

## **Procedures for Converting a Foreign Driver's License to a Japanese Driver's License (Information)**

### **【Attention and Requests】**

Currently, the application process for converting a foreign driver's license to a Japanese driver's license is taking longer than usual. This is due to the fact not only many people want to switch to a foreign driver's license, but also due to reasons such as:

- ◇ Cases in which the applicant is not able to pass the document review due to lack of required documents, expiration of foreign license, etc., and is required to re-apply for the review.
- ◇ Cases in which the student failed to pass the knowledge check due to insufficient study of basic Japanese traffic rules, and had to reconfirm their knowledge.
- ◇ Cases in which the applicant has not been able to pass the skill verification due to a lack of prior safe driving practice, and need to recheck the skills.

Please understand that screening and confirmation must be done strictly, and please prepare the necessary documents and interpreters, etc. for the document screening.

Even if you have passed the document screening, please study to confirm your knowledge and practice to confirm your skills before proceeding with the procedures.

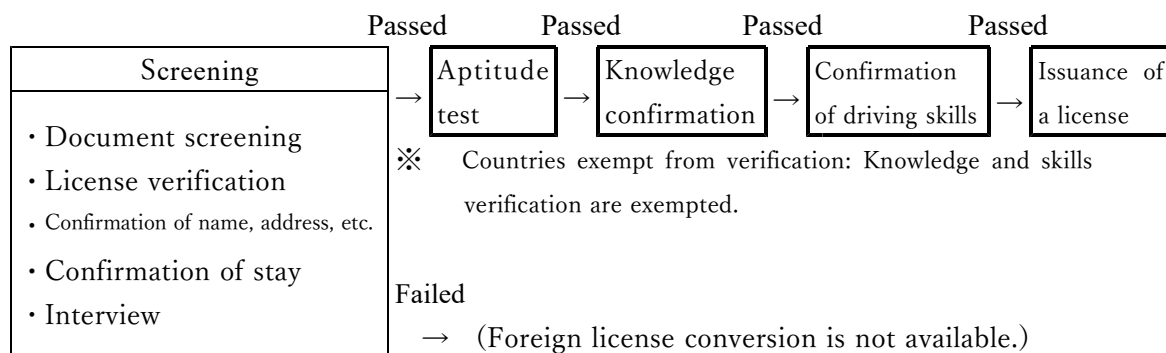
The application screening and knowledge verification will take approximately 3 months, and the skills verification will take approximately 2 months.

### **【Application Procedures】**

Holders of a valid foreign driver's license may apply for a procedure to switch to a Japanese driver's license.

- ◇ Applications to switch foreign driver's license are accepted by appointment only by phone.  
Phone number 075-631-5181(Main line: Driver's License Examination Center)
- ◇ Appointment phone hours: Monday through Friday, 3:00 p.m. to 5:00 p.m. for 2 hours (excluding national holidays and year-end and New Year holidays)
- ◇ The date and time of acceptance (submission of application form) will be given at the time of appointment.
- ◇ Application location → Test Reception Window (Window No.6), 1st floor of the main building of the Kyoto Prefectural Police Driver's License Examination Center

## 【Foreign Driver's License Conversion Process】



- ◇ Documents will be received at the time and date specified at the time of reservation, and will be reviewed through document screening and interviews.
- ◇ As with the document screening, all skill verification is by appointment only. Appointments will be explained after passing the knowledge verification.
- ◇ Applicants who cannot speak Japanese must be accompanied by an interpreter.

## 【List of Countries (Regions) Exempted from Knowledge and Skills Verification】

Iceland, Ireland, United States of America (Indiana (only skill verification waived), Ohio, Oregon, Colorado, Hawaii, Virginia, Maryland, Washington), United Kingdom, Italy, Austria, Australia, Netherlands, Canada, Korea, Greece, Switzerland, Sweden, Spain, Slovenia, Czech Republic, Denmark, Germany, New Zealand, Norway, Hungary, Finland, France, Belgium, Poland, Portugal, Monaco, Luxembourg, Taiwan  
(As of April 24, 2023)

## 【Commission Fee】

### 【Application Fee】

¥2,500 for regular vehicles

¥3,900 for large-size, medium-size and semi medium-size vehicle

¥2,800 for two-wheeled vehicle

¥1,600 for moped

### 【Issuance fee】

¥2,350 for driver's license only

¥2,450 for both (driver's license and My Number driver's license)

¥1,550 for My Number driver's license only

### 【Vehicle Use Charge】

¥1,750

For inquiries, please contact:

Examination Section, Driver's License Examination Division, Kyoto Prefectural Police Headquarters (647 Hazukashi Furukawa-cho, Fushimi-ku, Kyoto City)

Phone number: 075-631-5181 (Main line)

## Required Documents for Converting a Foreign Driver's License to a Japanese Driver's License

• Please bring the original (not a photocopy) of the required documents, etc. and submit them at the counter.

• Depending on the results of the document screening, certificates and other documents other than those listed below may be required.

