

How to Request for Personal Data Access

Please fill in the request form mentioned in the section 1, and mail it with copies of identification as described in the section 2. A request is accepted only by postal mail, and the copies of identification included therein will not be returned to Requestor.

1. Request Form

Fill in the designated Personal Data Request Form.

2. Identification Information of Requestor (and Agent)

Enclose identification of Requestor's—and his/her agent's if Requestor delegates authority to him/her—listed below:

i) Requestor's Identification

Pick a type of identification from each of (a) and (b):

- (a) a copy of Requestor's Driver's license, passport, health insurance card, basic resident register card, or alien registration card.
- (b) a copy of residence certificate, or foreigner registration certificate, which is issued within one (1) month before the request date.

ii) Agent's Identification

Pick a type of identification from each of (a) and (b):

- (a) copies of Agent's identification, under the same conditions stated in i).
- (b) document(s) which verifies that Agent is delegated authority by Requestor.

(For a legally designated agent)

A copy of identification document, such as family register (extract of it is also acceptable), certificate issued by a family court, or certified copy of registration, which is issued within one (1) month before the request date.

(For a privately appointed agent)

Signed and sealed Power of Attorney with a copy of seal registration certificate of which seal impression identifies with the one on the Power of Attorney.

3. Mail the Request to:

Privacy Help Desk
IDC Frontier Inc.
4-29 Yotsuya, Shinjuku-ku, Tokyo
160-0004 JAPAN

4. Other

We will send out our response within two (2) weeks of receiving your request.