



British Embassy  
Tokyo

## **Information Pack for British Prisoners in Japan**

*After being sentenced*

**Author**                      **British Embassy Tokyo**

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## Table of Contents

Overview .....	3
“Life in prison” leaflet .....	4
“Detention timeline” flowchart .....	5
<b>I) Life in prison.....</b>	<b>6</b>
Comparison table.....	6
1. Arrival at prison.....	7
2. General prison conditions.....	8
3. How can I receive money.....	8
4. Can I work in prison .....	8
5. Can I receive dental and medical treatment in prison .....	8
6. Mental Health .....	9
7. Penal Institution Visiting Committee .....	9
8. Food and diet .....	9
9. Mail and parcels.....	10
10. Telephone calls .....	10
11. Leisure and entertainment / Study.....	10
12. Drugs .....	10
13. Work duty .....	10
14. Fines .....	10
15. Prisoners Abroad .....	11
<b>II) Procedures regarding mistreatment, transfers and release .....</b>	<b>12</b>
1. Complaint about mistreatment .....	12
2. Transfer to another prison in Japan.....	12
3. Transfer to the UK.....	13
4. Procedures for release and deportation.....	15
5. Will I have a criminal record in the UK? .....	15
<b>III) Consular Assistance .....</b>	<b>16</b>
Annex A .....	19
Glossary .....	21
Disclaimer.....	25

## Overview

If you are a British national, and are arrested or detained in another country, consular staff will do what they can to help you, but they cannot interfere with the local justice system, get you out of jail, or pay for services such as a lawyer. Information about who we can help, including the circumstances in which we can assist dual nationals, is available at: [Support for British nationals abroad](#).

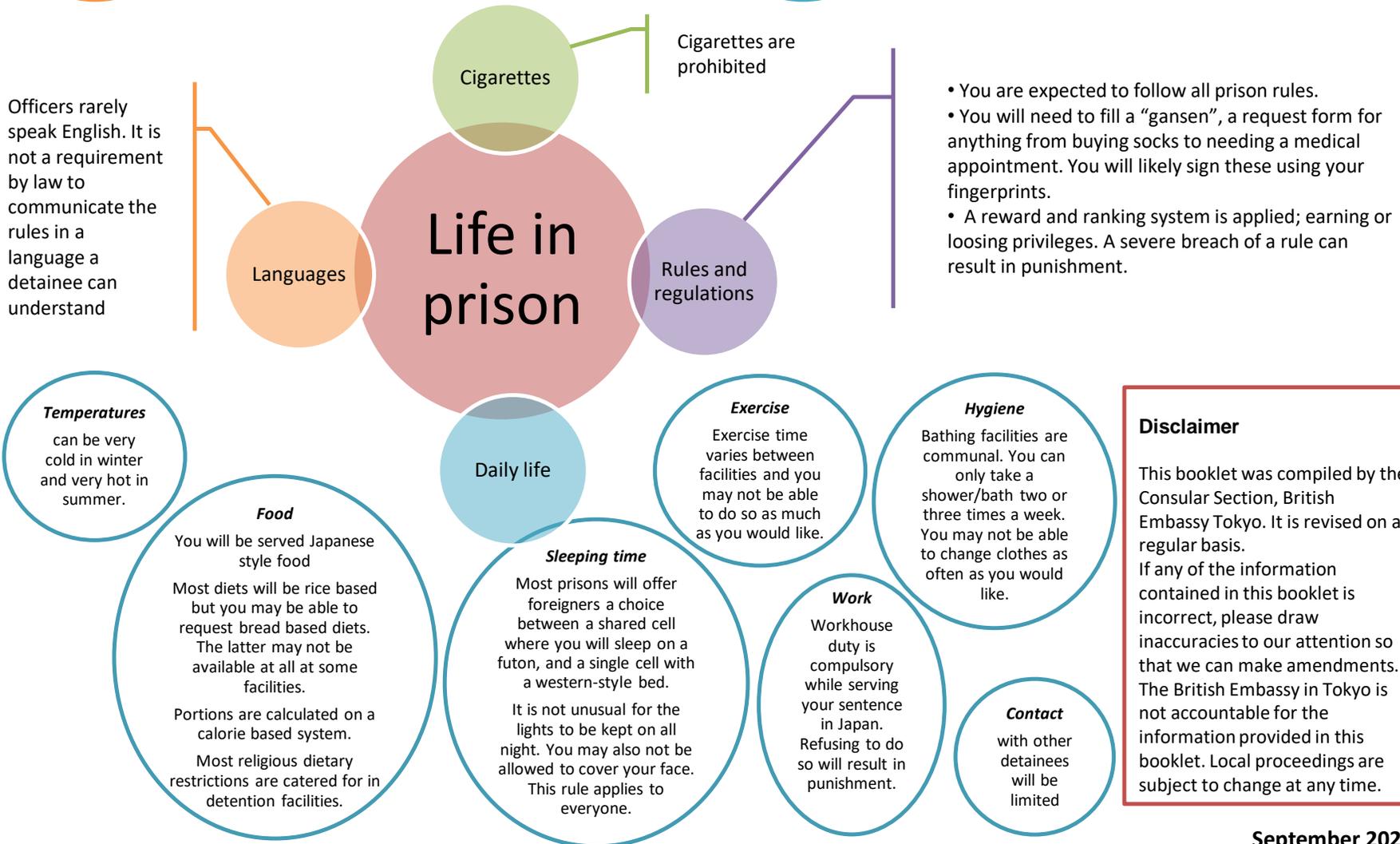
This detention information pack is designed to give you, and your family and friends, information about the local system in Japan and who can help. A printed copy is provided to those in prison or in custody, and an online version is available at: <https://www.gov.uk/government/publications/japan-prisoner-pack>. We welcome feedback to help us improve the information we can provide to others.

**A rehabilitation program**

Prison sentences in Japan are based on a rehabilitation programme, however there are differences between the UK and Japanese systems. This information leaflet aims to provide an explanation of the system in Japan.

