

Procedure to change a foreign driver's license to a Japanese driver's license

From November 13, 2023, the procedure will be changed.
Please be mindful that from this day shown above, you are required to make a reservation to apply.

- A first-time applicant

- ①Please make a reservation to apply.

- Day: Monday through Friday 3:00 p.m. to 4:30 p.m.
- Place: Driver's License Center, Window 14
- Things to bring: Foreign driver's license / Residence Card / Passport

- 2 Your documents will be screened. (applied on reservation day)

- 3 After you have passed the documents screening, please make a reservation for knowledge test, which will be held on another day.

- 4 On the reserved day, knowledge test will be conducted.

- 5 Driving skill test will be subsequently conducted.

- An applicant who has applied or taken the test before October 13, 2023,

- ①Please make a reservation for knowledge test.

- Day: Monday through Friday 3:00 p.m. to 4:30 p.m.

- How to make a reservation: by phone

Tell the clerk the six-digit number written on the right bottom of your examinee card.

- ②Knowledge test will be conducted.

- ③Driving skill test will be conducted.

Procedure of application (only persons with reservation to be accepted)

- A first-time applicant

Please come to the center on your reserved day and time . Your documents will be screened. Make a reservation for the knowledge test which will be held on another day.

- An applicant to apply for knowledge test

Please come to the center on the reserved day and time . Knowledge test will be conducted. If you have passed the knowledge test, driving skill test will be conducted.

- An applicant to apply for driving skill test

Please come to the center on the reserved day and time . Driving skill test will be conducted.

Eligibility requirements for the tests

- ※ If you had your driver's license revoked in the past (novice license revocation exempted), you are required to attend the course for persons with license revocation.
- 1. You meet the eligible requirements for the tests.
- 2. You have a valid foreign driver's license.
- 3. After you got a foreign driver's license, you stayed in that country for a total period of three months or longer, which must be proved by the date stamped on your passport at the Immigration and the date of issue written on your driver's license. The period that you had your foreign driver's license must overlap the period that you stayed in that issuing country for more than three months.
- 4. Your address is in Ibaraki prefecture.
- 5. Your period of stay (VISA) is not expired.
- 6. Age
 - 16 years of age or older: Standard motorcycle / Special small motor vehicle / Scooter
 - 18 years of age or older: Semi-mid-sized motor vehicle / Standard motor vehicle / Special large motor vehicle / Towing / Large motorcycle
 - 20 years of age or older: Mid-sized motor vehicle (After you obtained a Japanese license of a semi-mid-sized, standard or special large motor vehicle, you must have more than two-year driving experience with a Japanese driver's license and/or a foreign driver's license.)
 - 21 years of age or older: Large Vehicle (After you obtained a Japanese license of a mid-sized, semi-mid-sized, standard or special large motor vehicle, you must have more than three-year driving experience with a Japanese driver's license and/or a foreign driver's license.)

Required documents for the tests

- Application form (placed at the Center, Window 14)
- Examinee Card (placed at the Center, Window 14)
- Questionnaire (placed at the Center, Window 14)
- Japanese driver's license

(1) If you don't have a valid Japanese driver's license, please bring your certificate of residence.

- If you are a foreign national, please bring your certificate of residence with your nationality written.

If you are a short-term resident, and cannot get a certificate of residence, please bring some documents to certify your residence in Ibaraki prefecture, such as copies of certificate of your place to stay (PDF:20KB) and ID (e.g. Residence Card) or others.

- If you are a Japanese national, please bring your certificate of residence with your legal address written.

- If you are a Japanese national with your residence card registered abroad and have been returning to Japan temporarily, please bring an extract from your family register and some documents to certify your place to stay in Ibaraki prefecture, such as copies of certificate of residence (PDF:20KB) and ID (e.g. a driver's license) or others.

(2) If you have a non-valid Japanese driver's license, please bring it together with your certificate of residence.

(3) If you have moved in Ibaraki prefecture recently, please bring some documents which can certify your place of residence.(e.g.rental agreement)

- If you have several foreign driver's licenses, please bring all of them including the old ones. If those licenses don't indicate the dates of obtainment or dates of issue, please bring some documents that can certify those dates. (Note: Some countries require a use of certificate.)

- Please bring Japanese translation of your foreign driver's license translated by its embassy, consulate, JAF(Japan Automobile Federation) or ZIPLUS Co.,Ltd. Information about JAF and ZIPLUS are available on their home pages. Also, for the licenses of Taiwan and Germany, translations by Taiwan-Japan Relations Association and ADAC (Allgemeiner Deutscher Automobil-Club e.V.) are both admissible.

- Please bring your passports from the one you were using during the time when you obtained a foreign driver's license to the one you are currently using from which your entry/exit date in that foreign country can be traced.

※In case you traveled within the EU or lost your passport or no entry/exit seal of that foreign country was stamped on your passport, we cannot confirm the period of time you stayed in that country. In this case, please present some documents to certify such as entry/exit record, certificate of employment, payslip of workplace or the original copy of graduation certificate of university or others of that country.

- International driving permit (If you have any.)

- Two photographs

3 x 2.4 cm / no hat / facing straight / face-to-shoulder / no background / taken within the last 6 months

- If you are a foreign national, please bring your Residence Card or Special Permanent Resident Certificate (card-type.)

- If you apply for the license of motorcycle (except for scooter under 49cc), please bring a helmet, long-sleeve shirt, gloves, long pants and shoes to wear.

