

Apply for Certificate of Criminal Record

Person who can apply the certificate from Gunma Police

Person who is requested to submit the certificate of criminal record by a public institution (such as: an Embassy, The Immigration Bureau, etc) of the destination country or region, and as well as meets any of the following conditions.

- Person who is registered as resident in Gunma prefecture.
- Person currently lives in overseas and whose last registered address was in Gunma prefecture.

Notes when apply

- Fingerprints are required to be taken during a procedure, so to make sure **an applicant in person must comes to apply** .
- Your application will not be accepted if required documents are not submitted.
- Depending on who requested the certificate and for what reason, there will be case we are not able to accept your application on the spot.
- Certificate of criminal record, Certificate of passage and Certificate of no criminal record are the same documents.

Place for application · Reference

Identification Scientific Center of Gunma Prefectural Police (No application will be accepted in each police station.)

Address : 535-1 Motosouja-machi, Maebashi-shi, Gunma Prefecture

Phone number: 027-253-9095

※Inquiries are accepted during application hours below.

《Nearest station》 About 15 minutes walk from an east gate of Shin-Maebashi Station (JR Ryomo line · Jouetsu line)

Necessary documents for application

Japanese nationals currently registered as resident in Gunma prefecture

- 1.Passport (must be valid and renewed with latest informations. No copies are accepted.)
- 2.Documents which can identify applicant's name and registered address (one of the followings)
 - Driver's license (renewed with latest records)
 - resident's card (issued within 6 months)
 - My Number Card (with applicant's photograph. Notification Card is not included)
- 3.Documents that state necessity of issuing the certificate (refer to an article below for more details)

Japanese nationals currently live in overseas and whose last registered address was in Gunma prefecture.

- 1.Passport(must be valid and renewed with latest informations. No copies are accepted.)
- 2."Jyohyo" the certificate of resident's card deletion or "Fuhyo" records of applicant's every registered address.
- 3.Documents which can identify applicant's present address in overseas (Driver's license, posted documents addressed to applicant)
- 4.Documents that state necessity of issuing the certificate (refer to an article below for more details)

Foreign nationals who are registered as resident in Gunma prefecture.

- 1.Passport (must be valid and renewed with latest informations. No copies are accepted.)
- 2.Documents which can identify applicant's name and registered address (one of the followings)
 - Residence card (need to be renewed with latest informations)
 - Resident's card (issued within 6 months)
 - Japanese driver's license (need to be renewed with latest informations)
 - The special permanent resident certificate, etc. (need to be renewed with latest informations)
- 3.Documents that state necessity of issuing the certificate (refer to an article below for more details)

Foreign nationals currently live in overseas and whose last registered address was in Gunma prefecture.

- 1.Passport(must be valid and renewed with latest informations. No copies are accepted.)
- 2.Documents which can justify the fact applicant had been living in Gunma prefecture. Such as: "Jyohyo" the certificate of resident's card deletion.
- 3.Documents which can identify applicant's present address in overseas (driver's license, etc)
- 4.Documents that state necessity of issuing the certificate (refer to an article below for more details)

Documents that state necessity of issuing the certificate

- They are documents with applicant's name on.

Such as: Request of issuing the certificate from an embassy, Filled out application form of visa, Letter of invitation, Confirmation of enrolment, Confirmation of employment, Relocation order and Contract of employment, etc.

• If you have those documents in any digital formats such as PDF, please print them out and submit. Showing them on a screen is not admitted.

- Required documents may differ depend on requests of each countries and their reasons.
So please contact us in advance.
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Application Hours

- **Monday to Friday** (Not available in national holidays and New Year's holidays)
- **8:30 a.m. ~ 5:15 p.m.**
- No reservation is needed. The procedure will require about 20 minutes.

Service fee

- **It is necessary to purchase Revenue Stamp of Gunma prefecture (Amount of ¥400)**

(The Identification Scientific Center is not selling the stamp. Please purchase in advance.)

Issuing the certificate

- It will take **about 1 week to 10 days** to issue your certificate.
- We issue a certificate to **an applicant himself/herself or to a deputy in direct only**. (We don't mail a certificate.)
- In case applicant wishes his / her deputy to receive a certificate, please inform us when apply.
- The certificate will be sealed and issued in 5 different languages (Japanese, English, French, German, Spanish).

For those of who apply in overseas.

- You are able to apply for the certificate at a Japanese embassy or a consulate in a country or an area where currently you are living.
However it will take few months to issue the certificate, so please contact to a Japanese embassy or to a consulate.
- If you've already applied for a certificate in overseas, then you are not allowed to apply for the same certificate in Japan.

The location map of the Identification Scientific Center

