

◎How to apply for police certificate

You can apply for police certificate when you are required by the public organization (Embassy, Immigration Bureau etc.)

One of the following can apply for it.

1. Registered as a resident of Aomori Prefecture.
2. Previously registered as a resident of Aomori Prefecture but now living outside of Japan.

■ Note

- Fingerprints are required to be taken to verify your identity.
You must apply in person.
- If you do not bring required items, your application may not be processed.

■ Office for application

Identification Division, Aomori Prefectural Police Headquarters 4th floor
2-3-1, Shin-machi, Aomori-shi, Aomori Prefecture, 〒030-0801

■ Office hours

Monday-Friday

(excluding Saturday, Sunday, national holidays and 29 December-3 January)

9:00am-4:00pm

You do not need an appointment to make an application.

It will take approximately 20 minutes to complete all procedures.

■ Documents required for application

If you are registered as a resident of Aomori prefecture, you need the followings.

- 1 Documents that confirm your necessity of a criminal certificate.

*If you have the documents in electronic file, please prepare printouts.

Applications will not be accepted if you only show your PC or smartphone screen.

- 2 Passport (valid, with any official documentation regarding changes)

- 3 One of the following documents

•Resident Record without individual numbers

(issued within the last 6 months.)

- Certificate of your residence without individual numbers
(issued within the last 6 months.)
- Driver's license
- Individual number card
(“My number card”) (Notification card is not accepted.)
- Basic resident registration card
- Residence card
- Special permanent resident certificate

If you were previously registered as a resident of Aomori Prefecture but now living outside of Japan, you need the followings.

1 Documents that confirm your necessity of a criminal certificate.

*If you have the documents in electronic file, please prepare printouts.

Applications will not be accepted if you only show your PC or smartphone screen.

2 Passport (valid, with any official documentation regarding changes)

3 Documents which verify your current overseas address

(residence certificate issued by local Japanese Embassy or Japanese Consulate, overseas driver's license etc.)

4 One of the following documents

- Resident Record without individual numbers
(issued within the last 6 months.)
- Certificate of your residence without individual numbers
(issued within the last 6 months.)
- Certificate of your deregistration (issued within the last 6months.)

○Documents that confirm your necessity of a criminal certificate.

* Examples of Documents

【United States of America】

A letter from the National Visa Center for those who plan to obtain Permanent, Immigrant or Finance Visa (Applicant's name, type of visa or

case number etc. must appear in the letter.)

【China】

A letter from the company informing a transfer for those who wish to work in China.

【Vietnam】

“Application Form for Work Permit” for those wish to work in Vietnam.

■ Issue of certificate

- Certificate will be issued in approximately 1 week from the day of your application.
- It may take approximately 2 weeks if application is made just before consecutive national holidays.(new-year holidays, Golden week holidays and etc.)
- Certificate cannot be sent by mail.

Either you or proxy must collect the certificate in person with your passport.

- If you would like to a proxy to collect your certificate on your behalf, please notify us at the time of your application.
- If you fail to notify us, please download “Letter of Attorney” and fill out the form.
- Your proxy must bring “Letter of Attorney” and his/her official identification to collect your certificate.

■ Service fee

Free

■ Others

- If you currently reside outside of Japan, your application can be made at your local Japanese Embassy or Japanese Consulate.
Please contact them for more information on how to apply.
- If you have already made an application in a country outside Japan, you are not allowed to make the same application in Japan.

- Depending on your destination country and /or the reason for your application, there will be some cases where we may not accept your application on the spot.

Please make sure to inquire by phone in advance.

- Police Certificate is written in 5 languages; Japanese, English, Spanish, German, and French.

■ Contact information

The Second Fingerprint Section, Identification Division, Criminal Investigation
Department Aomori Prefectural Police Headquarters
2-3-1, Shin-machi, Aomori-shi, Aomori Prefecture, 〒030-0801
TEL 017-723-4211