



4 Procedure of confirmation (renewal)

As a general principle before every fifth birthday after registering as an alien (seventh birthday in the case of permanent residents, and one year in the case of persons whose period of stay is less than one year and persons without status of residence) you need to carry out the procedures for confirmation of the contents of your alien registry at the administrative office of the municipality where you reside. This is unnecessary in the case of a person under the age of 16; however, he or she needs to carry out the procedures for confirmation within 30 days of turning 16.

Necessary documents	Where to submit application /enquiries	From when/ until when	Fee
1 Application form for confirmation of alien registration 2 Alien registration card 3 Passport 4 Photographs (2 identical) <ul style="list-style-type: none"> • 4.5cm x 3.5cm • Taken within the previous six months • Upper body, without a hat 	Administrative office of the municipality where you reside	As a general principle every five years after registering as an alien (seven years in the case of permanent residents, and one year in the case of persons whose period of stay is less than one year and persons without status of residence) Within 30 days of the person's 16th birthday	Free

Multilingual Living Information



B Alien registration

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Sample

外国人登録証明書交付申請書・登録事項確認申請書 APPLICATION FOR ISSUANCE OF ALIEN REGISTRATION CERTIFICATE/ APPLICATION FOR CONFIRMATION OF FACTS IN REGISTRATION

○ 申請書の記入欄に「記入不要」とある項目は、必ずしも記入する必要はありません。○ You are required to write "nil" in respect to irrelevant items.
 ○ 申請書は、必ず「記入不要」とある項目に「nil」を記入してください。○ TYPE OR PRINT LEGIBLY WITH A BALL-POINT PEN IN ALL CAPITAL LETTERS.
 ○ 申請書は、必ず「記入不要」とある項目に「nil」を記入してください。○ TYPE OR PRINT LEGIBLY WITH A BALL-POINT PEN IN ALL CAPITAL LETTERS.

市区町村長殿 日付 年 (Year) 月 (Month) 日 (Day)		申請登録証明書番号 No.
氏名及び性別 Name in full and sex		登録証明書番号 Number of Certificate No.
国籍 Nationality	生年月日 Date of birth	年 (Year) 月 (Month) 日 (Day)
職 Occupation	登録番号 Number of passport	年 (Year) 月 (Month) 日 (Day)
住所 Address while in Japan	登録年月日 Date of issue of passport	年 (Year) 月 (Month) 日 (Day)
世帯主の氏名 Name of head of household	世帯主との続柄 Personal relating to head of household	
申請の種類 A sort of application		
1. 登録証明書の引替交付 replacement of a certificate 2. 登録証明書の再交付 reissuance of a certificate 3. 登録事項の確認(切替) confirmation of facts in registration (transfer of a certificate)		
結 核 Relationship 氏 名 Name 生年月日 Date of birth 国 籍 Nationality 続 柄 Relationship 氏 名 Name 生年月日 Date of birth 国 籍 Nationality		
家 族 事 項 Family Information 父 Father 母 Mother 配偶者 Spouse 同一世帯 Same household 別世帯 Separate household		
日本国内に滞在する父・母・配偶者 Father, Mother or Spouse who stays in Japan 同一世帯を構成する者(父・母・配偶者を除く) Household members(except Father, Mother or Spouse)		
申請者が世帯主である場合 If you are the head of the household, you are required to write about family members in Japan at present. 申請者が世帯主でない場合 If you are not the head of the household, you are required to write who is staying in Japan at present.		
申請書の在留期間を決定され、その期間内にある者(在留期間の更新又は在留資格の変更により、当初の在留期間の始期から起算して1年以上本邦に在留することができることとなった者を除く。)については、記入を要しない。 Not applicable if your period of stay has been prescribed to be less than one year and staying within such prescribed period without permission for you to stay for one year or more counting from commencement of the initial period of stay as the result of an extension of the period of stay or change in the status of residence. (申請者の在留の資格が「永住者」又は「特別永住者」である場合には記入を要しない。) This is for non-permanent residents or non-special permanent residents only.		
私(本人/代理人)は、上記のとおり(登録証明書の引替交付・再交付/登録事項の確認(切替交付))の申請をします。 I (myself/for applicant) hereby apply as above mentioned for exchange issuance of registration certificate/reissuance of registration certificate/confirmation of facts in registration.		
本人(代理人)の氏名 Name of applicant (proxy)		本人(代理人)の電話番号 Phone number of applicant (proxy)
代理人の居住地 Address of proxy		本人との関係 Relationship with applicant
市区町村記載欄(以下は記入しないこと。For official use only)		
交付年月日	平成 年 月 日	交付番号
代理申請事由	16歳未満	身体の故障
確認(捺印)年月日	平成 年 月 日	次回確認の基準日
登録証明書交付予定期間	平成 年 月 日から 平成 年 月 日まで	登録証明書交付年月日
原票発給年月日	平成 年 月 日	

●裏面の注意参照。 See the notes on the back.

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