



Request for National ID Card Service

This form is to be submitted together with Dept. of National Registration ID Card Registration Form.
 (USE BLOCK CAPITAL LETTERS)

1. Full Name:		2. ID Number:	
3. Contact address in Japan:			
4. Contact Tel:		5. Email:	
6. Signature of applicant PLEASE SIGN BOXES (USE BLACK PEN)			
7. Fingerprint of applicant (USE BLACK INK)			

To make an application you need to supply the following:

- Completed Dept. of National Registration ID Card Application Form. (Please read and comply with ALL GUIDELINES on the back of the form. The Embassy cannot accept incomplete applications)
- PRINT or SOFTCOPY of a white background passport size photo that comply with the photo requirements on Form (White background is compulsory and men are required to wear collared shirts.)
- Your current ID card (ID card will be returned after checking application).
- Cash payment (Payment will be collected in Japanese Yen based on exchange rate on application date.)
- This form completed and signed below

When collecting your new ID card please bring the following:

- Your current ID card (current ID card needs to be cancelled before issuing the new ID)
- If you are not collecting the passport yourself a letter and passport or ID card of person collecting as specified

FOR OFFICE USE

APPL NO:	Submitted	Check copies	Receipt No.	Sent	Received	Informed	Collected
	/ /	<input type="checkbox"/> ID Card		/ /	/ /	/ /	/ /
Officer		<input type="checkbox"/> App Form					

Card Received:		
Applicant's signature:	Name	Date:

Application forms can be submitted to the Embassy between 9:30am and 4:00pm Monday to Friday.