

Overview of Application Procedure for STAR-1 and STAR-2 Conformance Labels (Version 2025.08.03)

Security Center,
Information-technology Promotion Agency,
Japan (IPA)



Important notes

- This document outlines the application process for STAR-1 and STAR-2 conformance labels.

Detailed application procedures are described in the following Requirements and Guidance, so make sure to refer to those documents before applying.

- **Requirements for Security Requirements Conformance Assessment/Certification and Label Acquisition (JSM-02)**
- **Guidance on Security Requirements Conformance Assessment/Certification and Label Acquisition Applications (JSM-02-A)**

Prior to applications for acquiring a conformance label (1/2)

- **In principle, the** language used for application documents and procedures shall be **Japanese.**
 - In unavoidable circumstances, the application can be prepared in English (except in cases where Japanese is specified), but make sure that the applicant shall prepare to handle inquiries made in Japanese.
 - Documents written in a language other than Japanese or English are not acceptable when submitting applications for obtaining conformance labels.

Prior to applications for acquiring a conformance label (2/2)

- Make sure to thoroughly review the **latest version** of the conformance requirements, assessment procedures, and each item in the Assessment Guide. In addition, make sure to review the Frequently Asked Questions, Guidance, and Supplemental Information (which may be updated frequently).
 - The old versions of the conformance requirements, assessment procedures, and assessment guide may continue to be used after the new version is issued, provided that an application is submitted within the grace period specified in the relevant version.
 - After the grace period ends, applications using the old versions will not be accepted, so make sure to follow the conformance requirements, assessment procedures, and assessment guide for the latest version.

Items required to apply for STAR-1 and STAR-2 conformance labels (1/5)

■ Application Confirmation (Form 2-1)

- The application shall be made in the name of the person responsible for the application. The application shall be digitally signed with an electronic certificate (in the name of the organization responsible for the application), signed and sealed by the person responsible for the application, or signed (handwritten) by the person responsible for the application.
- In the case of applying on behalf of the applicant, the application shall be made in the name of the person responsible for the application of the organization on behalf of the applicant.

Items required to apply for STAR-1 and STAR-2 conformance labels (2/5)

■ Application Form for JC-STAR Conformance Labels

- Refer to the “How to write an Application Form.” Make sure to use the latest version of the application form.
- The form shall **be filled out in Japanese.**
- In principle, make sure to prepare attached documents in PDF format. In case of having difficulties in using PDF files, the applicant shall consult with the IPA in advance.
- The application form and accompanying documents may be shared with the Cyber Security Division, Commerce and Information Policy Bureau, the Ministry of Economy, Trade and Industry (METI), within the scope of the Confidentiality Agreement for the purpose of proper operation and management of this Scheme.
- **The application form has been changed to the “Version July 7, 2025.”
Note that the latest application form shall be used.**
- **Depending on the “product type of the application product,” it may be necessary to submit an “additional application form.” If an “additional application form” is required, the applicant should indicate it when acquiring the application number.**
 - * Currently, “energy-related devices (e.g., Ene-Farm, PCS, gas water heaters, etc.)” are eligible.**

Items required to apply for STAR-1 and STAR-2 conformance labels (3/5)

- (In the case of a proxy application) Authorization Letter (Form 2-3)
 - It is required when an agent authorized by the applicant to make the application conducts the actual application work.
 - The application shall be made in the name of the person responsible for the application. The application shall be digitally signed with an electronic certificate (in the name of the organization responsible for the application), signed and sealed by the person responsible for the application, or signed (self-signed) by the person responsible for the application.
- Checklist
 - The conformance assessment shall be made by the applicant himself/herself in accordance with the conformance requirements and assessment procedures corresponding to the level for which the application is being submitted. Note that the application shall be made **within 90 days prior to the date of application**.
 - The applicant can request conformance assessment to a JC-STAR Evaluation Body or a JC-STAR Verification Body.
 - During the validity period of the conformance checklist, relevant documents, evaluation reports, device check reports, and other evidence shall be kept to support the contents of the checklist in order to be able to explain the validity of the contents of the checklist in the event of surveillance, etc.
 - **The latest version of the checklist is dated May 5, 2025. Note that checklists dated prior to May 5, 2025 will not be accepted after August 12, 2025.**

