

READY STEADY TOKYO – Equestrian (Eventing) and Hockey Accreditation Manual

June 2019

1. Introduction

1.1 Purpose of this manual

This Manual has been produced by the Tokyo Organising Committee for the Olympic and Paralympic Games (“Tokyo 2020”) to direct all stakeholders (“Responsible Organisations”) through the participant registration and accreditation processes for the Tokyo 2020 Test Events, **READY STEADY TOKYO – Equestrian (Eventing) and Hockey**.

Responsible Organisations participating in the READY STEADY TOKYO – Equestrian (Eventing) and Hockey must complete, in full, the processes outlined in this manual to obtain an accreditation card for their delegation members.

This manual focuses on the registration process and data requirements, as well as the accreditation distribution process, and accreditation validation procedures. This manual and all other documents enclosed in the accreditation registration materials are available in English only.

1.2 Definition and function of accreditation

The accreditation card confers on its holder the right to perform his/her function at the READY STEADY TOKYO – Equestrian (Eventing) and Hockey. Accreditation is granted by Tokyo 2020 to eligible persons. All matters relating to the accreditation card, including the categories and related access rights, as well as the terms on which it is issued or withdrawn, are at the sole discretion of the Tokyo 2020 Accreditation Team.

The purpose of accreditation is to identify and register all persons involved in the staging of the READY STEADY TOKYO Events, and allow them necessary venue access to perform their roles. Accreditation ensures that only qualified and eligible people are entitled to participate in and perform official functions at the READY STEADY TOKYO Events. The accreditation card limits participants’ access to the areas required to perform their function, allowing the READY STEADY TOKYO Events venues to operate securely, efficiently and effectively.

The accreditation card serves as an official document of the READY STEADY TOKYO – Equestrian (Eventing) and Hockey that:

- establishes the identity of its holder; and
- is an official READY STEADY TOKYO document – the accreditation card grants the bearer the necessary access to official venues of the READY STEADY TOKYO – Equestrian (Eventing) and Hockey to perform a specific function during the Event.

1.3 Accreditation process overview

Each Responsible Organisation is responsible for the registration of every potential member of its delegation by the application deadline of **12 July 2019**, as indicated in [section 3.2](#). The deadlines have been agreed within Tokyo 2020 to allow adequate time to verify the data and make other preparations for the READY STEADY TOKYO – Equestrian (Eventing) and Hockey.

All applications for accreditation must be submitted electronically through BizStorage, as described in [section 3.3](#) of this manual. A complete application for accreditation consists of:

- an application form; and
- a digital photograph of the applicant

Details of the data field requirements and specifications for the photograph can be found in [section 4](#) of this manual.

The accreditation card does not act as a visa waiver to Japan. Depending on the applicants' nationality, they may be required to obtain their own visa (at their own cost) to enter Japan. All participants will be able to collect their accreditation card from an official READY STEADY TOKYO – Equestrian (Eventing) and Hockey accreditation facility after arrival in Japan.

All READY STEADY TOKYO – Equestrian (Eventing) and Hockey participants must visit an official accreditation facility, in person and with their passport or other accepted identity document, after arrival in Japan to complete the accreditation process. Details of accreditation validation process can be found in [section 3](#).

Detailed step-by-step directions for the accreditation process can be found in [section 3](#) of this manual.

1.4 Accreditation timeline

Table 1: Accreditation timeline for the Test Events

| Year | Date | Activity |
|------|---------------|---|
| 2019 | June | Test Events Accreditation Manual and associated registration materials provided to all Responsible Organisations |
| | 12 July | Deadline for all Responsible Organisations to complete and return Responsible Organisation Undertaking. All Undertakings must be returned before submitting applications for accreditation. |
| | | Deadline for all Responsible Organisations to submit all applications for accreditation through READY STEADY TOKYO – Equestrian (Eventing) and Hockey Accreditation Application Excel Template. |
| | | Deadline for National Federations to submit sport entries |
| | July – August | Tokyo 2020 produces accreditation cards |
| | 3 August | Start of accreditation card validation for stakeholders at the Accreditation facilities |
| | 12–14 August | READY STEADY TOKYO – Equestrian (Eventing) |
| | 17–21 August | READY STEADY TOKYO – Hockey |

1.5 Accreditation assistance

The Tokyo 2020 Accreditation Team will be available at every step of the accreditation process to provide assistance to Responsible Organisations participating in the READY STEADY TOKYO – Equestrian (Eventing) and Hockey. Responsible Organisations are encouraged to contact the Tokyo 2020 READY STEADY TOKYO Accreditation Team directly by email.

