

## **Information Guide for the Automated Gates (For Foreign Nationals Enrolled in the TTP)**

Ministry of Justice, Immigration Bureau

**This information guide is intended for foreign nationals who wish to use the automated gates by enrolling in the Trusted Traveler Program (TTP). Please carefully read the contents and contact the officer in charge if you have any questions.**

### **1. What is the Trusted Traveler Program (TTP)?**

The Trusted Traveler Program enables foreign nationals, who frequently enter Japan and are deemed to be “trusted travelers” having met certain requirements, to use the automated gates without the need to receive a seal of verification of landing, and in lieu of the seal of verification of landing, are issued with a “registered user card” as a means of proving that they received landing permission. The holders of the “registered user cards” are able to use the automated gates located at the airports given below in 2.

### **2. Location of the automated gates**

- Narita Airport (Terminal 1 (PTB 1) and Terminal 2 (PTB 2))  
Please note there are no automated gates in Terminal 3 (PTB 3).
- Haneda Airport
- Chubu Airport
- Kansai Airport

### **3. Registration as a user of the automated gates**

Foreign nationals wishing to use the automated gates are required to apply for registration to become a user of the automated gates (hereinafter referred to as “user registration”) in accordance with the provisions of the Immigration Control and Refugee Recognition Act (hereinafter referred to as “Immigration Control Act”) and the Ordinance for Enforcement of the Immigration Control and Refugee Recognition Act (hereinafter referred to as the Enforcement Ordinance”) as well as this Information Guide at the designated registration place (hereinafter referred to as “designated registration counter”), and to be issued with a registered user card. In addition, if you register as a user, you are able to use the automated gates at any of the airports where the automated gates are available.

### **4. Designated registration counters**

The counters given in [the attached list](#).

\* The registration acceptance times will vary depending on the counter so please refer to [the](#)

[attached list.](#)

## 5. Requirements for user registration

Foreign nationals must meet all of the following requirements in order to be eligible to register as a user.

(1) Foreign nationals (other than the U.S. citizens given in (2) below)

a. Foreign nationals who intend to stay in Japan for a short period of time for such purposes as commercial business, sightseeing or visiting relatives when re-entering Japan.\*

Note: Foreign nationals, who engage in activities in Japan where they receive remuneration and foreign nationals, who are staying beyond the period of stay permitted through the visa exemption measures allowed to their country or region, do not meet the requirements for registration. (The permitted period is “within 15 days” for foreign nationals from Indonesia, Thailand and Brunei, and “within 30 days” for foreign nationals from United Arab Emirates and “within 90 days” for all other countries or regions.)

Note: To the mid to long-term residents

If you are a mid to long-term resident who wishes to use the automated gates, please refer to the “Users’ Guide to the Automated Gates (For Foreign Nationals)”.

b. Persons who have received landing permission\* at a Japanese airport or seaport at least two (2) times within the 12-month period prior to the day when they came to the designated registration counter to apply directly for user registration, or to undergo the secondary inspection following the online submission of an application.

Note: Foreign nationals who have been granted permission for landing at a port of call, landing permission for cruise ship tourists, permission for landing in transit, landing permission for crew members, landing permission due to distress, permission for emergency landing, or landing permission for temporary refuge are excluded.

c. Persons who do not have a record of departure from Japan pursuant to a deportation order or a departure order.

d. Persons in possession of a passport\* to which the Japanese visa exemption measures apply pursuant to laws and regulations, an international agreement or through notification to such effect from the Japanese government to the foreign government.

Note: The passports (to which the Japanese visa exemption measures apply) of the countries and regions given below have been stipulated in a public notice by the Minister of Justice as eligible for the TTP. (However even with the passports issued by the countries and regions given below, there will be some exceptions.)