※Please make sure that each certificate you will bring to the center must be the original.

Languages used for knowledge test

English / Arabic / Indonesian / Ukrainian / Urdu / Korean / Khmer / Sinhala / Spanish / Thai / Tagalog / Chinese / Nepali / Hindi / Vietnamese / Persian / Portuguese / Burmese / Mongolian / Russian

Handling Fees

- Scooter / Small special vehicle 1,600 yen
- Standard vehicle 2,500 yen
- Large vehicle / Medium-sized vehicle / Semi-mid-sized vehicle 3,900 yen
- Others 2,800 yen
- Driver's license issuance fee 2,350 yen

Date of issuance

A Japanese driver's license will be issued on the same day after the tests.

Notes

- If you cannot speak Japanese well, please come to the center with an interpreter who will help you throughout the procedure. For the clerical procedure's sake, an interpreter can accompany up to two applicants..
- We will ask you in an interview how you obtained your foreign driver's license. Your application may not be accepted as a result of our examining your documents and interviewing.
- You may be required to get some certificates to verify the record of how you obtained your foreign driver's license.
- Waiting may get long depending on the circumstances.
- You cannot practice driving for skill test in Driver's License Center.
- If you have any questions, please contact Driver's License Center, Traffic Department at 029-293-8811.

< Required documents by country >

- An authentication of official seal or apostille from the Ministry of Foreign Affairs of the relevant country will be required for documets issued in a foreing country.
 ○If the name on your foreign driver's license and the name on your passport do not match, you are required to submit a documet in order to clarify its reason.
 ○You must submit or show original documents. Copies of document, etc, cannot be used.
 ○If you have more than 2 kinds of driver's license, principally, you need to prepare a document which proves your driving history such as a driving record, etc.

India	<input type="checkbox"/> Certificate issued by Regional Transport Office.
Indonesia	<input type="checkbox"/> Certificate indicating the date of issuance of your driver's license.
Cambodia	<input type="checkbox"/> Certificate indicating the date of issuance of your driver's license.
Sri Lanka	<input type="checkbox"/> Certificate for your driver's license issued by Sri Lanka Transport Board.
Thailand	<input type="checkbox"/> Driving Lincense History Certificate obtained from the issuing authority.
Nepal	<input type="checkbox"/> Driving Lincese History Certificate obtained in Nepal.
Pakistan	<input type="checkbox"/> Certificate for your driver's license issued by the embassy in Japan.
Philippine	<input type="checkbox"/> Driving Lincese History Certificate.
	<input type="checkbox"/> Official receipt
Vietnam	<input type="checkbox"/> Authentification of your driver's license issued by the embassy in Japan.
Bangladesh	<input type="checkbox"/> Driving records obtained from the issuiing authority (issued in Bangladesh)
Myammer	<input type="checkbox"/> Certificate issued in Japanese together with an original issued in Burmese. The date of issue must be indicated.
Mongolia	<input type="checkbox"/> Certificaes of your driver's license obtained in Mongolia.
Brazil	<input type="checkbox"/> Driving License History Certificate (Available of the web)
China	<input type="checkbox"/> 基本信息
	<input type="checkbox"/> One of the documents listed below: 成績証明、経歴証明、信用状況 or printout of your digital driver's license (must show the photo of your face, name, QR code, address, license category, and acquisition date)
Malaysia	<input type="checkbox"/> Driving License History Certificate
European countries	<input type="checkbox"/> Document that proves the duration of your stay in the issuing country. (Because we cannot check your immigration stamps in your passport, you need to prepare the original of "Documents that prove the period of stay in the issuing country" as stated below).
A country that issued a driver's license, even though there are no entry or exit stampas from that country in a passport.	<input type="checkbox"/> Documents that prove the duration of your stay in the issuing country. (Because we cannot check your immigration stamps in your passport, you need to prepare the original of "Documents that prove the period of stay in the issuing country" as stated below).

Documents needed to prove the duration of your stay in an issuing country

※You are required to submit one of the following documents to prove that you have stayed in the issuing country of a foreign driver's license, which should be equivalent to a Japanese license, for at least three months since you obtained it, beginning on the date of issue,

① Certificate of residence or immigration records;

to prove that you stayed in the license issuing country for at least three months after you had obtained the license that were issued by an official institution such as consulate, etc.

② Valid passport;

to prove your stay in the license issuing country. However, if you departed from the country within three months of the date of issue indicated on the passport concerned, please bring along your old passports as well, since the current passport alone cannot be sufficient to prove that you stayed in the country concerned for a total of at least three months.

③ Certificate issued by company, school, etc.;

to prove that you were employed or enrolled in the country concerned for at least three months. The certificate must be issued by its company, organization or authority responsible and be indicating the duration of your employment or enrollment. Tax payment receipts are also accepted.

④ Some other documents;

if none of these documents of ①, ②, ③ are available, some other documents such as an apartment rental agreement or salary statements under the name of the applicant will be accepted to prove you stay in the country concerned for at least three months.

※An apartment rental agreement or salary statements under the name of the applicant must indicate the duration of its agreement or payment. If one of the duration written in these documents doesn't exceed three months, it will still suffice to prove your stay in the license issuing country for at least three months by summing up duration written on other documents.

※In some countries with automated immigration gates installed, your passport may not be helpful to verify your stay in the license issuing country.

※If you can prove that you stayed in the license issuing country for more than a year after you had obtained a foreign license, you do not have to display the Beginner Driver's Sign on your vehicle in Japan