This manual has been prepared to provide Responsible Organisations with the detailed instructions for the accreditation process, and answers to most common questions can be found within this document. General support for the accreditation process is available via email at acr.tev.equ.hoc@tokyo2020.jp.

The READY STEADY TOKYO Accreditation Team kindly asks that the Responsible Organisation name is included in the subject line of all email communications.

2. Delegation

2.1 Delegation overview

This section of the Test Events Accreditation Manual outlines the populations that are entitled to accreditation as part of each Responsible Organisation's delegation at the READY STEADY TOKYO – Equestrian (Eventing) and Hockey.

Accreditation issued for a specific category may not be used by anyone who does not meet the requirements applicable to that category. If an accreditation is linked to the performance of a specific function, the person using such accreditation must be eligible or qualified accordingly and must actually perform that function.

2.2 Accreditation categories

The following sections outline the policies for each accreditation category, as well as an explanation of the quotas that apply, including any calculations used to determine the quotas. These policies and quotas are determined by Tokyo 2020.

2.2.1 Athletes (Aa category)

Equestrian (Eventing)

Each NF delegation competing in READY STEADY TOKYO – Equestrian (Eventing) will be allowed a maximum of six (6) competing athletes, except for the host country Japan.

Hockey

Each NF delegation competing in READY STEADY TOKYO – Hockey will be allowed a maximum of one male team and/or one female team. One team is composed of a maximum of 16 athletes. Please refer to section 2.2.4 of this guide for information on alternate athletes and the quotas authorised for the READY STEADY TOKYO – Hockey event.

2.2.2 Team leader (Ao category)

Chef d'équipe (Equestrian, "EQU")/ Team manager (Hockey, "HOC")

The Chef d'équipe (EQU) or Team manager (HOC) is the head of the NF's delegation at the Test Events. In the READY STEADY TOKYO – Equestrian (Eventing) and Hockey Accreditation Application Excel Template and on the accreditation card, this function will appear as "Team Leader".

Each delegation is entitled to one Chef d'équipe or Team manager accreditation, regardless of the number of competing athletes in the delegation.

2.2.3 Team officials (Ao category)

NF delegation members with the following functions are accredited as Team Officials in the Ao category:

- Coach
- Veterinarian (EQU only)
- Groom (EQU only)
- Doctor
- Physiotherapist

- Medical personnel
- Technical personnel
- Administrative personnel

The number of team official accreditations available to each NF is determined by Tokyo 2020, as described below.

Equestrian (Eventing)

For the NFs with athletes competing in Equestrian, each delegation will be entitled to the following team management accreditations for the READY STEADY TOKYO – Equestrian (Eventing):

- Team Leader
- Coach

Hockey

For the NFs with athletes competing in Hockey, each delegation will be entitled to the following team management accreditations for the READY STEADY TOKYO – Hockey:

- Team leader
- Coach
- Physiotherapist
- Doctor
- Medical personnel
- Administrative personnel
- Technical personnel

Veterinarians and grooms

In addition to the officials as calculated above, NFs with participating athletes in READY STEADY TOKYO – Equestrian (Eventing) are entitled to accreditation in the Ao category for the following personnel:

- 1 veterinarian for each NF delegation with entries in Equestrian (Eventing)
- 1 groom for each horse entered into an Equestrian event

2.2.4 Alternate athletes (Ap category)

Accreditation for alternate athletes, are available to NFs with competing athletes in Hockey. These accreditations are issued in the Ap category for the alternate athletes.

Alternate athletes

Alternate athletes can only become competing athletes as per the conditions outlined in the Tokyo 2020 Late Athlete Replacement policy.

NFs are entitled to a total of 2 alternate athletes per team for Hockey.

2.2.5 Horse owners (NF category)

NFs that have athletes entered into the Equestrian competition at the READY STEADY TOKYO – Equestrian (Eventing) may accredit up to two people in the horse owner category for each horse (including reserve horses).

Applicants for accreditation in this category must be named in the horse's passport as an owner of the horse, or a representative of the entity/organisation that owns the horse.

2.2.6 NF Representatives and NF Guests

Each NF may obtain accreditation for the following NF office holders as NF Representatives:

- NF President (with one accompanying guest); and
- NF Secretary General (with one accompanying guest)

All other participants to the READY STEADY TOKYO – Equestrian (Eventing) and Hockey, that are not performing an official function at the READY STEADY TOKYO Events will be accredited as NF Guests. This category includes members of NFs attending the Events, NF office holders other than NF President or Secretary General, and other populations belonging to the NFs.

2.3 International Federations

International Federations (IFs) are responsible for providing to Tokyo 2020 the list of all participants to the READY STEADY TOKYO – Equestrian (Eventing) and Hockey corresponding to the below categories, and to submit their accreditation applications as presented in this Manual. The process and timeline is as presented in this Manual.

