

# At the City Office

## Registration with Public Offices

行政関係の手続き  
gyōseikankei no tetsuzuki

| Item and section  | Moving in   | Moving out   | Reference Page |
|---|---|--|----------------|
| National Health Insurance<br>(National Health Insurance Division)<br>Kokuho-ka<br>City Office 1F<br>TEL: (0897) 65-1230 | New registration:<br>(When moving to Niihama from other cities)                   | Withdrawal<br>(When moving out of Niihama, you will have to apply again at your new address in Japan.) | P.20           |
|   | When moving within Niihama, notify the Niihama City Office of the address change. |  |                |
| About School<br>(School Education Division,<br>Gakkō Kyōiku-ka)<br>City Office 5F<br>TEL: (0897) 65-1301                | Contact School Education Division in Niihama.                                     | Contact the school presently attended.   | P.55           |



# Notifying the City Office

市役所への諸届出

shiyakusho e no shotodoke

Although foreign nationals do not have a Japanese Family Registration (koseki 戸籍), there are laws that apply to such matters as marriage, birth, divorce, and death in which foreign nationals are involved.



## Getting Married (kon'in todoke 婚姻届)

### ① Marriage of a foreign national and a Japanese

When a foreign national and a Japanese marry, make sure to fulfill all requirements of both Japan and the country of the foreign national. In Niihama, apply for registration at the Shimin-ka (市民課) of the City Office.

#### Necessary items:

- A) Marriage Registration Form (kon'in todoke 婚姻届)  
Available at City Main Office or Branch Offices. Get the form in advance.
- B) A copy of the Family Registration of the Japanese partner (koseki tōhon 戸籍謄本)  
Obtain before the procedure.
- C) Passport of foreign partner
- D) Residence card or special permanent resident certificate
- E) Certificate of legal capacity to contract marriage for foreigners (Check with your home country's embassy or consulate.)
- F) The Marriage Registration Form must be signed and sealed by two witnesses 20 years old or over.
- G) The form must also be stamped by the Japanese partner and stamped or signed by the foreign partner.

After completing the marriage registration, you can apply for Residence Status as a spouse of a Japanese national. Ask for details concerning Status of Residence at the Matsuyama Branch Office of the Takamatsu Immigration Bureau.

### ② Marriage of Two Foreign Nationals in Japan

Check with your home country because it may be impossible to marry using Japanese procedures.

## Registering a Birth (shussei todoke 出生届)

If one of the parents is a Japanese national, the baby automatically becomes a Japanese national. If both parents are non-Japanese, the baby needs to get a status of residence to live in Japan.

Either way, when a foreigner residing in Japan gives birth to a child, the necessary steps which must be taken are:

- Register the birth of your baby at the City Office (within 14 days).
- Report the birth to your home country's embassy or consulate in Japan and apply for a passport if desired.

And, if the baby does not have Japanese citizenship:

- Apply for a passport for the baby from your home country (as soon as possible).
- Apply for Status of Residence (visa) for the baby at the regional Immigration Office in Matsuyama (within 30 days).

## At the Hospital

Shortly before you are discharged from the hospital where your baby was born, you will be given your child's birth certificate (shussei shōmei sho 出生証明書).

This is one sheet of paper with the right half used as the Birth Certificate and the left half used as the Notification of Birth (shussei todoke 出生届), which you must fill in with your child's name, parent's names and nationalities, etc.

## At the City Office

### Citizen's Affairs Division

You must go to the Citizen's Affairs Division (shimin-ka 市民課) within 14 days after the birth (including the day of birth) to register the baby. If the parents are married, either parent can go. If the parents are not married, the mother must register the baby. If you fail to register the baby's birth before the deadline, you can be penalized.

When you go, take the following:

1. Filled-out Birth Certificate/Notification of Birth form
2. Personal registered seal (inkan 印鑑) For non-Japanese, a signature is acceptable.
3. Mother and Child Health Handbook (boshi kenkō techō 母子保健手帳)
4. Passport of each parent
5. Residence Card (zairyū card 在留カード) of each foreign parent



When you register the baby, be sure to request the following from the City Office:

- Two copies of the Certificate of Acceptance of Birth Report (shussei todoke juri shōmei sho 出生届受理証明書).
- Two updated copies of the Residence Certificate (jūmin-hyō 住民票) of the entire family including the baby. You or your spouse's workplace may ask for this certificate to add your child to your national health insurance coverage. You will also need a copy to apply for the baby's visa. It may take up to a week for the baby's information to be integrated into your family's residence record.

