

About Disclosure Request by Postal Mail

Items Necessary for Disclosure Request

1. Credit Information Disclosure Request Form

2. Two Identification Documents

3. Handling Charge

*JPY 1,500 worth of “Disclosure ticket” (Available at convenience stores **Booking Code: 0262294**) or “fixed- amount postal money order (*Teigaku Kogawase Shousho*).”

1. Credit Information Disclosure Request Form

■ Refer to the “How to Fill Out a Credit Information Disclosure Request Form” sample and provide your information completely.

- We cannot accept a request form lacking any information required for the disclosure.
- We will report the information on which your “katakana-name, date of birth, and phone number or driver’s license number” matched to the credit data registered.
- For the date of birth, check the checkbox corresponding to the era name.
- As for the phone number, please provide all of the numbers you may have used for credit contract and other occasions, in the order that you would like to receive information for.

If the Phone numbers do not correspond to the credit data registered, we cannot make disclosure.

*If you have registered your “self-declaration information” with us, please write the registered phone number in <Phone Number 1> field.

*If you are registered as a person having “self-restraint of loans” with Japan Financial Services Association and Personal Credit Information Center of Japanese Bankers Association, please write the registered phone number in <Phone Number 1> field.

2. Identification Documents

■ Enclose any two of the following 11 items with your request.

- | | |
|--|--|
| 1. Driver’s license or driving record certificate
[Copy of both sides] * 1 | 6. Pension Book [Copy including address field] * 2 |
| 2. My Number Card (Individual Number Card)
[Copy of the side with photo only] | 7. Handicapped Person’s Book [Copy including address and date of birth fields] |
| 3. Passport [Copy including the address field] | 8. Residence card or special permanent resident certificate [Copy of both sides] * 1 |
| 4. Health insurance card [Copy including address field] * 2 | [Original or copy within three months from issuance date] |
| 5. Basic Resident Registration card with Photo
[Copy of both sides] * 1 | 9. Certificate of residence [without legal domicile and individual number] * 2 |
| | 10. Family register or its abstract
(Removal record and supplement are not applicable.) * 2 |
| | 11. Seal certificate (with current address) |

* 1: If there is no change in address or other information, front side only suffice. (Any amendments to the information stated must have been made at a governmental institution.)

* 2: If your legal domicile, individual number, basic pension number and/or health insurance code number are shown, please paint them out.

[Note: Regarding Identification Documents]

- At least one of the identification documents you send us must carry your current address provided in your credit information disclosure request (delivery address).
- Documents must be issued by an administrative agency and must be valid at the time of your request.
- **When you make a photocopy, make sure that your name, date of birth, address and expiration date are clearly visible.**

***“Notification Card” for your individual number is not valid as an identification document.**

*If you send us any copy of a document carrying your individual number, we will immediately mask and then shred it so that it will not be restored.

*Documents submitted will not be returned.

3. Handling Charge for Disclosure: JPY 1,500 (tax included)

- Please choose your method of payment from “disclosure ticket” (available at convenience stores) or “fixed-amount postal money order”.
- Please send valid tickets/money order (expiration date is 6 months after the date of issue).

■ **Disclosure ticket** (Available at convenience stores) Booking Code:0262294

- Please purchase a “disclosure ticket” using a multimedia station at 7-Eleven/FamilyMart storefront or Loppi at Lawson/Ministop storefront. (Booking code is the same for all convenience stores.)
- A disclosure fee of 1,500 yen plus an issuance fee will be displayed in the menu.
- **Please note that handling charges are non-refundable.**
- If you need a receipt, please contact JTB HTA Sales Center (0570-016088). (CIC will not issue any receipt.)

■ **1,500 JPY Fixed-amount postal money order certificate**

- “Fixed-amount postal money order certificate” is available at Japan Post Bank.
- An issuance fee prescribed by Japan Postal Bank is added to the face value.

(*) Depends on the issuance fee for fixed-amount postal money order defined by Japan Post Bank.

(JPY 200 per each money order as of April 2023)

Issuance fee varies depending on the combination of face values of “fixed-amount postal money order certificates.”

