

Information Regarding Application for "Police Certificate"

● Who Can Apply

Police Certificates are issued by Ishikawa Prefectural Police Headquarters only to those individuals who are required to submit them to an official agency (embassy, immigration bureau, etc.). The individuals requiring this certificate must fulfill one of the following conditions:

- (1) Persons who are registered as residents in Ishikawa Prefecture
- (2) Persons who are residing abroad at present and whose last resident registration was in Ishikawa Prefecture

Applicants must apply in person as the procedure requires fingerprints.

● Office Hours

Weekdays (Monday to Friday) 9:00 a.m. – 5:00 p.m.

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

● Where to Apply

Overseas Travel Certificate Counter

Identification Division, Criminal Investigation Department, Ishikawa Prefectural Police Headquarters (3rd floor)

1-1 Kuratsuki, Kanazawa City, Ishikawa Prefecture

Access: Take a local bus from the West Exit of JR Kanazawa Station towards Kencho-mae; approximately 15 minutes

● Required Documents

- (1) Valid passport (photocopies are not accepted)
- (2) Any document that can establish the necessity of this certificate
- (3) Official documents which prove your Resident Registration
 - (a) Individuals residing in Japan
 - A Certificate of Registered Items in your Resident Registry (*jūminhyō kisaijikō shōmeisho*), a copy of your Resident Registry (*jūminhyō*) (must have been issued in the

past 6 months), or Residence Card (*Zairyu Card*)

(b) Individuals residing abroad

- A Certificate of Registered Items in your Resident Registry (*jūminhyō kisaijikō shōmeisho*) or a copy of your Resident Registry (*jūminhyō*) (must have been issued in the past 6 months)
- Any document that verifies your present address (e.g. your driver's license issued by the overseas government authority of your domicile)

Depending on what country the police certificate will be forwarded to and the reason for why the certificate is required, there are some cases where the department may withhold the acceptance of your application. In order to save time, please check with us in advance.

● Service Charge

No Charge

● Issuance of the Certificate

It takes about 1 week for the Police Certificate to be issued.

The applicant must come with his/her passport to collect the certificate.

(No mail service is available.)

In case of a proxy receipt:

If you cannot be present at the Police Headquarters due to inevitable circumstances such as being overseas for a business trip, then you can send your proxy to pick up the certificate.

In this case, the following documents will be necessary:

- A power of attorney written by the applicant
- Photo ID for the proxy, such as a passport, driver's license, etc.

● Applying from Abroad

Applicants currently residing outside of Japan can apply at their local Japanese Embassy or Consulate.

Please contact your local embassy for further information regarding the application procedure.

If you have already applied abroad, you cannot submit the same application in Japan.

● Other

- It takes about 30 minutes to complete the application procedure.
- The persons who are registered as residents in a prefecture other than Ishikawa are required to apply at the Police Headquarters of the respective prefecture of their domicile (in Tokyo, please contact the Metropolitan Police Department).

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

【 Contact Information 】

Identification Division, Criminal Investigation Department

Ishikawa Prefectural Police Headquarters

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