## How to use the Foreign Driver's License Translation Application Site

— How to apply —

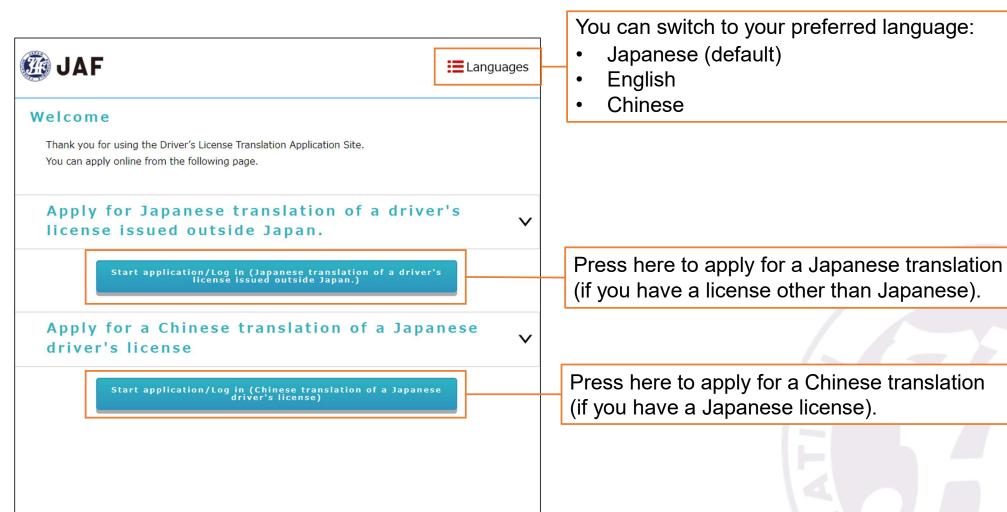


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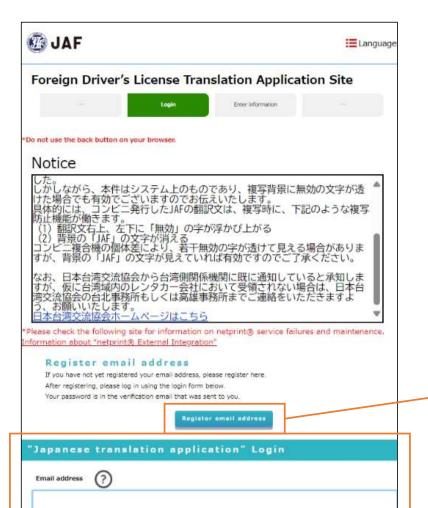


## 1. Register your email address









Password

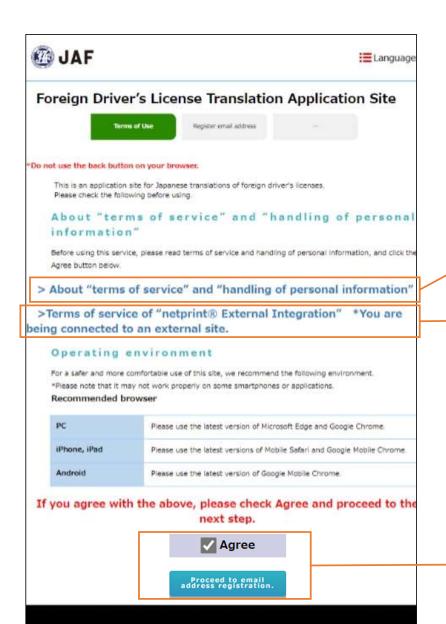
Click here if you have forgotten your password.

Start by registering your email address.

If you have already registered your email address, please proceed to login.

You can log in to your My Page here to confirm your issuance status and other details.



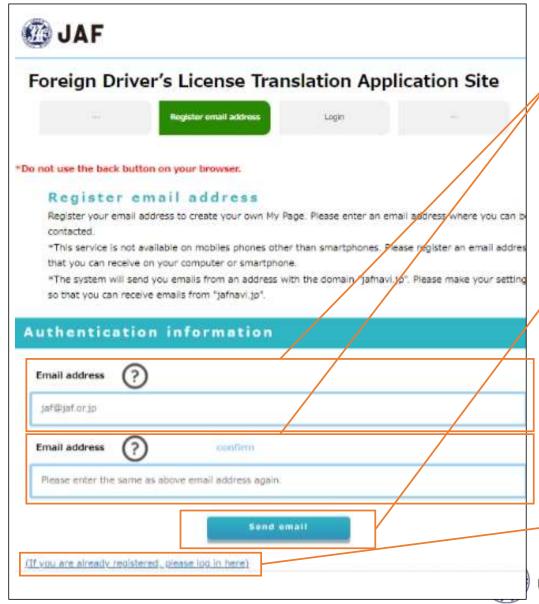


Please check the Terms of Service on this site.

