

Issuing Certificate in Year-Ends and New Years

The time which takes to process a request after we receive a complete Certificate Request Form is 3 business days for Certificate written in Japanese and 5 business days for Certificate written in English. Please request certificate(s) at the counter or by post by the following date in Year-Ends and from the following date in New Years.

[Deadline for Year-Ends] *Same for requesting by post.

Japanese Version: December 19 (Fri), 2014

* Certificate(s) requested on December 19 will be issued on December 25 (Thu).

* Certificate(s) requested after December 19 will be issued on January 8 (Thu).

English Version: December 17 (Wed), 2014

* Certificate(s) requested on December 17 will be issued on December 25 (Thu).

* Certificate(s) requested after December 17 will be issued on January 13 (Tue).

[Starting Date for New Years]

January 5 (Mon), 2015

Notes:

- Japanese version is immediately issued by the automatic certificate issuing machine.
- Our office will be closed from December 26 (Fri) to January 4 (Sun).
- Administration Building will be closed from December 27 (Sat) to January 4 (Sun).