

Multilingual Living Information



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

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5 Notifications and procedures related to the Residence Card

5-1 Re-issuance of the Residence Card

When a Residence Card has been lost, stolen or lost in a fire or other disaster, an application for its reissue should be made within 14 days.

If the Card or certificate has been soiled or torn, etc. an application for reissue can be made.

Mid- to long-term residents

Required documents	Where to make applications and inquiries	From/until	Service fee
1 Application for Re-issuance of a Residence Card 2 Passport or Status of residence certificate (zairyu shikaku shomeisho) 3 Photograph - 4cm high x 3cm wide - taken within 3 months - upper body, no hat * not required for people under 16 years 4 Residence Card (if you have one) 5 Documents (ishitsu todokede shomeisho, tonan todokede shomeisho, risai shomeisho) to prove the loss of the Resident Card (when the Card has been lost) 6 Permission to engage in an activity other than that permitted by the status of residence previously granted (when permission to engage in another activity has been acquired) 7 Present personal identification documents (when an application is made by an application agent) etc.	Applications be made at: the Regional Immigration Office with jurisdiction of the area of your address Inquiries to be made at: the Regional Immigration Office with jurisdiction of the area of your address, or a foreign residence general information center (please refer to B4 Inquiries concerning status of residence)	(When the Card, etc., has been lost, etc.) Within 14 days from when the Card was lost (When the Card has been soiled etc.) No term fixed (Within 14 days from when an order to make an application for re-issuance has been received (Request for optional renewal) No term fixed	(Loss, etc.) (Soiled, etc.) No fee charged (Request for optional renewal) 1,300 yen



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Sample

別記第二十九号の十一様式(第十九条の十一関係)
(紛失再交付)
(Reissuance (lost))

日本国政府法務省
Ministry of Justice, Government of Japan

在留カード再交付申請書 APPLICATION FOR RE-ISSUANCE OF A RESIDENCE CARD		写真 Photo 40mm × 30mm
法務大臣 閣下 To the Minister of Justice		
出入国管理及び難民認定法第19条の12第1項の規定に基づき、次のおおりに在留カードの再交付を申請します。 Pursuant to the provisions of Paragraph 1 of Article 19-12 of the Immigration Control and Refugee Recognition Act, I hereby apply for reissuance of a residence card.		
1 国籍・地域 Nationality / Region	2 生年月日 Date of birth	年 月 日 Year Month Day
Family name _____ Given name _____		
3 氏名 Name	4 性別 Sex	
_____		男・女 Male / Female
5 住居地 Address in Japan _____		
6 在留カード番号 Residence card number	7 資格外活動許可の有無 Permitted to engage in activity other than those permitted under the status of residence previously granted	
_____		有・無 Yes / No
8 在留カードの所持を失った理由及びその事実を知った日 Reason for loss of the residence card / Date of realizing such fact		
_____		年 月 日 Year Month Day
9 代理人 Representative		
(1) 氏名 Name		(2) 本人との関係 Relationship with the applicant
_____		_____
(3) 住所 Address		

以上の記載内容は事実と相違ありません。 I hereby declare that the statement given above is true and correct.		
申請人(代理人)の署名/申請書作成年月日 Signature of the applicant (representative) / Date of filing in this form		年 月 日 Year Month Day
_____		_____
注意 申請書作成後申請までに記載内容に変更が生じた場合、申請人(代理人)が変更箇所を訂正し、署名すること。 Attention In cases where descriptions have changed after filing in this application form up until submission of this application, the applicant (representative) must correct the part concerned and sign their name.		
※ 取次者 Agent or other authorized person		
(1) 氏名 Name		(2) 住所 Address
_____		_____
(3) 所属機関等(親族等については、本人との関係) Organization to which the agent belongs (in the case of a relative, relationship with the applicant)		(4) 電話番号(携帯電話番号) Telephone number (Cellular phone number)
_____		_____
◎ 本人又は代理人の連絡先(申請内容の確認のため、連絡させていただく場合があります) Contact telephone number of applicant (representative)		
電話番号 Telephone no. _____		携帯電話番号 Cellular phone no. _____
【代理人】 16歳以上の同居の親族(本人が16歳未満の場合、実例その他の事由により自ら申請できない場合又は本人の依頼による場合) Representative A relative aged 16 years or above living together with the applicant (in cases where the applicant is under the age of 16 years, suffers from an illness or is unable to apply for the residence card owing to other grounds, or in cases pursuant to the request of the applicant)		
【取次者】 受入れ機関等の職員で地方入国管理局長が適当と認めるもの(本人の依頼による場合)、弁護士又は行政書士で地方入国管理局長に届け出たもの(本人の依頼による場合)、本人の法定代理人、親族又は同居人若しくはこれに準ずる者で地方入国管理局長が適当と認めるもの(本人が18歳未満又は実例その他の事由がある場合) Agent or other authorized person A member of the staff of the accepting institution, etc. whom the director of the regional immigration bureau deems to be appropriate (in cases pursuant to a request from the applicant); an attorney or administrative scrivener who has given notification to the director of the regional immigration bureau (in cases pursuant to a request from the applicant); a legal representative, a relative of the applicant, a person living together with the applicant or an equivalent person, whom the director of the regional bureau deems respectively to be appropriate (in cases where the applicant is under the age of 16 years, suffers from an illness or owing to other grounds)		