2.3.1 IF President and Secretary General (IF category)

Each IF may obtain accreditation for the following IF office holders:

- IF President (with one accompanying guest); and
- IF Secretary General (with one accompanying guest)

2.3.2 Accompanying guests (IF category)**

Accompanying guest accreditations are intended to accommodate the presence of a spouse or close family member.

Participants accredited in the IF accompanying guest category are only entitled to receive an accreditation if the person who has the right to invite actually attends the READY STEADY TOKYO Events.

2.3.3 ITO/NTO (J category)

For READY STEADY TOKYO – Hockey, the FIH is responsible for providing to Tokyo 2020 the list of all ITOs that will work at the READY STEADY TOKYO – Hockey, and to submit their accreditation applications as presented in the later sections of this Manual. For READY STEADY TOKYO – Equestrian (Eventing), this responsibility belongs to Tokyo 2020 Sports team.

2.3.4 IF Delegates

IF delegates are responsible for the management of the IF delegation during competition.

2.3.5 IF Staff

IF Staff category includes all participant who will perform official functions on behalf of the IF at the READY STEADY Events, such as Equipment Technician, Medical personnel or other staff necessary for the management of the competition.

2.3.6 IF Guests

All other participants from the IF will be accredited as IF Guest for the READY STEADY TOKYO – Equestrian

(Eventing) and Hockey.

2.4 Broadcaster observers (HBb category)

Observers from OBS that wish to participate to the READY STEADY TOKYO – Equestrian (Eventing) and Hockey will be accredited as broadcasters under the category HBb. The timeline and accreditation submission process are the same as outlined in the manual for other stakeholders.

2.5 Other categories

All other categories of participants to the READY STEADY TOKYO Events to be accredited must contact Tokyo 2020 Test Events Management to inquire about the processes and timeline for accreditation. These participants may be entitled to accreditation through another process not covered by the READY STEADY TOKYO Accreditation Team. This other process includes, but is not limited to:

- NOC Observers

3 Step-by-step directions for the accreditation process

This section of the manual describes the steps to be followed to obtain accreditation for Responsible Organisations delegation members for the READY STEADY TOKYO – Equestrian (Eventing) and Hockey. Support throughout the process will be available from the Tokyo 2020 READY STEADY TOKYO Accreditation Team via email at acr.tev.equ.hoc@tokyo2020.jp.

3.1 Registration package

The Test Events accreditation registration package includes the following items:

- READY STEADY TOKYO – Equestrian (Eventing) and Hockey Accreditation Manual (this document);
- Responsible Organisation Undertaking form;
- Applicant Notice;
- READY STEADY TOKYO – Equestrian (Eventing) and Hockey Accreditation Application Excel Template;
- and
- BizStorage Accreditation Submission Instructions

The Responsible Organisation Undertaking must be returned before Tokyo 2020 is able to take receipt of accreditation application information.

3.2.1 Responsible Organisation Undertaking

The Responsible Organisation Undertaking provides the Tokyo Organising Committee for the Olympic and Paralympic Games with the authorisation to accept the personal information of delegates from each Responsible Organisation and to share selected information with third parties as lined in the Responsible Organisation Undertaking, and the International Federations for the purpose of administering the READY STEADY TOKYO – Equestrian (Eventing) and Hockey.

The Responsible Organisation Undertaking places responsibility on the Responsible Organisation to inform and seek consent from each individual member of its delegation. Responsible Organisations are also responsible for ensuring that necessary parent or legal guardian consent is obtained with respect to any applicant under the age of 20 years old (or who is still minor under the legislation of his/her country) at the time of the application for accreditation. Responsible Organisations should ensure that they also comply with any existing legislation in their respective territories concerned with the collection and transfer of personal data.

The Responsible Organisation Undertaking must be signed by someone authorised to sign on behalf of the Responsible Organisation. Tokyo 2020 will not accept any applications for accreditation from a Responsible Organisation until this form is returned.

The completed form, including original signature, should be scanned and returned to acr.tev.equ.hoc@tokyo2020.jp no later than 12 July 2019. Electronic signatures will not be accepted. Upon receipt of the Responsible Organisation Undertaking, Responsible Organisations will be allowed to submit accreditation applications through BizStorage.

3.1.2 Applicant Notice

To assist Responsible Organisations in obtaining the necessary consent of individual delegation members, Tokyo 2020 have provided an Applicant Notice that can be given to each applicant.

Alternatively, Responsible Organisations may choose to include text from the Applicant Notice into their own agreements with individuals, for example, consent forms, terms and conditions, or employment contract etc.

