

# 1. Resident Registration, *Koseki* Family Register and *Inkan* Seal Registration

We will prepare a Certificate of Residence for you in the same way as we do for Japanese people if you are a mid- to long-term resident with a status of residence over three months or a permanent resident. If you have such a status of residence, you will need to register as a resident when you first start living in Japan, when you move and when you leave Japan. You can receive city services by registering as a resident.

In addition, there is a system called the *koseki* (family register) in Japan. This document records events that happen in your life (e.g., birth, marriage, divorce and death) and your family relatives. This serves as public proof of these events. Foreigners do not have *koseki* family registers, but they must notify the municipal office when they experience these life events in Japan.

## (1) Resident Registration [Citizens' Affairs Section in Your Local Ward Office]

Type of Procedure	Period	What You Will Need
<p><b>Entry into Japan</b> When you start living in Japan for the first time and qualify as a mid- to long-term resident</p>	<p>Within 14 days from the date you move to Kumamoto City</p>	<ul style="list-style-type: none"> <li>● Special permanent resident certificate or alien registration certificate considered equivalent to that under the Immigration Control and Refugee Recognition Act</li> <li>● Residence card (or a passport if you were not issued a card at the airport)</li> </ul>
<p><b>Moving into Kumamoto City</b> When you move into Kumamoto City from another municipality</p>	<p>Within 14 days from the date you move to Kumamoto City</p>	<ul style="list-style-type: none"> <li>● Residence card, special permanent resident certificate or alien registration certificate considered equivalent to those under the Immigration Control and Refugee Recognition Act</li> <li>● Notice of Residence</li> <li>● If you have <u>other official documents*</u> please bring them (e.g., "My Number" card, national health insurance card, etc.)</li> </ul>
<p><b>Moving out of Kumamoto City</b> When you move out of Kumamoto City to another municipality</p>	<p><u>Up to 14 days</u> before the date you plan to move out of Kumamoto City</p>	<ul style="list-style-type: none"> <li>● Residence card, special permanent resident certificate or alien registration certificate considered equivalent to those under the Immigration Control and Refugee Recognition Act</li> <li>● If you have <u>other official documents*</u> please bring them (e.g., "My Number" card, national health insurance card, etc.)</li> </ul>
<p><b>Change of residence</b> When you move to another residence in Kumamoto City</p>	<p>Within 14 days from the date you moved</p>	<ul style="list-style-type: none"> <li>● Residence card, special permanent resident certificate or alien registration certificate considered equivalent to those under the Immigration Control and Refugee Recognition Act</li> <li>● If you have <u>other official documents*</u> please bring them (e.g., "My Number" card, national health insurance card, etc.)</li> </ul>

<b>Leaving Japan</b> When you leave Japan	<u>Up to 14 days</u> <u>before the date</u> you plan to leave Japan	<ul style="list-style-type: none"> <li>● <b>Residence card</b></li> <li>● <b>If you have <u>other official documents</u>* please bring them</b> (e.g., “My Number” card, national health insurance card, etc.)</li> </ul>
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**\*Other official documents:** The documents you will need vary depending on the situation (e.g., age of your family members and whether there are children in your household). Please ask for details.

**\*If someone will complete these procedures on your behalf, the representative must have power of attorney and a document verifying their identity (e.g., driver’s license).**

## (2) Marriage, Divorce, Birth and Death [Citizens' Affairs Section in Your Local Ward Office]

Type	Period	What You Will Need
<b>Birth</b> When a child is born	Within 14 days from the date of birth	<ul style="list-style-type: none"> <li>● <b>Notification of Birth</b></li> <li>● <b>Birth Certificate</b></li> <li>● <b>Maternal and Child Health Handbook</b></li> </ul> <p><b>*The child will need a residence permit to continue living in Japan. Please apply to the Immigration Bureau of Japan for the residence permit.</b></p>
<b>Marriage or divorce</b>		<p><b><u>The documents you need vary depending on your nationality.</u></b> Please ask the Citizens’ Affairs Section in your local ward office or general branch office.</p>
<b>Death</b> When a member of your household dies	Within 7 days from the date when you become aware of the death	<ul style="list-style-type: none"> <li>● <b>Death notification</b></li> <li>● <b>Death certificate</b></li> </ul> <p><b>*Please return the deceased’s residence card or special permanent resident certificate to the Immigration Bureau of Japan.</b></p>

