

2. Notification ▪ Certification

(1) Filing a notification of residence, etc.

Foreign nationals who entered into/stay in Japan and received *Zairyu Card* (resident card) or *Tokubetsu Eijusha Shoumeisho* (Special permanent resident certificate) as well as foreign residents who were born in Japan must notify municipality of their place of residence. Also, *Zairyu Card* must be carried with them at any times as an identification. With regard to *Tokubetsu Eijusha Shoumeisho*, it is not an obligation to carry at all times, however, they must respond positively to show it when required.

◆*Zairyu Card* (resident card)

Zairyu Card is issued at airport to people who entered into Japan at major airports. In the case of non-major airports or seaports, the statement that the *Zairyu Card* will be issued later is described on the passport. (However, *Zairyu card* won't be issued for people who come to Japan on visa in which the permitted period of stay is less than 3 months and they are not registered as a resident.)

Foreign nationals who were born in Japan: *Zairyu card* is issued after they got a permission to stay in Japan at Immigration Bureau. Please be notice that it is necessary to apply to get a permission to live in Japan within 30 days after birth.

◆Filing a notification of residence

Foreign nationals who receive *Zairyu Card* or *Tokubetsu Eijusha Shoumeisho* must notify their residence. When the address is changed due to transfer, etc. they are required to notify the municipality of their new address within 14 days after moving. Please notice that *Zairyu Card* or *Tokubetsu Eijusha Shoumeisho* is needed when they file a notification of residence.

* Foreign nationals are required to submit *Tenshutsu Todoke* (move-out notification) when they move out the city and receive *Tenshutsu Shoumeisho* (move-out certification). This certificate is necessary when they move into another city.

* You can also submit a moving out notification online using your My Number card.

◆Notification of items other than place of residence

[Middle to long term residents]

When they make a notification about the items other than residence which is described on *Zairyu Card*, they need to take required procedures at the Immigration Bureau. Also, please take procedures for reissuing the card, etc. at Immigration Bureau (not at city hall).

[Special permanent residents]

Applications to change any items other than your place of residence listed on your special permanent resident certificate, applications to renew the certificate's validity period, and applications for reissue, must be processed at the City Hall Citizen Affairs Division/Shiminka, Lifestyle Division/Kurashi-madoguchika, or each Citizen Service counter.

◆Relationship

To record or change the relationship with householder on Residence Certificate-*Juuminhyou*, public document which shows the relationship is needed such as Birth Certificate or Marriage Certificate. In the case that the document is written in language other than Japanese, the original document or its translation is also needed. If you cannot submit such documents, the relationship will be described as *Doukyonin*-housemate.

◆Alias

The alias can be recorded on *Juuminhyou*-Resident Certificate if it's necessary for your life in Japan. Once the alias is registered, it cannot be changed as a general rule. (Except in cases of change due to marriage, etc.) There are two ways to record the alias.

①To take parent's/husband's/wife's name:

Required documents:

-Document which shows the parent's, husband's or wife's name (which you want to record on *Juuminhyou*) such as *Koseki Touhon*.

-Public document certifying the relationship with the parent, husband or wife such as Marriage Certificate or Birth Certificate

*If the certificate is written in language other than Japanese, its translation is also needed.

②Others:

Required documents:

-More than two items which show the fact that you use the alias in your life in Japan objectively (such as employee's card, student card, insurance card of health / certificate of eligibility, or bank book, etc.)

One item per an institution: Items issued by same institution will be regarded as one item.

If you request to record the alias, please consult at *Shimin-ka*.

Shimin-ka	0749-65-6511
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Caution About the *Gaikokujin Touroku Genpyou* (foreign resident registration ledger)

Following the legal amendment which was made on July 9, 2012, it is stipulated that all *Gaikokujin Touroku Genpyou* is stored by the Immigration Bureau. If you need a certificate of the information before July 8, 2012 (previous address, etc.), please refer to the following.

* Inquiries and invoice submission destinations

Immigration Information Disclosure Section, Information, General Affairs Division, Immigration Bureau of Japan

Location: 〒160-0004 Yotsuya Tower 13F, 1-6-1 Yotsuya, Shinjuku-ku, Tokyo





Phone: 03-5363-3005

Counter / Phone reception hours: From 9:00 am to 5:00 pm (closed on Saturdays, Sundays, national holidays, and year-end and New Year holidays)

<https://www.moj.go.jp/isa/publications/privacy/foreigner.html>

(2) Notification of Koseki (Family register)

In the case of following, please report Shimin-ka, Hokubu Godo-chosha Kurashi-madoguchika or each Citizen Service counter.