Please check the Terms of Service of printing at a convenience store (external site).

Check "Agree" to proceed to email address registration.



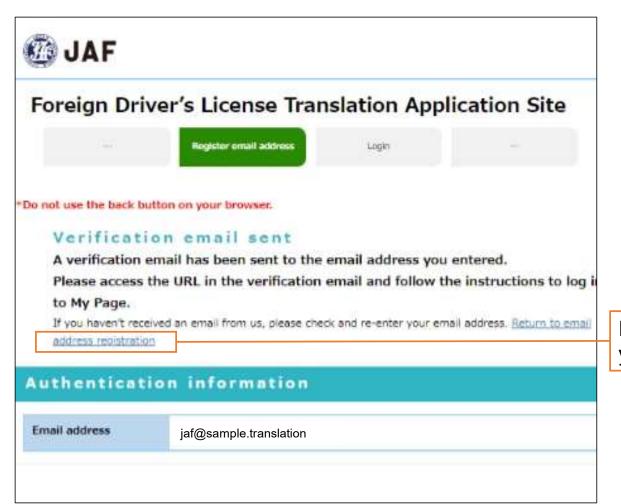


Enter your email address in two places.

Press here to have your password sent to the email address you entered.

If you have already registered your email address, you can proceed to login.





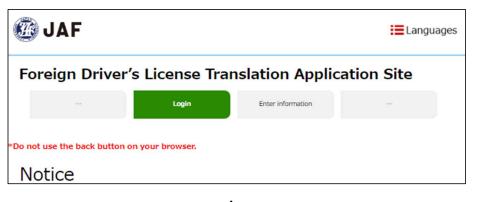
If you don't receive a verification email, you can return to the email registration page here.



## 2. Login







\*Please check the following site for information on netprint® service failures and maintenance.

Information about "netprint® External Integration"

Register email address

If you have not yet registered your email address, please register here.

After registering, please log in using the login form below.

Your password is in the verification email that was sent to you.

Register email address

"Japanese translation application" Login

Email address

jaf@sample.translation

Password

Click here if you have forgotten your password.

Login

Enter your registered email address.

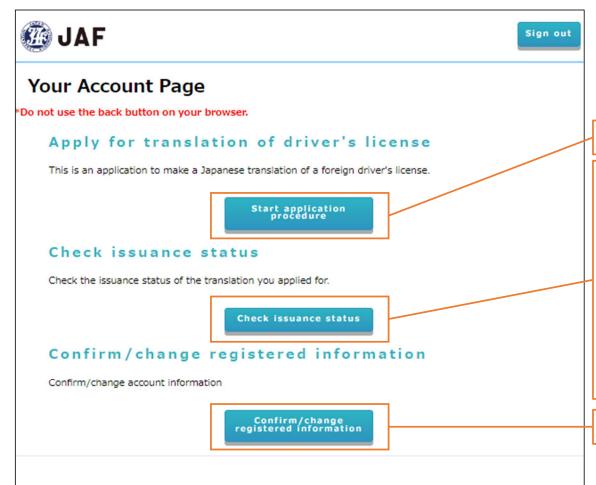
Enter the password that was sent to you by email.

If you have deleted the email or for some other reason are not able to see your password, you can have it reissued here.



## 3. My page top





Apply for your translation here.

Confirm details of your application here.

[Available details]

Issuance status

Translation print reference number

Payment details

Registration details

Message

Issuing a receipt

Cancel application

Change your email address or password here.



### 4. Apply for a translation

- 1. Apply for a translation of your own driver's license
- 2. Apply for a translation of a driver's license on behalf of someone else (one driver)
- 3. Apply for a translation of a driver's license on behalf of someone else (multiple drivers)



