

You can apply for this process only at the Driver's License Center.

### Procedure for Exchanging your Foreign Driver's License

(Tests for exchanging your foreign driver's license for a Japanese driver's license)

#### 1 Applications may be submitted:

8:30 – 9:00 AM

1:00 – 1:30 PM

Mon – Fri (The office will be closed: Saturday, Sunday, National Holidays (including compensating holidays), and Year-End and New-Year Holidays (from Dec 29 to Jan 3).)

At Foreign Driver's License Section; Driver's License Center, 3rd floor

#### 2 Those applying to exchange their foreign driver's license must:

(1) – have a valid foreign driver's license.

(2) – prove that they have stayed in the country where their driver's license was issued for more than three months (90 days)\* in total after the issuance of the license.

The applicants must meet both of the above requirements.

\*The applicants must have been in the issuing country for a total of 90 days or more during the period in which your issued license has been proven 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 or restrictions such as displaying a 'Beginner Driver Mark' on the front and rear part of their vehicle, restriction of riding double on a motorcycle, etc.).

#### 3 Requirements

(1) Valid foreign driver's license (and expired foreign driver's license if you still have it)

Applicants will need documentation (driver's license record) confirming dates such as the date of first issuance, extension dates, or if you have a license entitling you to operate more than two types of vehicle or motorcycle.

**(2) Current passport (and expired passport if you have it)**

If you are a person of dual nationality (or if your driver's license issuing country differs from your native 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 in EU's borders, or that you have used the Automated Gates upon entry and departure, you will be requested to bring other documentation.

**(3) Translation of your foreign driver's license**

Your foreign driver's license must be accompanied by an official translation obtainable from the Japan Automobile Federation (JAF; TEL 045(482)1255) or the Embassy or Consulate of your country. Your official translation will be acceptable only if it is made by the above-mentioned organizations.

**(4) Certificate of Residence**

Certificate of Residence that shows your legal domicile (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.

**(5) A Resident Card, Certificate for Special Permanent Resident, etc. (foreign applicants only)**

**(6) One 3.0 x 2.4 cm, 1/3 upper-body photograph, taken within the last 6 months, frontal, full-face with your head uncovered, with solid color background**

**(7) Japanese driver's license**

Expired Japanese driver's license or expired operator's permit issued by the US Armed Forces Japan.

**(8) Foreign Driver's License (International Driving Permit) (if you have it)**

**(9) Corrective lenses, if required on your driver's license.**

**4 Fees**

Fees vary depending on types of license or on whether or not you need to take driving ability test.

Please, contact the Foreign Driver's License Section, Driver's License Division for more details.

**5 You will be granted a special exemption from both the written test and the driving test when exchanging 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, Slovenia, South Korea, Spain, Sweden, Switzerland, Taiwan, United Kingdom, and States of Hawaii, Maryland, Virginia, and Washington (U.S.A.)**

## **6 Procedure**

**① For the countries that have been granted a special exemption (See the list of the designated countries):**

**② Other countries that have not been granted a special exemption:**

**③ Application**

**④ Examination of Document**

**⑤ Aptitude Test**

**⑥ Testing Your Theoretical Knowledge**

**⑦ Pass**

**⑧ Testing Your Driving Ability (on a designated day)**

**⑨ Pass**

**⑩ Setting PIN Code**

**⑪ Photo Shoot**

**⑫ Issuing Your License**

## **7 Notice**

**(1) You will be required to pass the driving ability test before your foreign driver's license expires.**

**(2) Depending on the form or the situation in which you got your foreign driver's license, documents required to be submitted vary. Please contact the Foreign Driver's License Section for more details before coming to visit for your application.**

**(3) If the number of applicants exceeds our capacity, you may be requested to come on another day.**

**(4) It will take about 4 hours to complete the whole procedure.**

**(5) If you need an interpreter, you must arrange for one yourself.**

**8 Other**

**(1) Your theoretical knowledge will be tested by a theory test that contains 10 true-false questions (The passing mark is 7 out of 10 points). The theory test is available in 11 languages: Japanese, Chinese, English, Korean, Persian, Portuguese, Russian, Spanish, Tagalog, Thai, and Vietnamese.**

**(2) Your driving ability will be tested at the driving test course on a designated day.**

**9 Where to call**

**Foreign Driver's License Section, Driver's License Division, Driver's License Center**

**Weekday only: 8:30 AM – 5:15 PM**

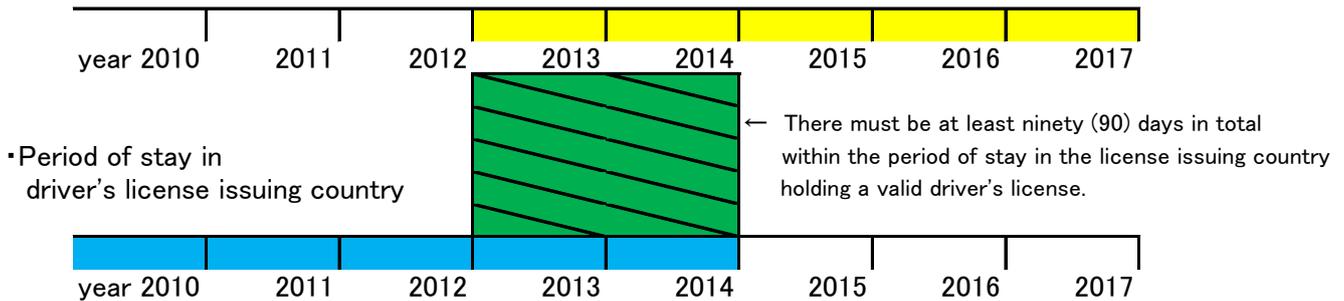
**TEL: 045-365-3111 (ext. 237)**

※ **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.

○ For further information:

Foreign Driver's License Exchange, Driver's Test Division,  
Kanagawa Prefectural Police Driver's License Headquarters (Driver's License Testing and Issuing Center)  
Address: 1-1-1 Nakao, Asahi-ku, Yokohama TEL: 045-365-3111 (pilot number)