

## Procedure for obtaining a Police Records Check Certification



A Police Records Check Certification is an official certification that some foreign countries request of a person living both in Japan and abroad, when they want to go overseas. This certificate is usually required for a visa or work permit. Ordinarily, the Ministry of Foreign Affairs should be contacted to arrange Police Certifications between Japan and foreign countries. However, all Prefectural Police Headquarters are now accepting applications for the certificate, as requested of the National Police Agency by the Ministry of Foreign Affairs.

### 1. Opening Days and Hours

Monday to Friday (Excluding National Holidays and between 29<sup>th</sup> December to January 3<sup>rd</sup>)  
9:00 AM - 5:45 PM

### 2. Where to Apply

Oita Prefectural Police Headquarters, Criminal Investigation Department and Identification Division.

Address: 2-2 Takaenishi, Oita City, Oita Prefecture,

\*Not every police station can accept applications for the Police Records Check Certification, so please direct all applications to the Prefectural Police Headquarters.

### 3. Applicants

Those who need the Police Record Check Certification must apply directly and in person.

### 4. Documents Required

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

Japanese Residents	<p>① Authorized documents from the destination country which clearly state the requirement of a Police Records Check Certification. Documents should be official documents issued by the destination countries public agencies such as the Embassy or Consulate Office.</p> <p>② A valid passport.</p> <p>③ A copy of a Certificate of Residence (issued within the last 6 months) <b>OR</b> an identification card issued by public office, which clearly states your name and current address. Example of an identity card could be a Japan issued Driver's License.</p>
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Foreigner Residents	<ul style="list-style-type: none"> <li>① Authorized documents from the destination country which clearly state the requirement of a Police Records Check Certification. Documents should be official documents issued by the destination countries public agencies such as the Embassy or Consulate Office.</li> <li>② A valid passport.</li> <li>③ A copy of a Certificate of Residence (issued within the last 6 months) <u>OR</u> an identification card issued by public office, which clearly states your name and current address. Examples of an identity card could be Japanese Resident Card, a Japan issued Driver' s License or My Number card.</li> </ul>
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(2) Residents in foreign countries (those who are **NOT** registered as living in Japan)

Japanese Non-Residents	<ul style="list-style-type: none"> <li>① Authorized documents from the destination country which clearly state the requirement of a Police Records Check Certification. Documents should be official documents issued by the destination countries public agencies such as the Embassy or Consulate Office.</li> <li>② A valid passport.</li> <li>③ A copy of a deleted residence record (the revision history of a residence record) <u>OR</u> a copy of a supplement family register.</li> <li>④ Any authorized documents which confirm your present address outside of Japan, such as a Driver' s License or an item of post.</li> </ul>
Foreigner Non-Residents	<ul style="list-style-type: none"> <li>① Authorized documents from the destination country which clearly state the requirement of a Police Records Check Certification. Documents should be official documents issued by the destination countries public agencies such as the Embassy or Consulate Office.</li> <li>② A valid passport</li> <li>③ Any authorized documents which confirm your present address outside of Japan, such as a Driver' s License or an item of post.</li> <li>④ Any authorized documents which can be accepted in order to prove that you had previously been living in Japan.</li> </ul>

(3) Applicants who are registered as living outside of Oita prefecture:

In principle, we only deal with applications from residents in Oita prefecture. However, applications from those not registered as living in Oita prefecture will be accepted if sufficient reasons can be stated for Oita Prefectural Police Headquarters, Criminal Investigation Department and Identification Division to process the request.

**\*If further clarification on application procedures and authorized documents is needed, please refer to the below inquiries section for information on where to direct your questions.**

#### **5. Charges for Issuance of Certificate**

400 Yen - You can buy the Oita Prefectural Certificate Stamp inside the Oita Prefectural Police Headquarters, Criminal Investigation Department and Identification Division Office when you collect your certificate.

#### **6. Receiving the Certificate**

- (1) The period of time from application to receiving the certification is usually about ONE week.
- (2) Only the applicant or an officially designated proxy can receive the certification. (For more information on how to designate a proxy, please refer to the inquiries section).
- (3) The Certification can only be directly received in person (or by the designated proxy) at the office of the Oita Prefectural Police Headquarters, Criminal Investigation Department and Identification Division.

**THE CERTIFICATE CANNOT BE RECEIVED IN THE POST.**

#### **7. Other Ways to Apply for the Certificate**

- (1) Apply directly at the Japanese Embassy or Consulate in your current country of residence.
- (2) For special issuance apply to the Ministry of Foreign Affairs of Japan.  
\*The reasons for issuance are decided by each country. If you want to apply for the certification under different circumstances to the reasons of issuance, you must apply directly to the Ministry of Foreign Affairs of Japan.

#### **8. Other Information on the Certificate**

- (1) The Police Record Check Certification will be deemed **invalid if opened** before submitting to the public agencies of the requesting countries.
- (2) The term of validity is different depending on the requesting country or purpose of use.
- (3) The certification can be written in 5 languages; Japanese, English, German, Spanish and French.

#### **9. Inquiries**

Please direct all inquiries on application procedures and other related questions to:

Oita Prefectural Police Headquarters

Criminal Investigation Department and Identification Division

Telephone: 097-567-2131

\*Please inform the telephone operator to connect you to the person in charge of the Police Certification.