



Alien Registration Guide

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Alien registration

●●●Certificate of Registered Matters (of Alien Registration) (*Gaikokujin Touroku Genpyou Kisaijikou Shoumeisho* 外国人登録原票記載事項証明書)

Citizen's Affairs Division (*Shimin Ka*) (Tel. 059-382-9013, Fax. 059-382-7608)

The municipal office issues the certificate of registered matters (*touroku genbo kisaijikou shoumeisho*) for certifying your status.

This certificate is intended for use in occasions you need to certify your status or the accommodation during your stay in Japan.

1. Request can be made by: The registered person or her/his household member.
2. Application counters: Citizen's Affairs Division (*Shimin Ka*) or civil centers. In cases a representative make the application or there is any special circumstances, please make the application at the Citizen's Affairs Division (*Shimin Ka*). Also note that the correspondence is in Japanese.
3. Formats For individual/for household
4. Fees 200 yen per issuance

For an application by a representative, a letter of attorney is necessary.

A document to identify the person who comes to the counter (e.g. alien registration card (*gaikokujin touroku shou*), passport) is necessary.

For more information, please ask the alien registration counter (*gaikokujin touroku madoguchi*) in the Citizen's Affairs Division (Tel. 059-382-9013), as situations may vary case by case in the application.

Alien registration

●●●Q and A

Q. What is alien registration? (Question No.514)

A. It is a system made pursuant to the provision 1 of the Alien Registration Law.

Q. I am a foreigner came to Japan for the first time. What should I do? (Question No.516)

A. A procedure of alien registration is required for those who stay in Japan in excess of 90 days. Please take the procedure within 90 days from the day of entry to Japan, with the passport (if you were issued with), photographs (2 pieces, 4.5 cm by 3.5 cm, taken from the front with bare head, within 6 month. Not necessary for ages below 16).

The procedure should be done at the alien registration counter (*gaikokujin touroku madoguchi*) in the Citizen's Affairs Division.

Only the person to be registered herself / himself can make the procedure, except for a registration of a person below age 16, in which case a delegate (a household member aged 16 or above) should make the application on behalf.

Q. What should I do when I have delivered a baby? (foreigner-related cases) (Question No.517)

A. In cases of a birth of a baby in Japan, neither of whose parents are Japanese, please make an application of registration at the alien registration counter (*gaikokujin touroku madoguchi*) in the Citizen's Affairs Division (*Shimin Ka*) within 60 days from the date of birth, with a document to certify the fact of the birth (e.g. a certificate of birth registration).

Q. I have moved into Suzuka from other municipality (foreigner-related cases). (Question No.519)

A. Please make a registration for the change of addresses at the alien registration counter (*gaikokujin touroku madoguchi*) in the Citizen's Affairs Division (*Shimin Ka*) within 14 days from the move, with your alien registration card (*gaikokujin touroku shou*).

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The procedure should be done by the person to be registered herself/himself or by a household member of ages 16 or older.

For registrations of those below age 16, the procedure should be made through a delegate (a household member aged 16 or above).

Q. I have moved within Suzuka City (foreigner-related cases). (Question No.520)

B. A. Please make an application at the alien registration counter (*gaikokujin touroku madoguchi*) in the Citizen's Affairs Division (*Shimin Ka*) within 14 days from the move, with your alien registration card (*gaikokujin touroku shou*).

The procedure should be done by the person to be registered herself/himself or by a household member of ages 16 or older.

For registrations of those below age 16, the procedure should be made through a delegate (a household member aged 16 or above).

Q. I am moving out from Suzuka to other municipality. (Foreigner-related cases) (Question No.523)

A. There is no need for any registration in Suzuka City regarding the alien registration. But please take a procedure of the alternation of addresses at the municipal office of the destination town/village with the alien registration card (*gaikokujin touroku shou*). The procedure should be made by a household member of age 16 or older. For a registration of persons below age 16, a delegate (a household member aged 16 or above) should make the procedure.

You may need to take the procedures upon moving out regarding the services provided by Suzuka City: the procedure to stop using water, procedures regarding national health insurance (*kokumin kenkou hoken*) or children's allowance (*jidou teate*).

Please consult the corresponding counters in the municipal office.

Q. I have changed my nationalities to other foreign country. (Question No.523)

A. The person who has changed the nationality should make the registration of the change herself/himself at the alien registration counter (*gaikokujin touroku madoguchi*) in the Citizen's Affairs Division (*Shimin Ka*) with a document to certify the change of nationalities (e.g. a full copy of family register, a certificate of

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nationality acquisition), the alien registration card (*gaikokujin touroku shou*) and photographs (2 pieces, 4.5 cm by 3.5 cm, taken from the front with bare head within 6 month. Unnecessary for those below age 16.)

For registrations of persons below age 16, a delegate (a household member aged 16 or above) should make the procedure.

