

Application procedure for changing an overseas driving license to a Japanese driving license

We strongly recommend that applicants who do not understand enough Japanese to complete the procedure bring someone to interpret for them. In the past, some procedures have been unable to be completed due to communication problems.

1. Application requirements

Those wishing to change their overseas driving license to a Japanese driving license must submit the relevant documentation that verifies the following information:

- (1) The applicant has a legal driving license in another country.
- (2) That driving license is valid.
- (3) The applicant must have resided in the country where they obtained their current license for at least 3 months directly after obtaining the license.
- (4) The applicant is presently registered as a resident in Gifu Prefecture.
- (5) The applicant has not, and is unlikely to incur, license related penalties from public road traffic authorities.

2. Document review (by appointment only) (jizensinsa 事前審査)

Before you start your application, you *must* do a “document review (事前審査)” to check whether you have prepared all of the necessary documents.

Reception hours for document review: 3:00 pm to 3:20 pm, Monday to Friday
(Excluding weekends, public holidays and end of year period)

3. Necessary documentation

When photocopies of documents are required, photocopies should be made on A4 paper with the image in the center of the page, and each document on a separate sheet.

- (1) The applicant's current driving license and photocopy (front and back).
- (2) A Japanese translation of the applicant's license.
Note: Translations can be obtained by requesting them from one of the following organizations:
 - The administrative organization that issued the driver's license, the embassy or consulate.
 - Japanese Automobile Federation (JAF) Phone: (052) 872-3685.
Address: JAF Aichi Branch, 3-7-56, Fukue, Shouwa-ku, Nagoya City, Aichi Prefecture.
<http://www.jaf.or.jp/profile/general/office/index.htm>
- (3) All passports and photocopy.
Note (i): Please make separate photocopies of the pages containing the applicant's photograph and passport number, the applicant's visa, as well as the page containing all immigration stamps.
Note (ii): If the old passport has been lost, additional documents verifying departure and arrival will be required.
- (4) If you have a driving license with no description of the date of the issue or if you have more than two types of driving license (ex. for ordinary car and ordinary motorcycle), certificates of license records for each one.
- (5) Identification card of license issue country. (I.D. card) and photocopy (front and back).
- (6) For non-Japanese citizens, Zairyu card and photocopy (front and back). (在留カード)
- (7) Juminhyou, (That nationality was indicated to be.) (住民票・国籍が記載されたもの)
- (8) One photograph of the applicant (3 x 2.4cm, front-on without a hat and with a plain background, taken within 6 months of the application date).
- (9) Japanese driver's license (A valid driver's license or an invalidated driver's license).

4. Making an appointment for lodging an application

You must book an appointment to lodge your application. You can only book an appointment when you have completed a document review.

5. Application process

(1) Make an appointment

Monday to Friday (weekends, public holidays and end of year period excluded) for which to make your application.

Go straight to the waiting lobby for applicants (受験者待合ロビー) on the first floor.

First time applicants: 8:30am on the day of your appointment.

(2) Fill in the application form

On the day of your appointment, you will need to fill in the application form. If you don't have all the necessary documents, you will have to reschedule your appointment.

(3) Examinations and Checks

Next you will undergo an aptitude test (eye test), drivers' knowledge check (paper test) and driving skill check.

Note: Applicants who wear glasses should bring their glasses with them on the day of their application.

(4) Receive your Japanese driving license

The applicant's driving license will be issued on the day of their application, providing that no difficulties arise during either testing or verification.

6. Fees

Fee for test and issuing document For class one (non-commercial) licenses	Previous price (yen)
Ordinary car ふつうだいいっしゅ 普通第一種	2,200
With practical test	3,100
Medium or heavy car ちゅうがた おおがただいいっしゅ 中型・大型第一種	4,400
With practical test	7,400
Heavy special car/ trailer license おおがたとくしゅ けんいんだいいっしゅ 大型特殊・牽引第一種	2,950
Heavy or ordinary motorcycle おおがた ふつうじどうにりん 大型・普通自動二輪	4,500
Light duty car or moped しょうとく げんつき 小特・原付	1,500
License issue fee	2,050
Fee for multiple issuances (for each type)	200

7. Where to apply

Foreign license affairs (外国免許係)
がいこくめんきよがかり

Driver's License Testing Facility (運転免許試験場)
うんでんめんきよしけんじょう

Gifu Prefectural Police Headquarters

1-22-8 Mitahora Higashi, Gifu City

Phone: (058) 237-3331 (extension 314)