Andorra, Argentina, Australia, Austria, Bahamas, Barbados, Belgium, Brunei, Bulgaria, Canada, Chile, Costa Rica, Croatia, Cyprus, Czech Republic, Denmark, Dominican Republic, El Salvador, Estonia, Finland, Former Yugoslav Republic of Macedonia, France, Germany, Greece, Guatemala, Honduras, Hungary, Iceland, Indonesia, Ireland, Israel, Italy, Latvia, Lesotho, Liechtenstein, Lithuania, Luxembourg, Malaysia, Malta, Mauritius, Mexico, Monaco, Netherlands, New Zealand, Norway, Poland, Portugal, Romania, San Marino, Serbia,

Singapore, Slovakia, Slovenia, South Korea, Spain, Suriname, Sweden, Switzerland, Thailand, Tunisia, Turkey, United Arab Emirates, United Kingdom, United States of America, Uruguay, Hong Kong, Macau, Taiwan

- e. Foreign nationals must come under one of the following.
- (a) At the time of submitting an application to become a registered user, the foreign national has been affiliated with one of the following public or private organizations in the capacity of director or full-time employee for at least 1 year, and intends to continue in this position after submitting the application.
    - (i) The Japanese national government or a local government, or an organization where the Japanese national government or a local government is the principal investor.
    - (ii) The national government or local government of one of the countries, regions or special administrative regions in d above, or an organization where such national government or local government is the principal investor.
    - (iii) An international organization.
    - (iv) A stock company issuing shares, which is listed on a Japanese financial instruments stock exchange (or its subsidiary).
    - (v) A stock company issuing shares which is listed on an exchange such as a financial instruments stock exchange of one of the countries, regions or special administrative regions in d above.
    - (vi) A Japanese company or a company of one of the countries, regions or special administrative regions in d above, whose total amount of capital or investment is 500 million yen or more.
  - (b) The foreign national has a business relationship with the Japanese national government or a local government, or an organization where the Japanese national government or a local government is the principal investor, or a stock company issuing shares, which is listed on the Japanese financial instruments stock exchange or its subsidiary, and has been requested by such organization or company to apply to register as a user of the automated gates owing to the need to visit Japan repeatedly for their business.
- f. A foreign national who has not been sentenced to a fine or a greater criminal punishment in Japan or another country (including suspension of execution of the sentence; excluding cases where the criminal punishment was imposed due to a political offense).
- g. There are no circumstances deemed to be inappropriate in terms of equitable immigration control.
- h. The foreign national has provided his or her personal identification information in an electromagnetic form.
- i. The foreign national does not come under any of the grounds for denial of landing (any of the items of Paragraph 1 of Article 5 of the Immigration Control Act) at the time of the registration.
- (2) US citizens already enrolled in the Global Entry Program (GEP) being implemented by the U.S. Customs and Border Protection Agency (CBP) of the United States Department of Homeland Security, who wish to register as a user of the automated gates.

U.S. citizens, who are already enrolled in the GEP and wish to apply for registration to become a user of the automated gates, are not required to meet the requirements of d and e out of the requirements of the abovementioned (1).

## **6. Procedures for user registration**

Please refer to the attached [visual guide](#) for the flow of the application procedures.

### (1) Application for user registration

#### a. Online applications

Applications may be submitted online through user registration using the Trusted Traveler Information System

#### (a) Procedures for online application

- (i) Access the TTP website (<http://www.immi-moj.go.jp/ttp2/index.html>) and register your user information through the Trusted Traveler Program Information System.
- (ii) After you have completed your user registration, a “Notification of completion of user information” will be sent to your email address.
- (iii) The “Notification of completion of user information” will also give you a provisional password which you can use to log in to the Trusted Traveler Program Information System. Log in to the Trusted Traveler Program Information System within 24 hours of receipt of the email and complete the user information registration after changing the provisional password to a different password.
- (iv) Once you have completed your user information registration, log in to the Traveler Program Information System, click the “Enter application information” button on the menu page and apply to register as a user. In order to apply, you are required to enter all of the required items, and to also upload a facial photograph and explanatory materials (copies) using the prescribed format. If your application lacks necessary documents, you will not be registered. Please make sure you attached all the necessary documents completely before you send.

Note: After you have sent your application, the “Disembarkation card information pre-registration” screen will appear. After you have completed your user registration, please enter the disembarkation card information which you will need at the time of entry into Japan. (You will be able to revise the information you entered at any time.)

