

Two ways to upload files:

If you already have the images of the following required documents, please follow the steps 2 to 4 below by going to the upload page from the application page.
 or
 If you don't have the images of the following required documents, please wait for an email titled "GAICA必要書類アップロード/Request for ID Documents" sent to you awhile after you submit an application form, and follow the steps 1 through 4 below.

Required Document(s): Choose one of the following options.

[My Number]		[Notification Card]	
Option 1	Back side with your My Number on it	Option 2	Front side with your My Number on it
	+		+
	Front side with your photo on it		Back side
Copies of both sides of the Card			

Please make sure your registered address is the same as your current address before uploading files. If your registered address is different from the address on your My Number documents, please update your address on your My Number documents.

1 Enter the login ID stated in the email titled "GAICA 必要書類アップロード/Request for ID Documents" which was sent to your registered address.

2 Enter your 8-digit birthdate (e.g. May 13, 1980 → 19800513).

3 Click on the "Login" button.

4 Either the "Select File" or "Browse" button below will be displayed on your screen. Select the image data you wish to upload.
 If you have multiple images, select an image data one by one.

どちらのボタンでもファイルを選択できます。

5 Click on the "Consent Clauses for Handling Personal Information" button to read all of the clauses.

6 Check the checkbox to indicate that you agree to the linked Consent Clauses.

If you do not check the checkbox here, you cannot proceed further.

7 Click on the "Upload" button.

8 Choose a document type from the pull-down menu. Please ensure the document is well lit, clear, legible, and of the appropriate size.

9 Click on the "Confirm" button. Please note that once the "Confirm" button is clicked, you will not be able to start over the process of uploading your image data through the URL that is included in this email.

The uploaded document data will be transmitted to APLUS by clicking on the "Confirm" button. When the documents have been verified by APLUS, your GAICA Prepaid Card will be delivered to you by post.

[Note] - You may be contacted by email for further documentation.
 - Documents you uploaded to us will not be returned.
 - If the required documents have not been uploaded within one week of the date of your application, a reply envelope will be sent to you so that you can submit the required documents by post.