

Criminal Record Certificate

犯罪経歴証明書 hanzai keireki shoumeisho

Basic Application Process:

1. Apply in person. Best to call ahead to arrange a time to see somebody, but this is not strictly necessary.
2. APPLYING will take 15 minutes, once your request has been submitted allow for 10 business days for the certificate to be prepared.
3. You must return to the same office IN PERSON to collect the certificate (you will receive a phone call to instruct you when to do so).

Detailed Application Process:

1. Collect and complete the following TWO forms:
 - (ア) Certificate on Registered Matters, or 登録原票記載事項証明書 (*touroku genpyou kisai jikou shoumeisho*) from your town office (where your Alien Registration Card was born), which you'll need to apply for the Criminal Record Certificate.
 - (イ) Application for Certificate on Registered Matters, or 登録原票記載事項証明書交付申請書 (*touroku genpyou kisai jikou shoumeisho kofu shinseisho*).

To apply for these applications forms you need your alien registration card (外国人登録証明書) and the several-hundred yen fee for these forms. As these procedures are not uniform across the board, it is highly recommended that you check with your local ward office FIRST (ask your supervisor to call for you if necessary).

2. Forms must then be submitted at the police station (your closest REGIONAL police station, not just the local koban) and tell them you require a 犯罪経歴証 (*hanzai keireki shoumeisho*). Submitting the forms will take 15 minutes. Completion of the paperwork will take 10 days.
3. Upon receiving the 'paperwork completed' phone call, return to the regional police station and collect them. You will likely be fingerprinted at this time (if they didn't do it at step 2)..