**\*If you have an *inkan* seal and national health insurance card, please bring them.**

**\*The above are the basic documents, but additional documents may be required.**

## (3) *Inkan* Seal Registration [Citizens' Affairs Section in Your Local Ward Office]

An *inkan* seal that has been registered at ward office is called a “*jitsuin* (registered seal).” You may need a *jitsuin* (registered seal) and an *Inkan* Seal Registration Certificate to enter into a contract in Japan. You can register an *inkan* seal if you are aged 15 years or older and have a Certificate of Residence in Kumamoto City. You will receive an *inkan* seal registration card when you complete the procedure.

Type of Procedure	What You Will Need
<b><i>Inkan</i> seal registration</b>	<ul style="list-style-type: none"> <li>● <b>The <i>inkan</i> seal you will register</b></li> <li>● <b>A document that verifies your identity</b> (photo ID issued by a public agency such as a residence card, driver’s license or passport)</li> </ul>

**\*It is not possible to register some *inkan* seals. In addition, the documents required vary when someone makes an application on your behalf. Please ask at the counter for details.**

## (4) Koseki Family Register, Certificate of Residence and *Inkan* Seal Registration Certificate Requests [Citizens' Affairs Section in Your Local Ward Office]

Document	What You Will Need
<b>Koseki Family Register and Certificate of Residence requests</b>	<ul style="list-style-type: none"> <li>● <b>A document that verifies your identity</b> (photo ID issued by a public agency such as a residence card, driver's license or passport)</li> </ul>
<b><i>Inkan</i> Seal Registration Certificate requests</b>	<ul style="list-style-type: none"> <li>● <b><i>Inkan</i> seal registration card</b></li> <li>● <b>A document that verifies your identity</b> (photo ID issued by a public agency such as a residence card, driver's license or passport)</li> </ul>

\*You will need different documents if someone makes a request on your behalf. Please ask at the counter for details.

\*Receiving these certificates will cost you a small fee.

\*The general branch offices and Yoshino Office can accept and perform the procedures listed in (1) through (4) during office business hours (8:30 a.m. to 5:15 p.m. Monday through Friday

\*Excluding public holidays and the end-of-year / New Year period).

\*Procedures in (4) can be completed at the Central Ward Office After-Hours Certification Counter.

(Hours: Monday - Friday 5:15 p.m. - 7:00 p.m. Saturday and Sunday/Holidays 9:00 a.m. - 7:00 p.m. \*Closed during the year end and New Year holidays.

## (5) Obtaining Certificates at Convenience Stores Using Your “My Number” Card [Community Policy Section]

You can obtain the following official documents at convenience stores across Japan (e.g., Seven-Eleven, Lawson and FamilyMart, etc.)

Certificates You Can Print	Fee	
	Counter	Convenience Store
Copy of your Certificate of Residence	400 yen	200 yen
<i>Inkan</i> Seal Registration Certificate	400 yen	200 yen
Prefectural and Municipal Inhabitants Tax Certificate (Certificate of Income)	400 yen	200 yen
(Individual) All Koseki Family Registry Details Certificate (certified copy and excerpt)	450 yen	450 yen

\*What you will need: Your “MyNumber” card

\*Available hours: 6:30 a.m. to 11 p.m. (Excluding December 29 to January 3)  
*Koseki* family register certificates: 8:30 a.m. to 8 p.m. If you register, you can receive even if you are not a resident of Kumamoto City).



### “MyNumber” Cards

Click on the URL or scan the QR code for details (Information is available in a total of 7 languages in addition to English, Chinese and Korean)

[マイナンバーカード総合サイト \(kojinbango-card.go.jp\)](http://kojinbango-card.go.jp)