The Applicant Notice contains two signature sections – one for applicants over 20 years old, and one for applicants under the age of 20 (to be completed by the parent/legal guardian).

The Applicant Notice is provided for the use of the Responsible Organisation. They should not be returned to Tokyo 2020.

3.2 Delegation identification

Responsible Organisations are recommended to collect all of the information required for accreditation (see [section 4](#)) from all potential members of their delegation that may require accreditation for the READY STEADY TOKYO – Equestrian (Eventing) and Hockey. This includes all athletes being considered for entry into the sport competitions at the READY STEADY TOKYO – Equestrian (Eventing) and Hockey, and team officials.

The READY STEADY TOKYO Accreditation Team suggests that data and photographs collected are reviewed in detail and updated with the individual if required before including in the application for accreditation process for the READY STEADY TOKYO – Equestrian (Eventing) and Hockey.

Applications for accreditation must be submitted to Tokyo 2020 for all potential READY STEADY TOKYO Events participants still in consideration by the submission deadline of **12 July 2019**.

A complete application for accreditation consists of the completed application form, and a digital photograph of the applicant.

3.3 Submit applications for accreditation

Responsible Organisations are responsible for submitting all of their application for accreditation through BizStorage, as explained in this section.

Responsible Organisations are required to gather all the information of all participants to the READY STEADY TOKYO Events, and to put them in the READY STEADY TOKYO – Equestrian (Eventing) and Hockey Accreditation Application Excel Template provided by Tokyo 2020. Responsible Organisations are then required to upload their completed Excel Template, and the pictures of participants on BizStorage as instructed in the BizStorage Accreditation Submission Instructions.

BizStorage is a secure internet-based file-sharing system that allows Responsible Organisations to submit applications for accreditation directly to Tokyo 2020 READY STEADY TOKYO Accreditation team. More information on the use of BizStorage is available in the BizStorage Accreditation Submission Instructions.

The data fields required for applications for accreditation are outlined in [section 4](#) of this Guide. A digital photograph of each applicant is required to be submitted along with the Excel Template as part of the application for accreditation.

In order for the Tokyo 2020 Accreditation team to facilitate the production of accreditation cards, it is imperative that all applications are completed and submitted by the deadline.

3.4 Data validation

Responsible Organisations are advised to make every effort to ensure the accuracy of data in their accreditation applications, including ensuring that photos are matched correctly to applications.

Tokyo 2020 will perform a series of data check for common and obvious errors throughout the application phase and will report back to the Responsible Organisations with any resulting queries. These reviews will continue after the deadline to ensure that as many issues as possible are addressed and corrected in advance of the accreditation cards production and distribution.

3.5 Sport entries

Sport Entries forms a key part of the registration process for athletes, and the number of athletes in a delegation determines the number of accreditations that each delegation is entitled to across all categories.

As part of the accreditation application process, NFs are required to submit the details of all athletes who may potentially participate in the READY STEADY TOKYO – Equestrian (Eventing) and Hockey. The list of athletes will be then checked and processed by the Sport Entries team according to the rules, regulations and eligibility of the IF for each sport, in preparation of the Sport Entries registration. If an athlete is not included in the list, NFs will be unable to enter them into the competition.

Please refer to communications from the Tokyo 2020 Sport Entries team for detailed instructions on the Sport Entries process to be followed.

3.6 Accreditation collection

All participants due to be accredited for the READY STEADY TOKYO – Equestrian (Eventing) and Hockey must attend an official accreditation facility to pick up their accreditation card prior to being able to enter any READY STEADY TOKYO Events competition venue.

Each participant must attend in person and must present an acceptable form of identification for their nationality as outlined in [section 4.3](#) of this Guide. The identity document presented should be the same that was used in the application for accreditation, and must be valid at the time of accreditation pick-up.

As a general rule individual collection of accreditation cards will be at the Venue Accreditation Office (VAO) at the respective READY STEADY TOKYO competition venue, otherwise informed.

3.2.2 Accreditation facilities

[Section 5.1](#) of this guide provides full details of the READY STEADY TOKYO – Equestrian (Eventing) and Hockey accreditation facilities and the services available at each of them.

3.7 Using the accreditation card during the Events

All READY STEADY TOKYO – Equestrian (Eventing) and Hockey participants should take good care of their accreditation card and ensure that it is available for inspection whenever entering READY STEADY TOKYO – Equestrian (Eventing) and Hockey venues and that it is worn around the neck whenever inside venues.

The Tokyo 2020 Security Functional Area will be testing Electronic Access Control and facial recognition systems during the READY STEADY TOKYO – Equestrian (Evening) and Hocket Events. All participants in possession of an accreditation card are encouraged to go through these access control and facial recognition checks to contribute to the testing.