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Q. I had my status of residence altered and the period of residence extended. (Question No.524).

A. Please take the procedure by yourself or through a household member of age 16 or older to register the alternation at the alien registration counter (*gaikokujin touroku madoguchi*) in the Citizen's Affairs Division (*Shimin Ka*) with the alien registration card (*gaikokujin touroku shou*) and a document to certify the changes (e.g. passport, the certificate of status of residence).

For a registration for a person under age 16, a delegate (a household member of age 16 or older) should make the application.

Please refer to the web site of *Nyuukoku Kanri Kyoku* (Immigration Office) for procedures to change the status of residence or to extend the period of residence.

Q. I have changed jobs/workplaces (foreigner-related cases). (Question No.526)

A. Foreigners who are not permanent residents needs to make an application for the change of jobs/workplaces within 14 days after the changes have occurred, with the alien registration card (*gaikokujin touroku shou*) and a document to certify the fact of the changes (e.g. a certificate of tenure).

For a registration for a person under age 16, a delegate (a household member aged 16 or above) should make the application.

Permanent residents do not need to make the application for the change since occupations are not included as items to be registered.

Q. I have lost my alien registration card (*gaikokujin touroku shou*) and wish to have it reissued. (Question No.527)

A. Firstly report to the police of the fact of the loss/theft of the alien registration card. Having made the report, please visit the alien registration counter (*gaikokujin touroku madoguchi*) yourself to make an application of a reissue, with the passport (if you were issued with), photographs (2 pieces, 4.5 cm by 3.5 cm, taken from the front with bare head, within 6 month. Not necessary for ages below 16.)

A delegate (a household member aged 16 or above) should make the application for an application of a reissue for persons below age 16.

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Q. I wish to renew my alien registration card (*gaikokujin touroku shou*). (Question No.533)

A. Please make an application of renewal yourself within 30 days from the specified date on the alien registration card (*gaikokujin touroku shou*), at the alien registration counter (*gaikokujin touroku madoguchi*) in the Citizen's Affairs Division (*Shimin Ka*), with the passport (if you were issued with), 2 pieces of photographs (4.5 cm by 3.5 cm, taken from the front with bare head, within 6 month). The municipal office will inform in advance of the period of renewal of alien registration card by a postal card, except for cases you have moved in just before the specified date.

Q. I wish to have a copy of *juumin-hyou* (certificate of residence) for a foreigner. (Question No.538)

A. You can request for a certificate of registered matters (*touroku genbo kisaijikkou shoumeisho*).

The certificate of registered matters (*touroku genbo kisai shoumeisho*) for foreigners corresponds to copies of *juumin-hyou* (certificate of residence) for Japanese.

The certificate of registered matters is issued at the certificate counter (*shoumeisho madoguchi*), alien registration counter (*gaikokujin touroku madoguchi*) in the Citizen's Affairs Division (*Shimin Ka*) in the municipal office, and at the civil centers (*shimin center*) in each area (interpreter service is not available).

Please apply yourself or through a family member in the same household. A document to identify the status of the person who comes to the counter is necessary (e.g. alien registration card (*gaikokujin touroku shou*), passport).

The fees are 200 yen per issuance.

Q. I want the previous place of residence as described on the certificate of registered matters (*touroku genbo kisaijikkou shoumeisho*). (Question No.550)

A. It is possible to add descriptions on matters such as the previous place of residence upon application. It may take some time until the delivery from the need to verify with the description in the register. Also, please note that the certificate will be

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issued several days later for cases that require verification with other municipalities or ordering relevant documents to them.

Q. Is it allowed to make an application for the certificate of registered matters (*touroku genpyou kisaijikou shoumeisho*) through a delegate? (Question No.551)

A. A letter of attorney is required for an application through a delegate, except for cases where the delegate is a family member who belongs to the same household with the applicant.

But a letter of attorney is still necessary even for a family member if that family member belongs to other household.

In addition, a document to identify the status of the delegate (e.g. alien registration card (*gaikokujin touroku shou*), passport) is necessary.

■ On the letter of attorney

For an application by a delegate (if the delegate is not a household member from the same household with the applicant), a letter of attorney is necessary.

The applicant should write a letter of attorney by herself/himself as following:

A letter of attorney

(Addressed to) Mayor of Suzuka City mm, dd, 20**

I (“YOUR NAME”, residing in “YOUR ADDRESS”, born in “YOUR DATE OF BIRTH”, the ID number of alien registration card “THE ID NUMBER”) commission the application and reception of my certificate of registered matters (*touroku genpyou kisaijikou shoumeisho*) to “THE DELEGATE’S NAME” (residing in “THE DELEGATE’S ADDRESS”, born in “THE DELEGATE’S DATE OF BIRTH”)

The purpose of the certificate is: “*****.”