

## Guidance on application procedure for converting a foreign driver's license to a Japanese equivalent

**Applicants who do not understand Japanese must be accompanied by an interpreter.**

**Those not accompanied by an interpreter may not be able to complete the application process.**

### 1. Application conditions

The following conditions are required to apply for exchanging your foreign driver's license.

- (1) Your current foreign driver's license was properly obtained.
- (2) Your current driver's license is valid.
- (3) You stayed in the license issuing country for at least three months in total after obtaining the license.
- (4) You are a resident of Gifu prefecture.
- (5) You are neither currently nor expected to be subject to administrative punishment.

### 2. Required documents

- (1) A valid foreign driver's license

※If you have expired licenses, please bring all of them.

- (2) Identification card (ID card) ...issued in the country where you obtained your driver's license.

- (3) Residence card (Zairyu card)

※You need to take photocopies of the front and back of (1)(2)(3) mentioned above. Each copy must be centered on A4 paper.

- (4) Japanese translation of your foreign driver's license

※You can request translation from:

•The administrative agency that issued your foreign driver's license, or your Embassy or Consulate .

•Japan Automobile Federation (JAF) JAF Aichi Branch TEL 052-872-3655

<http://www.jaf.or.jp/inter/translation/index.htm>

•ZIPLUS Co.,Ltd. TEL03-6261-6010 [https://ziplus.jp/switching\\_license/](https://ziplus.jp/switching_license/)

For inquiries regarding translations, please contact the parties indicated above.

- (5) Passport and its photocopy

Note1: You need to provide all the passports you have held so far.

Note2: If you do not possess your past passports for reasons such as loss or having handed them in when renewing, or you lack entry/exit passport stamps (e.g. because of use of automated gates at airports), you will need to provide documents verifying your entry, exit and length of stay in your license issuing country.

※If the length of your stay in your license issuing country cannot be confirmed in the preliminary evaluation, you will be asked to provide such documentation.

※Please ensure that you have the correct documents to prove your entry, exit and length of stay in your license issuing country, and obtain these in advance if necessary.

※Please note that there may be other cases in addition to the above in which extra documentation is necessary.

Note3: You need to take photocopies of every page of your passports which show the following: photographs of your face, your passport number, visas, entry/exit stamps, etc. Each copy must be centered on A4 paper.

- (6) Proof of driver's license records, etc.

Please note: this must be proof issued by a licensing body in the applicable country. (This proof may or may not be required depending on your license issuing country.)

You must provide this proof if (examples):

•your driver's license has no mention of the date of first acquisition and issuance of your license

•you have acquired more than two types of licenses e.g. an ordinary motor vehicle license and motorcycle license

You must present proof of the dates of acquisition and issuance of your first license, and if you have multiple types of licenses, proof of each acquisition and issuance date.

- (7) 1 photograph ...Required at the time of application.

※Those taken within 6 months with a front view of face, and without a hat or any background.

Size: 3cm × 2.4cm (Passport size is not allowed.)

- (8) Resident register (Juuminhyo)

It must show the domicile or nationality on it and be issued within the past 6 months.

- (9) Documents necessary for each country

(example) Brazil ...Prontuário (certificate of driver's license record in Brazil) and ID card

Philippines ...All official receipts and provisional licenses that were issued at the time of acquisition

and renewals.

China ...Resident identification card, physical examination certificate issued by Public Security Bureau for license A and license B.

※Required documentation varies by country, so please contact us for details.

- (10) Japanese Driver's License ...Applies only to those who have previously obtained one.  
(A valid or expired Japanese license.)

※Additional documentation other than (1)~(10) mentioned above may be required as a result of the preliminary evaluation.

※Originals are required for documents related to immigration and proof of driver's license records. Copies and photographs are not valid.

### 3. Application Process

#### (1) Preliminary evaluation

We will check submitted documents and interview applicants in advance to decide whether conversion is possible. Reservation by phone is required for a preliminary evaluation.

Reservations for preliminary evaluations can be made between: Monday to Friday – 9:00am to 5:00pm  
(Except Saturdays, Sundays, Public Holidays, and the New Year holiday period.)

※Who do not understand Japanese, please call us accompanied by an interpreter.

※Please keep in mind not to be late for your appointment, and be careful so as not to forget all necessary documents, etc.

※If you are judged unable to convert your license as a result of the preliminary evaluation, you cannot continue the application process.

#### (2) Application for conversion

An appointment is required for the application for conversion. Only those who pass the preliminary evaluation can make an appointment.

Application dates: Monday to Friday (except Saturdays, Sundays, Public Holidays, and the New Year holiday period)

Time and place: 8:30am on the appointment date, in the “examinees waiting lobby” on the 2<sup>nd</sup> floor of the Driver's License Examination Center.

※Please bring all related documents submitted at the time of the preliminary evaluation on the day of application.

※Please note that if you fail to bring the required documents or items or arrive late, your appointment is subject to cancellation.

#### (3) Test and Exams

① aptitude test (eye test, etc.), ② knowledge exam (written), ③ skills exam (practical)

※If you wear glasses or contact lenses, please bring them with you.

※A fee set separately by the Gifu Prefectural Public Safety Commission is required for these tests and exams.  
(Example: for ordinary vehicle license: **3,350 yen** (vehicle use))

#### (4) Issuance of Driver's License

Those who pass all tests and exams will receive a driver's license on the testing day.

An issuance fee of **2,050 yen** (additional fee: **200 yen** per type of driving license) is required.

### 4. Other

• Those who have committed traffic violations, etc. (Including while driving on an international license) in the past may not be able to apply.

• Those who have had their license revoked in the past must have completed the Disqualification Period (during which you are unable to sit a driver's license examination) and have taken the required lectures for revoked license offenders within the last year in order to make an application.

### 5. Applications and Inquiries:

1-22-8 Mitahora Higashi

Gifu Prefectural Police Headquarters

Driver's License Examination Center

Foreign License Section

Tel:058-237-5719 9:00-17:00

※We cannot respond to inquiries and reservations at night or on holidays, etc.

※Who do not understand Japanese, please call us accompanied by an interpreter.