## 4-1. Apply for a translation of your own driver's license

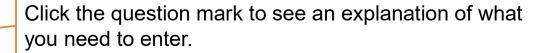




### Fill in the blanks for each item.

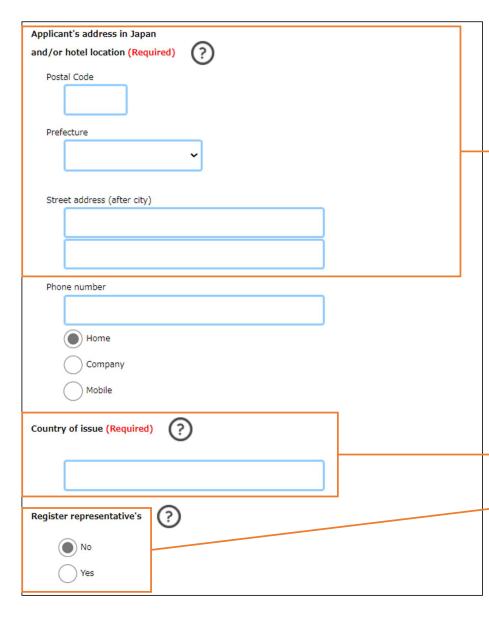
Only those labeled "Required" need to be filled in, to proceed to the next step.

Foreign Driver's License Translation Application	n Site
Enter Information Register driver's license	
Oo not use the back button on your browser.	
Filling out the application	
Enter the information necessary for application.  Representatives wishing to make applications for more than one applicant, enter here.	
*The country of license issuance can only be entered on this screen. Please be car	eful because you will
not be able to change it after the next screen.	
Application information	
Email address	
jaf@sample.translation	
Name of applicant (Required)	
Name of applicant (Required)	
Name of applicant (Required)	
Name of applicant (Required)  Birthdate of applicant (Required)	



You can enter in a language other than Japanese.



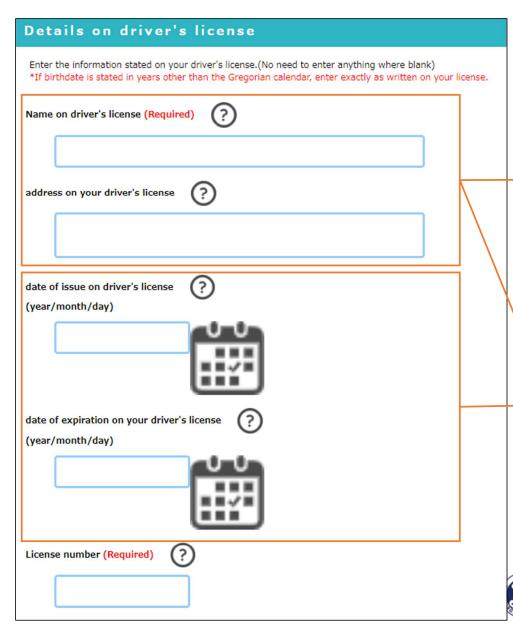


If you are a resident of Japan, enter your home address. If not, enter the address of where you are staying. If you are staying in an apartment or hotel, please enter the room number.

If your country is not on the list, select "Other".

If you are applying for a translation of your own license, select "No" for application as a representative.





Enter the information exactly as it appears on your driver's license, in that language.

Even if the information is different from that on your passport or other documents, enter it exactly as it appears on your driver's license.

\*If the information on your driver's license differs from that on your passport or other documents, it is possible that the transfer may not be completed. Please consult the Driver's License Center in advance.

Enter only the information indicated on your driver's license.



pr yo	ove that you ha ur license for a	itch your driver's license to a ve stayed in the country or re	Japanese license, you must
	ease note.	total of 3 months or more af	
_	Confirm		
		Prev	Next
heck	points		
pro	e that you have	your driver's license to a Japanes stayed in the country or region whal of 3 months or more after obtai	nere you obtained
	Confirm		
you (If Hov and	date of entry in you leave and re ever, if you are r re-enter in less t	enter Japan, it will be valid from egistered on the Basic Resident Re han 3 months, different condition	the date of re-entry.) egister, leave Japan s will apply. For more
	mation, contact area.	the Driver's License Center that h	as jurisdiction over
	Confirm		

Selecting Specific Countries/Regions will increase the number of items to "Check points".

Specific Countries/Regions: Switzerland, Germany, France, Belgium, Monaco, and Taiwan.