4 Data and photograph requirements

This section reproduces some of the content from the *Data Fields and Photograph Specifications for Accreditation Applications* document. The content in this document however has been tailed specifically to populations that will participate in the READY STEADY TOKYO – Equestrian (Eventing) and Hockey.

The table in this section lists the personal information that will be required for all applicants.

Optional fields must be left blank in the application form if not applicable. Do not enter ‘same as above’, ‘idem’, ‘not applicable’, ‘n/a’, etc.

The table below provides details of the format for each data field. The letters A to D refer to a set of acceptable characters.

| Field name | Mandatory / optional | Categories | Max. length | Format | Description |
|----------------------------|----------------------|------------------------------|-------------|--------|---|
| Organisation | Mandatory | ALL | | CODE | |
| Function | Mandatory | ALL | | CODE | |
| Family name | Mandatory | ALL | 25 | A | Exactly as stated in the identity document (see section 4.2 for detailed instructions about the requirements). The ‘middle/other given name(s)’ field must be populated if the applicant has a middle name or more than one given name. |
| Given name | Mandatory | | 25 | A | |
| Middle/other given name(s) | Optional* | | 25 | A | |
| Local family name | Mandatory* | ALL | 25 | B | * Mandatory for Japanese nationals only. Enter the applicant’s name in Japanese characters (Kanji, Hiragana or Katakana) exactly as stated in the identity document. Note that Japanese passports do not display the holder’s name in Japanese characters, however the names entered in these fields must be exactly the same (using the same characters) as shown on other official Government of Japan documentation. |
| Local given name | Mandatory* | | 25 | B | |
| Preferred family name | Optional | Games Family, excl. Athletes | 25 | C | To be entered if the applicant wishes to be known by a name other than the one stated on their identity document. These fields will be automatically populated with the Family name and Given name if left empty. |
| Preferred given name | Optional | | 25 | C | |
| IF family name | Mandatory | Athletes only | 25 | C | For Athletes this should be the same exact name as the one used for international competition – all athlete preferred names must match the respective International Federation’s database. |
| IF given name | Mandatory | | 25 | C | |
| Gender | Mandatory | ALL | | CODE | Exactly as stated on the identity document. |

| Field name | Mandatory / optional | Categories | Max. length | Format | Description |
|-----------------------|----------------------|------------|-------------|------------|--|
| Date of birth | Mandatory | ALL | | dd/mm/yyyy | Exactly as stated on the identity document. Note that the Japanese Driver's Licence and the Individual Number Card display the date of birth with the year in the Japanese era calendar scheme. The year name (元号 gengō) and number should be converted to the Gregorian calendar year number. |
| Nationality | Mandatory | ALL | | CODE | For participants with more than one nationality, use the nationality of the identity document that the applicant will use during their involvement in the Tokyo 2020 Games. |
| Identity document | Type | Mandatory | ALL | CODE | Refer to section 4.3 for acceptable forms of identification document. |
| | Number | Mandatory | ALL | ** | Exactly as stated on the identity document, excluding any spaces and punctuation characters. ** Depends on document type – refer to section 4.3 of this document for detailed information. |
| | Date of expiry | Mandatory* | ALL | dd/mm/yyyy | Exactly as stated on the identity document. * Only required if Passport is selected as the identity document type. |
| | Country of issue | Mandatory* | ALL | CODE | The country of the government/agency that issued the passport – in most cases this will be the same as the applicant's nationality even if the document was issued at an embassy, consulate or high commission. * Only required if Passport is selected as the identity document type. |
| Daily wheelchair user | Optional | ALL | | CODE | Indicate if the applicant is a daily wheelchair user. This information will be used by Tokyo 2020 to quantify accessible transport needs for each population. |
| Discipline | Mandatory | | | | Some functions require identification of the discipline. |

4.1 Acceptable Characters and Required Formats

The values in the 'Format' column of the table in [section 4](#) are explained here. The letters A to G refer to a set of acceptable characters which are outlined in the table below.

| Character(s) | A | B | C | D |
|---|-----|----|-----|-----|
| Latin characters A-Z (without accents) (note 1) | Yes | No | Yes | Yes |
| Diacritic (accented) Latin characters (notes 1, 2, 3) | No | No | Yes | No |

| | | | | |
|--|------|-----|-----|-----|
| Japanese characters (Kanji, Hiragana, Katakana) | No | Yes | No | No |
| Numbers 0-9 | No | No | No | Yes |
| Apostrophe: ’ | No | No | Yes | No |
| Hyphen: - | No | No | Yes | No |
| Space | Yes | Yes | Yes | No |
| Period/full stop: . (note 5 for *) | Yes* | No | Yes | No |

