

Procedure for Exchanging your Foreign Driver's License for a Japanese License
(Tests for Exchanging your Foreign Driver's License for a Japanese License)

*You need to make an appointment for this procedure. Please secure your appointment over the phone before coming to the driver license center.

1. Appointment

Monday-Friday (The office is closed on Saturdays, Sundays, national holidays (including compensating holidays), and Year-End and New-Year Holidays (from Dec 29 to Jan 3).)

From 9:00 to 12:00 and 14:00 to 17:00.

Phone number : 045-365-6000

* This service is available in Japanese only. We need to ask some detailed questions, so if you do not speak Japanese, please make sure to ask a person who speaks Japanese to make a phone call for your appointment.

* An appointment is also required for those who wish to ask for an explanation or a consultation in person at the driver license center from a person in charge.

2. Date of your visit (for those with appointment only)

Monday-Friday (The office is closed on Saturdays, Sundays, national holidays (including compensating holidays), and Year-End and New-Year Holidays (from Dec 29 to Jan 3).)

The time and date of your visit will be designated in advance and it will be sometime between 8:30-9:00 and 13:00-13:30. Please visit No.12 Foreign Driver's License Section on the 3rd floor of the Driver's License Center at a designated time and date.

3. Requirements for application

You must meet both of the following requirements:

- (1) You have a valid foreign driver's license.
- (2) You can prove that you have stayed in the country where your driver's license was issued for more than three months (90 days)* in total after receipt or issuance of the license.

*You need to have a history of staying in the issuing country for a total of 90 days or more during the period in which your issued license was valid.

*If you can prove that you have stayed in the issuing country for more than one

year in total after the issuance of the license, you will be exempt from 'the Beginner Drivers Period' (in that period drivers will be under some obligations and restrictions such as an obligation to display a 'Beginner Driver Mark' on the front and rear part of their vehicle and prohibition of riding double on a motorcycle, etc.).

4. Required documents

Depending on the issuing country and status of receiving the license, required documents vary. Please make sure to check what documents you need when you make an appointment.

- (1) Valid foreign driver's license (and expired foreign driver's license if you have any)
- (2) In some cases you are asked to present an original certification, etc. from an issuing organization (copies and photographs of the certification are not acceptable).
- (3) Passport(s) (all the valid and expired passports)

If you are a person of dual nationality (or if your driver's license issuing country differs from your home country), or if you are in a situation in which your period of stay in total in the issuing country cannot be proved due to reasons such as that the embarkation/disembarkation seals are not stamped on your passport at EU's borders, or that you have used the Automated Gates upon entry and departure, you will be requested to bring other documentation (Please refer here for more information on how to prove the period of the stay in an issuing country).
- (4) Translation of your foreign driver's license

We only accept Japanese translation issued by one of the following organizations: the Japan Automobile Federation (JAF) (TEL: 045(482)1255), ZIPLUS Co., Ltd and the Embassy or Consulate of your country.
- (5) Certificate of Residence (*Juminhyo*)

Certificate of Residence that shows your legal domicile (or nationality for non-Japanese) issued within the last six months.

*The certificate of residence must be the one issued by your local government and no photocopies are acceptable.
- (6) Resident Card, Certificate for Special Permanent Resident, etc. (foreign applicants only)
- (7) Your photo

One 3.0 cm (height) x 2.4 cm (width) bust-shot photo facing straight at the camera with your head uncovered and taken against a plain background. The photo must be taken within the last 6 months.
- (8) Japanese driver's license, etc. (only for those who have any)

Please bring your valid Japanese driver's license, expired Japanese driver's license, or an operator's permit issued by the US Armed Forces Japan.

(9) Foreign (International) Driving Permit (if you have any)

(10) Corrective lenses or glasses (for those who need them)

(11) Fees

Fees vary depending on types of license or on whether or not you need to take a driving test. Please ask when you make an appointment over the phone.

