

# Vaccination Certificate of COVID-19 (Vaccine Passport) Application Guideline

City of Sendai

A Vaccination Certificate of COVID-19 (hereafter: “Vaccination Certificate”) is issued to those who need a document proving that they had vaccinations in order to travel abroad or for other reasons. For the time being, this certificate is supposed to be used for overseas travel. The use of this certificate may ease restrictions such as epidemic control at immigration checkpoints.(※)

※ The webpage of Ministry of Foreign Affairs of Japan will provide information such as which countries and regions this certificate can be used in, and about measures to ease restrictions.

## 1 Main information on the certificate (Japanese and English)

- Recipient's
- ① Name
  - ② Date of birth
  - ③ Nationality
  - ④ Passport number
  - ⑤ Related vaccination information  
(date, number of doses, type of vaccine etc.)

The image shows a sample of the Vaccination Certificate of COVID-19 form. It is divided into two columns: Japanese (Left) and English (Right). The top section contains personal information such as name, date of birth, nationality, and passport number. The bottom section is for vaccination records, including the date and number of doses, and the type of vaccine used. The form is titled '新型コロナウイルス感染症 予防接種証明書' and 'Vaccination Certificate of COVID-19'.

## 2 Eligibility of applicants to the City of Sendai

(Image of the certificate)

All of the following must apply.

 Your residence registration was in Sendai City at the time of the COVID-19 vaccination and “you used the coupons issued by the City” or “you are a prioritized recipient as a healthcare worker.”

 Planned overseas travel

※ When receiving either the first or second dose outside Sendai City due to moving in/out between the times of the vaccinations, you need to apply to each municipality for the certificate of both doses.

e.g.: If you moved to Sendai City and received the second dose after receiving the first one in city A, you need to apply for the Vaccination Certificate to both city A and the City of Sendai.

## 3 Issuance

The issued certificate will be mailed with the return-addressed envelope enclosed at the time of application. Also, the certificate will be sent about one week after we receive your application. However, if there is no proof of your vaccination record, it may take about one and a half month to two months as confirmation takes time.

※Please see “Application” on the reverse side for what documents can be used for vaccination records confirmation.

# 4 Application

Mailing only. Please mail the required documents to the office below.

## ■ Must have these items

● Application for Vaccination Certificate of COVID-19 (Complete required spaces)



● Copy of any document with recipient's name and return address



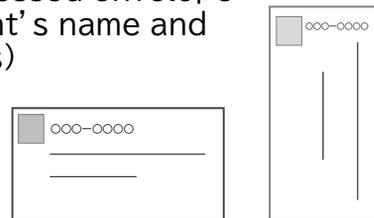
Driver license, residence card, receipt of utilities, or mail etc.

● Copy of Passport (Not expired)



Readable copy of identification page →

● Return-addressed envelope (Write recipient's name and return address)



If your passport has an original/alternative surname, or another name, attach a copy of an identification document which can confirm that name.

Attach postage stamps (84 yen for envelope size 120mm×235mm)

● Copy of coupons (A remaining part of coupons e.g. "Prevaccination Screening" part )

● Copy of certificate of vaccination, record of vaccination or prevaccination screening questionnaire

Either one  
If you do not have either, a copy of the recipient's identification documents is required.

■ Required items for application by proxy (Please submit together with the required items listed above.)

● Commission signed by the applicant

● Copy of the proxy's identification document

Where to send the application (No need to write address)

〒980-8671

To: Administration Section, COVID-19 Vaccination Promotion Office, Public Health and Welfare Bureau, Sendai City Hall

# 5 Note

- No issuance without valid passport
- Only one certificate can be issued per application
- Please apply only when you truly need this Certificate, such as for expected overseas travel. The following can also be used to verify your vaccination status: certificate of vaccination (the right part of your coupons), or a record of vaccination (for healthcare workers who received vaccination using the Prevaccination Screening Questionnaire coupons.)

## ■ Inquiries ■

● For issuance procedure

● General questions

Sendai City Call Center for COVID-19 Vaccination

☎ 0120-39-5670

[Reception hours] 8:30 a.m. to 7:00 p.m. (Includes weekends and national holidays) (toll charged)

Ministry of Health, Labour and Welfare Call Center for COVID-19 Vaccination

0120-761-770

[Reception hours] 9:00 a.m. to 9:00 p.m. (Includes weekends and national holidays)