

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.

Interview

●An interview about how you obtained your foreign driver' s license will
be conducted. If you cannot speak Japanese well, please come to the
center with an interpreter who will help you throughout the process. For
the clerical procedure' s sake, an interpreter can accompany two
applicants at most.

●There is a possibility that we cannot accept your application as a
result of examining documents and interviewing.

●You may be required to get some certificates for us to check how you
obtained a foreign driver' s license.

Languages used for knowledge test

English / Korean / Spanish / Thai / Tagalog / Chinese / Vietnam / Persian
/ Portuguese / Russia / Ukraine

Handling Fees

●Scooter / Small special vehicle 1,500 yen

●Standard vehicle 2,550 yen

●Large vehicle / Medium-sized vehicle / Semi-mid-sized vehicle 4,100 yen

●Others 2,600 yen

●Driver' s license issuance fee 2,050 yen

Date of issuance

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

Others

- Depending on the screening circumstances, the waiting time may get long.
- If you have any questions, please contact Driver' s License Center, Traffic Department at 029-293-8811.