#### (b) Necessary documents (attach the electronic data at the time of entering the information in the application)

##### A. Foreign nationals (other than the U.S. citizens given in B)

- (i) Facial photograph (clear photograph taken within three months of the application, facing the front with no hat, no background. JPEG format, between 10 Kbytes and 1,536 Kbytes).
- (ii) Passport (clear copies of the following pages submitted as a PDF)

- Front cover
- Bio page
- In the case of an Indonesian or an Emirati passport, the page with the “visa exemption certificate”

In the case of a British National Overseas passport, the page which contains the number of the Hong Kong Identity Card (or a copy of the Hong Kong Identity Card).

(iii) The following materials (clear copies submitted as a PDF, with the originals to be submitted at the time of the secondary inspection, and if they are written in a language other than Japanese or English, attach a translation in Japanese or English without fail.)

- To prove that you meet the requirements of the abovementioned 5 (1), e, (a)
  - An employment certificate from your organization of affiliation (The certificate you provide must have been issued within three months prior to the application, and it must be possible to confirm the duration of current employment or the date of joining the company from the certificate. \*

Note. Please refer to [Sample Form 1](#) as a sample. The format does not have to be the same.

- The following materials proving that your organization of affiliation meets one of the items of the abovementioned 5(1), e, (a) (i) to (vi)  
[Cases coming under the abovementioned 5 (1), e, (a) (i) or (ii) ]
- In the case of a national government or local government, materials that show the history, structure, business content, etc. of the organization (such as a copy of the pages of a brochure, website or publication prepared by the organization enabling confirmation of the history, structure, or business content, etc. of the organization).
- In the case of an organization where a national government or local government is the principal investor, materials that prove the investment relationship (such as a copy of the pages of a brochure, website or publication prepared by such organization, national government or local government enabling confirmation of the fact of receipt of an investment).  
[Cases coming under the abovementioned 5 (1), e, (a) (iii)]
- Materials that show the history, structure, business content, etc. of the international organization of affiliation (a copy of the pages of a brochure, website or publication prepared by the international organization enabling confirmation of the contents of the history, structure, business content, etc. of the organization).  
[Cases coming under the abovementioned 5 (1), e, (a) (iv) ]
- Materials proving that the company is listed on an exchange (a copy of the pages of the website of the financial instruments stock exchange on which

the organization of affiliation is listed, enabling confirmation of the fact of the listing of the organization).

- In the case of a subsidiary, materials proving the relationship with the parent company (a copy of the pages clearly showing the relationship between the parent company and subsidiary from a brochure, website, or publication prepared by the organization of affiliation, which is the subsidiary, or the parent company.)

[Cases coming under the abovementioned 5 (1), e, (a) (v) ]

- Materials proving that the company is listed on an exchange (a copy of the pages of the website of the financial instruments stock exchange on which the organization of affiliation is listed, enabling confirmation of the fact of the listing of the organization)

[Cases coming under the abovementioned 5 (1), e, (a) (vi)]

- Materials certifying that the total amount of capital or investment of the organization of affiliation is 500 million yen or more.

- To prove that you meet the requirements of the abovementioned 5 (1), e, (b)

- Certificate issued by the organization making the request of the abovementioned 5 (1), e, (b), which proves that the organization is requesting that you register as a user of the automated gates. (The certificate you provide must have been issued within three months prior to the application.)

Note. Please refer to [Sample Form 2](#) as a sample. The format does not have to be the same.

B. US citizens already enrolled in the GEP, who wish to register as a user of the TTP.

(i) Facial photograph (clear photograph taken within three months of the application, facing the front with no hat, no background. JPEG format, between 10 Kbytes and 1,536 Kbytes).

(ii) Passport (Attach clear copies of the following pages as a PDF)

- Front cover
- Bio page

(iii) Copy of [the declaration \(Form No.13\)](#) (Attach a clear copy as a PDF.)

