening the seal.
- There is no fee.

3. Location, Contact Information

International Travel Office, Criminal Identification Division, Kumamoto Prefectural Police Headquarters
6- 18 -1 Suizenji, Chuo-ku, Kumamoto-shi (6th Floor, Police Building)
Tel: 096-381-0110 (extension 4657~4659)

*Applications and inquiries cannot be made at the police station.

4. Application and Inquiry Hours (No Reservation Required)

Monday to Friday (excluding public holidays and year-end and New Year holidays)
9:00 AM to 11:30 AM / 1:00 PM to 4:00 PM

5. Required Documents

(1) Residents of Japan (residents registered in Japan)

Citizens of Japan	① Passport (Valid, cannot be copied) ② Documents that confirm your name and address (Example) My Number Card, certificate of residence (issued within six months), or driver's license (only if the address matches the certificate of residence), etc ③ Documents that identify the purpose of travel (Example) A request form from a public organization requesting certificate, Visa application form (completed), school acceptance letter, Employment notices, new assignment orders, employment contracts, etc.
Foreign nationals	① Passports (Valid, cannot be copied) ② Documents that confirm your name and address (Example) Certificate of residence (issued within six months), or residence card ③ Documents that show the purpose of travel (Example) Request form from a public organization requesting the submission of certificate, Visa application form (completed), school acceptance letter, employment notice, letter of assignment, employment contract, etc.

(2) Residents overseas (not registered as a resident in Japan)

Japanese nationals	① Passports (Valid, cannot be copied) ② Deleted resident register or supplementary family register (less than 6 months old) ③ Documents confirming your current address (Example) Driver's license issued by a foreign government ④ Documents confirming the reason for the need for certificates (Example) Requests from public organizations requesting the submission of certificates, Visa application forms (completed), school acceptance letters, employment notices, marriage certificates, employment contracts, etc.
Foreign Nationals	① Passport (Valid, cannot be copied) ② Verification that you have lived in Kumamoto Prefecture (Example) One of the following: Alien registration certificate, deleted resident card, etc. ③ Document confirming your current address (Example) Driver's license issued by a foreign government, etc. ④ Document confirming the reason for the need for the certificate (Example) Request form from a public organization requesting the submission of the certificate