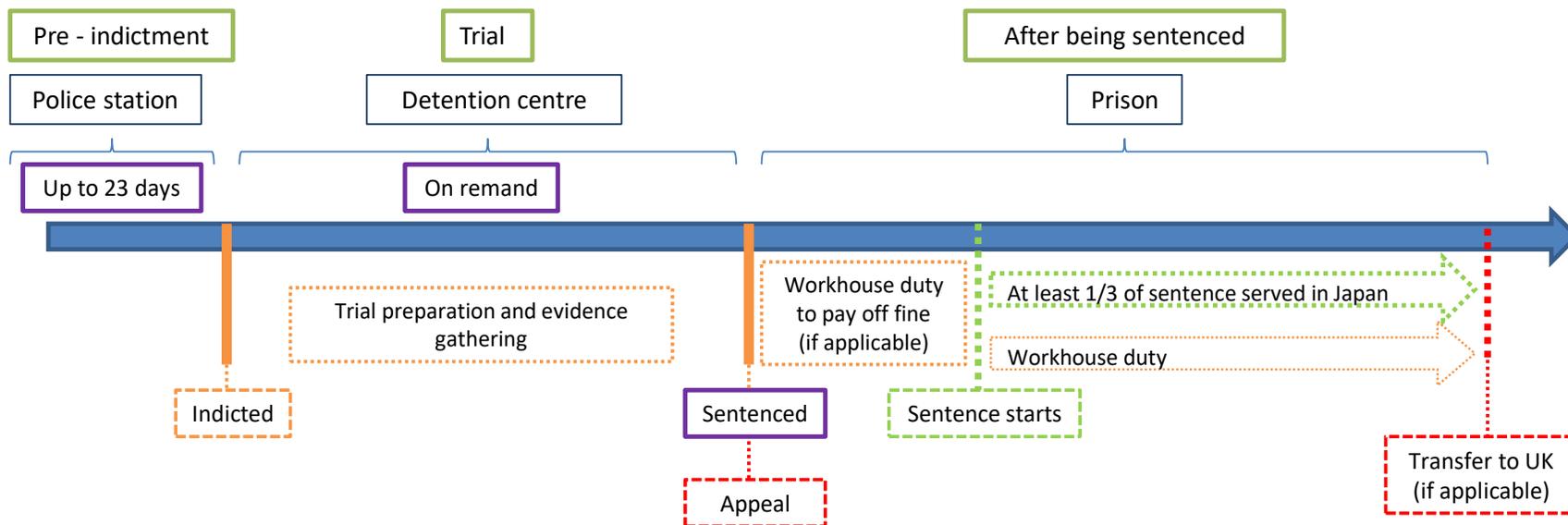
**Community spirit vs individual rights**

Living in harmony is more important than fulfilling one's own needs. Detention and prison rules are based on this principle. In order to live harmoniously as a group, rules must be obeyed and not challenged.



**Disclaimer**  
 This booklet was compiled by the Consular Section, British Embassy Tokyo. It is revised on a regular basis. If any of the information contained in this booklet is incorrect, please draw inaccuracies to our attention so that we can make amendments. The British Embassy in Tokyo is not accountable for the information provided in this booklet. Local proceedings are subject to change at any time.

## Detention in Japan timeline



Information packs Information packs have been compiled for each phase. Please refer to them for more details.

Workhouse duty Be aware that time served paying off a fine is not deducted from your sentence. Workhouse duty is compulsory throughout your sentence.

Transfer to UK Please refer to [page 5](#) of our "Post - sentence" pack for more information

Appeal Please refer to [page 6](#) of our "Trial" pack for more information

## I) Life in Prison

I)	Detained (Police Station and Detention Centre)		Sentenced
	Police station	Detention centre	Prison
Contacts/visits	Visits and letters from the Embassy and lawyer are allowed. <u>No communication ban</u> : visits and letters from family and friends are allowed, however if visits are not conducted in Japanese, an interpreter is required. <u>Communication ban</u> : no visits/letters allowed from family or friends, but correspondence with Embassy/lawyer cannot be restricted <sup>1</sup> <i>*In some cases, a police officer/prison guard will sit with visiting friends/family. An interpreter will also be required. Visits are usually limited between 15-30 mins.</i>		Letters to/from the embassy are freely allowed.  You can write a limited number of letters a month to people on your friend and family list. You are not restricted in the number of letters you can receive. <sup>2</sup>
Telephone calls	Not allowed		
Food	Meals and in some cases, food items sold at the police station/detention centre shop (food brought from outside is <u>not</u> allowed)		Food given during meal times only
Work	None		Yes- almost all sentences come with working in a factory etc.
Clothing	Normal clothes + possibility to receive clothes from family/friends that meet station rules <i>*Some police stations require you to wear a grey tracksuit uniform.</i>		Uniform only. Other clothing, such as underwear and socks must be bought at the prison shop
Medical	Access to doctor upon arrest. A doctor will also visit the police station/detention centre <u>every 2 - 4 weeks</u> . You can ask to see a doctor by filling in a written request (' <i>moushide</i> ' at the police station or ' <i>gansen</i> ' at the detention centre/prison).		Medical check upon arrival. You can ask to see a doctor by filling in a "gansen" (application form)
Drugs / alcohol / cigarettes	Not allowed and not available illegally.		
Classroom Learning	No provisions from the authority but textbooks can be sent to a detainee		Sometimes allowed with permission
Money	Family/friends can send cash for personal use through Foreign, Commonwealth and Development Office in London. Sometimes, lawyers can offer to do transactions if an out of court settlement is an option.		
Parcels	Books, magazines and some clothing can be sent directly to those on non-restricted detention. Books, magazines and clothing can be sent via the embassy for those on restricted detention.		Only books, magazines can be sent directly
Shower / bath / shaving	Twice a week (three times in summer). Facial shaving is allowed (no electric shaver though).		
Laundry/clean clothes	You can change your clothes. You will be given information on how to wash your clothes		You can change your uniform. You will be given information on how to wash your clothes
Heating/ Air con	These facilities either do not have or use air conditioning and heating. Some facilities might use them but only during pre-determined dates. You may be able to use paper fans in summer		
Personal items	The police will keep your personal items in a locker, and you may request them each day. They will also look after money and you can request access by submitting a " <i>moushide</i> " request. In serious cases (i.e. drugs importation arrests at the airport) your belongings (including money) that you had with you at the time of your arrest can be held as evidence by the prosecutors and will not be returned until you are released or until after your trial is over.		You need to submit a " <i>gansen</i> " request to access your personal items that you brought with you from the UK. Access varies depending on the prison but electronic items are generally forbidden whereas books and undergarments are generally allowed. Ultimately, access rights are dependent on your warden.