Source: Ministry of Justice [APPLICATION FOR RE-ISSUANCE OF A RESIDENCE CARD due to loss \(of original Card\)](#)



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Sample

別記第二十九号の十二様式(第十九条の十二関係)
(汚損等再交付)
(Reissuance (defaced))

日本国政府法務省
Ministry of Justice, Government of Japan

在留カード再交付申請書		APPLICATION FOR RE-ISSUANCE OF A RESIDENCE CARD	
法務大臣 殿 To the Minister of Justice		写真 Photo 40mm × 30mm	
出入国管理及び難民認定法第19条の13第1項前段又は第3項の規定に基づき、次のとおり在留カードの再交付を申請します。 Pursuant to the provisions of the first sentence of Paragraph 1 of Article 19-13 of the Immigration Control and Refugee Recognition Act, I hereby apply for reissuance of a residence card.			
該当する申請にチェックしてください。 Check on of the following applications.			
<input type="checkbox"/> ① 在留カードの汚損等による再交付申請 Application for reissuance of a residence card due to being defaced or soiled		<input type="checkbox"/> ② 在留カードの再交付申請命令による再交付申請 Application for reissuance of a residence card upon a reissuance order	
1 国籍・地域 Nationality / Region	2 生年月日 Date of birth	年 Year	月 Month
Family name _____ Given name _____		日 Day	
3 氏名 Name	4 性別 Sex		男・女 Male / Female
Address in Japan _____			
6 在留カード番号 Residence card number _____			
7 代理人 Representative			
(1) 氏名 Name _____		(2) 本人との関係 Relationship with the applicant _____	
(3) 住所 Address _____			
以上の記載内容は事実と相違ありません。 I hereby declare that the statement given above is true and correct.			
申請人(代理人)の署名/申請書作成年月日		Signature of the applicant (representative) / Date of filing in this form	
		年 Year	月 Month
		日 Day	
注意 Attention	申請書作成後申請までに記載内容に変更が生じた場合、申請人(代理人)が変更箇所を訂正し、署名すること。 In cases where descriptions have changed after filing in this application form up until submission of this application, the applicant (representative) must correct the part concerned and sign their name.		
※ 取次者 Agent or other authorized person			
(1) 氏名 Name _____		(2) 住所 Address _____	
(3) 所属機関等(親族等については、本人との関係) Organization to which the agent belongs (in the case of a relative, relationship with the applicant)		(4) 電話番号(携帯電話番号) Telephone number (Cellular phone number)	

③ 本人又は代理人の連絡先(申請内容の確認のため、連絡させていただく場合があります) Contact telephone number of applicant (representative)

電話番号
Telephone no. _____ 携帯電話番号
Cellular phone no. _____

【代理人】 16歳以上の同居の親族(本人が16歳未満の場合、疾病その他事由により自ら申請できない場合又は本人の依頼による場合)
Representative A relative aged 16 years or above living together with the applicant (in cases where the applicant is under the age of 16 years, suffers from an illness or is unable to apply for the residence card owing to other grounds, or in cases pursuant to the request of the applicant)

【取次者】 受入れ機関等の職員で地方入国管理局長が適当と認めるもの(本人の依頼による場合)、弁護士又は行政書士で地方入国管理局長に届け出たもの(本人の依頼による場合)、本人の法定代理人、親族又は同居人若しくはこれに準ずる者で地方入国管理局長が適当と認めるもの(本人が16歳未満又は疾病その他事由がある場合)
Agent or other authorized person A member of the staff of the accepting institution, etc. whom the director of the regional immigration bureau deems to be appropriate (in cases pursuant to a request from the applicant); an attorney or administrative scrivener who has given notification to the director of the regional immigration bureau (in cases pursuant to a request from the applicant); a legal representative; a relative of the applicant, a person living together with the applicant or an equivalent person, whom the director of the regional bureau deems respectively to be appropriate (in cases where the applicant is under the age of 16 years, suffers from an illness or owing to other grounds)