Note: The Immigration Bureau shall make inquiries to the CBP about enrollment in the GEP with regard to U.S. citizens already enrolled in the GEP, who wish to register as a user of the TTP.

b. Direct applications

You may apply in person by going directly to the designated registration counter

(a) Procedure for direct applications

- (i) Submit the application form “[Application form for registration as user of the automated gates \(for issuance of the registered user card\)](#)” or “[Application form for registration as user of the automated gates \(for Global Entry Program members\)](#)” and the explanatory materials (original copies) directly to the designated registration counter.\*

In the case of a direct application, please pay attention to the following points.

At the time of submitting the application, make sure that you prepare an environment beforehand enabling access to the Internet and an email address that the Immigration Bureau can use to contact you. Even after you have registered as a user of the automated gates, you will be required to pre-enter the details to be given in the disembarkation card for use at the time of entry using the Trusted Traveler Information System

In addition, contact from the Immigration Bureau after receipt of the application will be made by email or via the Trusted Traveler Information System.

In the case of a direct application, the officers of the Immigration Bureau will be the ones to input the information in the Trusted Traveler Information System, and therefore, please do not log in to the system until you have received an email from the Immigration Bureau notifying you that the inputting of the information has been completed. (If an applicant for registration inputs the application information in the Trusted Traveler Information System after making a direct application, the officers of the Immigration Bureau will not be able to perform the registration for the direct application.

After the registration, since you will have to pre-register the details to be entered in the disembarkation card used at the time of entry into Japan using the Trusted Traveler Information System, at the time of submitting the application, make sure that you prepare an environment beforehand enabling access to the Internet and an email address that the Immigration Bureau can use to contact you. At the time of receipt of the application, you will be asked to give an email address, and to create a user ID and password in order to log in to the Trusted Traveler Information System.

\* Note: The Immigration Bureau will not accept your application if there are any problems with the submitted documents.

- (ii) Once the Immigration Bureau has completed the work of acceptance of your application, you will receive a “Notification of completion of registration” sent to the email address you specified at the time of making the application, and therefore, please log in to the Trusted Traveler Information System using the user account and password which you specified at the time of the application, and check the content of the application.

(b) Necessary documents

A. Foreign nationals (other than the U.S. citizens given in b)

- (i) [Application form for registration as user of the automated gates \(for issuance of the registered user card\)](#)” x 1
- (ii) [Declaration \(Form No. 12\)](#) x 1

- (iii) Passport To be shown to the officer
- (iv) Passport (clear copies of the following pages) x 1 each
- Front cover
  - Bio page
  - In the case of an Indonesian or an Emirati passport, the page with the “visa exemption certificate”
  - In the case of a British National Overseas passport, the page which contains the number of Hong Kong Identity Card.
- (v) Facial photograph (clear photo taken within three months of the application, facing the front with no hat, no background. 4 cm in length x 3 cm in width) x 1
- (vi) The following materials (please submit the originals without fail, and if they are in a language other than Japanese or English, attach a translation in Japanese or English without fail).
- To prove that you meet the requirements of the items of the abovementioned 5(1), e, (a)
    - An employment certificate from your organization of affiliation. (The certificate you provide must have been issued within three months prior to the application, and it must be possible to confirm the duration of current employment or the date of joining the company from the certificate.) x 1
    - The following materials proving that your organization of affiliation meets one of the items of the abovementioned 5(1), e, (a) (i) to (vi) x1  
[Cases coming under the abovementioned 5 (1), e, (a) (i) or (ii)] \*  
Note. Please refer to [Sample Form 1](#) as a sample. The format does not have to be the same.
    - In the case of a national government or local government, materials that show the history, structure, business content, etc. of the organization (such as a copy of the pages of a brochure, website or publication prepared by the organization enabling confirmation of the history, structure, or business content, etc. of the organization).
    - In the case of an organization where a national government or local government is the principal investor, materials that prove the investment relationship (such as a copy of the pages of a brochure, website or publication prepared by such organization, national government or local government enabling confirmation of the fact of receipt of an investment).  
[Cases coming under the abovementioned 5 (1), e, (a) (iii)]
    - Materials that show the history, structure, business content, etc. of the international organization of affiliation (a copy of the pages of a brochure, website or publication prepared by the international organization enabling



confirmation of the contents of the history, structure, business content, etc. of the organization).

