

Consular Office of Japan

172 Hereford Street, Christchurch 8011, New Zealand

(P.O.Box13748, Christchurch 8140, New Zealand)

Tel: 03-366-5680 E-mail: enquiry.chc@wl.mofa.go.jp

APPLICATION FOR A POLICE CERTIFICATE FOR JAPAN

1. Police certificates are issued to the authorities by the Japanese National Police Agency in the Japanese, English, French, German and Spanish Languages.

2. The National Police Agency in Japan deals with a large number of applications from around the world so applications usually take around two to three months to be issued.

3. How to apply:

If you wish to be fingerprinted at the Consular Office of Japan in Christchurch.

(1) Please make an appointment by phone. (03-366-5680)

(If you need to be fingerprinted urgently, please use NZ FINGERPRINTING SERVICE as follows.

(2) Please come to the Consular Office with the required documentation described below. (Allow 20 to 30 minutes.)

Fingerprints are to be taken at NZ FINGERPRINTING SERVICE or your local Police Station.

(1) Obtain the application forms (Incl. fingerprint form) from the Consular Office of Japan. (You can collect them or please provide us with a self-addressed stamped A4 size envelope.)

Please note that only Avonhead Post Shop in Christchurch has the designated fingerprinting paper available, so there is no need to obtain it in advance from our office.

All applications must use the designated forms from our office.

(2) NZ FINGERPRINTING SERVICE <https://www.nzfingerprintingservice.co.nz/>
(Avonhead Post Shop (Christchurch), Green Island Post Shop (Dunedin),
There is a fee for the fingerprinting.

Or enquire at your local police station if you live another area, to be fingerprinted on our fingerprint form.

(3) Once fingerprinting is completed on our form, all applicants **must submit their application in person** to the Consular Office of Japan. (Opening hours: 9:15am-12:15pm and 1:30pm-4:00pm) with following documents.

4. Required documentation:

① Three completed application forms. Can be downloaded from

https://www.nz.emb-japan.go.jp/visiting_japan/resources/Police_Certificate_Application_Form.pdf

② Fingerprint form

③ Valid Passport

*Evidence stating that you are legally required to submit a Police Certificate may be required.

5. Fee: Free of charge (Except if fingerprinted by Post Shop)

6. In principal, you must pick up the certificate yourself or have a nominated person do so with a signed/dated letter of permission from yourself and photo I.D.

You may receive by Packaging Bag of NZ post

<https://www.nzpost.co.nz/shop/packaging/bags/xs-packaging-only-bag>

(XS:240 x 135mm: with Economy/Courier/Rural Delivery Ticket(s) required) if you live outside of Christchurch.

Authorization letter

I hereby give permission for the noted party to collect my Police Certificate on my behalf.

Date: _____ Name: _____

Signature: _____

Name of the Authorized party: _____

Pledge/ Release of Liability

I will not hold the Consular Office of Japan in New Zealand liable for any loss, damage or delays of my Police Certificate while being sent to or from the Consular Office by courier or mail.

Date: _____ Name: _____

Signature: _____