Next

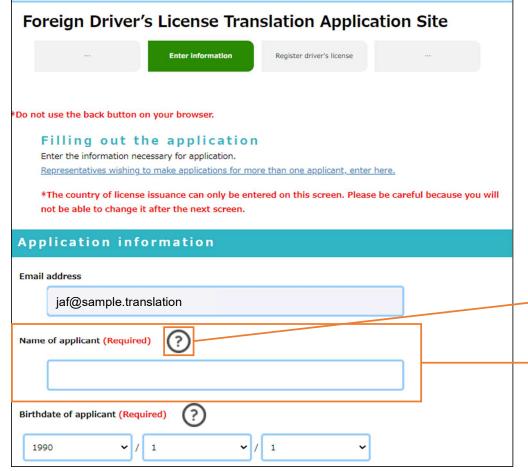
# 4-2. Apply for a translation of a driver's license on behalf of someone else (one driver)





### Fill in the blanks for each item.

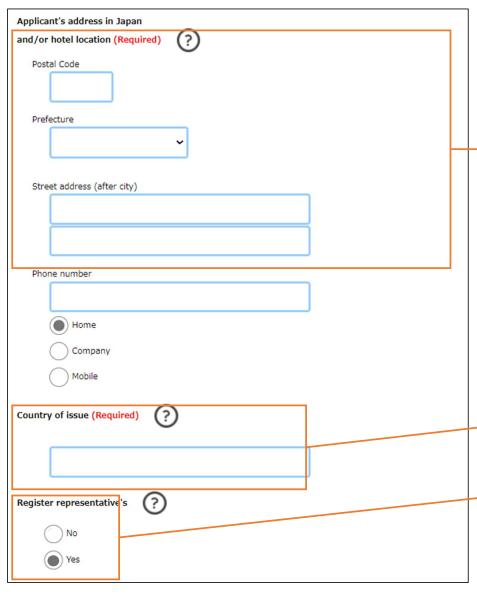
Only those labeled "Required" need to be filled in, to proceed to the next step.



Click the question mark to see an explanation of what you need to enter.

You can enter in a language other than Japanese.



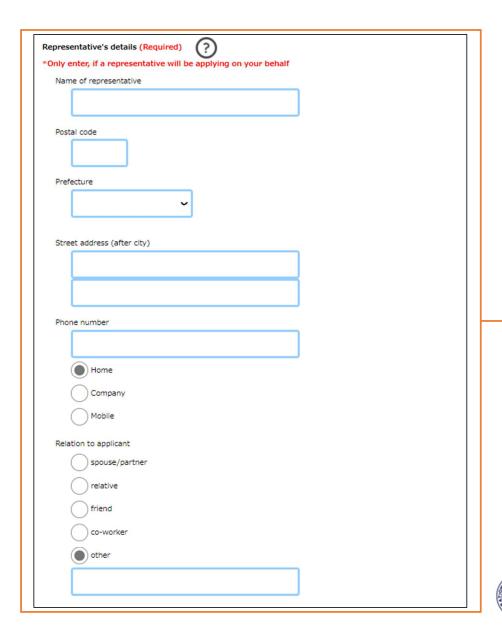


If you are a resident of Japan, enter your home address. If not, enter the address of where you are staying. If you are staying in an apartment or hotel, please enter the room number.

If your country is not on the list, select "Other".

When applying for a translation of a driver's license on behalf of someone else, select "Yes" for application as a representative.



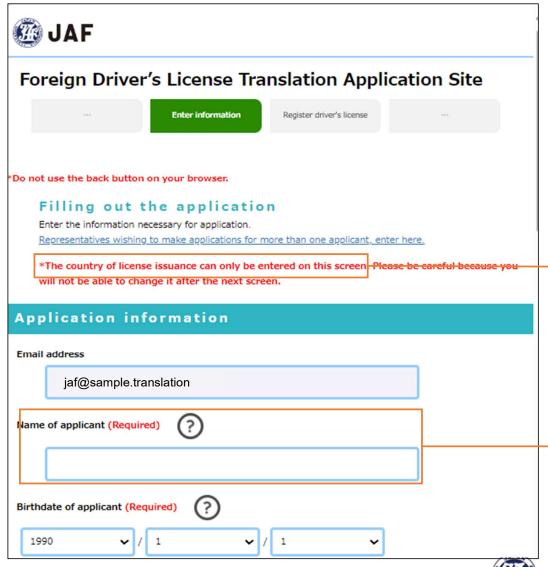


Enter details of the representative. JAF will be contacting the representative if there are any questions. Please be sure to enter the telephone number at which the representative can be reached.