Notes:

1. Both upper case and lower case Latin characters can be used when submitting applications for accreditation as the system will convert lower case characters to upper case where this is required.
2. The following diacritic (accented) characters have been checked and confirmed to be accepted by the accreditation system: À, Á, Â, Ã, Ä, Å, Ç, È, É, Ê, Ë, Ì, Í, Î, Ï, Ñ, Ò, Ó, Ô, Õ, Ø, Ù, Ú, Û, Ü, Ý. The Tokyo 2020 Accreditation Team are working with the system provider to extend this list.
3. Diacritic (accented) characters will be transliterated (converted) automatically to the equivalent non-diacritic Latin character upon submission of the application form. This is expected system behaviour so there is no need to contact us. The name printed onto the Accreditation Card will be generated before this conversion – i.e. the name printed onto the Accreditation Card will contain the diacritic (accented) characters.
4. The acceptable characters for ‘Identity document number’ field are dependent on ‘Identity document type’. Refer to [section 4.3](#) of this document for further details.
5. The period/full stop character should only be used in the name fields for applicants whose passport MRZ.

Where the ‘Format’ column of the table on pages 14 and 15 indicates CODE, refer to the READY STEADY TOKYO Accreditation Application Excel Template which lists the available options for these fields, and the CODE to be used within the template:

4.2 Name Field Explanatory Notes

The information entered in the ‘Given name’, ‘Middle/other given name(s)’ and ‘Family name’ fields must match the information in the applicant’s identity document. This section provides specific explanations about which name should be entered into each field according to the acceptable identity document types.

Passports

The names entered into the accreditation application form must match the information that appears in the Machine-Readable Zone (MRZ) at the bottom of the biographical data page of Machine-Readable Passports (MRPs). For many applicants the information written in the MRZ is the same as the information in the non-machine-readable section of the biographical data page, however those with diacritic (accented) characters, or long names, may observe a difference. Where such difference is observed, the ‘Preferred given name’ and ‘Preferred family name’ fields (‘IF given name’ and ‘IF family name’ fields for Athletes) can be used to enter the applicant’s name as desired. Please refer to the following instructions and diagram to find the required information from the MRZ.

Japanese nationals' names are displayed on the Individual Number Card and the Japanese Driver's Licence in a single field with the family name before the given name. Usually there is a space between the family name and the given name, but if it is not clear we recommend contacting the individual applicant to get the necessary clarification.

Further to this, note that names are written only in Japanese characters on these documents. Tokyo 2020 recommends asking individual applicants to submit in writing the preferred spelling of their names in Latin characters for use in the application for accreditation form.

Japanese Residence Card

Japanese Residence Cards display the holder's name in a single field with the family name before the given name(s) and no distinction between which is the family name, and which is the given name(s).

When preparing the information to be submitted in the application for accreditation, if it is not clear where the family name ends, and the given name(s) start, we recommend contacting the individual application to get the necessary clarification, or if available confirm with their passport.

Japanese Residence Cards usually display the holder's name exactly as shown in the MRZ section of their passport, but there may be exceptions for applicants with long names. Please follow the instruction in the passport section above to determine which words should be entered into each of the fields on the application for accreditation form.

4.3 Identity Documents

All organisations are strongly recommended to obtain and store a photocopy or scanned image of each potential applicant's identity document to double check/cross-reference key applicant information before submitting the applications for accreditation.

As part of the accreditation process, each application must include the details of the applicant's identity document. The table below lists the acceptable forms of identity document according to the applicant's nationality. These forms of identification are the only ones that can be used for the Accreditation process.

| Identity document type | Japanese nationals | Nationals of all other countries |
|--|--------------------|----------------------------------|
| Passport | Yes | Yes |
| Japanese Driver's Licence | Yes | No |
| Japanese Residence Card (or Special Permanent Residence Certificate) | No | Yes |
| Individual Number Card | Yes | No |

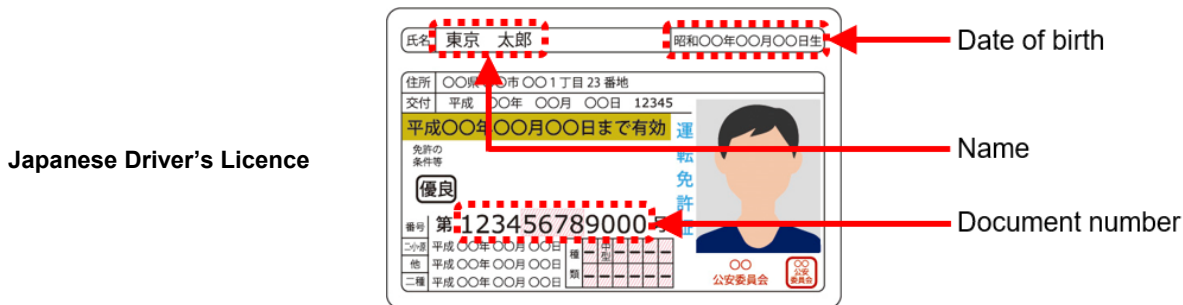
The "Individual Number Card" is sometimes called "My Number Card". This should not be confused with the "Notification Card" that informs the individual about their "My Number" number. The "Individual Number Card" is the credit-card sized plastic document which also contains the individual's photograph and other information.

