

Application for Police Certificate (Background Check/Criminal History Record)

In order to apply for a Police Certificate, you are required to make an appointment and go to a Consulate General of Japan in the US in person. The Consulate General of Japan in Atlanta serves residents of Georgia, Alabama, South Carolina and North Carolina. The entire process may take approximately 2 - 3 months and will be issued ONLY when requested by certain authorities as required by law.

The following are requirements and notes for applying for a Police Certificate:

1. Contact the Consulate General of Japan in Atlanta to schedule an appointment 3–5 days in advance. Application for the certificate requires fingerprinting of the applicant by a consulate representative and will only be done by appointment.
 - Phone: 404-926-3032; Office Hours: 9:00AM - 12:30PM and 1:30PM - 4:00PM, Monday – Friday (excluding office observed holidays).
2. Required documents
 - a. Current passport.
 - b. (For non-US citizen only) US visa, I-94 or Permanent Resident Card (Green Card).
 - c. Proof of your current US address:
 - Driver's License issued by the State
 - Utility bill which shows your current address including Zip Code, (P.O. Box addresses will be deemed invalid.).

* We may request that you to bring documents confirming that you are required to submit your Background Check by the authority concerned. This may require a letter from the authority requesting the Police Certificate and an exert from the law with each Japanese translation.

3. Applicant must fill out three application forms identically at the Consulate General of Japan.

Consular Section

Consulate General of Japan

Phipps Tower, Suite 850

3438 Peachtree Rd.

Atlanta, GA 30326

Phone: 404-926-3032 (Direct) / Fax: 404-240-4331

E-mail: ryoji@aa.mofa.go.jp