

① Information on Pre-Screening

April, 2024

<p>Conditions for exchanging your current driver's license</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Applicants have a registered residential address in Saitama Prefecture, i.e. applicants can obtain certificate of residence ("jyuminhyou") <input type="checkbox"/> Applicants hold a valid foreign driver's license <input type="checkbox"/> Applicants have stayed in the issuing country for more than three months in total after obtaining a foreign driver's license
<p>Pre-screening Business hours Where to apply</p>	<p>◎ Pre-screening of documents is required to exchange a foreign driver's license. Make sure that applicants bring the necessary documents and apply for pre-screening of documents within business hours.</p> <ul style="list-style-type: none"> <input type="checkbox"/> <u>Weekdays from Monday to Friday</u> Except for national holidays and new year's holiday (from December 29 to January 3) <input type="checkbox"/> <u>From 9:30 am to 10:00 am</u> <input type="checkbox"/> 2F of Driver's License Center (Test course building) <Consultation Room for exchanging a foreign driver's license>
<p>Notes</p>	<ul style="list-style-type: none"> ※ Even if you apply for pre-screening within the above-mentioned time, your pre-screening might be conducted in the afternoon if there are a large number of applicants. ※ Pre-screening may take 40-50 minutes per person for interview and/or checking the documents. ※ A number card will be given to the applicant. Pre-screening will be conducted in numerical order. However, the order to be served is subject to change depending on the individual circumstances. ※ Applicants are asked how they obtained their foreign driver's licenses during pre-screening. Therefore, <u>make sure the applicants come with an interpreter</u> if they don't understand Japanese. Without an interpreter, the screening may not be conducted.
<p>What to bring</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Foreign driver's license <input type="checkbox"/> Japanese translation of your foreign driver's license <ul style="list-style-type: none"> * The translations we can accept are limited to one provided by the foreign administrative agency which issued the driver's license or the consular office, or one provided by "JAF" (Japan Automobile Federation) or ZIPLUS Co., Ltd. which are designated by the National Public Safety Commission. <input type="checkbox"/> Passport (Bring all passports including expired ones to confirm the length of your stay) <ul style="list-style-type: none"> * Dates of entry/departure of the country which issued the foreign driver's license must be shown on your passport. * We cannot confirm your period of stay if there are no stamps of entry/departure on your passport. In that case, you need to bring a certification of entry/departure records, certificate of employment, pay stub, or a high school/university diploma etc. (A copy is not acceptable.) <input type="checkbox"/> A certificate of residence ("jyuminhyo") and a residence card with your nationality, expiry date of visa, visa status, etc. on it, if you are a foreign citizen <ul style="list-style-type: none"> * Individual number should not be included in the certificate of residence ("jyuminhyo"). A copy is not acceptable. <input type="checkbox"/> A certificate of residence ("jyuminhyo") with the registered domicile ("honsekichi") on it, if you are a Japanese citizen <ul style="list-style-type: none"> * Individual number should not be included in the certificate of residence ("jyuminhyo"). A copy is not acceptable. If an applicant has a valid Japanese driver's license, a certificate of residence ("jyuminhyo") is not needed. <input type="checkbox"/> Japanese driver's license (including expired ones, if any) <input type="checkbox"/> Three photos for application <ul style="list-style-type: none"> * Photos must be taken within 6 months of the time of application, no hat, facing straight, from chest up, no background, size 3 x 2.4 cm. Either colored or black and white photos are acceptable. <input type="checkbox"/> Other <ul style="list-style-type: none"> * If applicants don't have expired passport(s) or if we cannot confirm that the applicants have stayed in the issuing country for more than 3 months after receiving a foreign driver's license (i.e. the applicants went through an automatic gate and didn't get a stamp of entry/departure from the country where the foreign driver's license was issued), we may request a certification of entry/departure records from the country which issued the foreign driver's license. * Those who have renewed a foreign driver's license recently or who have a foreign driver's license without an issuing date might need a driving record certificate. * Depending on the description of the foreign driver's license, applicants may be required to submit other supporting documents of their driver's license. Please refer to ②List of Required Documents/Certificates. * As a result of the pre-screening, you may need to visit the Driver's License Center due to incomplete documents or you may not be able to exchange your foreign driver's license with a Japanese driver's license.
<p>Contact Information</p>	<p>Driving Test Division <Consultation Room for exchanging a foreign driver's license> Tel: 048-543-2001</p> <ul style="list-style-type: none"> ※ If you have any questions, make inquiries from 4:00 pm to 5:00 pm on weekdays. An officer who is in charge of exchanging foreign driver's licenses will answer the phone. However, they may not be available depending on the crowdedness of pre-screening.