

Consular & Visa Section, Embassy of Japan
Level 18, Majestic Centre, 100 Willis St
P O Box 6340 Wellington
Tel. 04-473-1540
Office Hours: 09:00~12.00, 13.30~16:00

April 2018

APPLICATION FOR A POLICE CERTIFICATE

For residents of the following regions: South Island (excluding Canterbury), Gisborne, Hawke's Bay, Taranaki, Wanganui-Manawatu (excluding Ruapehu District), Wellington

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.

Processing time is approximately 2-3 months.

Police certificates are only issued for certain legal purposes such as visas or teacher registration. If you wish to apply for the certificate for any other reason, please contact our office for eligibility.

You must apply in person at the Embassy at a specified time.

Contact us by phone to make an appointment.

You must bring:

1. Your valid passport
2. Three completed **application forms** with original signatures
3. Evidence stating that you are legally 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 including:-

- 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. Your fingerprints will be taken (on a form provided by the Embassy on site)
5. *If you would like your police certificate to be posted to you, please provide a self-addressed, pre-paid courier envelope and complete and sign the "Release of Liability/Pledge" form below.*

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Request/ Release of Liability

To the Embassy of Japan in New Zealand:

I wish to have my police certificate posted to me in the envelope I have provided. I will not hold the Embassy of Japan in New Zealand liable for any loss, damage or delay of my police certificate while being sent from the Embassy by courier or mail.

Name: _____

Address: _____

Contact telephone number: _____

Signature: _____ Date: _____