# 4-3. Apply for a translation of a driver's license on behalf of someone else (multiple drivers)

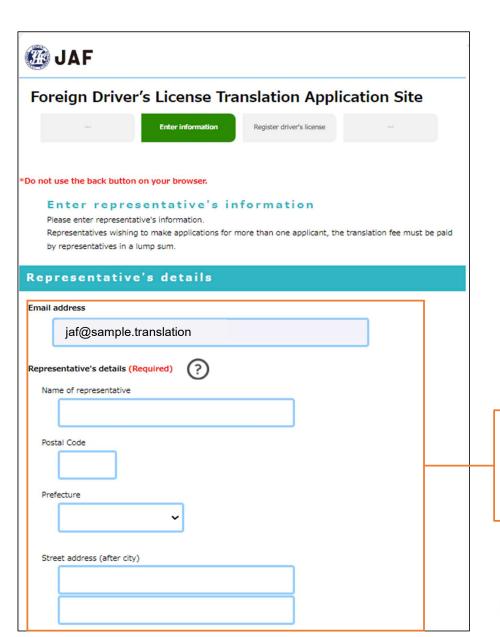




Make your application here for translations of driver's licenses for multiple drivers.

You can enter in a language other than Japanese.





Enter details of the representative. JAF will be contacting the representative if there are any questions.

Please be sure to enter the telephone number at which the representative can be reached.

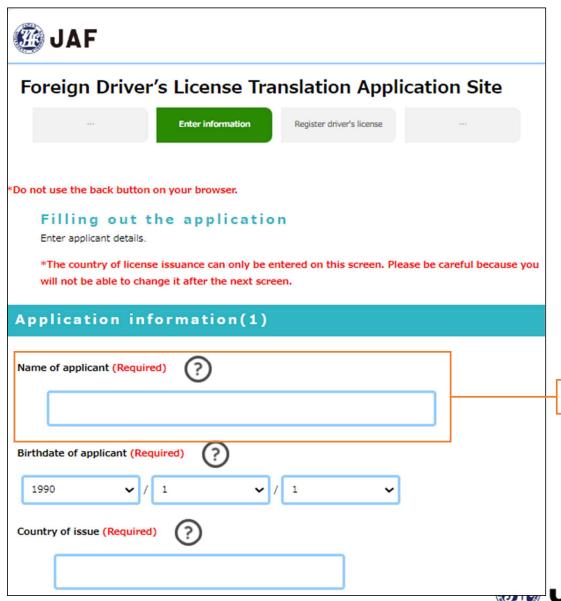


Relation to applicant	
spouse/partner	
relative	
friend	
co-worker	
other	
Check points	
check points	
In order to proceed with the application procedure, all applicants are required to confirm the following contents.	
If you want to switch your driver's license to a Japanese license, you must prove that you have stayed in the country or region where you obtained your license for a total of 3 months or more after obtaining your license. Please note.	
Confirm	
*Your driver's license was issued in Switzerland, Germany, France,	
Belgium, Monaco, Taiwan	
You may drive a vehicle with this translation attached for one year from your date of entry into Japan.	
(If you leave and re-enter Japan, it will be valid from the date of re-entry.)	
However, if you are registered on the Basic Resident Register, leave Japan	_
and re-enter in less than 3 months, different conditions will apply. For	
more information, contact the Driver's License Center that has jurisdiction over your area.	
Confirm	
Prev Next	

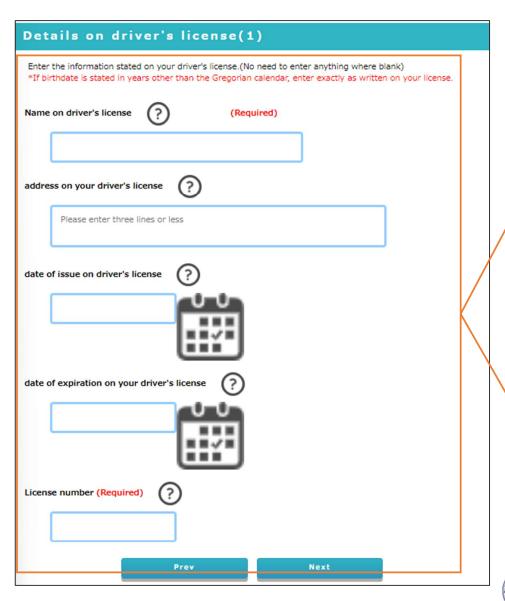
Enter details of the representative. JAF will be contacting the representative if there are any questions. Please be sure to enter the telephone number at which the representative can be reached.

Selecting Specific Countries/Regions will increase the number of items to be confirmed.





You can enter in a language other than Japanese.



Enter the information exactly as it appears on your driver's license, in that language.

Even if the information is different from that on your passport or other documents, enter it exactly as it appears on your driver's license.