Items required to apply for STAR-1 and STAR-2 conformance labels (4/5)

- (If necessary) Document proving the corporate status
 - When an application is submitted without a corporate ID number, a certified copy of the corporate registry or other document that proves the corporate status is required. When attaching a certified copy of the corporate registration, etc., all of the following requirements shall be met.
 - A certificate of registered matters of the company or corporation or an equivalent document shall be submitted.
 - The document shall be issued within 6 months of the date of issue and shall be the latest version. **However, if you submit a document that allows immediate verification of the contents online, the date of issue will not be taken into consideration.**
 - For overseas corporations, a tax payment certificate issued by a public institution can be substituted.
 - If the original description of the submitted documents, such as official documents proving the corporate status, is not in either Japanese or English, the applicant is required to submit a Japanese or English translation in addition to the original. If either the Japanese or English translation is not submitted, the application will not be accepted.

Items required to apply for STAR-1 and STAR-2 conformance labels (5/5)

■ Submission of additional information or materials

(If requested by IPA or the Ministry of Economy, Trade and Industry [METI])

- During the application confirmation process, if IPA or METI requests additional information or materials necessary for the confirmation process, the applicant shall submit the additional information or materials, responding to the requested content.
- If the requested information or materials are not submitted within the specified period (usually within two weeks), the application will be considered withdrawn.

Agreement for application for STAR-1 and STAR-2 conformance labels



- In order to apply for STAR-1 and STAR-2 conformance labels, the applicant shall agree to the following items. If the applicant does not agree, the application cannot be accepted.
 - **Agreement to provide additional information or materials as required by IPA or the Ministry of Economy, Trade and Industry (METI) for the confirmation process. During the confirmation process, IPA or METI may request additional information or materials as necessary for the confirmation purposes.**
 - Agreement to the “Confidentiality Agreement of the Labeling Scheme based on Japan Cyber-Security Technical Assessment Requirements,” which governs the handling of confidential information. For details, refer to the explanation of the “Confidentiality Documentation.”
 - Agreement to support the conformance label during the validity period.
 - Appropriate corrective actions shall be taken for any security defects or vulnerabilities identified after acquiring the conformance label.
 - In principle, support shall be provided free of charge. However, paid support may be permitted if certain conditions are met for the type of provision.
 - Compliance with domestic laws and regulations and other standards related to cyber security. Inquiries may be made to the METI regarding the compliance of the contents of the application, and necessary actions can be taken based on the results.
 - Cooperation with Surveillance. Surveillance will be conducted as necessary to ensure the reliability of this Scheme. The applicant shall cooperate as necessary to ensure smooth implementation of the surveillance.
 - Retention of evidence. When conducting surveillance, etc., IPA may require the submission of evidence.

Application Fees

- After receiving a notice of acceptance of the application for a conformance label, the applicant shall transfer the **application fee specified by IPA in the notice**. Note that the “acceptance number” described in the notice of acceptance shall be indicated in front of the transferor’s name or in the remarks section as much as possible when making a transfer (however, it is not mandatory).
 - The fee per application is 198,000 yen (including tax).
The fee for applications received by September 30, 2025, is 110,000 yen (including tax).
- The applicant is required to **submit the “Notice of Transfer” (Form 2-5) at least two business days prior to the scheduled transfer date**. Note that if the Notice of Transfer is not submitted or if the acceptance number is not indicated in the transferor’s name, the confirmation of payment of the application fee will occur, and it will take time to complete the confirmation.
- Once paid, the application fee is not refundable regardless of the reason.
- If payment is not received without prior notice within 60 days after the notice of acceptance is sent, the application will be considered withdrawn by the applicant.

STAR-1 and STAR-2 procedures (1/3)

1. The conformance checklist shall be prepared by the applicant by conducting his/her own conformance assessment in accordance with the Conformance Requirements and Assessment Procedures. If necessary, the applicant can request an Evaluation Body or Verification Body to conduct the evaluation.
2. The applicant shall send an e-mail to the person in charge of JC-STAR application in advance **in order to acquire an application number**.
3. The applicant shall attach the complete set of application documents to the e-mail and submit the application to acquire a conformance label. **Encryption shall not be provided** to the attached application documents.
 - **File transfer system may be also used** instead of e-mail attachments. However, it shall be a system accessible to IPA. If IPA cannot access the system, the file transfer system provided by IPA shall be used.
 - Note that **it is not required to submit an evidence** when submitting the checklist, but the applicant is obligated to keep the evidence during the validity period of the conformance label.
4. Upon receipt of the application documents, **a notification of receipt with a receipt number** will be sent to the applicant. The receipt number shall be indicated when making inquiries.

