

## Required Documents (All applicants)

Item	Remarks
<p><b>Foreign driver's license card</b> (to be presented)</p>	<p>Currently valid one. Also bring past ones issued in the same country or region, if any.*1, *2, *3</p> <p>*1 You need to bring their original (in plastic or paper form). An electronic driver's license alone is not acceptable for the purpose of conversion.</p> <p>*2 If your driver's license card doesn't indicate the acquisition date, you need to submit a document that verifies the acquisition date/first acquisition date (driving records, etc.). If you hold two or more types of license (e.g. Regular vehicle and regular motorcycle), you need to submit documents that verify the acquisition date for each license type.</p> <p>*3 If you are required to take a driving skill verification test, your foreign driver's license must be valid on the day of your skills test. Your driving skill verification will usually be scheduled for a date three (3) to four (4) months away from when you book a time slot for verification, so you are advised to book a slot after renewing your foreign driver's license if its expiration date arrives soon. Note also that, in that case, you'll need to have ready a Japanese translation and other required documents for the renewed foreign driver's license for conversion (see <i>Required Documents by Country/Region</i>).</p>
<p><b>Japanese translation of your foreign driver's license card</b> (to be submitted)</p>	<p>Such a translation should be obtained from one of the following institutions:</p> <ul style="list-style-type: none"> <li>- Embassy of the license issuing country in Japan (for Taiwanese license holders, the Taiwan-Japan Relations Association)</li> <li>- Japan Automobile Federation (JAF)</li> <li>- German Automobile Federation (ADAC) (for German license holders)</li> <li>- ZIPLUS Co., Ltd. (for Taiwanese, American, Vietnamese, Chinese, Philippine, Hong Kong, Ukrainian, Burmese, Nepalese, Indonesian, Sri Lankan, and Singaporean license holders)</li> <li>- Automobile License Assistance and Driving Documentation in Nippon (ALADDIN) (for French, German, Swiss, Belgian, Monegasque, Chinese, and Taiwanese license holders)</li> </ul>
<p><b>Japanese driver's license card or My Number Card with Driver's License Details</b> (Individual Number Card storing driver's license details)</p>	<p>Currently valid one. Also bring past ones, if any.</p>
<p><b>Document showing you have stayed in the issuing country or region of your foreign driver's license for a total of three (3) months or more in aggregate since acquisition</b></p>	<p><i>Passport, etc.</i> * Also bring past ones, if any.</p> <p>* If you took an automated gate at Immigration as you enter/exit the country or region, you'll need to obtain entry/exit records from the license issuing country or region. Even if you didn't take an automated gate at Immigration, you might be requested to obtain entry/exit records or other documents.</p> <p>For details, check the <i>Required Documents by Country/Region</i>.</p>
<p><b>Application photo (s)</b> (for your application form)</p>	<p>A photo with a size of 3 cm in height × 2.4 cm in width*1, *2, *3</p> <p>No hat or head covering (except for religious or medical reasons), front facing, bust shot, with plain background, and taken within six (6) months before the application date</p> <p>*1 One photo for each license type you are applying for</p> <p>*2 Our staff will check your photo(s) at the counter.</p> <p>*3 Grainy or unclear photos are not acceptable.</p> <p>cf. Instant photo machines are available at Fuchu, Samezu and Koto Driver's License Testing and Issuing centers.</p>

**The following applies to those who are subject to the Residential Basic Book Act.**

<p><b>Certified copy of your record from Juminhyo resident registry (to be submitted)</b></p>	<p><b>Japanese nationals</b></p>
	<p>Such a certified copy should be issued within six (6) months with <b>your Honseki</b> (Permanent domicile in Japan; or your country or region), but without your My Number (an individual number) *<sup>1</sup>, *<sup>2</sup>. Photocopies are not acceptable.</p> <p>*<sup>1</sup> If you have already had deleted the record of residence from <i>Juminhyo</i>, you need to submit one of the following:          - <i>Koseki Tohon</i> (Certified copy of family register); or          - <i>Koseki Shohon</i> (Certified abstract copy of family register)          The above document should be accompanied by:          - Document attesting to the place to stay in Tokyo for a person who moved abroad;          - A photocopy of the attestant's ID (e.g. driver's license) for the purpose of verifying his or her name and address, etc.; and          - A photocopy of a document verifying that the attestant is the head of household (e.g. his/her record from <i>Juminhyo</i>)</p> <p>*<sup>2</sup> If you bring any record from <i>Juminhyo</i> issued with a My Number, you will be asked to black out the number with a pen.</p>
	<p><b>Non-Japanese nationals</b></p>
	<p>Such a certified copy should be issued within six (6) months with <b>the special notes</b>*<sup>1</sup>, but without your My Number (an individual number) *<sup>2</sup>. Photocopies are not acceptable.</p> <p>*<sup>1</sup> Matters contained in <i>Juminhyo</i> with regard to non-Japanese nationals as per Article 30.45 of the Residential Basic Book Act, which refer to the country or region that you are from, status of residence in Japan, authorized period of stay in Japan, expiration date of your authorized period of stay in Japan, and Residence Card number or Special Permanent Resident Certificate number.</p> <p>*<sup>2</sup> If you bring any record from <i>Juminhyo</i> issued with a My Number, you will be asked to black out the number with a pen.</p>

**The following applies to those who are NOT subject to the Residential Basic Book Act.**

<p><b>Identification card issued by the Ministry of Foreign Affairs of Japan (to be presented)</b></p>	<ul style="list-style-type: none"> <li>- Identification card issued to diplomat:</li> <li>- Identification card issued to consular officer:</li> <li>- Other identification card issued for diplomatic mission: or</li> <li>- Identification card issued to international organization staff</li> </ul>
<p><b>Document verifying your identity issued by the competent authority as designated by the National Public Safety Commission (to be presented)</b></p>	<ul style="list-style-type: none"> <li>- Document showing a status of residence as <i>Diplomat</i> or <i>Official</i> with seal of verification for landing;</li> <li>- Certificate of Eligibility (COE);</li> <li>- Document showing a status of residence that entitles you to receive a COE, with seal of verification for landing and visaed by a Japanese consulate overseas, etc.; or</li> <li>- Document verifying your identity as a member of the U.S. military forces</li> </ul>
<p><b>Document showing your address issued by public institution (to be submitted)</b></p>	<p>Document showing the address of the applicant issued by the embassy of your country in Japan, U.S. Forces Japan, etc.</p>
<p><b>Passport (to be presented)</b></p>	<p>Currently valid one</p>

**NOTE:** Other required documents vary by license issuing country or region as well as other license details, including the year of license acquisition, history of license expiration and the process through which you obtained the license. For details, see the *Required Documents by Country/Region*.

In addition to the time requirement of three (3) months or more in the issuing country or region, our staff will examine the total number of days stayed in the license issuing country or region to check for other qualifications and exemptions. It is encouraged that you bring your older foreign driver's licenses and other documents showing your driving history and the periods of stay that may help expedite our screening process.