<sup>1</sup>You may be subject to a communications ban especially if the charges are drug related. This means you will only be allowed to speak to your lawyer and the embassy.

<sup>2</sup>The number of family visits allowed depends on ranking. Embassy visits are not restricted.

## 1. Arrival at Prison

If you are convicted and given a custodial sentence, you will be transferred to prison. In eastern Japan, almost all male prisoners are sent to Fuchu Prison and almost all female prisoners to Tochigi Prison. In western Japan, almost all male prisoners are sent to Osaka Prison and almost all female prisoners to Wakayama Prison. There may be exceptions to this if you speak Japanese. Every prefecture in Japan has a prison.

Exact procedures vary between prisons but on arrival prisoners normally undergo a two to three week orientation period. You will be taught the many rules of the institution and have your skills assessed. During this period, you may be asked whether you want to apply for a transfer to another country (see below). At some prisons, you may be offered a choice of diet. You may be given a guidance booklet outlining the rules of the prison, which you may keep for the duration of your time in prison. At the end of your orientation period, most prisoners are assigned to a prison factory.

*As all juvenile cases are to be handled first in the Family Court, the Family Court makes a judgement on whether to take protective measures or not.*

*Only in cases where there is no possibility for the juvenile to be corrected by protective measures in view of a history of protective measures taken in the past, or where it is reasonable to accuse and elucidate criminal liability in consideration of the influence on society due to the gravity of the crime committed, juveniles may be subjected to criminal procedures in the same way as adults: this applies, however, only if the person in question commits an offence punishable with the death penalty, penal servitude or imprisonment.*

*Juveniles under 16 years old are not subject to criminal procedures, in consideration of their age.*

*Even where criminal procedures have been taken against juveniles, various exceptions are granted to them, including alleviation of the death penalty and life imprisonment, which are not imposed on juveniles under 18 years old, separation from adults in jail, earlier release on parole, etc. in consideration of the distinctive characteristics of juveniles.*

*In addition, when a fine is imposed on a juvenile, it is prohibited to send him/her to a labour detention house in lieu of fine.*

*Japan has the following 3 juvenile institutions:*

- 1) Juvenile Classification Homes: accommodates juveniles sent on remand by the Family Court*
- 2) Juvenile Training Schools: accommodates juveniles committed by the Family Court*
- 3) Juvenile Prisons: for juveniles sentenced to imprisonment with or without labour following a criminal trial.*

## **2. General prison conditions**

Most prisoners spend the majority of their time in prison factories or in their rooms. Fuchu and Osaka prisons have separate accommodation blocks for foreign prisoners where the cells have beds rather than futons, and many prisoners are in cells by themselves. In other prisons, you may be placed in either a shared or a single cell. The system for allocation of cells varies from prison to prison.

Communication with other prisoners is limited, as talking is only permitted at certain times, such as exercise periods and breaks. Inmates are usually allotted 30 minutes exercise per day (this time may include moving to and from your cell to the exercise area). Talking is not permitted during work.

Prisons operate a system of punishment and reward, and detainees are expected to strictly follow the rules and regulations set out by the facility. Good behaviour, success at work, and length of time served may all lead to an increase in rank. Privileges depend on rank with more senior prisoners often being allowed more visitors or being able to send more letters.

## **3. How can I receive money?**

You can receive cash in Japanese Yen in prison. If your family or friends are in Japan, they can go to the prison directly to deposit the money.

If your family or friends are in the UK, the Foreign, Commonwealth and Development Office can help them transfer money to you. We can receive up to £100 once a month and send you the cash in Japanese Yen without charging a fee, but for higher amounts or payments that are more frequent we charge fees on a sliding scale. They should call the Foreign, Commonwealth and Development Office on +44 (0)20 7008 1500 asking for the consular desk officer for Japan for further details. Please refer to Annex A for instructions on how to send funds.

If your family live in a country other than Japan or the UK, they should contact the nearest British Embassy for advice on how to send money. We cannot accept and forward any money sent in cash directly to the Embassy.

## **4. Can I work in prison?**

Almost all custodial sentences in Japan are detention with work, so you will likely have to work. After your skills have been assessed, you will be assigned to a factory, where you could be making anything from leather goods to toys to electrical components. Generally, inmates work eight hours per day Monday to Friday with three breaks, including one for lunch. Prisoners receive money for work done but the pay is very low.\* There are periodic study days when prisoners do not work in the factories. Depending on your age and medical condition, you may not be considered fit to work.

\*The pay you receive is not available for you to spend in prison. It is given to you once you are released or on transfer back to the UK.

## **5. Can I receive medical and dental treatment?**

If you need urgent, medical attention while detained you should inform the nearest prison officer.

All penal institutions in Japan are equipped with medical departments as required by law. Medically trained prison officers visit prison factories periodically and you should tell them if you have any health problems. Japanese prisons also have resident doctors and there are medical prisons for prisoners with serious illnesses. Some prison facilities have a dedicated medical wing (known as Medical Priority Facilities) where treatment for more complex medical issues can be administered. However if the treatment you need is not available at the facility, the authorities may deem that you need to receive treatment at an outside medical facility. This can take a considerable amount of time. Fuchu and Osaka prison are considered Medical Priority Facilities. Most treatment that is deemed necessary by the prison authorities will be provided free of charge.

