

## 1

## Residence, Certificate of Residence

## (1) Residence records

Residence records are made to retain and verify personal information such as name, date of birth, and address. Residence records made for foreign residents retain and verify additional information such as nationality/region, status of residence, and period of stay. Personal seal registration, National Health Insurance, taxes, and other matters are based on these records.

## 《Foreign residents eligible for a residence record》

- ① Medium- to long-term residents (persons who are eligible for a Residence Card, Zairyu Card): Foreign nationals granted a status of residence for more than 3 months other than the following: persons granted permission to stay with temporary visitor/diplomat/official visa status.
- ② Special permanent residents
- ③ Persons who may stay transitionally in Japan by birth or those who have lost nationality. These individuals can stay in Japan without a status of residence for up to 60 days after their date of birth or loss of Japanese citizenship.
- ④ Persons granted permission for temporary refuge or provisional stay (Note: Non-Japanese nationals who do not fall under any of the above categories are not eligible for resident registration. No copy of a residence record or seal registration certificate will be issued for these individuals either.)

## (2) Copy of Residence Record

If you need a copy of your residence record or a certificate of registered items on the residence record, please bring in the required documents and file a request at the Household Residents Registry Division or your local branch office (P17)

Required document	Fee	Handling desk
A personal identification document such as a Residence Card, Special Permanent Resident Certificate, drivers' license, Health Insurance Certificate, or passport	¥300 / copy	Household Residents Registry Counter / City branch offices (P12)

\* When filing a request by proxy, a proxy letter and a form of identification for the proxy such as a Residence Card, Special Permanent Resident Certificate, drivers' license, Health Insurance Certificate or passport will be necessary.

### (3) Procedures when you move into Ota City from overseas or your address changes

**[Inquiries] Household Residents Registry Division ☎ 03-5744-1185**

Procedures related to your address can be performed at the Household Residents Registry Division or a Branch Office(P17)

Types of notification	Period of notification	Required documents
When you move to Ota City from overseas	Within 14 days of moving	Your Residence Card, Permission for Provisional Stay, Permission for Temporary Refuge, or Special Permanent Resident Certificate
When your status of residence such as mid- and long-term resident changes	Within 14 days of the change	* You may be required to submit a document that proves your family relationship with the homeowner.
When you move into Ota City from another municipality	Within 14 days of moving	Moving out certificate issued by the municipality of your previous address and Residence Card of all your household members (and Special Permanent Resident Certificates if you are special permanent residents.)
When you move out of Ota City	Before you move out of Ota City	Residence Card of all your household members (and Special Permanent Resident Certificates if you are special permanent residents.) * Please return any National Health Insurance certificates, Nursing Care Insurance certificates, Infants Medical Care certificate or certificates of Medical Insurance System for Older Senior Citizens if you have any. * When changing relationship, documentation or a translation proving the relationship
When you move within Ota City	Within 14 days of moving	
When the head of your household changes	Within 14 days of the change	
When your relationship to the head of your household changes		

\* For filing a notification by proxy, a proxy letter and some form of identification for the proxy such as a Residence Card, certificate of special permanent resident, drivers' license, Health Insurance certificate, passport, etc. will be necessary.



## (4) Residence Related Notifications

[Inquiries] Household Residents Registry Division ☎ 03-5744-1183

Notice & time limit	Destination	What is needed when notifying	Notifying party
Birth notice: within 14 days after birth (For children see chapter 11)	<ol style="list-style-type: none"> <li>① Legal domicile of the parent</li> <li>② Address of the person who submits the notice</li> <li>③ Place of birth of the child</li> </ol>	Notice (1 copy for Ota City) Birth certificate (certified by doctor or midwife)	Father or mother (Consult us for any other resident.)
Marriage certificate (For marriage see chapter 6)	<ol style="list-style-type: none"> <li>① Registered address of husband or wife</li> <li>② Address of husband or wife</li> </ol>	Notice (1 copy for Ota City) ID of the person who submits the notice (driver's license, passport, etc.)	Husband or wife
Notice of divorce by mutual consent (For more information on the divorce process, please refer to Chapter 6)	<ol style="list-style-type: none"> <li>① Registered address of couple</li> <li>② Address of couple</li> </ol>	Notice (1 copy for Ota City) Copy of the Japanese spouse's residence certificate ID of the person who submits the notice (driver's license, passport, etc.)	Husband or wife
Death notice: within 7 days after death was known	<ol style="list-style-type: none"> <li>① Legal domicile of the deceased</li> <li>② Address of the person who submits the notice</li> <li>③ Place of death</li> </ol>	Notice (1 copy for Ota City) Death certificate (certified by doctor)	Relative of the deceased; (Consult us for any other resident.)
Upon receiving a death certificate, a permit for cremation will be issued.			

\* If the death occurred overseas, a person from the same household should submit an original legal death certificate along with its translation to the municipality office of the deceased person's current resident registration if it is necessary to delete the residence record.

\* Addresses for notification can be residential addresses or temporary lodgings.