The table below shows the maximum length for the 'Identity document number' field for each document type.

| Identity document type | Length | Acceptable characters | Information |
|------------------------|------------|---|--|
| Passport | Max. 20 | Latin characters A-Z, numbers 0-9, no spaces or punctuation | Generally, machine readable passports have numbers that are 9 characters in length |

| | | | |
|--|----|-----------------------------------|--|
| Japanese Driver's Licence | 12 | Numbers 0-9 | The Licence number is displayed on the front side of the card to the right of the label “番号”. It is generally a 12-digit number where the middle four digits are displayed on a coloured background |
| Japanese Residence Card (or Special Permanent Resident Certificate) | 12 | Latin characters A-Z, numbers 0-9 | Format: AB12345678CD; found on the top right corner on the front side of the card |
| Individual Number Card | 4 | Numbers 0-9 | The required number is the four-digit security code near the lower right corner of the photo on the front side of the card. The actual “My Number” that is printed on the back of the card is not required |

The images below indicate the location of the name, date of birth and document number on Japanese Driver's Licences, Japanese Residence Cards and Individual Number Cards.



4.3.1 Document validity

All documents must be valid at the time of accreditation collection.

4.4 Photograph Specifications

All applications for accreditation for the Tokyo 2020 Olympic Games and Paralympic Games must be accompanied by a digital photograph of the applicant. The photographs will be printed onto the Accreditation Cards. They will also be referenced during access control procedures when accessing READY STEADY TOKYO venues.

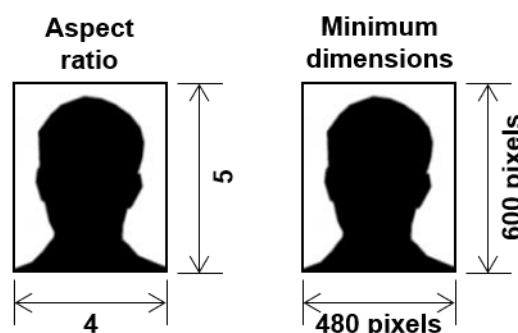
To be eligible to receive an Accreditation card, applications for accreditation must be accompanied a photograph meeting these specifications by the published application deadline.

These photograph specifications have been developed from the International Civil Aviation Organisation (ICAO) guidelines for passport and travel document photographs. Generally, the photograph quality from a smartphone or basic digital camera or webcam will be sufficient to meet these requirements if the applicant is close enough to the camera that the photograph does not need to be significantly cropped.

4.5 Digital photograph file requirements – bulk application import

When uploading photographs to BizStorage at the same time as application data using the Excel template, organisations must take care to prepare the digital photographs correctly before importing. The digital photograph files should be:

- in portrait orientation, with an aspect ratio of 4×5 (width × height);
- minimum of 480 pixels (width) and 600 pixels (height);
- JPEG (.jpg or .jpeg), Portable Network Graphics (.png) or Bitmap (.bmp) format; and
- maximum of 5 MB (megabyte) in size, with a recommended size around 500 KB (kilobyte).



4.6 Expression

The applicant should:

- stand/sit facing square to the camera, looking directly at the camera without tilting the head;
- have a neutral facial expression, and their mouth closed;
- have their eyes open and clearly visible;
- consider tying long hair back; hair must not cover the applicant's eyes; and
- not wear coloured contact lenses.

The applicant's full face must be visible; scarfs or other clothing items should not be worn high up to the chin.

4.7 Style and lighting

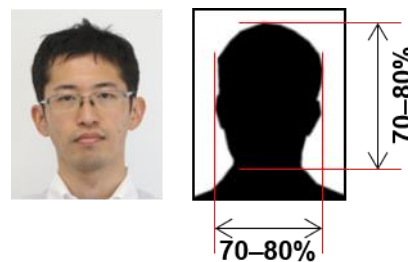
The applicant's face should take up 70–80% of the photograph; only the head and top of shoulders should be visible.