There is also an emphasis on security in prisons, and when staff are not available to escort detainees, visits to external medical facilities might not be possible.

In rare cases, inmates may receive treatment by appointing external doctors at their own expense if requested, however this is at the wardens discretion.

Many prisoners find it difficult to access medical care with which they are satisfied. Waiting times for dental treatment can be particularly long. If you have difficulty obtaining suitable treatment for medical problems, please let a consular officer know by letter or during a visit and we may raise your treatment with the detention facility.

## **6. Mental health**

Your mental health is just as important as your physical health. Some prisons, including Fuchu, periodically have a counsellor visit the facility. If you are struggling with your mental health, please let the facility know and schedule a meeting with the counsellor to discuss your concerns. Counsellors may not speak English, and may communicate via a translator. Additionally, you can also let a consular officer know who can follow up accordingly with the facility.

## **7. Penal Institution Visiting Committees**

All prison facilities have Penal Institution Visiting Committees (Keiji Shisetsu Shisatsu linkai – 刑事施設視察委員会). Lawyers and doctors take part in these committees and they inspect facilities, consider issues and can point out and demand improvements. The visiting committee can receive information from inmates, friends or families and should be addressed to the Visiting Committee at XX prison (“facility Name” 刑事施設視察委員会). Prison officers are not permitted to open letters addressed to the committee.

## **8. Food and Diet**

At both Fuchu and Osaka prisons, prisoners are offered a rice-based or bread-based diet. The latter may not be available at all in some facilities. You will be asked to choose which diet you want on arrival and it will be very difficult to change at a later date. If you have allergies or require a change in diet due to religious reasons, meals without pork or vegetarian diets are available. You will need to submit a request for an allergy test or religious change. Japanese prison menus are strictly calorie-controlled, with the nutritional level based on factors such as sex, body size and type of work. Many British prisoners lose weight in prison; if this affects your health please follow the guidance above.

You cannot buy additional food or receive food/drink from visitors or through the post. However, you may receive additional snacks on certain national holidays.

## **9. Mail and Parcels**

If you are convicted and receive a custodial sentence, on arrival at the prison you must hand in a list of relatives' names to whom you want to write letters. Letters will be censored if they contain news of people not on the approved list. This list is very difficult to change once it has been submitted, so please include all the people you would like to contact. Your family may write as often as they wish, but you may only write a strictly limited number of letters in line with your rank in the prison. Depending on your rank and the facility, this may equal to between 3-5 letters a month. There are no restrictions on the number of letters you can send to the Embassy.

Our consular staff will reply to your written correspondence within our target of 20 working days (excluding postage time).

## **10. Can I make telephone calls?**

Making or receiving phone calls is not allowed for detainees. In exceptional circumstances where consular visits are not allowed, consular officers may be able to schedule a call with the detainee at a prison in lieu of a visit. This is subject to whether the service is available at the facility.

## **11. Leisure and entertainment / Study**

Fuchu, Tochigi and Osaka Prisons have well stocked libraries containing many foreign books (Fuchu has over 10,000 titles). They also hold Japanese language classes, although the infrequency of lessons and the sizes of the classes make it difficult to study the language seriously. You may also be put on a waiting list for the lessons, as they are usually very popular. Prisoners are allowed 15 minutes each day to read a newspaper and can watch a small amount of television, usually in Japanese. They can also attend organised religious events. Your TV privileges may be increased depending on your rank, and if it is a Japanese national holiday.

## **12. Drugs**

Cigarettes are strictly forbidden in all Japanese detention facilities.

## **13. Work duty**

In Japan, nearly all prison sentences involve incarceration combined with labour work. Work duty refers to compulsory work in prison factories or cells (a possibility if you are placed in solitary confinement) while serving your sentence in Japan. Refusing to do so will result in punishment.

