

International Driving Permit

You can apply for an International Driving Permit at the Driver's License Testing and Issuing Center or at your local police station. Note: US Forces Japan personnel can apply for only at the Driver's License Testing and Issuing Center.

Applications may be submitted:	Driver's License Testing and Issuing Center	Mon-Fri (Saturday, National Holidays, Year-End and New-Year Holidays; closed) 8:30 - 11:00 AM 1:00 - 4:00 PM
		Sun 1:00 - 4:00 PM
	Your local police station	Mon - Fri (Saturday, Sunday, National Holidays, Year-End and New-Year Holidays; closed) 8:30 AM - 12:00 PM 1:00 - 5:00 PM
Window	Driver's License Testing and Issuing Center	2nd floor
	Your local police station	Driver's License Window

Requirements	<p>Applicants will need:</p> <ul style="list-style-type: none"> * Application form for an International Driving Permit (you can get the form both at the Driver's License Testing and Issuing Center or at a police station) * Valid Japanese driver's license (Applicants must have currently registered their residence in Kanagawa Prefecture. A US Forces ID Card is necessary for USFJ personnel.) * One (1) 5.0 x 4.0 cm, 1/3 upper-body photograph, taken within the last 6 months, full-face with your head uncovered, with solid color background (The photo you bring will be on your driver's
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	<p>license. Please bring a sharp photograph.)</p> <p>* A document that shows you are going abroad (such as a passport, receipt of passport application, sailor's passport, etc.)</p> <p>* Any previously issued international driving permit, if you have it. You must return the previously issued license or your application may not be accepted.)</p>
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Fee	2,350 yen
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Optional Mailing service (cost: 1,000 yen)	Available at Kotsu Anzen Kyokai (Traffic Safety Association)
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PROCEDURE

Filling out an application form

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Application

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Issuing your International Driving Permit on the same day, or receiving it on a later day by optional mailing service (only when you apply at a police station)

Note:

* You must apply for your International Driving Permit in person. Proxy application by your relatives may be acceptable only if you have already gone abroad. For more information, call the Driver's License Testing and Issuing Center.

* Licensing staff will make a photocopy of your license at application.

* The applications for international driving permit at the Driver's License Testing and Issuing Center on Sunday may be submitted only in the afternoon (1:00 – 4:00 PM). It will take about 2 hours to complete the whole procedure. All windows might be very busy on Sunday. If you renew your driver's license together with applying for international driving permit, please allow enough time to do them both. (If a National Holiday falls on Sunday, we're open on Sunday but closed on the substitute holiday = Monday)

* You can receive your International Driving Permit on the same day at the Driver's License Testing and Issuing Center. When you apply for at the police station, it will take about fourteen (14) days (it does not include Saturday, Sunday, National holidays, Year-End and New-Year holidays) until you receive your International Driving Permit after the application.

* An International Driving Permit is valid for one (1) year from the day it was issued.

* If your driver's license will expire while staying abroad, you can renew your driver's license in advance.

Renewal in advance

If you are unable to renew your license during the ordinary renewal period due to unavoidable reasons (such as going abroad, being in the hospital, having a baby, etc.), you can take it in advance. You will need to bring a document that states the reason (such as a passport, a mariner's pocket ledger, medical certificate, a maternal & child health handbook, etc.) in addition to the required documents listed above.

Applications may be submitted: between 9:00 AM – 9:50 AM and 1:00 PM – 1:50 PM at the Driver's License Testing and Issuing Center; 8:30 AM – 11:00 AM and 1:00 PM – 4:00 PM at the police station.

Depending on the types of lecture course you must attend, you may be requested to come another day for your lecture course. Applicants who reside in Yokohama City and must attend the Traffic Offenders' Lecture or First-time Renewal Drivers' Lecture can apply only at the Driver's License Testing and Issuing Center. If you renew your driver's license in advance, the period of validity for your renewed license will be shorter than that of the one issued under the ordinary procedure.

* Your International Driving Permit is principally valid only in the countries (or territories) affiliated with the Convention on Road Traffic of 19 September 1949 (Geneva Convention).

* You can receive your International Driving Permit by mail (cost: 1,000 yen) if you apply at the police station.

* You can take a photo necessary for your application at an instant photo booth at the Driver's License Testing and Issuing Center (700 yen).

* Please use public transportation. Parking spaces are limited at the Driver's License Testing and Issuing Center. Illegal parking may cause delays of bus schedules.

Driver's License Division, Driver's license Headquarters, Traffic Department,

Kanagawa Prefectural Police Headquarters

Tel. 045-365-3111 (Pilot Number)