

Procedure for Surrendering Passports

Hague Convention Division
Consular Affairs Bureau
Ministry of Foreign Affairs of Japan
Revised in April 2025

1. Procedure for Surrendering Passports

Pursuant to Article 122, Paragraphs 1 and 2 of the Act for Implementation of the Convention on the Civil Aspects of International Child Abduction (hereinafter, the "Implementation Act"), if a family court issues an order prohibiting your child from leaving the country (known as a "writ of ne exeat") and, as a result, orders the surrender of the passport in your child's name (referred to as an "Order of Passport Surrender"), you are required to surrender your child's passport to the Ministry of Foreign Affairs.

The procedure for surrendering a passport is as follows.

(1) Where to surrender passports

Passports need to be surrendered to the Hague Convention Division, Consular Affairs Bureau, Ministry of Foreign Affairs. Please note that you cannot surrender passports at prefectural passport centers or any other locations. Once an Order of Passport Surrender has been issued, please contact the Hague Convention Division first (see the end of this document for contact information).

(2) Methods of surrendering passports

You may choose from the following two options:

① Surrender at the Ministry of Foreign Affairs service counter:

- * Only the individual who received the Order of Passport Surrender may surrender the passport at the service counter. Surrender by anyone other than the aforementioned individual is not accepted.
- * Please coordinate the date and time of your visit with a staff member of the Hague Convention Division in advance. Once it is scheduled, please come to the reception desk of the Center for Consular Services, Ministry of Foreign Affairs (South Building, 1st Floor). (*Please note that the Hague Convention Division does not have its own reception desk.)

[Contact Information for the Hague Convention Division] (Phone) 03-5501-8466

(Email) hagueconventionjapan@mofa.go.jp

- * A staff member of the Hague Convention Division will verify your identity at the counter before receiving the passport. You will then be asked if you wish to receive a "Passport Receipt." If you do, it will be issued to you on the spot.

(Please refer to item (3) below regarding identification documents.)

② Surrender by Mail:

* Alternatively, you may mail passports to the Ministry of Foreign Affairs. However, to prevent loss of the passports, please be sure to use registered mail.

[Mailing address] Hague Convention Division, Consular Affairs Bureau, Ministry of Foreign Affairs
2-2-1 Kasumigaseki, Chiyoda-ku, Tokyo 100-8919

* If you wish to receive a "Passport Receipt," please enclose a self-addressed envelope with a return postage stamp (110 yen) affixed.

(3) Documents to be submitted or presented when surrendering passports

(★For both in-person and by mail.)

- ① The passport(s) in the child's/children's name(s) (If the Order of Passport Surrender concerns multiple passports, all such passports must be surrendered.)
- ② The attachment, "Notification of the Surrender of Passport Form" (Please complete one form for each passport you are surrendering.)
- ③ A copy of the Written Decision on Passport Surrender issued by the court
- ④ Identification documents for the individual who received the Order of Passport Surrender (documents specified in Article 5, Paragraph 1 of the Regulation for Enforcement of the Passport Act)

(* Please refer to the attached page for details regarding identification documents. If you surrender passports by mail, please submit a copy of the relevant document that shows the name and date of birth.)

(* For foreign nationals, in addition to the documents specified in Article 5, Paragraph 1 of the Regulation for Enforcement of the Passport Act, other acceptable documents are the ones issued by a foreign government, an authorized international organization, or other relevant body recognized by the Government of Japan that are deemed equivalent to those specified in Article 5, Paragraph 1 of the Regulation for Enforcement of the Passport Act.)

2. Failure to Surrender a Passport

Please be advised that if you fail to surrender a passport by the deadline despite having received an Order of Passport Surrender, the court may impose a fine of up to 200,000 yen pursuant to Article 132 of the Implementation Act.

Once the court proceedings regarding the petition for the return of a child to the state of their habitual residence are concluded, including by a final court decision, the writ of ne exeat will expire. Consequently, the Ministry of Foreign Affairs will return the passport upon

your request (Article 131, Paragraph 2 of the Implementation Act). If you have any questions regarding the specific procedures for the return of passports or any other matters, please contact the Hague Convention Division.

Hague Convention Division, Consular Affairs Bureau, Ministry of Foreign Affairs
2-2-1 Kasumigaseki, Chiyoda-ku, Tokyo 100-8919

Tel: 03-5501-8466

(9:00-12:30/13:30-17:00)

Email: hagueconventionjapan@mofa.go.jp

[Attachment] Identification Documents

1. A Japanese passport, individual number card (My Number card), a license, permit, or certificate of qualification issued by a government agency listed in the appended table below, or a document issued by a government agency to its employees that is sufficient to prove identity and bears a photograph of the employee.
2. If, for any compelling reason, you are unable to present or submit any of the documents listed in **1. above**, please present or submit one document listed under item (a) and one document listed under item (b). However, if you are unable to present or submit any of the documents listed under item (b), you must instead present two documents listed under item (a).
 - (a) A copy of your certificate of residence; a certificate of eligibility for health insurance, national health insurance, mariners' insurance, late-stage elderly medical care, membership in a national public service personnel mutual aid association, pension fund association for local government officials, or private school personnel mutual aid association; a certificate of insured person for long-term care insurance; a national pension handbook; a basic pension number notification; a pension certificate for the national pension, employees' pension insurance or mariners' insurance, a certificate of a mutual aid pension or public officers' pension, a seal registration certificate and the registered seal itself, or other documents specifically recognized by the prefectural governor as equivalent to these
 - (b) A student ID card, company ID card, or certificate of eligibility issued by a public agency bearing a photograph, or other documents specifically recognized by the prefectural governor as equivalent to these

Appended table

Driver's license
Mariner's pocket ledger
Seaman's certificate of competency
Boat operator license
Permit for possession of hunting guns and air guns
War injury or illness certificate
Real estate notary certificate
Electrical engineer's license
Radiotelephone operator license
Certificate of certified electrical engineer
Certificate of qualified electrical engineering specialist
Certificate of airworthiness inspector

Airman's certificate of competency

Passing certificate of aircraft dispatcher's competence examination

Train driver's license

Certificate of the qualification for receiving shooting training

Passing certificate prescribed in Article 23, paragraph (4) of the Security Services Act

Physical disability certificate with photo (with measures to prevent photo tampering)

Driving record certificate (issued on or after April 1, 2012)