Note that the application has not yet been accepted at this stage.

STAR-1 and STAR-2 procedures (2/3)

5. The necessary confirmation procedures will be conducted along with the METI regarding the complete set of documents, and if there are any deficiencies in the contents, the application will be returned to the applicant.
 - Upon receipt of the application return notice, the applicant shall make the necessary corrections and resubmit the documents within two weeks. If the application is not resubmitted within two weeks, it will be considered withdrawn.
 - **If IPA or the Ministry of Economy, Trade and Industry (METI) requests additional information or materials necessary for the confirmation process, the applicant shall submit the requested information or materials within the specified period. If the requested information or materials are not submitted within the specified period, the application will be considered withdrawn.**
6. If the application is determined to be acceptable, a “Letter of Acceptance of Application and Notification of Application Fee” with an “Acceptance Number” will be issued (**if the confirmation procedure proceeds smoothly**, approximately two weeks after the notification of receipt is expected. **However, this varies depending on the progress of the confirmation procedure.**)
On the other hand, if the application is determined to be unacceptable, the application will be rejected and the procedure will be terminated.

STAR-1 and STAR-2 procedures (3/3)

7. Upon receipt of the Letter of Acceptance of Application and Notification of Application Fee, the applicant shall pay the application fee in the amount indicated in the notice within 60 days.
 - **The “Notice of Transfer” (Form 2-5) shall be submitted at least two business days prior to the scheduled transfer date.**
8. Once payment of the application fee is confirmed, a conformance label will be issued (approximately two weeks after confirmation of payment of the application fee).
 - The applicant is responsible for maintaining the conformance label issued.
 - The label may be affixed to IoT products and used for promotion, etc., in accordance with the terms and conditions of use of the conformance label.
9. Upon issuance of the conformance label, the information in the areas designated as “open to the public” in the application package will be posted on the product information page. Make sure that there are no errors in the information.
 - If the desired date of publication is indicated, the information will be posted as soon as possible after the indicated desired date (00:00). Note that only the Registered ID information shall be checked until then.

Procedures for changes during the application process (1/2)

- If any corrections or changes are made to the information on the application, the following actions shall be taken.
 - (1) If the applicant has not received a letter of receipt, he/she shall withdraw and reapply the application.
 - (2) After the issuance of a Letter of Acceptance of Application and Notification of Application Fee, no changes can be made to the information on the application form. After the conformance label is issued, the applicant shall follow the procedures for changing the product information and other information.
 - (3) For periods not covered by (1) and (2) above, the applicant shall submit the **“Request for Correction of Application Form” (Form 2-6)**. However, depending on the content of the change, the necessary confirmation procedures may be restarted.

Procedures for changes during the application process (2/2)

- **If any of the following applies, the Request for Correction of Application Form shall be submitted as soon as possible.** In such cases, the necessary verification procedures will be restarted. As a result, even if the application was once accepted, it may become unacceptable.
 - (1) The applicant has changed.
 - (2) The composition of the applicant's parent company has changed.
 - (3) The manufacturing method has changed from "in-house manufacturing" to "OEM/ODM manufacturing" or "combination of in-house factory manufacturing and OEM/ODM manufacturing."
 - (4) The composition of the manufacturing vendor or its parent company has changed in the case of OEM/ODM manufacturing.
 - (5) The firmware development and maintenance method has changed from "only conducted by in-house development and maintenance departments" to "supported by receiving supplies from parts and component manufacturing companies."
 - (6) In a case where a part/component is supplied by a manufacturing company, the composition of the company that actually develops and maintains the firmware, or its parent company, has changed.

Withdrawal of application

- When withdrawing an application, the **“Notification of Withdrawal of Application and Conformance Label” (Form 2-7)** shall be submitted.
The application can be withdrawn at any time.