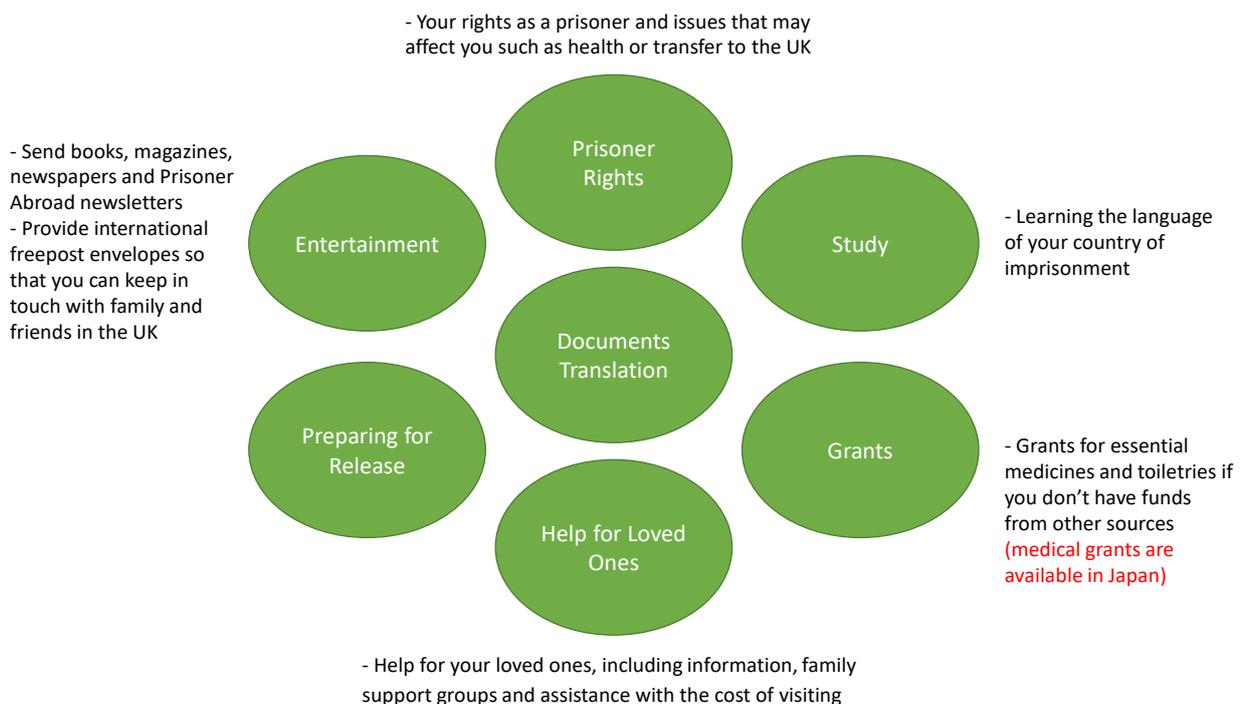
## **14. Fines**

Fines will generally be calculated according to the crime for which you are convicted e.g. street value of narcotics or an estimation of damage caused. During the work duty period (maximum 2 years), the sentence is suspended. After the completion of the work duty, the sentence is re-started and the new termination date of the sentence will be fixed.

## 15. Prisoners Abroad

Since 1978 the charity Prisoners Abroad has offered practical support and advice to British citizens imprisoned overseas. It is the only UK charity providing this service and it is available to all British Nationals, whether guilty or innocent, convicted or on remand. Prisoners Abroad is concerned with your health and welfare, both during your imprisonment and also on your return to the UK, through their resettlement service (if you have registered whilst in prison). They can also provide support and advice to your family during your imprisonment. In order to access any services, prisoners must first register with Prisoners Abroad by signing and returning their authorisation form.

Information on Prisoners Abroad is sent with this pack. If you have any questions, please ask a consular officer by letter or during a visit. Once you seek help from Prisoners Abroad, the Prisoner & Family Support Service will be your point of contact for advice and information. The type of assistance they can offer will vary from country to country, but generally, they can support you as follows:



Prisoners Abroad  
89 – 93 Fonthill Road  
London N4 3JH  
UK

**Telephone:** 00 44 (0)20 7561 6820 or, for your relatives in the UK, Freephone 0808 172 0098  
(Mondays to Fridays 9.30 am to 4.30 pm, UK time)

Email: [info@prisonersabroad.org.uk](mailto:info@prisonersabroad.org.uk)

Website: [www.prisonersabroad.org.uk](http://www.prisonersabroad.org.uk)

\* Please note that those with British Nationals (Overseas) status are not eligible to receive support from Prisoners Abroad.

## II) Procedures regarding mistreatment, transfers and release

### 1. How can I make a complaint about mistreatment?

If you have been tortured or mistreated, please inform Consular staff as soon as it is safe for you to do so. If you do not wish to inform a consular officer via letter, please request a consular visit and you can raise your concerns confidentially.

We will then do our best to visit you; to check on your welfare; discuss the allegations; and inform you of any local complaints procedures and supportive organisations that you may wish to consider. With your permission, and where appropriate, we may be able to raise your allegations of torture and/or mistreatment with the authorities. Please note that we cannot investigate allegations ourselves, nor can we question outcomes of investigations carried out by the local authorities.

In addition to the above process, please note that Japanese law provides several ways for convicted prisoners to raise concerns about the way they have been treated:



You can also:

- Make a complaint (苦情の申出 – *kujo no moushide*) to either the warden of the institution, to an inspector conducting an on-the-spot inspection, or to the Minister of Justice.

It is prohibited by law for a prison officer to treat you adversely because you have complained.

## **2. Is transfer to another prison within Japan possible?**

It is extremely unlikely that you would be able to transfer to another prison.

## **3. Is transfer to the UK a possibility?**

Japan is a contracting state to the Council of Europe Convention on the Transfer of Sentenced Persons. Prisoners are therefore able to apply for transfer to the UK to serve out their sentence. This application can be made on arrival to prison after conviction.

### **3.1 Eligibility**

To transfer, you must:

- be a British citizen or have close family ties with the UK (normally through permanent residence in the UK)
- not be awaiting trial
- have exhausted all appeals against your conviction and/or the length of your sentence
- have at least 6 months of your sentence left to serve when you apply for transfer
- have no outstanding fines or other non-custodial penalties
- (Local Conditions) all legal processes in Japan must be complete
- (Local Conditions) need to serve at least a third of your sentence in Japan before you can become eligible for a transfer back to the UK.\*

\* However, after the Japanese Ministry of Justice gives approval, it can take several months for the actual transfer to be arranged.

The offence you were convicted for must also be a criminal offence in the part of the UK you wish to be transferred to: England, Wales, Scotland or Northern Ireland.

If you are a British citizen, and the sentencing State agrees to your transfer then the UK authorities will normally approve your request. However, the UK authorities may refuse your request if, for example, you have not lived in the UK for a number of years, and you have no close family resident here.

### **3.2 Applying for a Transfer**

To apply for a transfer, write to your consular officer who will pass on your letter to the UK authorities. The UK authorities will then make an application to the foreign authorities on your behalf.

If you were not asked by the Japanese authorities and wish to apply for a transfer, let a consular officer know.

### **3.3 Approving your transfer**

You have no automatic right to transfer. If your transfer is approved by the local authorities, they will forward information about you to the UK authorities including:

- Details of the offence(s)
- Length and nature of the sentence

If the UK authorities agree to the transfer, they will tell the foreign authority and explain how they will continue to enforce your original sentence. The length of time it takes to complete a transfer varies and can take more than 2 years. There is no statutory right of appeal against a rejected transfer request.

### **3.4 Liability for Prosecution**

You cannot be re-prosecuted in the UK for the offence for which you are sentenced. You will, however, be liable to detention or prosecution in connection with any other alleged offence committed in the UK.

### **3.5 Release Dates**

You will serve the sentence imposed on you by the foreign court. The UK authorities cannot increase the sentence. Nor can they reduce your sentence to one which might have been given in the UK. In some cases (where the maximum sentence in the UK is less than your sentence) your sentence will be reduced to the maximum.