Example: When purchasing JPY 1,500 worth certificates, if you purchase one JPY 1,000 certificate and one JPY 500 certificate, you will have to pay JPY 1,900 comprised of (1,000+200) + (500+200).

- Do not write anything on the “fixed-amount postal money order certificate”.

4. Delivery of your Credit Information Disclosure Report

- **Your Credit Information Disclosure Report will be sent to the current address you provided in the disclosure request by “simplified registration (*Kan-i Kakitome*)” and “Confidential(*Shinten*) delivery”.**

*We may omit the building name in your address.

*It will generally take 7-10 days from your request until dispatch.

5. Optional Items

(1) Disclosure by maiden name/byname (with additional charge)

If you request disclosure related to your maiden name or other name, fill out the “Request Disclosure by Maiden Name/Byname” field (kanji and katakana-name is required), and we will add information for that name.

- **Handling charge of JPY 1,500 per name is required.**
- **Enclose a document (such as family register) to confirm the maiden name/byname.**

- ① If you are paying handling charge by “disclosure tickets” for more than one request, please first select a ticket including delivery (e.g. simplified registration), and from there on, select tickets for “additional name”.
Example 1: For your current family name and two former family names (total 3 names)

⇒ Disclosure ticket for simplified registration + Disclosure ticket for additional name × 2

Example 2: For your current family name and two former family names (total 3 names) by express delivery

⇒ Disclosure ticket for express mail + Disclosure ticket for additional name × 2

- ② We cannot accept your disclosure request regarding your maiden name or other names unless charges corresponding to the number of names and identification documents for such names are enclosed.
- ③ **If you would like to receive disclosure only by your maiden name/byname, check the box for “Request Disclosure by Maiden Name/Byname only.”**
- ④ If no name is provided in the “Request Disclosure by Maiden Name/Byname” field, we will only disclose your current name even if you have checked any option in the “Disclosure by Maiden Name/Byname” fields.

(2) Delivery by express mail and/or personal delivery (with additional fee)

Additional charge applies to “Express (*sokutatsu*)” or “Personal (*hon-nin gentei uketori yubin*)” postal delivery.

Check the “Postal Delivery Options” checkbox of the credit information disclosure request form to select the desired delivery option. **Enclose a “Disclosure ticket” or “fixed-amount postal money order” including the additional delivery charge corresponding to the selected option.**

Desired Delivery Option	Disclosure Ticket	Fixed-Amount Postal Money Order
	Booking Code: 0262294 (Available at convenience stores)	
No option (simplified registration) (JPY 1,500+issuance fee)	JPY 1,650	JPY 1,500+ issuance fee
Express mail (JPY 250+JPY 1,500+issuance fee)	JPY 1,925	JPY 1,750+ issuance fee
Personal delivery (special type) (JPY 300+JPY 1,500+issuance fee)	JPY 1,980	JPY 1,800+ issuance fee
Express mail + Personal Delivery (special type) (JPY 550+JPY 1,500+issuance fee)	JPY 2,255	JPY 2,050+ issuance fee

- ①If enough “Disclosure ticket” or “fixed-amount postal money order” for the total amount including delivery option is not enclosed, we will send by “simplified registration” and “confidential” delivery, even if “express” or “personal delivery” is selected.
- ②Please understand that, if a “Disclosure ticket” or “fixes-amount postal money order” covering postal delivery option are enclosed but no checkbox is checked, priority will be given to handling by “personal delivery.”
- ③If the delivery option charge is enclosed in the form other than “disclosure ticket” or “fixed-amount postal money order” (such as postal stamp, cash or revenue stamp), we will send the credit information disclosure report by “simplified registration” and “confidential” delivery and return the postal stamp etc. to you.
- ④If you send excessive amount as postal delivery option charge, we will refund in the form of postal stamp of fixed-amount postal money order.

(3) How to Request Your Credit Guidance (Free of Charge)

Credit Guidance is our service to provide with an index calculated based on analysis of your credit information held by CIC and the reasons for calculating the index. To receive your Credit Guidance, please check the “Credit Guidance” box of your Credit Information Disclosure Request Form. We will send you the Credit Guidance together with your credit information at no additional charge.