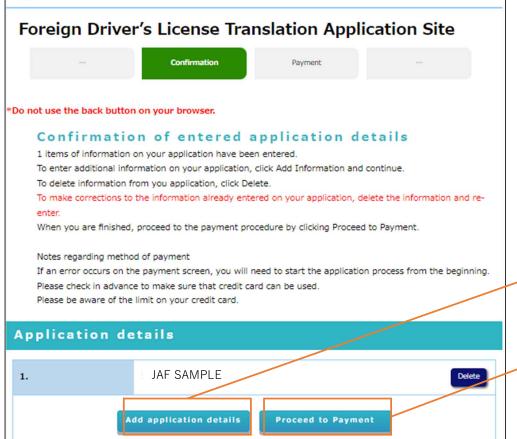
\*If the information on your driver's license differs from that on your passport or other documents, it is possible that the transfer may not be completed. Please consult the Driver's License Center in advance.

Enter only the information indicated on your driver's license.





### Screen showing image registration and confirmed application.



To register a second license, continue with "Add application details".

When you have completed all registrations, register payment information by going to "Proceed to Payment".



## 5. Image registration





### Foreign Driver's License Translation Application Site

...

Register driver's license

Confirmation

....

Do not use the back button on your browser.

#### Required documents

To apply, you must register the following documents.

- (1) Driver's license (front)
- (2) Driver's license (back)

If the following applies to you, you will need to register additional documents. Please register them under "Additional Attachments".

Your driver's license was issued in China

- (1) Driver's license supplement (fù yè) (front)
- (2) Driver's license supplement (fù yè) (back)

Your driver's license was issued in the Philippines

(1) Official receipt from when you obtained the license

Your driver's license is written in Arabic, Korean, Thai, Lao, Ukrainian, Russian, Belarusian, or Burmese

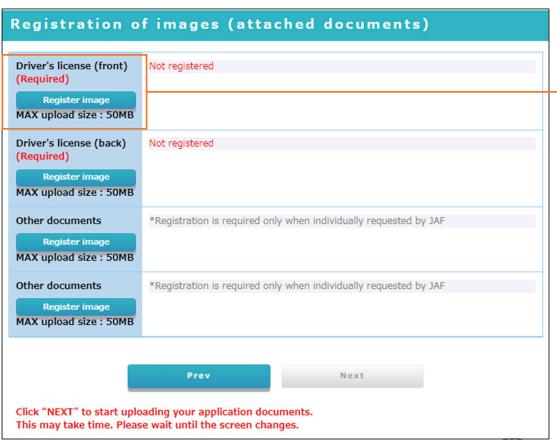
A document that can confirm your name in the English alphabet such as a Residence Card or Certificate
of Residence.

All applicants must be registered.

Additional registration is required only if applicable.

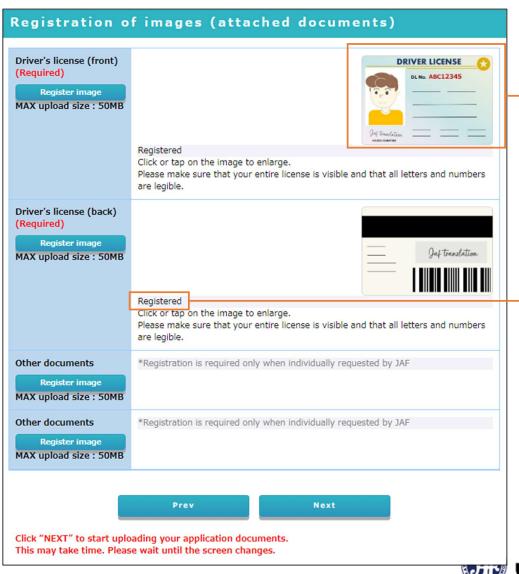


### Register images in JPEG format.



One image can be uploaded per button.





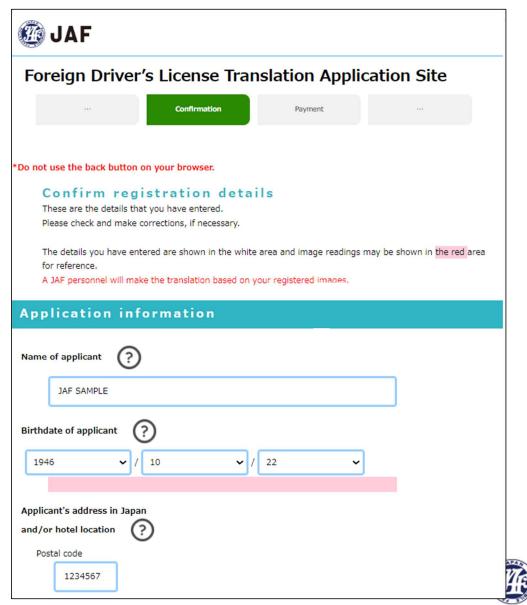
Check the direction of the image and make sure that the information is clearly legible.

