

Multilingual Living Information



A New Residency Management System & Resident Registration System for Foreign Residents (*Information for after July 9, 2012)

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3 Confirming the content of registered details and having certificates issued

3-1 Confirming the content registered details of resident records and having certificates issued

By having a copy of your Residence Record (juminhyo) or a certificate of details listed on the Resident Record (juminhyo kisai jiko shomeisho) (a certificate of only required details) issued, you can confirm the details recorded on the Basic Resident Record (juminhyo).

You can have a copy of your Resident Record (juminhyo) or a certificate of details listed on the Resident Record (juminhyo kisai jiko shomeisho) issued when you require documents of proof of identification or of your address in Japan for acquiring a status of stay, employment, etc. The individual (you) or a member of your family can apply for these documents at the municipal office. If another person is to make an application, in principle, a letter of proxy is required.

Required documents	Place where to make an application or enquiry	Service fees
1 Application form for issuing a copy of a Resident Record (juminhyo) (forms are available at the municipal office)		Fee charged.
2 Identification papers of the person making the application (When a proxy is making an application)	Municipal office of the area of your residence	Fee varies depending on the municipal office and the number of people in the family which for whom a copy is required (about 200 yen~600 yen).
3 A letter of proxy		