*Please note that we are unable to send you the Credit Guidance alone.

6. Inquiry regarding Disclosure Procedure

Phone: 0570 - 666 - 414 (only in Japanese)

Mon-Fri 10:00 ~ 16:00 (Closed on Saturdays, Sundays, national holidays and new year holidays)

7. Where to Send the Request Form

■ Enclose items 1-3 described at the top of this document and send to the [Address] below.

*We ask you to pay the postage for sending your request form. Please affix a postal stamp when sending.

We will not accept any request if the charges are not fully paid.

*We cannot accept the request if it is incomplete, including the cases such as “the address shown on the request form is different from that of your identification document”, “not all required documents and charges are enclosed”, or “identification documents are expired.” All documents will be returned in such cases.

*No cancellation is possible once we accept the request.

*We recommend you send your request by a method with a delivery record, such as simplified registration.

[Address] Cut along the dotted line for shipping address.

〒160 - 8375

東京都新宿区西新宿 1 - 23 - 7
新宿ファーストウエスト 15 階

株式会社 シー・アイ・シー
郵送開示センター 行

■■ Please Check again before Sending Your Request!! ■■

*We cannot accept the request if it is incomplete.

In such a case, we will return all the documents you have sent.

Please check again without fail if you have all the required items below before submission.

Required Items	Points to check * Check <input type="checkbox"/> to confirm.	
1. CIC Credit Information Disclosure Request Form	<input type="checkbox"/>	Have you filled out all required fields correctly?
	<input type="checkbox"/>	Have you provided all of your phone numbers (mobile or home) you had used for credit contract and other occasions, <u>in the order of priority in your search?</u> *We will report the information when your katakana-name, date of birth, and phone number or driver's license number correspond to our registered data.
2. Two pieces of Identification Documents	<input type="checkbox"/>	Have you enclosed <u>two out of the following 11</u> identification documents? * <u>“Notification Card” for your individual number is not valid as identification document.</u>
	<input type="checkbox"/>	Does <u>at least one</u> of your identification documents carry <u>the same address as provided in your request form?</u> ⇒ As we will send the disclosure report to the address we can confirm with the identification documents, at least one of them should carry the same address as provided in the request form. *If you would like the report to be delivered by express/personal delivery, please see the bottom of this table.
	<input type="checkbox"/>	Have you painted out your [legal domicile, individual number, basic pension number and health insurance code number] on your identification documents?
	<input type="checkbox"/>	Are the identification documents <u>currently valid and not expired?</u>
3. Handling charge worth JPY 1,500	<input type="checkbox"/>	Is the “disclosure ticket” or the “fixed-amount postal money order” issued within 6 months? * <u>Do not write anything on the fixed-amount postal money order certificate.</u> *See below if you request disclosure by your maiden name/byname.
<p>◆ [If you request disclosure by your maiden name/byname] (Disclosure process for your maiden name) Provide your maiden name/byname in the [Request Disclosure by Maiden Name/Byname] field (katakana name is required) of the request form. ⇒ <u>When you request disclosure by more than two names such as your current family name and your maiden name, please enclose JPY 1,500 worth “disclosure ticket” or “fixed-amount postal money order” per name.</u> Example: For current family name plus maiden name, JPY 3,000 is required as handling charge. ⇒ If you request disclosure by your maiden name only, check the “Request Disclosure by Maiden Name only.” checkbox. ⇒ <u>Also, additional documents (such as your family register) to confirm your maiden name etc. are required.</u></p> <p>◆ [If you request express/personal delivery] (Process for postal delivery options) Please check <input type="checkbox"/> for “Postal Delivery Options” in the request form and <u>enclose a “disclosure ticket” or “fixed-amount postal money order” corresponding to the total amount of the handling charge and the fee for the selected delivery option.</u></p>		