Make sure that all items are marked as "Registered".



## 6. Confirm application details



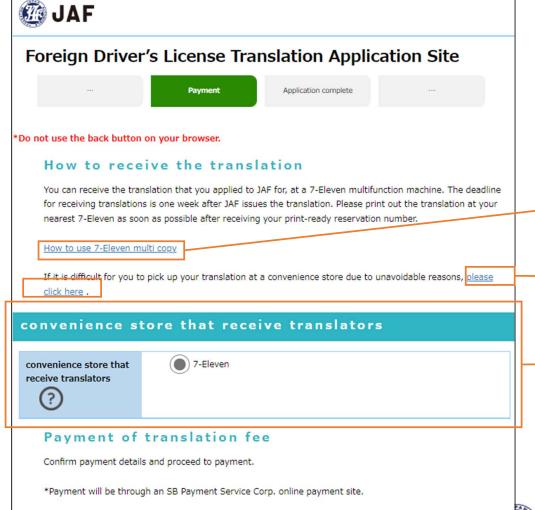


- Check the information to make sure that there are no mistakes. If necessary, corrections can be made here.
- Information read from registered image data from some countries/regions may be reflected within the area indicated in red.
- If there is an error in the information, please make corrections JAF staff members will also check this when creating the translation.



# 7. Convenience stores where translations can be printed and costs





Click here for how to print a translation at a 7-Eleven store.

Click here, if printing the translation at a 7-Eleven store is a problem for you.

Translations can only be printed at 7-Eleven stores in Japan.

### Payment of translation fee

Confirm payment details and proceed to payment.

\*Payment will be through an SB Payment Service Corp. online payment site.

## **Method of Payment**

Method of Payment	Credit Card
	Pay by cash at convenience store

\*Only cash is accepted for convenience store payments. Translation will begin as soon as payment is confirmed. You can choose from several convenience stores to make payment, but please note that you can only print the translation at a 7-Eleven store. Also note that even if you choose a 7-Eleven, your translation will not immediately be available for printing and you cannot wait in the convenience store for your translation to become available.

#### Translation fee

Translation fee ¥4,000

Total cost ¥4,000

**Proceed to Payment** 

\*You will be now be directed to the SB Payment Service online payment site.

\*Please refrain from using debit cards or prepaid cards.

\*If you do not have a credit card, please use "Pay by cash at convenience store".

Translation fees can only be paid for by credit card or cash at a convenience store. Debit cards and prepaid cards are not accepted.

Japanese translation of driver's licenses issues in other countries/regions: ¥4,000/each

Chinese translation of driver's license issued in Japan: ¥4,400/each



# 8. Enter payment information

- 1. Payment by credit card
- 2. Payment by cash at a convenience store



# 8-1. Payment by credit card





## 支払い情報を入力してください Please enter your payment information.











カード番号 / Card number

セキュリティコード / Security code

有効期限 / Expiration date



このカードの情報を保存して、次回も使用する Save credit card information for future use.

確認 / Confirm

Copyright ©SB Payment Service Corp. All Rights Reserved.

Accepted credit cards.

Enter all necessary information to proceed.





Confirm card information and amount of payment.

Click here to display breakdown.

Click here if the information is correct.

