

Consular & Visa Section, Embassy of Japan
Level 18, Majestic Centre, 100 Willis St
P O Box 6340 Wellington
Tel. 04-473-1540/ Fax 04-473-9559
Office Hours: 09:00~16:30

APPLICATION FOR A POLICE CERTIFICATE

To apply for a Police Certificate, please submit the following documents to the Consular & Visa Section of the Embassy of Japan. Your application will be forwarded to Japan and it will take approximately two months for processing:

This document certifies whether the applicant has had any criminal convictions in Japan and is written in Japanese, English, French, German and Spanish.

Police Certificates are issued free of charge.

There are two ways of applying:

1. Apply in person at the Embassy:

Please submit:

- ① Your passport
- ② Application form (provided by the Embassy)
- ③ Fingerprints form (provided by the Embassy)*
- ④ Evidence stating that you are required to submit a Police Certificate

You will need to provide a set of fingerprints (taken at the Embassy) and the entire process takes about 30 minutes. Please note that fingerprints can not be taken outside office hours or during lunchtimes (from 12.30 – 1.30pm).

You may have your fingerprints taken at a police station near you however please obtain the fingerprints form from the Embassy beforehand.

2. Apply by mail

If you are unable to apply in person at the Embassy, you may lodge your application by mail with the following items:

- ① A self-addressed, stamped A4-size return envelope
- ② Photocopy of your current passport (Page with personal details and photo). If the validity has been extended please also include this page.
- ③ **Please send the above items ① and ② to receive the necessary forms**
- ④ When you have received the forms, please complete the application forms, sign three copies and have your fingerprints taken at the a police station near you on the enclosed fingerprints form.

⑤ Please send the completed application forms, fingerprints form, and supporting evidence (see note ③ below) and a self-addressed, pre-paid/ stamped envelope to the Embassy. Please also complete and sign the “Release of Liability/Pledge” below and include this with your application.

Important information:

- ① Three application forms are required. You may complete one form and photocopy this, but please sign all three forms.
- ② Please use the fingerprint forms provided by the Embassy.
- ③ Evidence that you are required to submit a Police Certificate: This may be in the form of a letter from Immigration NZ or NZ Teachers Council, or a copy of the completed application forms which you will submit to those authorities;-
 - page which states your name and details
 - page which states that you must submit a police certificate.If you are applying for the skilled migrants category visa, please submit a copy of your “*Letter of Invitation*”.
- ④ If you wish to have your Police Certificate sent to you by post please provide a self-addressed, pre-paid Courier Post (“Easy-trak,” DLE size) or Registered Post (A5 size, for postage within New Zealand) envelope.
- ⑤ The National Police Agency in Japan may request for additional information or ask that your fingerprints be taken again.
- ⑥ If you no longer require the police certificate, please return it immediately to the Embassy without opening the seal.

✂.....

Request/ Release of Liability

To the Embassy of Japan in New Zealand:

I wish to have my police certificate sent to the address I have provided by mail. I will not hold the Embassy of Japan in New Zealand liable for any loss, damages or delays of my documents while being sent to or from the Embassy by courier or mail.

Name:_____

Address:_____

Contact telephone number_____

Signature:_____

Date:_____