

## Procedure to apply for a Criminal Record Certificate

When you plan to visit a foreign country for a particular purpose (e.g. long business trip, permanent residency, emigration, studying abroad, etc.), your Japan-issued certificate of criminal record may be required by the government of the foreign country.

Ehime Prefectural Police Headquarters accepts an application from a person who meets the following conditions.

- ① Japanese nationals or foreign nationals who have resident registration in Ehime Prefecture.
- ② Japanese nationals or foreign nationals who had registered their last Japan residence in Ehime Prefecture, and their registration has expired.
- ③ Japanese nationals or foreign nationals who have resident registration outside of Ehime Prefecture and apply for the certificate for unavoidable reasons.

If you reside outside of Japan, you may apply for the certificate at the Japanese Embassy or Consulate in the country of your present residence. Collecting your fingerprints is necessary for the verification process, so please be sure to apply in person.

It takes about 3 days to 7 days for you to obtain a certificate after completion of application procedure.

Depending on where/who you are going to submit your certificate of criminal record to and/or the reason for your application, your application may not be immediately accepted, so please contact us before your application.

### ◇ Documents required for application

|                                |                    |   |
|--------------------------------|--------------------|---|
| Applicants who reside in Japan | Japanese Nationals | 1 Valid passport<br>2 Supporting documents to justify your application (Note1)<br>3 700 yen worth of Ehime Prefectural revenue stamps(Note2)<br>4 One of the following documents<br>① Certified copy of residence registry<br>② Certificate of registered matters of residence registry<br>③ Driver's License<br>④ My Number Card<br>⑤ An official document which shows your name and address |
|                                | Foreign Nationals  | 1 Valid passport<br>2 Supporting documents to justify your application (Note1)<br>3 700 yen worth of Ehime Prefectural revenue stamps(Note2)<br>4 One of the following documents<br>① Certified copy of residence registry<br>② Alien Registration Certificate<br>③ Resident Card<br>④ Certificate for Special Permanent Resident<br>⑤ An official document which shows your name and address |

|   |                    |   |
|---|--------------------|---|
| Applicants who reside or stay outside Japan | Japanese Nationals | 1 Valid passport<br>2 Supporting documents to justify your application (Note1)<br>3 700 yen worth of Ehime Prefectural revenue stamps(Note2)<br>4 A document that shows your present address abroad, such as a foreign driver's license<br>5 One of the following documents<br>① Certified copy of a certificate of removal (Johyo) of residence registry<br>② Certified copy of a supplementary (Fuhyo) of a family registry |
|   | Foreign Nationals  | 1 Valid passport<br>2 Supporting documents to justify your application (Note1)<br>3 700 yen worth of Ehime Prefectural revenue stamps(Note2)<br>4 A document that shows your present address abroad, such as a foreign driver's license<br>5 Certified copy of a certificate of removal (Johyo) of residence registry   |

#### Note 1

Supporting documents to justify your application are one of the following documents.

- (1) A document issued by the government, or other public agency, representing the country (or territory, etc.) you are submitting the certificate to.
- (2) An application form which is related to the reason for your application (such as visa application) and has already been filled in by yourself.
- (3) Admission letters, Business trip orders, Employment agreements, Recruitment notices etc.

#### Note 2

Ehime Prefectural revenue stamps are not sold at Ehime Prefectural Police Headquarters.

You can buy them at the head office or branches of Iyo Bank (Some branches do not sell them.) or at a Traffic Safety Association of every Police Station in Ehime prefecture.

#### ◇ Office Hours for Application

Weekdays (from Monday through Friday) 8:30 ~ 17:15

(Except for Saturdays, Sundays, National Holidays, Year-End and New-Year Holidays)

#### ◇ Place for Application

Ehime Prefectural Police Headquarters

#### ◇ Others

Criminal record certificate is issued in response to a request from the Ministry of Foreign Affairs for cooperation to the National Police Agency for the sake of convenience for overseas travelers and others. Therefore, unless this condition is met, we may not be able to accept your application.

◇ Location of Office  
Police Certificate Desk, Identification Division  
Ehime Prefectural Police Headquarters  
2-2 Minamihoribata-cho, Matsuyama City, EHIME 790-8573  
Tel: 089-934-0110 Ext. 4682(Fingerprint Section)

Should you have any questions, please feel free to contact us.