Identification Documents

- | | |
|--|---|
| <ol style="list-style-type: none"> 1. Driver's license or driving record certificate
[Copy of both sides] * 1 2. My Number Card (Individual Number Card)
[Copy of the side with photo only] 3. Passport [Copy including the address field] 4. Health insurance card [Copy including address field] * 2 5. Basic Resident Registration card with photo
[Copy of both sides] * 1 | <ol style="list-style-type: none"> 6. Pension Book [Copy including address field] * 2 7. Handicapped Person's Book [Copy including address and date of birth fields] 8. Residence card or special permanent resident certificate [Copy of both sides] * 1 <p>[Original or copy within three months from issuance date]</p> <ol style="list-style-type: none"> 9. Certificate of residence [without legal domicile and individual number] *2 10. Family register or its abstract (Removal record and supplement are not applicable.) *2 11. Seal certificate (with current address) |
|--|---|

*1: If there is no change in address or other information, front side only suffice. (Any amendments to the information stated must have been made at a governmental institution.)

*2: If your legal domicile, individual number, basic pension number and/or health insurance code number are shown, please paint them out.

※ Please read carefully.

※ Please note that your personal information provided for the disclosure request will be handled as described below. Please read before filling out the request form.

Provisions Related to the Handling of Personal Information

Section 1. (Handling of Collected Personal Information)

We handle the personal information and personal data collected from you in compliance with our “Privacy Policy” (<https://www.cic.co.jp/policy/privacy.html>) and “Items to be disclosed according to the Act on the Protection of Personal Information and JIS Q 15001” (<https://www.cic.co.jp/policy/legally.html>) which are specified separately by the company.

Section 2. (Purpose of Use of the Collected Personal Information)

We collect personal information in this disclosure request for the following purposes:

	Purpose of Use	Personal Information Used for the Purpose
1	Identifying the person and responding to the request regarding disclosure of credit information upon your request	Your personal information provided in our specific forms, such as your name, date of birth, postal code, address, and phone number.
2	Responding to your inquiry	
3	Studying statistic about registration, reference and disclosure of credit information	

Section 3. (Retention and Maintenance)

We correctly maintain your personal information and retain it with appropriate care of your privacy.

We retain personal information for up to two months after acquisition and destroy it immediately once the retention period expires.

Section 4. (Transfer to a Third Party)

We will not transfer personal information to any third party unless:

- 1 The requester agrees with it,
- 2 It is required by law,
- 3 It is necessary in order to protect someone's life, body or property, and it is difficult to obtain consent from the requester,
- 4 We are obliged to cooperate with a national institution, a local government or a person commissioned by either of them, who is conducting affairs required by law, and our asking for the requester's consent may disturb the conduct of such affairs, or
- 5 We consign handling of personal information to the extent it is necessary in achieving the purpose of collection and use.

Section 5. (Disclosure and Other Procedures)

With regard to personal information you provide, we respond to your requests for notification of purpose of use, disclosure, correction, addition or deletion of the content, suspension of use, erasure, disclosure of records of provision to third parties, and suspension of provision to third parties in accordance with our prescribed procedures.

Section 6. (Discretion of Provision of Your Personal Information)

Please note that although provision of your personal information is voluntary, we may not be able to respond to your request if information necessary for our operation is not provided.

<Personal Information Protection Manager> Executive Officer, Risk and Compliance

<For questions, please contact:>

Credit Information Center Corp.

Domestic Call: 0570 - 666 - 414 (only in Japanese)

Mon-Fri 10 : 00~16 : 00 (Closed on Saturdays, Sundays, national holidays and new year holidays)

How to Fill Out a Credit Information Disclosure Request Form (sample)

Write your katakana-name accurately as you have registered with your credit card company or other institution.
(It also has to be fully identical to the name on at least one of your identification documents.)
If there are not enough square blocks, use the blank area as well.
If you have more than one katakana names, fill in the maiden name/byname field below.
(A handling charge of 1,500 yen per name applies.)

※この用紙は、クレジット会社から個人信用情報の取扱いに関する事項について、あなたの信用情報の開示を承諾します。

※Use a ball point pen and write clearly in your own handwriting as it will be OCR-ed.

