

How to obtain “Certification of Parking Space”

***Only for Standard Size Car of Residents of Student Housing and JAIST HOUSE**



CAUTION ⚠

The receiving period of application for The Municipal JAIST Parking Lot in order to obtain “Certification of Parking Space” is from April to the end of next February.

Procedures for Certification of Parking Space is not accepted in March. Therefore, procedures for usage of the parking lot is not accepted in March because the necessary documents cannot be prepared. Moreover, the applicant has to use the parking lot for at least two months to obtain Certification of Parking Space.

Note the vehicle tax when transferring ownership of a vehicle at the turn of the academic year.

The vehicle tax is imposed on the legal owner as of April 1. When changing ownership of a vehicle, keep this in mind and avoid financial troubles.

1. Submit Application form or Notification of change of a registered vehicle to the window in JAIST.

Fill out all the parts which can be filled out at the moment on the Application form of Municipal JAIST Parking Lot in the case of newly application or Notification of change of a registered vehicle in the case of currently using, and submit it to the window at Facility Management Department in JAIST. The forms can be obtained from Facility Management Department or JAIST website.

After confirming the contents the window, you will receive the application form with a stamp.

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< Necessary Documents >

● Application form of Municipal JAIST Parking Lot or Notification of change of a registered vehicle

● Identification Card issued by JAIST of an applicant*

** If the identification card issued by JAIST has not been issued, you have to show another ID card recorded your current address.*

● Valid Driver's License of the applicant in Japan

2. Obtain "Parking Permit" of Municipal JAIST Parking Lot and "Certificate of approval to use Municipal JAIST Parking Lot as a parking space for keeping a vehicle" from Nomi City Hall.

Go to the Administration of property section, the general affairs department, Nomi City Hall 2F with the necessary documents and obtain the above "Permit" and "Certificate".

< Nomi City Hall >

(Address📍) 1110 Raimarucho, Nomi-shi, Ishikawa, 923-1297 / (TEL☎) 0761-58-2205

< Necessary Documents >

● Application form of Municipal JAIST Parking Lot pressed with the acceptance stamp

● Identification card confirmed in "1."

● Parking Fee

** You will receive a copy of the application form from Nomi City Hall, so please keep it until the parking procedure is completed.*

Please don't forget to read the other side of the paper.



3. Take procedures for "Certification of Parking Space" at the Nomi Police Station.

Go to the Nomi Police Station with all necessary documents and submit an additional application for obtaining "Certification of Parking Space".

The additional application form can also be obtained from the Nomi Police Station website.

< Nomi Police Station >

(Address) 28 Sandouyama-machi, Nomi-shi, Ishikawa, 923-1124

(TEL) 0761-57-0110

< Necessary Documents >

● "Certificate of approval to use Municipal JAIST Parking Lot as a parking space for keeping a vehicle" received from Nomi City Hall

● A Map which includes the location of the parking space

● A Location Map that shows where the parking lot is in JAIST

You can get these two maps at

Facility Management Department.

● Signature stamp

● Fee

* Please inquire to Nomi Police Station for details.

4. Obtain "Certification of Parking Space" and a sticker from Nomi Police Station.

5. Submit a copy of application form of Municipal JAIST Parking Lot received from the Nomi City Hall in "2." above to Facility Management Department in JAIST.

Fill out the part of vehicle number that you did not fill out at "1." above and bring it to Facility Management Department in JAIST again.

< Necessary Documents >

● Copy of application form of Municipal JAIST Parking Lot completed current vehicle number

● Valid Automobile Inspection Certificate of the applied vehicle

● Document to confirm subscribing to valid Voluntary Insurance for the applicant and the applied vehicle

* You can substitute the screen or the printed paper of My Page in the website of an insurance company, etc.

*This completes the procedure for obtaining "Certification of Parking Space".
After this, the ordinary procedure for usage of the parking lot will be performed
at Facility Management Department in JAIST.*

*"Certification of Parking Space" (車庫証明)

*"Parking Permit" of JAIST PARKING (駐車許可証)

*"Certificate of approval for JAIST PARKING to be used as a parking space to keep a vehicle" (保管場所使用承諾証明書)

Administration of property section, the general affairs department, Nomi City Hall

(TEL) 0761-58-2205

Facility Management Department in JAIST

(TEL) 0761-51-1133