[Cases coming under the abovementioned 5 (1), e, (a) (iv) ]

- Materials proving that the company is listed on an exchange (a copy of the pages of the website of the financial instruments stock exchange on which the organization of affiliation is listed, enabling confirmation of the fact of the listing of the organization).
- In the case of a subsidiary, materials proving the relationship with the parent company (a copy of the pages clearly showing the relationship between the parent company and subsidiary from a brochure, website, or publication prepared by the organization of affiliation, which is the subsidiary, or the parent company.)

[Cases coming under the abovementioned 5 (1), e, (a) (v) ]

- Materials proving that the company is listed on an exchange (a copy of the pages of the website of the financial instruments stock exchange on which the organization of affiliation is listed, enabling confirmation of the fact of the listing of the organization)

[Cases coming under the abovementioned 5 (1), e, (a) (vi)]

- Materials certifying that the total amount of capital or investment of the organization of affiliation is 500 million yen or more.

- To prove that you meet the requirements of the items of the abovementioned 5 (1), e, (b)

- A certificate issued by the organization making the request of the abovementioned 5 (1), e, (b), which proves that the organization is requesting that you register as a user of the automated gates (The certificate you provide must be issued within three months prior to the application.)

Note: Please refer to [Sample Form 2](#) as a sample. The format does not have to be the same.

B. US citizens already enrolled in the GEP, who wish to register as a user of the TTP.

- (i) [Application form for registration as user of the automated gates \(for Global Entry Program members\)](#) x 1
- (ii) [Declaration \(Form No. 12\)](#) x 1
- (iii) [Declaration \(Form No. 13\)](#) x 1
- (iv) Facial photograph (clear photograph taken within three months of the application, facing the front with no hat, no background. 4 cm in length x 3 cm in width) x 1
- (v) Passport (clear copies of the following parts) x 1 each
  - Front cover

- Bio page

Note: The Immigration Bureau shall make inquiries to the CBP about your enrollment in the GEP.

(2) Procedure following submission of the application to register as a user

- a. After your application to register as a user has been completed, a “Notification of completion of registration” will be sent to your email address. You will be able to check the status of your application from the “Application status check” page of the Trusted Traveler Program. In addition, if you wish to withdraw your application, you will also be able to do this from the withdrawal of application page of the Trusted Traveler Program.
- b. Once the Immigration Bureau has completed the preliminary inspection, a “Notification of completion of preliminary inspection” email will be sent to your email address, and you will be able to check the content. There will be two types of wording.

(a) Cases of passing the preliminary inspection

“The preliminary inspection has been completed. Please bring the original copies of the application documents you submitted to the registration counter of the Immigration Bureau of Japan within the next 6 months, and continue with the registration procedures.

(b) Cases where registration is denied

“Result of the preliminary inspection: denial of registration”

Note. Registration will not be permitted if the necessary requirements for registration are not met or necessary materials have not been submitted.

If you are re-applying, please check that the necessary materials are attached.

For specific reasons as to why registration has been denied, please check the “Preliminary inspection results” on the “Confirmation of application status” screen of the Trusted Traveler Information System.

- (c) After you have received an email notifying you that you have passed the preliminary inspection, bring the original copies of the materials to be submitted to the designated registration counter (excluding the facial photograph) within 6 months, and undergo the secondary inspection. In addition, if you do not have a record at the time of the secondary inspection of having visited Japan at least two (2) times within the past year (including an entry history of visiting the Immigration Bureau, you will not be able to register, and if the facial photograph submitted in the preliminary inspection does not meet the standards, you will be requested to resubmit an appropriate facial photograph in the secondary inspection.
- (d) If your registration is permitted as a result of the secondary inspection, you will be registered as a user of the automated gates on the spot, and will be issued with a registered user card. You will be required to submit a fee payment slip with a 2,200 yen revenue stamp (*shunyuu inshi*) affixed to it as a fee for issuance of the registered user card. (The revenue stamps are sold at such places as the post office and convenience stores. In addition, the payment slips

- can be found at the designated registration counters.) Please take note that that if you intend to undergo the procedures at the designated registration counter located in the immigration examination areas of the airports, you will not be able to first enter the immigration examination area and then go back to a store which sells the revenue stamps in order to purchase a revenue stamp. Moreover, there are no stores within the immigration examination area which sell the revenue stamps so make sure you purchase a revenue stamp beforehand.
- (e) You will be issued with a registered user card. The valid period is for whichever comes sooner of 3 years from the date of issuance of the card, or the expiration date of your passport.
  - (f) If you have been issued with a registered user card, you will be able to start using the automated gates from the time of your next departure.