You need to be aware as to whether the transfer agreement requires your consent. The UK authorities will give you detailed estimates about your release dates in the UK before you agree to a transfer. It is your responsibility to ensure you understand the consequences of transfer before you give your consent.

### **3.6 Consent to transfer**

Your consent is required to transfer. You should make sure you understand the consequences of your transfer, including how your original sentence will be enforced in the UK, before you give your consent. If you are unsure, you should ask for clarification. Transferring and deportation are not the same thing. Please check point 4 for more.

The UK is a party to a number of agreements which enable a prisoner to be transferred to the prisoner's country of nationality or permanent residence without that person's consent, providing both governments involved agree. Although in these circumstances your consent to transfer is not required you must be given an opportunity to make representations against transfer. This can be given either orally or in writing depending on the law of the country in which you are held.

### **3.7 Paying for your transfer**

With most prisoner transfer agreements, you are required to pay your own airfare. You will be asked to sign an agreement to repay the cost after you arrive in the UK. The UK authorities will keep your passport and you will not be able to apply for a new one until you repay.

If you do not have a passport, you may need to pay for an emergency travel document.

The UK and foreign government will pay most of the other transfer costs.

You will not be required to make any payment if you are being transferred without your consent.

### **3.8 Appealing your conviction**

The UK courts have no jurisdiction to review either your conviction or your sentence. This remains a matter for the courts in the country in which you were sentenced.

## **4. What are the procedures for release, parole and deportation?**

Japanese law states that people receiving custodial sentences of over one year can be deported. Application of the rules regarding deportation vary between cases and may be affected by length of sentence, severity of the crime committed, strength of ties to Japan, current visa status, and the existence of a Japanese national willing to act as a sponsor.

We cannot offer detailed advice about whether you will be deported and suggest you seek advice either from a lawyer specialising in immigration matters or from the Japanese immigration authorities. Immigration officials will visit you and explain deportation procedures if you are eligible for parole, but are not legally allowed to stay in Japan.

If you are to be deported, you will usually be transferred directly from prison to immigration detention. The Japanese immigration authorities will ask you (or your friends or family) to pay for your own flight upon deportation. The Japanese government may pay for your flight, but not until it is completely clear that you cannot pay yourself. This can take several weeks or even months and you will be detained throughout this period.

## **5. Will I have a criminal record in the UK?**

You should be aware that if you have been convicted for certain serious offences, such as sexual assault or serious drugs crimes, our staff have a legal obligation to tell relevant UK authorities. It is therefore possible that information about this offence will appear if a prospective employer carried out a Criminal Records Bureau check.

### **III) Consular assistance**

#### **Who can help?**

The Foreign, Commonwealth and Development Office (FCDO):

Its Embassies and Consulates (High Commissions in Commonwealth Countries) represent the FCDO overseas. Both employ consular officers, and one of their duties is to provide help and advice to any British National who gets into difficulty in a foreign country.

#### **About the Embassy**

We are impartial; we are not here to judge you. We aim to make sure that you are treated properly and fairly in accordance with local regulations, and that you are treated no less favourably than other prisoners.

We can answer questions about your welfare and about prison regulations but you must ask your lawyer or the court about legal matters. A list of lawyers is provided by the British Embassy for your convenience, but neither Her Majesty's Government, nor any official of the Embassy, take any responsibility for the competence or probity of any firm/advocate on the list or for the consequence of any legal action initiated or advice given.

We cannot get you out of prison, pay fines, stand bail, or interfere with local judicial procedures to get you out of prison. We cannot secure you an earlier trial date and we cannot investigate a crime.

We have tried to make sure that the information in this booklet is accurate and up to date, but the British Embassy cannot accept legal responsibility for any errors or omissions in the information. If in doubt, contact a lawyer.

#### **Who are the consular representatives?**

There is one consular office in Japan, based at the British Embassy Tokyo.

#### **Contact information**

British Embassy Tokyo  
1 Ichiban-cho  
Chiyoda-ku  
Tokyo 102-8381  
Tel: +81 (0)3 5211 1100  
Fax: +81 (0)3 5211 0346

#### **Who will know I have been detained?**

The Japanese police inform the Embassy automatically whenever they arrest a British national. We are informed of most arrests within 24 hours.

#### **What will my family be told?**

We will not tell your family about your detention without your permission. If you say you would like us to inform your family or friends of your arrest we can do so. If you are unable to communicate with your family directly we can pass on basic messages, but we cannot tell your family anything that is untrue. In some circumstances the police may try to contact your family directly as part of their investigation.

## What will the Consulate do?

We will:

- aim to contact you as soon as possible after being told about your detention – in practice in Japan this means that we will contact the facility in which you are being detained to check on your welfare and ask if you want a consular visit. This is because the police do not allow the Embassy to speak to detainees on the telephone;
- aim to visit you, if you want us to, as soon as possible;
- provide general information about prison conditions and the local legal system, including whether local legal aid is available;
- provide a list of local English speaking lawyers and interpreters;
- make sure any medical or dental problems are brought to the attention of the police or detention facility medical staff;
- take up any justified complaints about ill treatment, personal safety or discrimination;
- contact your friends and family, if you want us to. We can also forward short messages if you are unable to do so, particularly if you are on a communications ban
- forward money to you sent from families or friends;
- consider approaching the local authorities if we feel that you are not being treated in line with internationally accepted standards regarding fair trials and prisoners' rights.