When	Type	Notification period	Required documents
Birth	Shussei Todoke (Birth notification)	Within 14 days after birth 	<ul style="list-style-type: none"> • <i>Shussei Todokesho</i> (Birth Notification) (Certificate of Birth) • <i>Boshi Kenkou Techou</i> (Maternal and Child Health Handbook) • Certificate that shows the nationality of both parents such as passport, etc. • <i>Zairyu Card</i> of both parents, etc. (Resident Card) <p>Please check here (Procedure Guide Pregnancy/Birth page) for what to bring and related procedures.</p> 
Death	Shibou Todoke (Death notification)	Within 7 days after knowing the fact of death	<ul style="list-style-type: none"> • <i>Shibou Todokesho</i> (Death Notification) (Certificate of Death) • <i>Kokumin Kenkou Hi Hokenshashou</i> (National Health Insurance Card) Certificate of eligibility ※Only applicable person • <i>Fukushi Iryouhi Jukyukun (Joseiken)</i> (Certificate to receive medical care benefit) ※Only applicable person • <i>Kokumin Kenkou Hoken Hi-hokensha ken Kourei Jukyushashou</i> (National Health Insurance of insured person certificate and certificate of elderly beneficiary) ※Only applicable person • <i>Kouki Koureisha Iryou Hi Hokenshashou</i> (Medical Insurance Certificate for Senior Citizen aged over 75) Certificate of eligibility ※Only applicable person • <i>Kaigo Hoken Hi Hokenshashou</i> (Elderly Nursing Care Insurance Certificate) ※Only applicable person • <i>Inkan Tourokushou</i> (Seal Registration Certificate) ※Only person registering the seal • <i>Zairyu Card</i>, etc. (Resident Card) <p>Please check here (Proceedings guide Death page) for what to bring and related procedures.</p> 
Marriage	Konin Todoke (Notification of marriage)	No period specified (It will come in force by notifying.) 	<ul style="list-style-type: none"> • <i>Konin Todokesho</i> (Marriage notification) (Certificate of Marriage) Witness signature is also required. • Documents which show their nationalities (husband and wife); passports. • <i>Konin Youken Gubi Shoumeisho</i> (original and its translation) (Certificate of No Impediment to Marriage) • Identification of person making a notification (<i>Zairyuu Card</i>, driver's license card, passport, etc.) <p>* Note) Depends on the nationality, additional documents may be required. Please make inquiries in advance.</p> <p>The following documents are required for marriage registration for foreign nationals: Please check the URL (city website). https://www.city.nagahama.lg.jp/0000012559.html </p>

Divorce	<i>Rikon Todoke</i> (Notification of divorce)	<p>No period specified for divorce by consent. (It will come in force by notifying.)</p> <ul style="list-style-type: none"> • <i>Rikon Todokesho</i> (Divorce notification)(Certificate of Divorce) (In case of divorce by consent, witness signature is also required.) • <i>Kokuseki shomeisho</i> (Nationality certificate)(Passport, etc.) • Identification of person making the notification (<i>Zairyu Card</i>, driver's license card, passport, etc.) <p>* Note) Depends on the nationality, additional documents may be required. Please make inquiries in advance.</p> <p>* Note) Depending on the nationality, divorce by consent is not permitted. Please ask us for details.</p> <p>The following documents are required for marriage registration for foreign nationals: Please check the URL (city website). https://www.city.nagahama.lg.jp/0000012559.html</p>
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(3) Seal registration – *Inkan Touroku*

In Japan, a seal (*Inkan*) is used in place of a signature.

There are two types of seals; “*Mitome-in*,” which is used in daily life and “*Jitsu-in*,” which is used for important documents.

“*Mitome-in*” is a small seal used for receiving a package, etc.

“*Jitsu-in*” (Real seal) refers to the registered seal. Those who registered their residency in Nagahama City can register a seal. The seal that can be registered is only one per a person. However, person aged under 15 and who does not have communication ability cannot register a seal.

Inkan Touroku-sho (Seal registration card) will be issued for person who registered a seal.

◆ Seal registration

Applicant	Necessary items	Remarks
Applicant	<p>Seal to be registered</p> <p>Photo identification (<i>Zairyu Card</i>, driver's license card, passport, My Number Card, <i>Juumin Kihon Daichou Card</i> or <i>Hoshousho</i>-Letter of guarantee, etc.), or warranty</p>	<p><i>Inkan Touroku Card</i> will be issued on the day.</p> <p>*It won't be issued on the day if you don't have any identification or warranty card .</p>
Proxy	<p>Seal to be registered</p> <p><i>Ininjou</i> (A letter of proxy)</p> <p>Official documents that show the applicant's and proxy's names issued by government (such as <i>Zairyu Card</i>, Driver's license card, Passport, My Number Card, <i>Juumin Kihon Daichou Card</i>, Health Insurance Card / Certificate of eligibility or Pension book, etc.)</p>	<p>It takes several days to register a seal because we will send a letter of inquiry to the applicant to confirm applicant's identification and his/her willingness to register a seal.</p>

Notice) Seals described below cannot be registered:

- Seal which does not represent a name, a family name, a given name or a common name listed in a resident card, or a combination of a part of a name or an official name

- Seal which shows name other than person's name such as occupation or license.
- Seal which is easy to deform with rubber stamps, plastic stamps, etc.
- Seals which is unclear or unreadable.
- Seal with no frame or damaged/worn-down seal
- The imprint of the seal is smaller than 8 mm x 8 mm or larger than 25 mm x 25 mm.
- Seal which is remarkably similar with the seal impression of the same household members.