Source: Ministry of Justice [APPLICATION FOR RE-ISSUANCE OF A RESIDENCE CARD due to soiling/damage, etc. \(of original Card\)](#)



Council of Local Authorities for International Relations

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Sample

別記第二十九号の十三様式(第十九条の十二関係)
(交換希望)
(Optional renewal)

日本国政府法務省
Ministry of Justice, Government of Japan

在留カード再交付申請書 APPLICATION FOR RE-ISSUANCE OF A RESIDENCE CARD		写真 Photo 40mm × 30mm
<p>法務大臣殿 To the Minister of Justice</p> <p>出入国管理及び難民認定法第19条の13第1項後段の規定に基づき、次のとおり在留カードの交換希望による再交付を申請します。 Pursuant to the provisions of the second sentence of Paragraph 1 of Article 19-13 of the Immigration Control and Refugee Recognition Act, I hereby apply for optional renewal of a residence card.</p>		
1 国籍・地域 Nationality / Region	2 生年月日 Date of birth	
<p>Family name _____ Given name _____</p> <p>Year _____ Month _____ Day _____</p>		
3 氏名 Name	4 性別 Sex	男・女 Male / Female
5 住居地 Address in Japan		
6 在留カード番号 Residence card number		
7 在留カードの交換を希望する理由 Reason for optional renewal of the residence card		
8 代理人 Representative		
(1) 氏名 Name	(2) 本人との関係 Relationship with the applicant	
(3) 住所 Address		
<p>以上の記載内容は事実と相違ありません。 申請人(代理人)の署名/申請書作成年月日</p> <p>I hereby declare that the statement given above is true and correct. Signature of the applicant (representative) / Date of filing in this form</p>		
		年 _____ 月 _____ 日 _____ Year _____ Month _____ Day _____
注意 Attention	<p>申請書作成後申請までに記載内容に変更が生じた場合、申請人(代理人)が変更箇所を訂正し、署名すること。 In cases where descriptions have changed after filing in this application form up until submission of this application, the applicant (representative) must correct the part concerned and sign their name.</p>	
※ 取次者 Agent or other authorized person		
(1) 氏名 Name	(2) 住所 Address	
(3) 所属機関等(親族等については、本人との関係) Organization to which the agent belongs (in the case of a relative, relationship with the applicant)	(4) 電話番号(携帯電話番号) Telephone number (Cellular phone number)	

◎ 本人又は代理人の連絡先(申請内容の確認のため、連絡させていただく場合があります) Contact telephone number of applicant (representative)

電話番号 _____ 携帯電話番号 _____
Telephone no. _____ Cellular phone no. _____

【代理人】 16歳以上の同居の親族(本人が16歳未満の場合、疾病その他理由により自ら申請できない場合又は本人の依頼による場合)
Representative: A relative aged 16 years or above living together with the applicant (in cases where the applicant is under the age of 16 years, suffers from an illness or is unable to apply for the residence card using other grounds, or in cases pursuant to the request of the applicant)

【取次者】 受入れ機関等の職員で地方入国管理局長が適当と認めるもの(本人の依頼による場合)、弁護士又は行政書士で地方入国管理局長に届け出たもの(本人の依頼による場合)、本人の法定代理人、親族又は同居人若しくはこれに準ずる者で地方入国管理局長が適当と認めるもの(本人が16歳未満又は疾病その他の事由がある場合)
Agent or other authorized person: A member of the staff of the accepting institution, etc. whom the director of the regional immigration bureau deems to be appropriate (in cases pursuant to a request from the applicant); an attorney or administrative scrivener who has given notification to the director of the regional immigration bureau (in cases pursuant to a request from the applicant); a legal representative; a relative of the applicant, a person living together with the applicant or an equivalent person, whom the director of the regional bureau deems respectively to be appropriate (in cases where the applicant is under the age of 16 years, suffers from an illness or owing to other grounds)

Source: Ministry of Justice [APPLICATION FOR RE-ISSUANCE OF A RESIDENCE CARD due to request for optional renewal](#)



Council of Local Authorities for International Relations