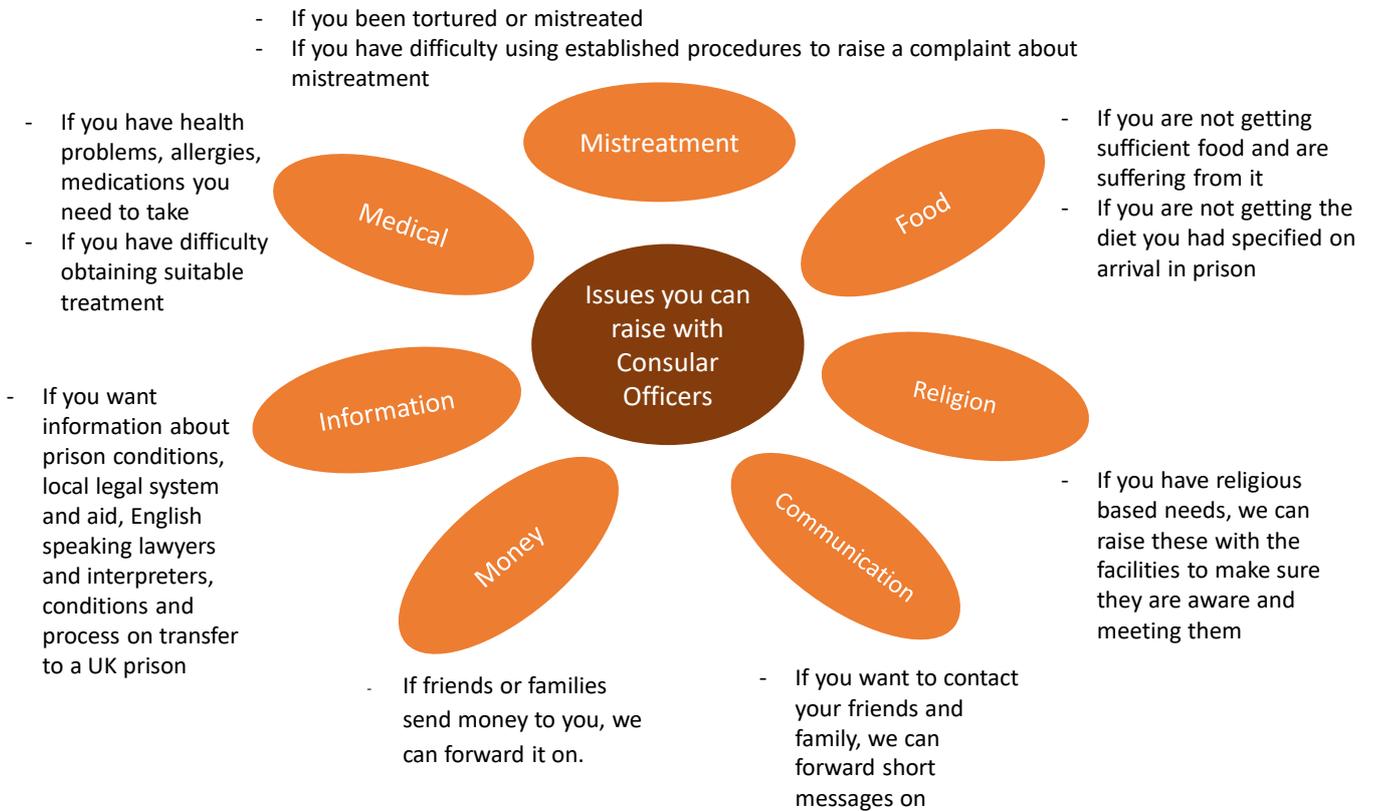
In the longer term, we will:

- aim to visit you every three months (for those in pre-trial detention) or every four months (for those in post-trial detention);
- send you money from your family;
- provide information on how to apply for transfer to a UK prison and explain the eligibility criteria.

We cannot:

- get you out of prison or detention, or get you special treatment because you are British;
- post bail for you;
- accept custody of you or guarantee your appearance in court;
- investigate your case or pay legal fees;
- offer legal advice, start legal proceedings or investigate a crime;
- pay for any costs incurred as a result of being arrested;
- pass on money for an out-of-court settlement or legal fees
- prevent the local authorities from deporting you upon your release.

In summary, please refer to the following diagram for an example of the kind of issues you can raise with your consular officer.



## ANNEX A

### OPTIONS TO TRANSFER FUNDS TO BRITISH NATIONALS OVERSEAS VIA THE FOREIGN, COMMONWEALTH AND DEVELOPMENT OFFICE

Please note that we can only advance funds to the person overseas once your payment has cleared in our account.

#### 1. Electronic bank transfers

Payment by electronic/internet bank transfer can be made either using online or telephone banking, or at your local bank or building society.

For all bank transfers, you will need to include the following details:

Bank:	National Westminster Bank
Account Name:	FCDO Multi Vote
Sort Code:	60-70-80
Account Number:	10012362
Reference:	FCDO <b>case reference number</b> (which can be found at the top of this letter), <b>surname and first name of the person</b> you are sending the funds for, plus country name if possible, e.g. 11-THB-123456 SMITH JOE - THAILAND or CON-1234 SMITH JOE – THAILAND
IBAN	GB56NWBK60708010012362
SWIFT/BIC	NWBKGB2L

You may also need our bank address which is: Government Banking Cst, Po Box 2027, Parklands, De Havilland Way, Horwich, Bolton, BL6, 4YU.

#### 2. By Post

Payments by **Postal Order, Bankers Draft, Building Society Cheque or personal cheque** should be crossed and made payable to "The Foreign, Commonwealth and Development Office". They should be sent to:

Accounts Receivable  
Foreign, Commonwealth and Development Office  
Corporate Service Centre  
PO Box 6108  
Milton Keynes  
MK10 1PX

We recommend that you use Special Delivery.

Please ensure that you include a note briefly explaining who the money is for, why you are sending these funds and quoting the case reference number. You may wish to use the payment slip on the next page.

If you would like a receipt, please include a stamped addressed envelope.

Please note that it can take approximately 15 days for personal cheques to clear and for payment to be received. Please write the cheque guarantee number and expiry date, and the COMPASS reference number, on the back of the cheque.

We are unable to receive payment by credit or debit card, or by cash.