◆ When you lose the seal registration card, seal, or when you abolish your seal registration, the person who is registered, please come to City Hall for procedure of lost notification or abolition application promptly.

◆ *Inkan Touroku Shoumeisho* (Seal Registration Certificate)

In Japan, *Jitsuin* or *Inkan Touroku Shoumeisho* is required when you purchase land, home or automobile. When a seal registration certificate is required, please bring seal registration card with you and apply to Shiminka, Kurashimadoguchi (in Hokubu Godou-chosha), or at each Citizen Service counter.

It can also be obtained from a multi-copy machine at a convenience store, etc. using your My Number Card.

(4) My Number (Individual Number) Card

“My Number Card” is an IC card with high level of security which can be used as an official identification.

It also can be used for Convenience-Store-Certificate-Issuance-Service and electronic application such as e-Tax.

◆ Application for the card etc. (The first card is issued for free.)

For those who wish to issue a card, please fill out Individual Number Notification or the application form for the notification card and send it to the application reception center. (You can also apply through PC or smartphone.)

If you do not have an application form for issuance, please contact the Shiminka and we will send an application form for issuance to your home by mail (no transfer required).

In addition, the city office accepts and supports applications, also we take a photograph of the face necessary for My Number Card application for free of charge.

Receiving the card takes about 1 month from application. When the card arrives at the city office, we will send a notice to your home.

The following people can receive their My Number card about one week after applying for it.

However, they must apply at the city hall counter.

[People who can receive their card early]

- Children (up to 1 year old)
- People who have lost their card
- People who have moved from overseas
- People whose My Number card has been filled up (where addresses etc. are written)
- People who have become unable to use their card against their will

◆ Validity period of the card

The expiration date of the card for a foreign resident whose visa is other than “permanent” is the same date when visa is expired (It is described on the *Zairyuu Card*). The expiration date of the issuing card for the permanent resident aged over

18 is the 10th birthday from the issuance date (5th birthday for person aged under 20). In addition, the expiration date of electronic certificate which is equipped with the card is the 5th birthday after issued.

◆Convenience stores etc. Certificate-issuance-service

It is a service that you can take a certificate at a convenience store using the card. Certificates that can be issued at convenience store delivery services are "Copy of Resident's Card" "Certificate of Resident Card Information" "Family register certificate" "Copy of attached vote of family register" "Seal Registration Certificate", and the latest "Income Certificate". (It is five years including the latest year that is taxed in Nagahama city)

Certificate delivery fee is a half price of City Hall counter (150 yen). To issue certificates etc., please use a very beneficial and convenient "Conbini delivery service."

(5) Services provided at City Hall

(1) Regular office hours

[Open] 9:00 ~ 16:45

* Closed on Saturday, Sunday, national holidays and New Year's holidays (from December 29th to January 3rd)

(2) Extension of Reception Counter

The counter for issuing certificates such as family register, taxation, and consultation for tax is extended as follows.

[Available Counters]	Headquarters of Nagahama City Hall (<i>Shimin-ka, Zeimu-ka, Tainou Seiri-ka and Hoken Nenkin-ka</i>) <i>Hokubu Godou-chosha Kurashi Madoguchi-ka</i>
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[Date]	Every Thursday (except national holidays/Year-end and New Year's holidays)
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[Time]	Until 19:00
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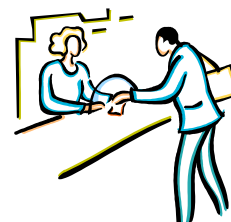
[Available services]

City Hall Headquarters

1. Issuance of family register, resident card, seal registration certificate, city tax certificate (partial list) etc. (Citizens' Affairs Division/*Shiminka*)
2. Registration and abolition of Seal (Citizens' Affairs Division)
3. Procedure of My Number Card (application / delivery, change of PIN number, renewal, etc. (Citizens' Affairs Division))
4. Issuance of various certificates related to property taxes, etc. (Taxation Division/*Zeimuka*)
5. Payment of City Tax (Taxation Division, Delinquency Division/*Tainou Seirika*)
6. Tax consultation (Taxation Division, Delinquency Division)
7. National Health Insurance, National Pension, Welfare Medicine, Procedures of the Medical System for the Elderly Latter-stage (Insurance and Pension Division /*Hoken Nenkin-ka*)
8. Payment of National Health Insurance Premium (*Hoken Nenkin-ka*)

Hokubu Godou-chosha

1. Issuance of family register, resident card, seal registration certificate
2. Registration and abolition of Seal
3. Procedure of My Number Card (application / issue / change of PIN number etc.)
4. Issuance of various tax-related certificates
5. Payment of city tax, National Health Insurance premium



*For details, please refer to *Shimin-ka* / Citizens' Affair Division

Shimin-ka	0749-65-6511
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