

# HOW TO APPLY FOR CERTIFICATE OF CRIMINAL RECORD

## ● Who Can Apply

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The Ishikawa Prefectural Police Headquarters will issue a Certificate of Criminal Record to individuals who are required to submit one by a public institution (e.g. an embassy, immigration office, etc.), and who fulfill one of the following criteria:

- ▷ Individuals who are currently registered as residents of Ishikawa Prefecture.
- ▷ Individuals currently residing abroad, but whose last registered residence in Japan was in Ishikawa Prefecture.

※ The Certificate of Criminal Record is also referred to as “Police Certificate” , “Police Clearance” , “No Criminal Record” , etc.

※ Depending on the requesting authority, and the reason for request, we may not be able to accept your application immediately.  
Please call us to check in advance.

※ We only have a limited number of staff who can speak foreign languages, so it may take some time to respond.  
If possible, please ask someone who can speak Japanese to contact us on your behalf.

## ● Opening Hours

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Monday - Friday

9:00 a.m. - 5:00 p.m.

Closed on Saturdays, Sundays, National Holidays, and Year-End/New Year holidays

## ● Where to Apply

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Address:

Overseas Travel Certificate Counter

Identification Division, Criminal Investigation Department, Ishikawa Prefectural

Police Headquarters (3rd floor)  
1-1 Kuratsuki, Kanazawa City, Ishikawa Prefecture

Access:

Approximately 15 minutes by local bus (one that stops at Kenchōmae [県庁前]) from JR Kanazawa Station (West Exit).

## ● Required Documents

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1. A valid passport (no copies)

If you are planning to renew or update any of the information in your passport, please do so before coming to apply for a Certificate of Criminal Record.

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2. A document indicating your need to submit Certificate of Criminal Record, i.e.:

- ▷ A document issued by an official foreign agency which states that you are required to submit the certificate (included in the document should be your name and reason for submitting the certificate).
- ▷ A document that confirms your need to receive the certificate (i.e. a completed visa application form, an admissions letter, a letter of appointment, an employment contract, etc.).

※ The above is just an example. Required documents may vary depending on the requesting authority and the reason for request. Please check with us in advance.

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3. Proof of residency

★ If you currently reside in Japan, please bring one of the following:

- ▷ Residence record [Jūminhyō / 住民票](issued within the last 6 months)
- ▷ Driver's license
- ▷ Individual number card [My number card](notification cards are not accepted)
- ▷ Residence card
- ▷ Special permanent resident certificate

★ If you currently live outside of Japan, please bring both of the following:


- ▷ Record of your removal from the resident record [Jūminhyō no Johyō / 住民票の除票](issued within the last 6 months)
- ▷ Proof of your current address abroad (e.g. your local driver's license)



## ● Service Fee

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Free



## ● Receipt of the Certificate

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Your certificate will be issued around one week after you apply.

You must come to pick up the application in person, bringing with you a valid form of ID (e.g. passport, residence card, etc.).


We will not send your certificate to you by mail.

How to receive the certificate through a proxy:

In the event that you cannot be present at the Police Headquarters due to unavoidable circumstances, then the certificate may be received by a proxy.

In this case, the proxy must bring with them a power of attorney completed by the applicant, and a valid form of ID for themselves (e.g. passport, residence card).

Please let us know at the time of your application if you require a power of attorney, as one can be provided to you at that time.




## ● Applying from Abroad

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If you live outside of Japan, you can apply at your local Japanese Embassy or Consulate.

Please contact them for further information regarding the application process.

Once you have applied for the certificate abroad, you cannot submit the same application again in Japan.



## ● Other

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You must submit your application in person so that your fingerprints can be taken.

The application process takes about 30 mins to complete.

If you are registered as a resident of a different prefecture, you must apply at the Police Headquarters of that prefecture (residents of Tokyo, must apply at the Metropolitan Police Department).

If you have any questions, please contact the Ishikawa Prefectural Police Headquarters.

There is a limited number of staff with foreign language ability, so it may take some time before we can assist you.

If possible, please come with someone who can speak Japanese.

**【 Contact Information 】**

Identification Division, Criminal Investigation Department

Ishikawa Prefectural Police Headquarters

Direct Line: 076-225-0212

Phone: 076-225-0110      Ext: 4655