To: Foreign, Commonwealth and Development Office

CASEBOOK reference number:

Date:

Please find enclosed funds for:

Full Name:

Country/place the above is in:

Amount enclosed:

Fee to be deducted:

Payment method:

My name is:

My address is:

## Glossary of Terms

### Key phrases – English into Japanese

SIMPLE / USEFUL EXPRESSIONS	
English	Japanese (Pronunciation)
Yes	はい (HAI)
No	いいえ (IIE)
Excuse me:	すみません (SUMIMASEN)
Thank you	ありがとう (ARIGATOU)
I understand	わかりました (WAKARIMASHITA)
I don't understand	わかりません (WAKARIMASEN)
Is it OK?	いいですか? (IIDESUKA?)
It is OK	いいです (IIDESU)
Help / Please Help Me	ヘルプ (HEH-RU-PU) / たすけてください (TASU-KEH-TE KUDASAI)
I want to write a letter	てがみをかきたい (TEGAMI O KAKITAI)
I want to see my lawyer	べんごしとめんかいしたい (BENGOSHI TO MENKAI SHITAI)
British Embassy Tokyo	いぎりすたいしかん (IGIRISU TAISHIKAN)
Consular Officer	りょうじじむかん (RYOUJI JIMUKAN)

SICKNESS	
English	Japanese (Pronunciation)
It hurts	いたい (ITAI)
I don't feel well	きぶんがわるい (KI-BOON GA WARUI)
I have a fever	ねつがある (NETSU GA ARU)
I have a headache	あたまがいたい (ATAMA GA ITAI)
I have a stomach ache	おなかがいたい (ONAKA GA ITAI)

I have a backache	こしがいたい (KOSHI GA ITAI)
I have toothache	はがいたい (HA GA ITAI)
I am constipated	べんぴしています (BENPI SHI-TE-I-MASU)
I have diarrhoea	げりしています (GERI SHI-TE-I-MASU)

MONTHS	
English	Japanese (Pronunciation)
January	いちがつ (ICHI GATSU)
February	にがつ (NI GATSU)
March	さんがつ (SAN GATSU)
April	しがつ (SHI GATSU)
May	ごがつ (GO GATSU)
June	ろくがつ (ROKU GATSU)
July	しちがつ (SHICHI GATSU)
August	はちがつ (HACHI GATSU)
September	くがつ (KU GATSU)
October	じゅうがつ (JU GATSU)
November	じゅういちがつ (JUICHI GATSU)
December	じゅうにがつ (JUNI GATSU)

WEEK	
English	Japanese (Pronunciation)
Monday	げつようび (GETSUYOUBI)
Tuesday	かようび (KAYOUBI)
Wednesday	すいようび (SUIYOUBI)

Thursday	もくようび (MOKUYOUBI)
Friday	きんようび (KINYOUBI)
Saturday	どようび (DOYOUBI)
Sunday	にちようび (NICHIOUBI)
<b>DAY</b>	
<b>English</b>	<b>Japanese (Pronunciation)</b>
Morning	あさ (ASA)
Noon	ひる (HIRU)
Afternoon	ごご (GOGO)
Evening	ゆうがた (YUGATA)
Night	よる (YORU)

Basic Numerals			
Numerals	Japanese Pronunciation	Numerals	Japanese Pronunciation
<b>0</b>	Zero/rei	<b>10</b>	Ju
<b>1</b>	ichi	<b>11</b>	ju ichi
<b>2</b>	ni	<b>12</b>	ju ni
<b>3</b>	san	<b>13</b>	ju san
<b>4</b>	Yon/shi	<b>14</b>	ju yon/ju shi*

<b>5</b>	go	<b>15</b>	ju go
<b>6</b>	roku	<b>16</b>	ju roku
<b>7</b>	Nana/shichi*	<b>17</b>	ju nana/ju shichi*
<b>8</b>	hachi	<b>18</b>	ju hachi
<b>9</b>	Kyu/ku*	<b>19</b>	ju kyu/ju ku*

\*Can be pronounced two different ways

## **Disclaimer**

The Consular Section, British Embassy Tokyo, compiled this booklet. It is revised on a regular basis.

Consular services are usually in English, so if you require assistance in a different language, please bear in mind this may mean delays in assistance.

If you feel any of the information contained in this booklet is incorrect, please contact us at [www.gov.uk/contact-consulate-tokyo](http://www.gov.uk/contact-consulate-tokyo)

The British Embassy in Tokyo is not accountable for the information provided in this booklet. Local proceedings are subject to change at any time.

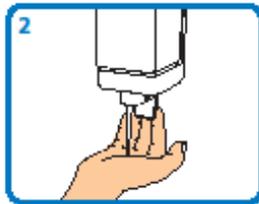
Thank you.



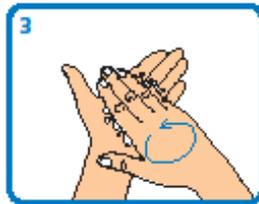
# Hand-washing technique with soap and water



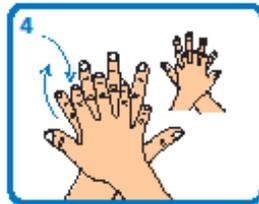
1  
Wet hands with water



2  
Apply enough soap to cover all hand surfaces



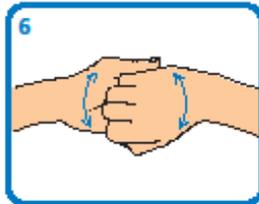
3  
Rub hands palm to palm



4  
Rub back of each hand with palm of other hand with fingers interlaced



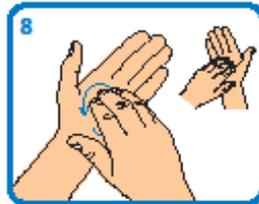
5  
Rub palm to palm with fingers interlaced



6  
Rub with back of fingers to opposing palms with fingers interlocked



7  
Rub each thumb clasped in opposite hand using a rotational movement



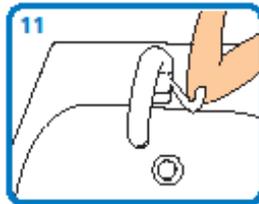
8  
Rub tips of fingers in opposite palm in a circular motion



9  
Rub each wrist with opposite hand



10  
Rinse hands with water



11  
Use elbow to turn off tap



12  
Dry thoroughly with a single-use towel



13  
Hand washing should take 15-30 seconds