カナ氏名 ※必須	カイジマイケル	タロウ	生年月日 ※必須	<input type="checkbox"/> 大正 <input checked="" type="checkbox"/> 昭和 <input type="checkbox"/> 平成 Use Japanese calendar and check <input type="checkbox"/> for the era name.
現氏名 ※必須	Kaiji Michael	Taro		
現住所 ※必須	〒160-8375 東京都新宿区西新宿1-23-7 ○△マンション○号			クレジット・ガイダンス <input type="checkbox"/> 希望する
電話番号 ※必須	1 0 3 - ○ ○ ○ ○ - × × 2 0 2 2 2 - × × × × - △ △ △ △ 5 3 0 9 0 - △ △ △ △ ※電話番号はクレジット契約等で使用の番号(携帯・自宅)を、お調べになりたい順番にご記入ください。			
運転免許 番号	1 2 3 4 - 5 6 7 8 - 9 0 0 0	日中の 連絡先	0 9 0 - 1 2 3 4 - ○ ○ ○ ○	※Provide your driver's license number without fail if you have any.

If you have more than one katakana names (including different spellings), use this field.

旧姓等 開示 希望欄 ①	タロウマイケル	カイジ	【旧姓等での開示手続き】希望する□に✓をご記入ください。 <input checked="" type="checkbox"/> 現氏名+旧姓等の開示を希望(追加料金) <input type="checkbox"/> 旧姓等のみ開示を希望
旧姓等 開示 希望欄 ②	カイジ	タロウ	※上記の✓内容にかかわらず、旧姓等開示希望欄①②にご記入がない場合は、現氏名のみ開示となります。 ※確認書類・開示利用券等に不備がある場合は、受付不可または現氏名のみ開示となります。 ※お名前ごとに1,500円分の開示利用券等が必要です。 ※旧姓等を確認できる書類を添付してください。 ※旧姓等が3つ以上ある場合は、余白にカナ氏名と漢字氏名を必ずご記入ください。

【お手続きにあたって】

- 現住所宛名の間違いがないようにご確認ください。
- 不備がないように連絡先を確認してください。
- 住所は必ず正確に記入してください。
- カナ氏名は必ず正確に記入してください。
- 本申込書および本人確認書類は、受付後、2ヵ月以内に当社が責任をもって廃棄いたします。返却は、いたしかねますのでご了承ください。
- 通称名での開示をご希望の場合、「旧姓等開示希望欄」にご記入ください。

Maiden Name/Byname field: In case you would like information related to your maiden name or other names to be disclosed, fill this field (kanji and katakana-name is required), and check ☐ for desired option.
(We will not be able to search information if you do not provide any katakana-name.)

③ カイジ タロー
Kaiji Taro
Write in the margin in case you have more than three Maiden Names/Bynames.

郵送オプション手続きについて

【速達・本人限定受取郵便をご希望の方】(有料)		
◆希望種別の□に✓のうえ開示手数料と合算した利用券等を同封してください。		
速達	本人限定受取郵便	速達+本人限定
<input type="checkbox"/> 250円	<input type="checkbox"/> 300円	<input type="checkbox"/> 550円

※開示利用券等の添付や郵送オプションの指定に不備・不足がある場合、本人限定受取郵便での送付を優先して発送いたします。

Note: Failure to complete required fields (※) may result in no acceptance of your request. Please make sure you provide all required information.

CIC 信用情報開示申込書(ご本人様用)

株式会社シー・アイ・シー(CIC)宛

私は、CICの定める手続き方法に従い、別紙記載の「個人情報の取扱いに関する事項」に同意のうえ、私の信用情報の開示を申込みます。

※機械で読み込みいたしますので、ボールペンを使用し、自筆にてはっきりとご記入ください。

カナ氏名 ※必須																生 年 月 日 ※必須	<input type="checkbox"/> 大正 <input type="checkbox"/> 昭和 <input type="checkbox"/> 平成 年 月 日								
現 氏 名 ※必須	(姓)										(名)														
現 住 所 ※必須	〒 ー 都 道 府 県															※住所は都道府県からご記入ください。 ※報告書は現住所に送付します。現住所は本人確認書類で確認できる必要があります。			クレジット・ガイダンス <input type="checkbox"/> 希望する						
電 話 番 号 ※必須	1					ー					ー					4					ー				
	2					ー					ー					5					ー				
	3					ー					ー					6					ー				
※電話番号はクレジット契約等でご使用の番号(携帯・自宅)を、お調べになりたい順番にご記入ください。																									
運 転 免 許 証 番 号											日 中 の 連 絡 先														
	※運転免許証番号が分かる場合は、必ずご記入ください。										※ご連絡先は、開示対象のご本人に限ります。														

