

# 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]

- The fee for issuance of a Japanese Translation is 4,000 yen per translation. JAF will pay for return postage of your translation. However, please note that if it is undeliverable within a certain period of time and the translation needs to be redelivered, you will be expected to pay for the redelivery. If you request express delivery, please contact the JAF branch in advance, as you will be responsible for the charge.
- 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.

### <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： (申請者との関係： ) Name Relationship between Applicant and Proxy		
返送先 <input type="checkbox"/> Return address	住所：〒 Address	TEL : (自宅・会社・携帯) (Home/Office/Mobile)	
領収書宛名 Receipt name ※記入なき場合申請者宛となります *If there is no entry, it will be addressed to the applicant.	<input type="checkbox"/> 申請者本人 applicant	<input type="checkbox"/> その他 other (宛名 Receipt name : )	
	申請者との関係 Relationship between Applicant and Proxy :		
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>

※郵送申請時は記入不要 \*Not required when applying by mail

<input type="checkbox"/> 案内文 Information	<input type="checkbox"/> 免許証 Driver's license	<input type="checkbox"/> その他 ( ) Other ( )	返却確認サイン： Signature of Receipt :
<input type="checkbox"/> 翻訳文 Translation	<input type="checkbox"/> 別紙 Appendix	<input type="checkbox"/> その他 ( ) Other ( )	受け取り確認サイン： Signature of Receipt :

### < J A F 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 2. 郵送 [簡易書留 現金書留 その他 ( )]	

## 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: 10:00 - 17:00 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.)