Note: For the procedural flow, please refer to [the separately attached diagram](#).

### **7. Points to note when registering as a user of the automated gates**

- (1) Another person cannot submit the application on your behalf.
- (2) If there is no space left in the passport to stamp the seal of completion of registration, please undergo the secondary inspection after you have acquired a new passport.
- (3) Foreign nationals listed on another person's passport will not be able to register as a user of the automated gates. At the time of use of the automated gates, a search will be conducted of the foreign national registered with the passport number, and therefore foreign nationals who do not possess their own passport but are listed on the passport of a family member will not be able to register as a user of the automated gates since they do not have their own individual passport number. In cases where the main holder of a joint name passport registers as a user of the automated gates, the registered user will only be able to use the automated gates unaccompanied.
- (4) Foreign nationals who are unable to provide the fingerprints of both hands will not be allowed to register as a user of the automated gates. At the time of use of the automated gates, the identity of registered foreign nationals will be confirmed (authenticated) using the fingerprints of the fingers of both hands, but if none of the fingerprints of one hand can be provided, such as in cases where all of the fingers of one hand are missing or injured, such foreign national will not be able to register as a user due to insufficient authentication. Persons who are unable to provide the fingerprints of their index finger will be asked to provide one fingerprint in lieu of the fingerprint of the index finger in the order of the middle finger, ring finger, little finger and thumb. In addition, even if the reason for why a foreign national is unable to provide a fingerprint is because of a temporary injury, use of the automated gates requires the provision of the fingerprint of the same finger as the registered fingerprint, and therefore foreign nationals who have registered a fingerprint other than the fingerprint for the index finger should bear this point in mind.
- (5) Persons, who are unable to provide their fingerprints by themselves or who are unable to operate the machine by themselves at the time of use of the automated gates, will not be able

to use the automated gates. Due to security issues, only one person will be able to go through the automated gates at one time. Therefore, persons who are unable to provide their fingerprints by themselves will not be allowed to use the automated gates.

- (6) In some cases, children will not be able to register their fingerprints or authentication might not be possible at the automated gates. There are no age restrictions on use, but persons, who are unable to provide their fingerprints by themselves or who are unable to operate the machine by themselves at the time of use of the automated gates, will not be able to use the automated gates.
- (7) Information, including the fingerprints provided at the time of the registration, will be treated as personal information, as provided for in the Act on the Protection of Personal Information Held by Administrative Organs, and shall not be used or provided beyond the possible extent prescribed in the same Act.
- (8) If you have dual nationality, you will only be able to register the passport of one of the countries or regions that meet the requirements of 5 (1) d above (you will not be able to acquire two Trusted Traveler cards).
- (9) If you have registered as a Trusted Traveler in the past and wish to re-apply using the same passport, you will need to log in to the Trusted Traveler Information System, and fill in the details to withdraw the previous application.

## **8. Method of use of the automated gates**

### **(1) Use in the landing examination procedure**

- a. There is a passport reader in front of the automated gates. Following the instructions on the screen, first, open your passport to the bio page (page with your photograph), and place the page on the passport reader. Alternatively, open your passport to the page with the QR code which will be affixed near the registration stamp and place the QR code over the user registration certificate reader.
- b. Next, following the instructions on the screen, insert the registered user card in the printer located next to the passport reader.
- c. Then, the disembarkation card information which you pre-entered using the screen for pre-registration of the disembarkation card information of the Trusted Traveler Program will appear on the screen. If you wish to edit any of the information, touch the applicable part of the screen and make your revisions. If you do not wish to make any changes, press the "Confirm" button.\*
- d. Finally, following the instructions on the screen, put the fingerprint part of your two registered fingerprints on the fingerprint reader, and submit your fingerprints by lightly pressing down on the fingerprint reader. In addition, a photograph will be taken of your face afterwards so please turn towards the camera.
- e. Once the authentication is complete, retrieve the designated user card which will be ejected from the printer complete with additional descriptions on the back. Next, the automated gates

will open so proceed through them. With this, the procedure is now complete.