旧姓等 開 示 希望欄 ①	カナ氏名	※1 旧姓等開示ご希望の場合のみ、ご記入ください。 ※2 濁点・半濁点のある文字も1マスで、ご記入ください。														
	氏 名	(姓)										(名)				
旧姓等 開 示 希望欄 ②	カナ氏名															
	氏 名	(姓)										(名)				

【旧姓等での開示手続き】希望する□に✓をご記入ください。

☐ 現氏名+旧姓等の開示を希望(追加料金)

☐ 旧姓等のみ開示を希望

※上記の✓内容にかかわらず、「旧姓等開示希望欄①②」にご記入がない場合は、現氏名のみ開示となります。

※確認書類・開示利用券等に不備がある場合は、受付不可・または現氏名のみ開示となります。

※お名前ごとに1,500円分の開示利用券等が必要です。

※旧姓等を確認できる書類を添付してください。

※旧姓等が3つ以上ある場合は、余白にカナ氏名と漢字氏名を必ずご記入ください。

【お手続きにあたって】

- 現住所は、建物名・部屋番号までご記入ください。ただし、宛名の建物名については、省略させていただく場合がございますのでご了承ください。
- 不備があった場合には、ご記入の電話番号または日中の連絡先へご連絡することがあります。
- 住所による検索は行っておりません。
- カナ氏名・生年月日・電話番号または運転免許証番号が一致した情報が報告されます。
- 本申込書および本人確認書類は、受付後、2ヵ月以内に当社が責任をもって廃棄いたします。返却は、いたしかねますのでご了承ください。
- 通称名での開示をご希望の場合、「旧姓等開示希望欄」にご記入ください。

郵送オプション手続きについて

【速達・本人限定受取郵便をご希望の方】(有料)

◆希望種別の□に✓のうえ開示手数料と合算した利用券等を同封してください。

速達	本人限定受取郵便	速達+本人限定
<input type="checkbox"/> 250円	<input type="checkbox"/> 300円	<input type="checkbox"/> 550円

※開示利用券等の添付や郵送オプションの指定に不備・不足がある場合、本人限定受取郵便での送付を優先して発送いたします。

〈CIC使用欄〉※こちらの欄には記入しないでください。

添付書類	<input type="checkbox"/> 有効期限 <input type="checkbox"/> 附 <input type="checkbox"/> 通 <input type="checkbox"/> 他 <input type="checkbox"/> TEL 確															
本 人	<input type="checkbox"/> 免 <input type="checkbox"/> 保 <input type="checkbox"/> 住 <input type="checkbox"/> 個 <input type="checkbox"/> 住基 <input type="checkbox"/> 年 <input type="checkbox"/> パ <input type="checkbox"/> 戸 <input type="checkbox"/> 印 <input type="checkbox"/> 手 <input type="checkbox"/> 在 <input type="checkbox"/> 他															
受領金額	<input type="checkbox"/> コ 件 <input type="checkbox"/> ケ 件 <input type="checkbox"/> チ 件 <input type="checkbox"/> ヒ 合計 円															
送付手段	<input type="checkbox"/> 速達 <input type="checkbox"/> 本人限定 <input type="checkbox"/> 速達+本人限定 キ															
返 却 物	<input type="checkbox"/> 切手 円 <input type="checkbox"/> 小為替 円 <input type="checkbox"/> 原 <input type="checkbox"/> 他申 <input type="checkbox"/> 確 <input type="checkbox"/> 封 <input type="checkbox"/> 他															
<input type="checkbox"/> 連 (<input type="checkbox"/> カ <input type="checkbox"/> コ <input type="checkbox"/> 住 <input type="checkbox"/> 旧 <input type="checkbox"/> ア <input type="checkbox"/> 漢 <input type="checkbox"/> 他)															開 封	確 認

0 1 1 0 0 3