



How to Apply for the License Translation

Necessary documents and fees:

- Photocopy of the license issued in your country (both sides in color)
 - [JAF application form](#)
 - Fee: 4520JPY
 - Application fee: 3000JPY
 - Postage (for return-mail): 760JPY
 - Envelope and shipping cost: about 760JPY
- } These are to be enclosed in the envelope

1) At the post office, purchase a registered postal cash envelope showing the sentence below.

It is 21JPY in two different sizes (if the application form and money fit inside, either size is ok)
 「現金書留封筒を1枚ください(I would like to purchase a registered postal cash envelope)」

2) Fill in the form on the envelope as below.

The diagram shows a registered postal cash envelope with the following fields and instructions:

- Recipient (お受取人):**
 - おとところ: Fill in JAF address here
 - おなまえ: JAF Fukuoka/Okinawa 様
 - でんわ番: Fill in JAF phone# here
- Sender (お送り人):**
 - おとところ: Your address
 - おなまえ: Your name 様
 - でんわ番: Your phone#
- Postage (郵便料):** 21JPY
- Post Office (郵便局):** (留郵便局)
- Postmark (郵便日付印):** (現金書留票 (10年保存) 月 日 郵便)
- Postage Stamp (郵便切手):** (現金書留票)

※ JAF address varies depending on the country your license was issued in

- If you are from Germany, France, Switzerland, Monaco, Belgium, Taiwan, and Estonia;

JAF Okinawa

〒901-2102
 48-7 1chome, Maeda, Urasoe-shi, Okinawa-ken
 Tel: 098-877-9225

- If you are NOT from the countries above:

JAF Fukuoka

〒814-8505
 5-12-27 Muromi, Sawara-ku, Fukuoka-shi, Fukuoka-ken
 Tel: 092-841-7731



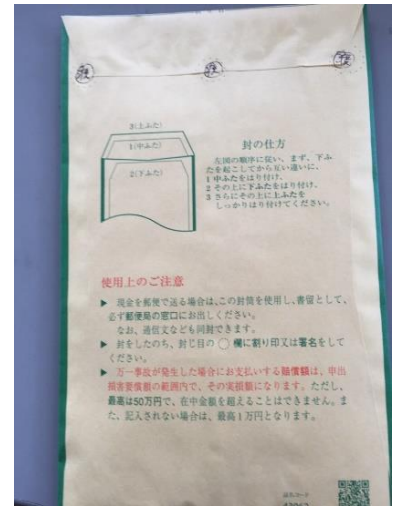
3) Enclose

1. photocopy of the license
2. filled out application form
3. 3,760JPY

and give your signatures within three circles after sealing.

Show the sentence to the personnel at the counter:

「3,760 円が入っています。速達で送ってください(I enclosed 3,760JPY. Please let me send it as an express mail)」



4) Receive your change and three receipts. Keep them until get the translation delivered.

This mail is also insured, therefore if something happens, you can claim the refund.

The image shows three Japanese receipts. The first receipt on the left is a '領収書' (Receipt) for 2100 JPY. The middle receipt is a '書留・特定記録郵便物等受領証' (Registered Mail Receipt) for 3,392 JPY, with a box around the amount. The third receipt on the right is another '領収書' (Receipt) for 5700 JPY. All receipts include contact information for Japan Post and a QR code.

Check to see if the amount is 3,760JPY.

This amount will be insured by this registered mail.

Download JAF Translation application form from:

https://jaf.or.jp/-/media/1/2590/2708/3096/pdf_apli_english_202109_ippan_001.pdf?la=ja-JP