These certificates are necessary for visa, passport, and health insurance applications.

### Childcare Division (kodomo-ka 子ども課)

You may apply for a child allowance (idō teate 児童手当) within 15 days after birth. Parents may be eligible to receive benefits for raising children [Kodomo Teate Law (子ども手当法 kodomo teate hō)]. Take your bank account information and personal seal to apply for the allowance.

## At the Immigration Office

If both parents are non-Japanese and you plan to stay in Japan longer than 60 days after your child's birth, the next step is to apply for a visa (status of residence) for the child. You have 30 days from your child's birth to complete the application process at the Regional Immigration Office in Matsuyama.

Thirty days may seem plenty of time to hand in the application but bear in mind how busy life will be around this time and that you will need to apply for a passport before going to the Immigration Office. You should get as many of these documents as possible ready in advance of your baby's birth.

Prepare the following:

1. The Application for Permission to Acquire Status of Residence.
2. Passports of both parents.
3. Residence Cards (zairyū Card 在留カード) of both parents.



4. The baby's passport (On the application form, there is a section to put your baby's passport number, but if you haven't obtained it yet, mention that you have applied for the passport and are waiting for it.) You will have to show the baby's passport to receive the Residence Card.
5. A Certificate of Employment (zaishoku shōmei sho 在職証明書) from your workplace. If both parents are working, both need to provide this document.
6. The most recent Tax Payment Certificate (nōzei shōmei sho 納税証明書 / kazei shōmei sho 課税証明書). If both parents are working, both need to provide this document.
7. Personal Details Form (shitsumon sho 質問書). The parents need to fill in their personal information: names, nationalities, date of birth, address, date of marriage, etc.
8. Letter of Guarantee (mimoto hoshō sho 身元保証書). This needs to be signed by the head of the household.
9. The Certificate of Acceptance of Birth Report (shussei todoke juri shōmei sho 出生届受理証明書). This is the certificate issued by the City Office.
10. Mother and Child Health Handbook (boshi kenkō techō 母子保健手帳).
11. A Residence Certificate (jūmin-hyō 住民票) of the entire family including the baby. (It may take a week or more after you have registered your baby's birth at the City Office for your baby's information to be integrated into your family residence record).

Things to keep in mind:

- The documents you submit will not be returned to you.
- There is no need for a photo of your baby. A photo is not required for a child under 16 years old.
- If one of you has a permanent resident visa, you can apply for a permanent resident visa for your baby.

Once you have applied for Permission to Acquire Status of Residence for your baby, and it is granted, you can go and receive it at the immigration office by showing your baby's passport to them.

If you fail to apply for Permission to Acquire Status of Residence within 60 days of the baby's birth, your baby will not be able to stay in Japan and will be reported as having "overstayed."

## **Getting Divorced** (rikon todoke 離婚届)

### ① Divorce by Agreement

When foreigners living in Japan divorce in Japan, they must submit a notification of divorce to the Shimin-ka (市民課) of the City Office. The notification of divorce requires the seals and signatures of two witnesses aged 20 or over. When there are children of the marriage who are under 20 years of age, the notification of the divorce may not be accepted unless it is made clear who will have custody of the children.

The conditions for divorce depend on your birth country. Consult the City Office, Embassy or Consulate in Japan.

### ② Status of Residence after a Divorce

When you divorce a spouse who is a Japanese national, you lose your status of residence when your status of residence in Japan is as the spouse of a Japanese national, unless you have a permanent resident's visa. You may apply to change to a different residence status or apply for a special permit to reside as a "long term resident." If both parties are foreign nationals and your status of residence is as a dependent, you may lose your status of residence. In this case, you must apply for a different status.

## **When a Family Member Dies** (shibō todoke 死亡届)

When a person dies in Japan, a notification must be filled out within 7 days from the day you know the fact of death, by the bereaved family or person living in the same residence, landlord, or person supervising the residence, by submitting his/her signature or seal together with the death certificate issued by the doctor to the Shimin-ka of the City Office. Notification is also accepted on Saturday, Sunday, and National Holidays.