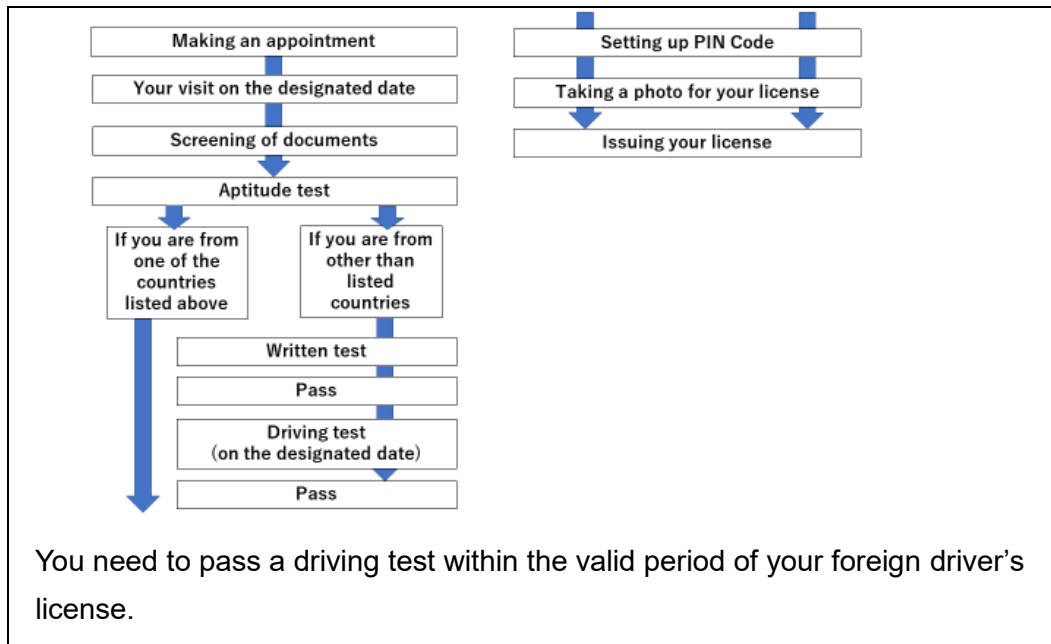
(12) Please ask a Japanese interpreter to accompany you if you have difficulty understating Japanese.

5. You will be granted a special exemption from both a written test and a driving test for license exchange procedure, if your driver's license was issued from one of the following designated countries:

Australia, Austria, Belgium, Canada, Czech Republic, Denmark, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Luxembourg, Monaco, Netherlands, New Zealand, Norway, Poland, Portugal, State of Virginia, Hawaii, Maryland, Ohio, and Washington (U.S.A.), Slovenia, South Korea, Switzerland, Sweden, Spain, United Kingdom, Taiwan.

You will be granted a special exemption from a driving test for license exchange procedure, if your driver's license was issued from Indiana (U.S.A.).

6. Flow of the procedure

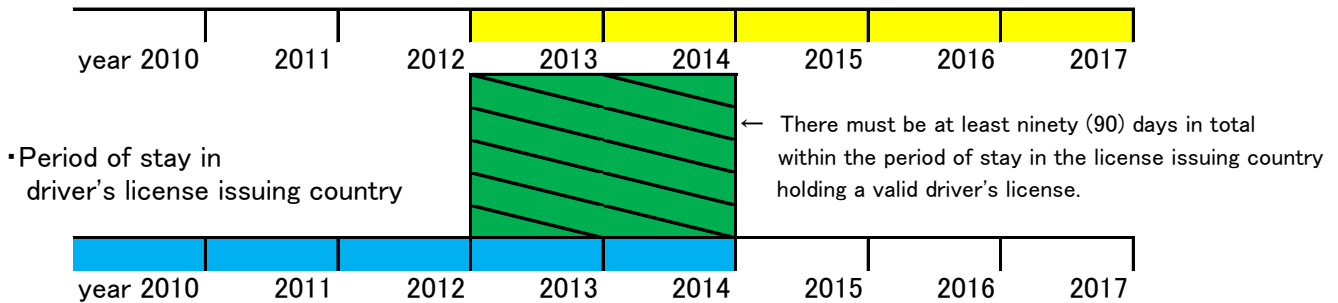


※ **Length of stay in the license issuing country:**
at least ninety (90) days in total after the license was issued

Applicant must have stayed in the license issuing country **with a valid driver's license for at least ninety (90) days in total.**

For example: If a person has obtained a license in 2012, and stayed in the issuing country until 2014,

• Period of valid driver's license



※ **How to prove your stay in the license issuing country**

(1) **If they do not affix embarkation/disembarkation stamps on your passport in your license issuing country (including EU countries):**

You need **an original certificate of employment, paycheck stub, certificate of graduation, etc.,** to prove your stay in the license issuing country.

The stay in the license issuing country cannot be proved with only embarkation/disembarkation stamps affixed in Japan.

(2) **If you have dual citizenship, or had your passport issued somewhere other than your country of birth:**

You must prove your stay of at least ninety (90) days in total among the time span that **passports for both countries (the country of your passport issue and your country of birth) are valid.**

However, you cannot prove your stay with your passport if they do not affix embarkation/disembarkation stamps on your passport in either of the countries.

In that case, you need an original copy of a certificate of employment, paycheck stub, certificate of graduation, etc., to prove your stay in the license issuing country.

(3) **If you had SOFA status:**

You must prove your stay in the license issuing country with a military service record, transfer order, etc. Please note that **your stay cannot be proved with your passport,** considering the fact that those with SOFA status are entitled to transfer between U.S. military bases without a passport.

Also, you need a **"DD 214"** to prove expiry of your SOFA status.