## 2

## Residence Card and Special Permanent Resident Certificate

**[Inquiries] • Residence (Zairyu) Card Tokyo Regional Immigration Services Bureau ☎ 0570-034259**

**• Special Permanent Resident Certificate Household Residents Registry Division ☎ 03-5744-1187**

\* Foreign nationals are issued either with a Residence Card for medium-to long-term stay residents, or a Special Permanent Resident Certificate for special permanent residents.



5

### (1) Procedures for residence and updating Residence Card/ Special Permanent Resident Certificate

Mid- and long-term residents are required to notify the Immigration Services Agency of Japan (the Tokyo Regional Immigration Services Bureau for Ota City residents) of any changes to their state of residence, permitted period of stay, and items on their Residence Card other than their home address, including their name and nationality.

Special permanent residents can change their name and nationality and renew their Special Permanent Resident Certificate at the Household Residents Registry Division of the Ota City Office.

### (2) Residence Card

A Residence Card is issued to a mid- to long-term resident upon receipt of a residency permit, which includes a landing permit, permit to change residency status, and permit to renew residency.

Note that all or part of the information printed on the Residence Card will be recorded in an IC chip embedded to prevent the Residence Cards from being forged or altered.

\* Mid- to Long-Term Resident

An individual applicable to the mid- to long-term resident under the new residency management system is a foreign national who does not fall under the following categories:

- Persons permitted to stay for 3 months or less.
- Persons granted "Temporary Visitor" status
- Persons granted "Diplomat" or "Official" status
- Staff of the Taiwan-Japan Relations Association in Japan (Taipei Economic and Cultural Representative Office in Japan) and the Permanent General Mission of

Palestine in Japan who are granted “Designated Activities” permission and their families

- Special permanent residents
- Provisionally released persons
- Persons with no resident status

## ① The validity period of a Residence Card is as follows:

A foreign resident who needs to extend their stay in Japan beyond the permitted period of stay must apply to the Tokyo Regional Immigration Services Bureau for extending the validity period of their Residence Card before the permitted period expires.

### **[Permanent residents]**

Those who are 16 years of age or older: 7 years from the date of issuance

Those who are under 16 years of age: until his/her 16th birthday

### **[Others]**

Those who are 16 years of age or older: until the expiration date of the permitted period of stay

Those who are under 16 years of age: whichever comes earlier, expiration date of the permitted period of stay or his/her 16th birthday

## ② Procedures at the Tokyo Regional Immigration Services Bureau

### ○ **Notification of change of name, date of birth, sex, nationality/region**

If you change your name, birth date, gender, or nationality/region of origin due to marriage or any other reason, be sure to notify the Tokyo Regional Immigration Services Bureau within 14 days of the change.

### ○ **Application for updating the validity period of a resident card**

A permanent resident or a foreign resident younger than 16 years old whose Residence Card's validity expires on their 16th birthday is advised to apply for an extension of the validity period of their Residence Card at the Tokyo Regional Immigration Services Bureau.

A permanent resident can make this application at most two months before the expiration date of their Residence Card, and a foreign resident younger than 16 years old whose Residence Card's validity expires on their 16th birthday can make this application at most six months before that birthday.

### ○ **Application for re-issuance of Residence Card**

If your Residence Card has been lost, stolen, severely damaged or defaced, please apply for re-issuance at a Regional Immigration Bureau.

- If your Residence Card has been lost or stolen, please apply for re-issuance within 14 days of the day you noticed it was missing (or the day you re-enter Japan if you noticed it outside Japan).

\* For information about the documents required for this application, please contact the Tokyo Regional Immigration Services Bureau.

- If your Residence Card has been severely damaged or defaced, be sure to apply for re-issuance as soon as possible.

### 3 Personal seal registration

[Inquiries] Household Residents Registry Division ☎ 03-5744-1185

In Japan, a personal seal is required instead of a signature as official verification in certain situations such as transactions, the registration of real estate, and signing contracts.

#### (1) People that can register a seal in Ota City

Any resident registered with the Ota City Office can apply for seal registration. Only one seal can be registered per person. Residents under age 15 and adult wards\* cannot apply for seal registration.

\* Adult wards can apply if they are accompanied by their adult guardian.

#### (2) Seal registration procedures

To register your seal, please bring the seal you wish to register in person along with your valid Resident Card or Special Permanent Resident Certificate to the Household Residents Registry Division or your local branch office(P.17).

A registration card is provided to those who register a seal (Fee 100 yen).

#### (3) Conditions for the seal

The name on the seal has to be the same as your legal name registered on your residence record or your registered alias. The imprint of the seal must be:

- ① larger than 8mm squared
- ② smaller than 25mm squared

\* Seals that are transformable in shape, such as those made of rubber, and seals with worn out or badly chipped edges are not acceptable.

#### (4) When you have lost your seal registration card

You are required to file a "Notification of loss of Personal Seal Registration Card" and have the seal registered once again.

#### (5) Issuance of a seal registration certificate

Please complete application procedures at the Household Residents Registry Counter or your local branch office(P.17). The application can be filed by proxy. Please make sure that you or your proxy bring your personal seal registration card. The handling fee is 300yen per copy.

