

Certificate of Criminal Record (*Hanzai Keireki Shomeisho*)

This document may also be called: Police Certificate, Extract of Judicial Record, Good Conduct Certificate, or Non-Criminal Certificate.

1. Requirements

- Dating from no more than six months prior to the date of application.
- Must be applied for in person at the headquarters of prefecture police office where the applicant lives.

2. How to obtain

Please check with the prefecture police office well in advance. In general, the police require:

- Passport
- For Japanese nationals, certificate of residence (*Juminhyo*)
- For non-Japanese nationals, residence card and/or verification of registration (*Torokuzumi Shomeisho*, issued by the prefectural office)
- Proof that the document is required to apply for a visa:
 - Some police accept by presenting the filled-in visa application.
 - Otherwise this Embassy can issue **a request letter**:
To receive one, the applicant (or agent) must come to our Embassy with the company letter headed A4 size paper (for non-employee, only A4 size paper) enclosing applicant's personal details:
 - Full name
 - Date of birth
 - Nationality
 - Present registered address in JapanOpening time for the request letter: Monday to Thursday, 9:30 a.m. – 12:00 noon (except Belgian/Japanese holiday).

Applicant must go to the headquarters of prefecture police with all above documents.

3. Apostille

Once the certificate of criminal record has been issued by the Japanese police, it has to be legalized by means of an Apostille at the Ministry of Foreign Affairs of Japan (more details on the procedure can be found on the website of Ministry of Foreign Affairs of Japan : https://www.mofa.go.jp/ca/cs/page22e_000417.html).

Once an Apostille is attached and sealed, **do not open** the envelope by yourself. If the competent authority in Belgium requests to open it in Japan, it has to be done at the Embassy of Belgium.
Opening time: Monday to Thursday, 9:30 a.m. – 12:00 noon (except Belgian/Japanese holiday).

No translation is required.

Important note on the certificate of criminal record:

A Certificate of Criminal record should only be opened by Belgian public authorities.

When opened by anyone who does not represent a Belgian public authority (e.g. yourself or a third party), the certificate is **loses its validity**.

The certificate received from the police, legalized by an apostille from the Japanese Ministry of Foreign Affairs, should therefore be sent **unopened** to the competent regional authority in Belgium.

Should the regional authority in Belgium request you to have it opened by the embassy so you may send a scanned copy, **do not come to the embassy** but send it to us by a Letter Pack Plus Envelope. Embassy staff will open it and send it back to you.

The envelope that you send us must contain:

- Your Certificate of Criminal Record with an apostille
- A new self-addressed Letter Pack Plus envelope, addressed to yourself (postal code, address, full name and contact phone number)

Before sending it, please write down the tracking number of the new self-addressed Letter Pack Plus, so that you can track it.

A Letter Pack Plus Envelope can be purchased at any post office and at many convenience stores.