詳細を見る~

¥4,000

支払う / Pay

く 戻る / Return

お支払い合計

Payment total

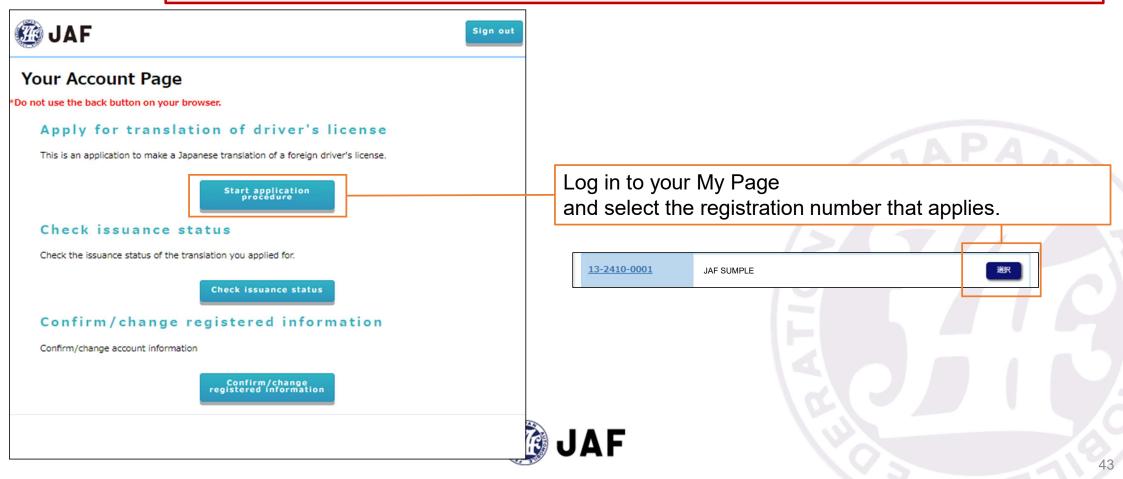
Copyright ©SB Payment Service Corp. All Rights Reserved.



# 8-2. Payment by cash at a convenience store



JAF will send you an email regarding payment after checking the details that you have registered. Applications are checked in order and may take up to a week. After receiving the email, select the convenience store to make your payment at.







# My Page at JAF Foreign Driver's License Translation Apication Site

#### Confirmation of application status

You can check the processing status of the requested translation and registered application information. Click "Make changes to registration details" button to make any changes.

You can modify your registered information only when JAF requests you to do so.

#### Application status

13-2410-0001
JAF SUMPLE
Your application has been accepted. We'll be working on it shortly.
7-Eleven
Unprinted

## Getting a convenience store print-ready reservation number reissued

Printing expires at 11:59 p.m. on the 7th day including the day when printing becomes possible (Ex)  $7/1 \rightarrow 7/7$  23:59 ). If you have not printed your translation yet and your expiration date has passed, you can request to have your print-ready reservation number reissued by clicking the reissue button below.

Request print-ready reservation number

#### Payment information

Method of payment Pay by cash at convenience To Payment (Payment for 2 applications)

Payment status unpaid

Select the convenience store to make your payment at, here.





### 支払い情報を入力してください Please enter your payment information.

コンビニエンスストアを選択 / Select the convenience store

セブンイレブン(7-ELEVEN)



以下の項目は自動入力です。編集しないでください。/ The following items are auto-filled. Please don't delete them.

翻訳文の受付番号 / translation accept number

132410

0001

電話番号 / Phone number

000111223

メールアドレス / Email address

jaf@sample.translation

メールアドレス (確認用) / Email address (confirmation)

jaf@sample.translation

確認 / Confirm

Select a convenience store other than 7-Eleven, here. Regardless of where your payment is made, translations can only be printed at a 7-Eleven store.



Entry here is automatic. Changing or editing may cause an error.



#### 翻訳Web受付システム



### 内容をご確認ください Please confirm the following.

お支払い方法 Payment method

セブンイレブン

お支払い合計 Payment total

¥4,000

詳細を見る ∨

お客様情報

Information of the customer

翻訳文の受付番号 / translation accept number

1324100001

電話番号 / Phone number

000111223

メールアドレス / Email address

jaf@sample.translation

支払う / Pay

Confirm convenience store and amount of payment.

Press "詳細を見る" to display a breakdown.

Press here if the information is correct.





Sign out

# My Page at JAF Foreign Driver's License Translation Application Site

#### Confirmation of application status

You can check the processing status of the requested translation and registered application information. Click "Make changes to registration details" button to make any changes.

You can modify your registered information only when JAF requests you to do so.

#### Application status

Application number	13-2410-0001
Name of applicant	JAF SMPLE
Issuance status	Your application has been accepted. We'll be working on it shortly.
convenience store which printed out the translation	7-Eleven
Reservation number	
Print status	Unprinted

 
 Method of payment
 Pay by cash at convenience store

 Convenience store
 7-Eleven

 Payment slip number
 7254369085465

 Payment slip URL
 https://payment.sej.co.jp:943/od/hi.asp? 853902543690854698a273a2f45bcab3

 Payment status
 unpaid (Payment deadline:2024/12/20)
 After you have completed entering your payment details, you will receive an email confirming receipt of payment.

Details will differ, depending on the convenience store you choose. Follow the instructions on the PDF provided on our website for method of payment.

Details regarding payment can also be confirmed on your My Page.

