



## How to Apply for the License Translation

### Necessary documents and fees:

- Photocopy of the license issued in your country (both sides in colour)
- [JAF application form](#)
- Fees:
  1. 4,000JPY (to be enclosed along with the application form)
  2. 800JPY (postage and 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 a form to be filled in. The form is divided into several sections:

- Recipient Information (お受取人):**
  - おとところ (Address): Fill in JAF address here
  - おなまえ (Name): JAF Fukuoka/Okinawa 様
  - でんわ番 (Phone number): Fill in JAF phone# here
- Sender Information (差出人):**
  - おとところ (Address): Your address
  - おなまえ (Name): Your name 様
  - でんわ番 (Phone number): Your phone#
- Postage and Fees (郵便料):**
  - 郵便料 (Postage): 円
  - 送料 (Shipping fee): 円
- Other Fields:**
  - 現金書留票 (2年保存) 月 日 号 便 (Registered postal cash envelope (2-year preservation) month day issue number)
  - 引当番号 (Reference number)
  - 引受印 (Receiver's stamp)

A large red watermark '見本' (Sample) is overlaid on the form. There are also red boxes for postage stamps on the left side of the envelope.

### JAF address:

#### JAF Fukuoka

〒814-8505

5-12-27 Muromi, Sawara-ku, Fukuoka-shi, Fukuoka-ken

Tel: 092-841-7731



3) Enclose:

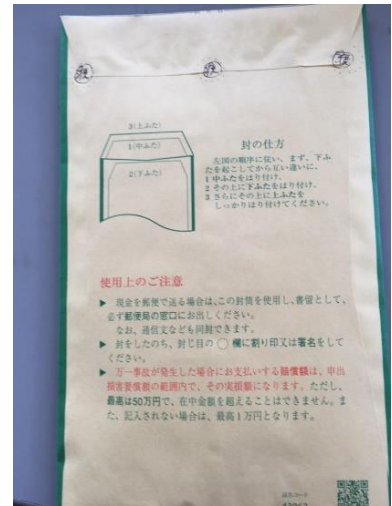
1. photocopy of the license (both sides in colour)
2. filled out application form
3. 4,000JPY

and give your signatures within three circles after sealing.

Show the sentence to the personnel at the counter:

「4,000 円が入っています。速達で送ってください」

(I enclosed 4,000JPY. 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.

Check to see if the amount is 4,000JPY.

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