

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



(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.

※ For documents and certificates in other languages, attach a Japanese translation. Also include the name of the person who created the translation.

When you submit your [Notice of Moving In], your new address will be registered to your [Residence Card].

A [Residence Certificate] will also be generated.

It will include your name, date of birth, sex, address, etc.



(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] *[Affidavit of Competency to Marry] is issued by foreign embassies and consulates in Japan.

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 or the Civic & Daily Affairs division of the Yokawa office. 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

☎ 06-4703-2050

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 of bringing your personal seal (*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 inquire with Citizen Services division or the Civic & Daily Affairs division of the Yokawa office.

※ Certain requirements must be met to make a seal an [Official Seal]. Inquire with the Citizen Services division of the city hall when making your [Official Seal].

※ [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. It is a 12-digit personal identification number different for each person. 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. After renewing your residence card, you should also renew your My Number Card. If you forget to do so, you cannot use your My Number card after it expires. It costs 1000 yen to create one again.

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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/>

