

外国運転免許証翻訳文発行申請書

Application form for Japanese Translation of foreign driver's license

[Important notice]

- A Japanese Translation of a foreign driver's license is one of the documents required to switch a foreign driver's license to a Japanese driver's license (Gaimen Kirikae), but it does not assure that the license will be switched. Whether your license is switched to a Japanese license or not is determined by each Driver's License Center. For inquiries please contact the Driver's License Center that has jurisdiction over the region where you reside in advance.
- The fee for issuance of a Japanese Translation is 3,000 yen per translation. An additional fee for return postage (including charge for service) 【500 yen】 will be charged for applications via mail. The return postage (including charge for service) will be 500 yen for two translations and 600 yen for three or more translations in the case of sending to the same address if requesting translation of more than one license.
- When applying via mail, the application must be sent from within Japan. In principle, the return address must also be the applicant's address within Japan. However, if you wish to have the translation sent to a proxy's address in Japan, place a check mark (☑) beside return address in the proxy section below.
- In principle, the receipt name will be the applicant. However, if you wish the name is the proxy (individual or company), place a check mark (☑) beside receipt name in the proxy section below.
- We do not refund any fee for the issued Translation, even if your application to have your license switched is rejected by the license center.
- Individuals who do not speak Japanese may be asked to bring an interpreter with them. When applying by mail, please fill in someone who speaks Japanese in the proxy section if possible.

If you consent to the above content and the Personal Information Handling described on page 2, please fill out the necessary matters in the thick-bordered box below. When submitting the application at the JAF counter, be sure to sign in the "Confirmation on the receipt of relevant documents" block. (Not required if mailed.)

<申請者記入欄 For applicants>

I consent to the Personal Information Handling on page 2 and wish to apply for the issuance of a translation.

申請者ご氏名 Applicant's name			
申請者日本国内ご住所 Applicant's address in Japan (Return address)	住所：〒 Address	TEL (Home/Office/Mobile) : (自宅・会社・携帯)	
代理人記入欄 Proxy	氏名 : Name	(申請者との関係 : Relationship between Applicant and Proxy)	
返送先 Return address	住所：〒 Address	TEL (Home/Office/Mobile) : (自宅・会社・携帯)	
領収書宛名 Receipt name			
免許証発給国 Issuing country of your driver's license	送付必要書類 Required documents <input type="checkbox"/> 申請書 Application form <input type="checkbox"/> 免許証コピー Copy of driver's license <input type="checkbox"/> 翻訳料・送料 Translation fee & Postage <input type="checkbox"/> その他 Other		
運転免許証を取得後、通算して3ヶ月以上現地（免許証を取得した国または地域）に滞在しましたか。 Did you stay in the issuing country or region for at least three months in total after you obtained your current license?			はい / いいえ Yes / No

<関係書類受取欄 Confirmation on the receipt of relevant documents>

<input type="checkbox"/> 翻訳文 Translation	<input type="checkbox"/> 案内文 Information	<input type="checkbox"/> 免許証 Driver's license	<input type="checkbox"/> その他 Other	受取サイン Signature of Receipt
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<JAF記入欄>

受付日： 年 月 日	受付窓口：	受付者：
受付方法	1. 窓口 2. 郵送 [現金書留 一般書留 簡易書留 普通郵便]	領収金額
返却方法	1. 窓口 (引渡日： 月 日) 2. 郵送 [簡易書留 現金書留 その他 (発送日： 月 日)]	

Personal Information Handling

The Japan Automobile Federation (JAF) shall handle the personal information you provide as follows. If you cannot consent with anything contained herein or if anything is unclear, please contact the Personal Information Inquiries Counter at the bottom.

- Name of Operator

Japan Automobile Federation (JAF)

- Personal Information Protection Manager

Director of the General Affairs Division

(Contact information: The Personal Information Inquiries Counter below)

- Purpose of Using Personal Information

The JAF shall use the personal information we acquire through our translation issuance business only for the purpose of appropriately performing the said business (e.g. the creation and sending of translations, other contact as needed).

- Provision of Personal Information to Third Parties

The JAF shall not provide the personal information we acquire to third parties except when we have your consent or when based on the law.

- Outsourcing of Personal Information Handling

The JAF may outsource part or all of the handling of the personal information we acquire. The JAF shall appropriately manage our subcontractors such as by concluding contracts relating to personal information handling.

- Disclosure of Personal Information and Inquiries Counter

The JAF shall accept requests for the disclosure and similar of personal information. Please contact the Personal Information Inquiries Counter for these procedures. However, please understand in advance that it may not be possible to disclose personal information in some cases based on the law.

- Precautions When Providing Personal Information

The provision of personal information is optional. However, if you do not provide the necessary information, the JAF may not be able to perform the contents indicated in the Purpose of Using Personal Information.

- Handling of documents containing personal information unnecessary for translation

1, About the original documents:

The original driver's license and various certificates will be returned together with the Japanese translation.

2, About copies of documents various documents:

Please note that we will shred copies of documents that are not used to create translations and documents that are no longer needed for application procedures.

- Handling when the application fee and documents are insufficient

If we cannot make a translation due to lack of application fee or documents, and we cannot contact you or confirm the applicant's intention, we will return the documents and the application fee minus the return fee of 500 yen after one month when we receive the documents first time. Please note that if you don't receive the documents and application fee which returned by JAF, the documents are returned to JAF again. the original documents will be send to the police as lost items, and the copies of documents will be shredded.

- Personal Information Inquiries Counter

JAF Branch Office Counter (Hours: 9:00 - 17:30 on weekdays; closed on Saturdays, Sundays, public holidays and the year-end and new-year holidays.)

JAF General Information Service Center TEL: 0570-00-2811 (Hours: 9:00 - 17:30, closed on year-end and new-year holidays.)