Required Documents
<input type="checkbox"/> <b>Foreign driver's license (unexpired)</b> →If the name on the foreign driver's license differs from the name on the passport or other document, an official document providing evidence of the reason will be required.
<input type="checkbox"/> <b>Japanese translation of foreign driver's license</b> →Translations are only accepted if issued by one of the following: Japan Automobile Federation(JAF), Ziplus Corporation, the administrative agency that issued the license, German Automobile Federation, or Japan-Taiwan Exchange Association.
<input type="checkbox"/> <b>Residence Card(For non-Japanese national only)</b>
<input type="checkbox"/> <b>Copy of certificate of residence (photocopy not acceptable)</b> →The applicant must indicate his/her permanent address if he/she is a Japanese national, and his/her nationality, status of residence, period of stay, and expiration date if he/she is a non-Japanese national. →The document must not contain personal numbers and must be issued within the last 6 months.
<input type="checkbox"/> <b>Passport</b> →A passport or other document (showing the entry/exit stamp of the country where the license was obtained) is required to confirm that the applicant was in the country where the license was obtained and that the applicant has stayed there for at least three months since obtaining the foreign license at the time of the application. →If the passport does not show an entry/exit stamp, additional proof of entry/exit record or proof of stay issued by the country that issued the license will be required. *See below: "Documents proving the period of stay in the country that issued the foreign license."
<input type="checkbox"/> <b>Photo of applicant's face for application (3cm x 2.4cm)</b> →The photo must have been taken within the last 6 months. →In principle, the photo should be taken without a hat. Please write the applicant's name and the date of the photograph on the reverse side.
<input type="checkbox"/> <b>Black ballpoint pen</b> (erasable ballpoint pens are not acceptable)
<input type="checkbox"/> <b>Japanese driver's license</b> (including expired driver's license, if you have one)

※ If you have any questions or need to confirm the required documents, please contact us during the appointment telephone hours (weekdays from 3:00 p.m. to 5:00 p.m.).

### ◇ Document Certifying the Period of Stay in the Country that Issued the Foreign Driver's License

※ The following documents are required to prove that you stayed in the country where you obtained your driver's license for at least three months after its issuance.

#### ① Current valid passport

• The entry/exit stamps must be clearly stamped. If the stamp is defaced or not stamped, your stay may not be confirmed.

• Please bring your old passport along with your new passport, as you may need it to verify the duration of your stay in Japan. If you have dual nationality, please prepare a passport for each country.

\*For countries that have automated gates for entry and exit, it may not be possible to confirm your stay with an entry/exit stamp in your passport.

#### ② Certificate of stay or immigration record

Proof of stay or immigration record issued by a public institution such as a consulate that proves that the applicant has stayed in the country that issued the foreign license for at least three months after obtaining the foreign license.

#### ③ Other documents confirming the duration of stay other than those in ① and ②.

- Proof of employment (enrollment) and salary payment
- School transcripts and graduation certificate
- Lease agreement and proof of rent payment
- Utility bill payment statements, etc.

\*Please prepare documents that are issued in the applicant's name and clearly state the period of stay. In addition, a single document alone may not be sufficient to prove a stay of over 3 months. Therefore, please provide multiple types of documents, each indicating the longest possible period of stay.

### List of Required Documents for Foreign Driver's License Conversion by Country

- Please bring the original (not a photocopy) of each required document, etc. and submit it at the counter.
- Depending on the results of the document screening, certificates and other documents other than those listed below may be required.

Country/Region		Required Documents
USA		Certificate of immigration record (U.S. Department of Homeland Security: personal information release request) →Proof of stay for those who cannot provide the above proof(employment, salary, college diploma, apartment lease, etc.) Driving record
	Non-U.S. citizens (including visas)	Certificate of immigration record (print and bring if available on I-94 (Web))
Afghanistan		Driving record
United Kingdom		Certificate of immigration record (PASSENGER HISTORY 《UK VISAS IMMIGRATION》 )
Iran		Proof of stay (Embassy)
France		Proof of stay (Embassy)
Egypt		Passport entry/exit record (Arabic) translated into Japanese, ID card, driving record
Brazil		Certificate of immigration record, driving record
Canada		Certificate of immigration record (TRAVELLER HISTORY REPORT 《CANADA BORDER SERVICES AGENCY》 ), driving record
Syria		Embassy proof of driver's license (from home country is acceptable), driving record Passport entry/exit record (Arabic) translated into Japanese
China		Chinese Resident Identity Card 基本信息 Basic Information (issued by Public Security Bureau) *Different terms such as “registration information” or “certificate” may be used depending on the region. Black license cover issued by the Public Security Bureau Proof of immigration record (National Immigration Administration : China website)
Hong Kong		Certificate of immigration record, driving record, ID card (Hong Kong)
Taiwan		Certificate of immigration record, driving record

India	DL STATUS(available on the Web), Driving record (obtained in home country)
Indonesia	Driving record, certificate of immigration record (if passport does not have immigration stamp)
Korea	Driving record, certificate of immigration record (embassy, etc.)
Malaysia	Certificate of immigration record (embassy, etc.), driving record(obtained in home country)
Mexico	Driving record (obtained in home country)
Myanmar	Driving record (showing date of first acquisition) Certificate of driver's license renewal record (may be required)
Nepal	Driving record
Australia	Certificate of immigration record (Embassy website), driving record
New Zealand	Certificate of immigration record, driving record
Pakistan	Embassy Certification, driving record
Bangladesh	Driving record
Philippines	Official Receipt(OR) Red Ribbon(discontinued) or Apostille (since May 2019) License History (if you have more than one type of license)
Saudi Arabia	Passport entry/exit record (Arabic) translated into Japanese, certificate of immigration record (embassy), driving record
Senegal	Embassy Certification, driving record
Sri Lanka	Driver Information Extract, embassy certification(e.g., different name, etc.)
Thai	Driving record, certificate of immigration record
Turkey	Driving record, proof of stay (Embassy)
Vietnam	Check your license on GPLX (Web), print it out and bring it with you (or use a certificate issued by your embassy)

\*1 Driving record (driving record certification) should be submitted at the time of screening if it is possible to obtain one for countries not listed above.

2 If you have any questions, please contact us during the appointment telephone hours (weekdays from 3:00 p.m. to 5:00 p.m.).