

Identity Confirmation of Guests

- As "Measures to ensure an accurate record of the guests on the guest list," it is necessary to confirm the identity of each guest prior to commencement of accommodation.
- The measures need to be carried out by a method that utilizes ICT (Information and Communication Technology) and face to face, or the equivalent, and meets both of the below requirements:
 - A. The guest's face and the image on the passport must be clearly confirmed
 - B. The image must be confirmed to have originated from the private lodging business operator, the office of a private lodging administrator, or from within a registered private lodging, or from the vicinity of a registered private lodging.

* As an example of this method, it is possible to use a videophone or a tablet terminal installed in a registered private lodging.

- Private lodging business operators need to verify identity according to the following contents:
 1. Keep an accurate record of guests on the guest list.
 2. For foreign guests who do not have an address in Japan, accurately record the name, nationality and passport number in the appropriate column for each guest, request that each guest present their passport and save copies of each passport together with the guest list. By saving a copy of the passport, you can accurately record the name, nationality and passport number on the guest list.
 3. If a foreign guest who does not have an address in Japan refuses to present their passport despite the request of the private lodging business operator, explain that the measures are based on national government regulations. If the guest continues to refuse, and there is the possibility that the guest is not carrying a passport, take the appropriate action such as contacting the nearest police station.
 4. When a police officer requests to inspect a guest list as part of his / her duties, cooperate to the extent necessary for the purpose of the duties, regardless of whether or not a written inquiry for investigation has been issued.

Regarding the provision of personal information in response to a request for inspection, even if there is no written inquiry for investigation, as stated in item 4 of article 23 (1) of the Act on Protection of Personal Information (Law No. 57 of 2003), it is understood that it is not necessary to obtain the consent of the person involved.