Note: Unless you enter the disembarkation card information in advance using the disembarkation card information pre-entry screen of the Trusted Traveler Information System, you will be required to enter all of the details at the automated gates, and therefore please cooperate by entering the details without fail in advance before coming to Japan.

In addition, the disembarkation card information may be revised using the disembarkation card information pre-entry screen of the Trusted Traveler Information System or at the automated gates.

(2) Use in the departure examination procedure

- a. There is a passport reader in front of the automated gates. Following the instructions on the screen, first, open your passport to the bio page (page with your photograph), and place the page on the passport reader. Alternatively, open your passport to the page with the QR code which will be affixed near the registration stamp and place the QR code over the user registration certificate reader.
- b. Next, following the instructions on the screen, place the registered user card on the card reader.
- c. Finally, following the instructions on the screen, put the fingerprint part of your two registered fingerprints on the fingerprint reader, and submit your fingerprints by lightly pressing down on the fingerprint reader.
- d. Once the authentication is complete, following the instructions on the screen, retrieve your registered user card. Next, the automated gates will open so proceed through them. With this, the procedure is now complete.

**9. Points to note when using the automated gates**

- If you do not have your registered user card on your person, you will not be able to use the automated gates so proceed to the regular immigration examination booths.
- Foreign nationals, who are in possession of a passport from a country, region or special administrative region whose period of stay is limited to within 30days or 15 days owing to the visa deregulation measures thereof, will be granted landing permission of “Temporary Visitor (30days)” or “Temporary Visitor (15 days)” respectively if they pass through the automated gates even if they individually possess a visa of “Temporary Visitor (90 days)”. If you wish to apply for landing using this visa, please go to the regular entry examination booth.
- If you use the automated gates for the landing examination, your record of entry into Japan will be added to your registered user card, and therefore you will not have a seal of verification of landing affixed to your passport.
- Even with the departure examination, you will not have a seal of verification of departure affixed to your passport unless you make a specific request, and therefore, if you require a seal of verification, please notify an officer in order to have the stamp affixed at such time.
- If you have used the automated gates, you will not be able to request a seal of verification at a

later date, and therefore if you require an entry or departure record, you will have to make a request for disclosure of personal information with the Ministry of Justice\*.

Please note this procedure requires a considerable amount of time.

Information on requests for disclosure of personal information can also be found on the Ministry of Justice website ([http://www.moj.go.jp/hisho/bunsho/disclose\\_disclose05-05.html](http://www.moj.go.jp/hisho/bunsho/disclose_disclose05-05.html)) .

Note: Department for the request for disclosure

Personal Information Section, Secretarial Division, Minister's Secretariat, Ministry of Justice

Address: 1-1-1 Kasumigaseki, Chiyoda-ku, Tokyo 100-8977

Telephone number: 03-3580-4111 (Ext. 2034)

Open hours: 9:30 to 12:00, 13:00 – 17:00 (except for Saturdays, Sundays and national holidays)

After entering Japan, if you receive permission to change your status of residence and become a mid to long-term resident, you will no longer be able to use the automated gates based on the TTP. In this case, please re-apply for use of the automated gates as a person who has received re-entry permission.

- It may not be possible to authenticate your fingerprints if your fingers are dry, sweaty or injured.

## **10. Reissuance and transferring the information on the registered user card**

### (1) Reissuance of the registered user card

#### a. Reissuance

You will be eligible for reissuance of a registered user card in the following cases.

- (a) You no longer have your registered user card in your possession owing to loss, theft, destruction or other reasons.
- (b) The registered user card has been seriously damaged or defaced, or the records in the IC chip have been damaged.

