

# Guidelines for visiting Kyoto Sento Imperial Palace

Visitors, who wish to visit Kyoto Sento Imperial Palace are required to apply in one of the following ways.

Please note all the visitors must take part in the Japanese guided tour conducted by the Kyoto Office of the Imperial Household Agency. A multi-language audio guidance (English, Chinese, French, Korean, and Spanish) is available free of charge. Please be advised that there is a limit on the number of visitors. Applications will not be accepted if the maximum number of the visitors for the requested day has been reached.

Tour schedule & Maximum capacity of visitors					(Duration 60 min.)
9:30	11:00	13:30	14:30	15:30	
50 persons per tour					

- **Admission is free**
- Visitors must be at least 18 years old or older.
- Main applicant may add up to 3 accompanying persons. A maximum of 4 persons including the main applicant may apply at one time if there is an opening.
- Main applicant must apply in person. Proxy application is not acceptable. Applications through travel agents or related industries are not accepted.
- Presentation of Certificate of Identification (passport or government-issued ID) is required.

## Closed day

- 1) Mondays (Tuesday if a national holiday falls on a Monday)
- 2) New Year holidays (December 28 - January 4)
- 3) Any day or time of the day when Imperial Court functions are scheduled or other unavoidable circumstances occur.

## How to apply

- 1) Prior registration (Advance application) -- Online
  - You may apply three months in advance from the first day of that month until 3 days before your desired date. For example: If your desired date is November 21, you may apply from August 1.

- Please be sure to enter all the required information completely. If your information is incomplete, your application will be automatically rejected by our lottery system.
- On “Confirmation of your application” process, once you confirm your data, please do not forget to click “Apply” button, then your application number (12 digit number) will be displayed. And you must wait for the result of the lottery, which will be e-mailed to you within a few days. If you are selected, a 9 digit permit number will be sent to you. With this permit number, your entry to Kyoto Sento is ensured.

[Click here](#) to apply online.

2) Prior registration (Advance application) -- In person at the Kyoto Office of the Imperial Household Agency

- You may apply from three months in advance on the first day of that month until the day before your desired date. For example: If your desired date is November 21, you may apply from August 1 to November 20 (if the date you wish to visit is still available). Please note your application will not be accepted if the maximum number of visitors for that day has been reached.
- An application form requires each member’s information: full name, passport number, age, gender, and nationality.
- Presentation of certificate (passport or government-issued ID) is required.
- The office is open from 8:40 a.m. to 5:00 p.m. closed on Mondays (Tuesday if a national holiday falls on a Monday), as well as New Year holidays (December 28 - January 4).

3) Walk-in registration (Same day application) in person at the North Gate of Kyoto Sento Imperial Palace.

- The reception desk opens at 11:00 AM.
- On a first-come-first served basis. Your application will not be accepted if the maximum number of visitors for that day has been reached.
- An application form requires each member’s information: full name, passport number, age, gender, and nationality.
- Presentation of certificate (passport or government-issued ID) is required.
- Tour schedule and the capacity of visitors for walk in registration

13:30 (35 persons)	14:30 (35persons)	15:30(35 persons)
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○For further inquiries

Contact: The Kyoto Office of Imperial Household Agency

Tel : 075 211 1215 e-mail : [kyotosankan-info@kunaicho.go.jp](mailto:kyotosankan-info@kunaicho.go.jp)

Office working hours: 8:40-17:00

Closed on Mondays (Tuesday if a national holiday falls on a Monday), and New Year Holidays (December 28-January4).