

Chapter 3 City Hall Procedures • The My Number System

1 City Hall Procedures

1 – 1 Moving Notifications

Foreign nationals who possess a [Residence Card] (mid to long-term residents) must notify the Citizen Services division of the city hall or Yokawa branch office of any change of residence. A [Residence Certificate] will then be issued.

Miki City Hall – Citizen Services Division ☎ 0794-82-2000

Yokawa Branch Office – Civic & Daily Affairs Division ☎ 0794-72-0180



- Persons who must submit such notices
 - [Residence Card] holders (mid to long-term residents)
 - Special Permanent Residency holders
 - Persons who have a Temporary Refugee Permit or Permit of Provisional Stay
 - Persons on a Transitional Stay, due to circumstances of birth or forfeit of citizenship

(1) Entering Japan

Persons who enter Japan for a long-term stay must submit a [Notice of Moving In] within 14 days of deciding on a residence. Do so by going to the city hall with your [residence card] and [passport].

For those living with non-Japanese family members, please also bring documents such as a [Marriage Certificate] or [Birth Certificate] that shows family relations.

- After submitting a [Notice of Moving In]
When you submit your [Notice of Moving In], you can also register your address to your [Residence Card].

A [Residence Certificate] will also be generated.

- It will include your name, date of birth, sex, address, etc.
- A [Residence Certificate Copy] will be issued.

The city hall will notify you of your My Number (Individual Number).



※ My Number: A 12-digit personal identification number used in Japan for social security, tax, and disaster response purposes. Check p.5 for more details on the My Number system.

(2) Moving

- Moving away to a different city or town

Before the move, submit a [Notice of Moving Out] to the city hall. Then, submit a [Notice of Moving In] to the city hall of your new place of residence within 14 days of the move.

- Moving within the same city or town

Submit a [Change of Residence] to the city within 14 days of the move.

(3) Leaving the country (moving out of Japan)

Submit a [Notice of Moving Out] to the city before the move.



1 – 2 Marriage Registration

People marrying in Japan must submit a [Marriage Registration] to the city hall. Foreign nationals must also submit an [Affidavit of Competency to Marry] (issued by foreign embassies and consulates in Japan; name may vary by country).

If you are unable to acquire the affidavit, you must submit a different document that shows you are able to marry. Attach a Japanese translation if the document is in a different language. Include the name of the translator. Translations done by oneself are also accepted. It is possible that a [Marriage Registration] completed in Japan is not automatically acknowledged by your home country. Ask your embassy or consulate for more details.

1 – 3 Death Notice

When a family member or member of your household passes away, submit a [Death Notice] to the city hall within 7 days. The [Death Notice] is to be submitted to the city hall of the deceased's residence or the city hall of the one submitting the documents.

Bring the deceased's [Death Diagnosis] or [Autopsy Report] and consult with the Citizen Services division. Return the [Residence Card] of the deceased person to a nearby Regional Immigration Bureau in-person or by mail.

Osaka Regional Immigration Bureau

1-29-53 Nankokita, Suminoe Ward, Osaka, 559-0034

☎ 06-4703-2100

Osaka Regional Immigration Bureau – Kobe Branch Office

29 Kaigandori, Chuo Ward, Kobe, Hyogo 650-0024

☎ 078-391-6377

1 – 4 Seal Registration

[Seal Registration] is the process in which one brings their personal seal (also called *hanko*) to the city hall to be registered. After submitting a [Seal Registration Application] you will receive a [Seal Registration Card].

The seal you register then becomes your [Official Seal (*jitsuin*)].

For important contracts in Japan, such as the purchase or sale of a house, you will be asked your [Official Seal] in place of your signature.

Bring the seal that is to become your [Official Seal], your My Number Card or [Residence Card] to the city hall and please inquire with Citizen Services division or the Civic & Daily Affairs division of the Yokawa office.

※[Seal Registration Certificate]: When you use your [Official Seal] for important contracts, you must also provide a [Seal Registration Certificate] to certify that the seal is truly your [Official Seal].

You can request a [Seal Registration Certificate] from the city hall with your [Seal Registration Card]. You can also use your [My Number Card] to print a copy at a convenience store.

2 My Number System

2 – 1 My Number (Individual Number)

Everyone living in Japan has a unique [My Number (Individual Number)] assigned to them. To those who live in Japan and have submitted a [Notice of Moving In], the city hall will send a [My Number Notice] by mail. There, one's [My Number] will be written.

- A My Number is needed for the following:
 - Making an account with, sending money to, or receiving from abroad via bank or brokerage firm
 - Submitting documents at the city hall pertaining to pension, taxes, and childrearing benefits
 - Starting work at a new company or business



In situations like these, you would show your [My Number Card] when asked for your Individual Number.

2 – 2 [My Number Card]

Your My Number Card has your My Number as well as a convenient IC chip usable in many aspects of life in Japan. You can obtain one by applying at the city hall. First application is free (0 yen).

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- You can use your My Number Card in the following ways:
 - To verify your Individual Number when asked for
 - To obtain a [Resident Certificate Copy], a [Seal Registration Certificate], etc. at convenience stores
 - In place of your [Health Insurance Card] at hospitals and other medical institutions

○ How to Obtain a My Number Card

First, obtain an [Application for Issuance of the My Number Card] from Civic Affairs or Civic & Daily Affairs counter of the city hall or print off a copy from the [My Number Card Central site].

You can also apply online via QR code from your phone or computer.

Please note that, after you submit the application, it takes about 1 month until the card is ready for pick-up from the Civic Affairs.

For more information, please check the [My Number Card Central site] below.

<https://www.kojinbango-card.go.jp/en-kofushinse/>