#### b. Necessary documents

- (a) Passport To be shown to the officer
- (b) [Application for reissuance of the registered user card](#) x1
- (c) Facial photograph (clear photograph taken within three months of the application, facing the front with no hat, no background. 4 cm in length x 3 cm in width) x1
- (d) One of the following materials
  - A document proving that the registered user card is no longer in your possession x1
  - The registered user card, which has been seriously damaged or defaced, or contains an IC chip in which the records have been damaged.

#### c. Place of submission of the application

Any designated registration counter

#### d. Fees

You will be required to submit a fee payment slip with a 1,100 yen revenue stamp (*shunyuuu*

*inshi*) affixed to it. (The revenue stamps are sold at such places as the post office and convenience stores. In addition, the payment slips can be found at the designated registration counters.) Please take note that if you intend to undergo the procedures at the designated registration counter located in the immigration examination areas of the airports, you will not be able to first enter the immigration examination area and then go back to a store which sells the revenue stamps in order to purchase a revenue stamp. Moreover, there are no stores within the immigration examination area which sell the revenue stamps so make sure you purchase a revenue stamp beforehand.

e. Points to note

Another person cannot submit your application on your behalf.

(2) Transferring the information on the registered user card

If there are no blank spaces available on the back of the registered user card (where all 15 lines designated to record landing permission on the back have been filled up), you will be able to transfer the information onto a new registered user card. In addition, you will also be notified that it is time to transfer the information on the display screen at the time of the procedures at the automated gates, and therefore you will have the option of receiving a new registered user card on the spot. The transfer to a new card in such case does not require a fee.

**11. Procedures for cancellation of user registration for the automated gates**

If you would like to cancel your user registration, please fill in a written [request for cancellation of user registration for the automated gates](#) and submit it to the designated registration counter which issued the card. You can also send it by post (if you wish to send it by post, please write “Written Request for Cancellation of User Registration for the Automated Gates Enclosed” in red letters, and send it to the place where you registered as a user). Your registration will be cancelled, and the facial photo and fingerprint data you provided will be deleted.

Postal address for posting the written request

- Inspection Coordination Department (Tokyo Regional Immigration Bureau)  
5-5-30 Konan, Minato-ku, Tokyo 108-8255
- Inspection Coordination Department (Nagoya Regional Immigration Bureau)  
5-18 Shoho-cho, Minato-ku, Nagoya City, Aichi Prefecture 455-8601
- Inspection Coordination Department (Osaka Regional Immigration Bureau)  
1-29-53 Nankou Kita, Suminoe-ku, Osaka City, Osaka 559-0034
- Inspection Coordination Department (Narita Airport District Immigration Office, Tokyo Regional Immigration Bureau)  
Narita Airport Second Terminal Bldg., 6th Floor, 1-1 Furugome, Narita City, Chiba Prefecture 282-0004
- Inspection Coordination Department (Haneda Airport District Immigration Office, Tokyo Regional Immigration Bureau)

Haneda Airport CIQ Bldg. 2-6-4 Haneda-kuko, Ota-ku, Tokyo 144-0041

- Inspection Coordination Department (Chubu Airport District Immigration Office, Nagoya Regional Immigration Bureau)  
3rd Floor, CIQ Bldg., 1-1 Centrair, Tokoname City, Aichi Prefecture 479-0881
- Inspection Coordination Department (Kansai Airport District Immigration Office, Osaka Regional Immigration Bureau)  
1 Senshu-Kuko-Naka, Tajiri-cho, Sennan-gun, Osaka 549-0011

## **12. Points to note relating to cancellation of user registration for the automated gates**

- (1) Another person cannot request the cancellation of your registration on your behalf.
- (2) You will not be able to use the automated gates once the registration deadline for the automated gates has passed.
- (3) You will also not be able to use the automated gates if you have come to fall under the grounds for denial of landing provided for in Article 5 of the Immigration Control Act, you no longer meet the requirements of 5 above, or if it has come to light that your registered passport has become invalid due to its loss or theft before the registration deadline for the automated gates. Please note that you will not be able to use the automated gates even if you later find your lost passport within the valid period of your registered user's card.

End