The applicant should:

- be the only person in the photograph; and
- be in the middle of the photograph frame.

Photographs should:

- show recent likeness of the applicant; they should be taken within the last six months;
- have a plain white or light-coloured background;
- be in colour (not black and white);
- be taken with uniform lighting, with the face and eyes free from shadows, showing skin tones naturally;
- not be over- or under-exposed;
- not have reflections from the camera's flash on the applicant's face or glasses; and



- not be a selfie as most smartphones flip the picture from right to left (mirror image) when taken with a front facing camera.

4.8 Photograph quality

Photographs should:

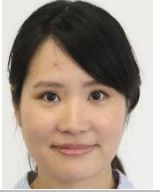













- be in sharp focus and clear;
- be high resolution (should not be 'pixelated');
- not be edited or digitally altered in any way to improve appearance (including application of filters, adjustment/removal of backgrounds, adjustments to brightness/contrast, etc.); and
- be cropped to meet the dimension and style requirements outlined above; photographs should not be squashed or stretched in such a way that the dimensions of the face are distorted.








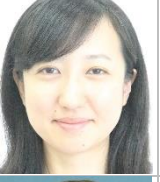






When taking a scan or photograph of a printed photograph, the original photograph must not be creased or damaged. The final digital photograph must appropriately be cropped and oriented, and meet all other requirements.

4.9 Glasses and head coverings

- Applicants should not wear hats, large headbands/hair accessories, wigs, and other head-coverings, except for religious or medical reasons.
- Where a head-covering is worn for religious reasons, it must not obstruct the applicant's face; the facial features from the bottom of the chin to the top of the forehead and both edges of the applicant's face must be clearly shown.
- If the applicant normally wears glasses then they can be worn, however the applicant's eyes must clearly visible. The frames of the glasses should not cover any part of their eyes, and there must be no reflection or glare from the glasses or frames. Avoid glasses with heavy frames.
- Sunglasses and glasses with tinted lenses must not be worn.
- Applicants whose eyes or other facial features are regularly bandaged for medical reasons may be photographed with such bandages if they are also worn in the applicant's passport.

4.10 Sample photographs

| Approved | Rejected | Reason for rejection |
|---|---|--|
|  |  | Applicant must not have anything covering their eyes (sunglasses) |
|  |  | Applicant must face forward and not portrait style |
|  |  | Photograph must not be squashed or stretched so that the applicant's face is distorted |
|  |  | Photograph must be in high resolution (should not be 'pixelated') |
|  |  | Applicant must have a neutral facial expression and mouth closed |
|  |  | Applicant must be the only person in the photograph |
|  |  | Applicant must look into the camera |

| Approved | Rejected | Reason for rejection |
|---|--|---|
|  |  | Photograph must be taken with uniform lighting, free from shadows, showing skin tones naturally |
|  |  | Photograph must not have filters or be digitally altered (enlargement of eyes) |
|  |  | Applicant must not have anything covering their eyes (hair) |
|  |  | Photograph has been overexposed |
|  |  | Background must be white or light coloured |
|  |  | Applicant's face should take up 70–80% of the photograph |
|  |  | Photo must not be taken in "mirror" mode |

5 Accreditation services and facilities

5.1 Accreditation facilities and services

Accreditation services for the READY STEADY TOKYO – Equestrian and Hockey will be provided at a number of locations in local venues. Table 5 below lists all the READY STEADY TOKYO facilities and the types of services available at each location. In addition to the Venue Accreditation Offices, a Mini Uniform and Accreditation Centre (Mini UAC) will be operated during the READY STEADY TOKYO – Equestrian (Eventing) and Hockey.

| Location | PVC validation | Card production | Lost/stolen replacement | Help desk |
|---|----------------|-----------------|-------------------------|-----------|
| Venue Accreditation Office (VAO) at Equestrian Park (EQP) and Oi Hockey Stadium (OHS) | ✓ | ✓ | ✓ | ✓ |
| Mini Uniform and Accreditation Centre (Mini UAC) | ✓ | ✓ | ✓ | ✓ |

5.2 Lost, stolen and damaged accreditation cards

All lost and stolen Accreditation Cards should be reported to the nearest accreditation centre or VAO. Participants will be required to complete a Lost/Stolen Accreditation Card form and present one of the acceptable forms of identification outlined in [section 4.3](#) of this Guide.

Accreditation Cards which, through the normal course of business, become damaged in such a way that the photo and/or personal information are not legible or that the electronic system is not able to read the card, should be returned to the nearest Accreditation Centre or VAO for replacement.

Please be noted that accreditation cards will not be reissued after the end of accreditation facilities' operations period for the READY STEADY TOKYO – Equestrian (Eventing) and Hockey.