The death should also be reported to the relevant embassy or consulate. Please ask the embassy of the receiving country for proper procedures.

If you will perform burial or cremation in Japan, you may apply for permission for cremation or burial when the death notification is submitted to the City Office. By Japanese law, cremation or burial is not allowed until at least 24 hours after the death.



# How to Obtain Copies of Your Family Register, Individual Register or Your Residence Certification

戸籍謄本、戸籍抄本、住民票の発行  
koseki-tōhon, koseki-shōhon, jūminhyō-no-hakkō

## Family Register (koseki 戸籍)

Although foreign nationals do not have a Japanese Family register, they will be entered into their Japanese spouse's register upon marriage.

There are two types of certificate of family koseki:

Koseki Tōhon and Koseki Shōhon (戸籍謄本、抄本).

Tōhon is a certificate containing matters regarding all family members and Shōhon contains only matters regarding a single family member.

The householder, spouse, children, grandchildren, parents, and grandparents can apply for a copy of either. Also, other relatives or a proxy can apply.

Applicants need to bring a name stamp. A signature is also acceptable.

Application form (koseki shōmei kōfu seikyūsho 戸籍証明等交付請求書) (blue color) is available on the 1st FL tables in front of the City Office Shimin-ka Counter 3.

Application fee: Tōhon and Shōhon each ¥450/copy.

Questions: City Office Shimin-ka Counter 3. TEL : (0897) 65-1232

## Residence Certificate (jūmin-hyō 住民票)

The Jūmin-hyō is the record of a household and its members for residents in Niihama. Jūmin-hyō certificates are issued on matters relating to all family members or on matters regarding an individual member. Optionally, the location of Koseki and/or family relationships can be described in it.

Persons who can apply for a copy are limited and there are limits on reasons for applying because the Jūminhyō is private.

Any member of the household can apply. A proxy with a letter of warrant can also apply.

When a third party applies, it may not be issued unless there is a proper reason or evidence of an acceptable relationship between the third party and the applicant.

The application form for the Jūmin-hyō and other forms (yellow color) is available on the tables in front of the Shimin-ka Counter 3.

Fee ¥300/copy

Questions: City Office Shimin-ka Counter 3.

TEL: (0897) 65-1232

# Registration of a Name Stamp

印鑑登録

inkan-tōroku



## How to register a name stamp at the city office (tetsuzuki 手続):

People over 15-years-old who are registered as residents of Niihama City can apply.

Only name stamps engraved by hand, without flaw, neither made by machine nor transformable (like a rubber stamp-type), can be registered.

The diameter of the stamp should be 8 mm min. and 25 mm max.

- A) Usually name stamp holders bring the stamp in person to apply. The applicant should bring ID with a photo such as a card of residence or a passport. The registration can be done, and the certificate of the registration can be issued on the day of application.
- B) A proxy sent by the holder can be used to apply too, if there is any reason the applicant cannot come. However, it takes some days for the proxy to receive the name stamp registration (card) because of identifying the holder by post mail. The proxy should bring the stamp to be registered, an ID, and his or her own name stamp for use in the application.

When the name stamp registration card or the registered name stamp have been lost or you wish to cancel it, the holder or a proxy should present a report to that effect to the city office without delay with the name stamp registration card (in the case of cancellation). The registration card will be automatically cancelled when the stamp holder moves out of Niihama or dies.

Registration Fee ¥300

Questions: City Office Shimin-ka Counter 5. TEL: (0897) 65-1232

## How to obtain a certificate of name stamp registration (inkan tōroku shōmeisho 印鑑登録証明書):

When the name stamp registration holder applies for a certificate of proof of name stamp registration, he/she is required to bring the name stamp registration card.

When a proxy applies, the name stamp registration card is required. Also, the proxy needs to write precisely the address, name, birth date and gender of the name stamp registration holder.

Application form (inkan tōrokusho kōfu shinseisho 印鑑登録証交付申請書) (white color) is available at the table in front of the Shimin-ka Counter 3.

Fee ¥300/copy

Questions: City Office Shimin-ka Counter 3. TEL: (0897) 65-1232