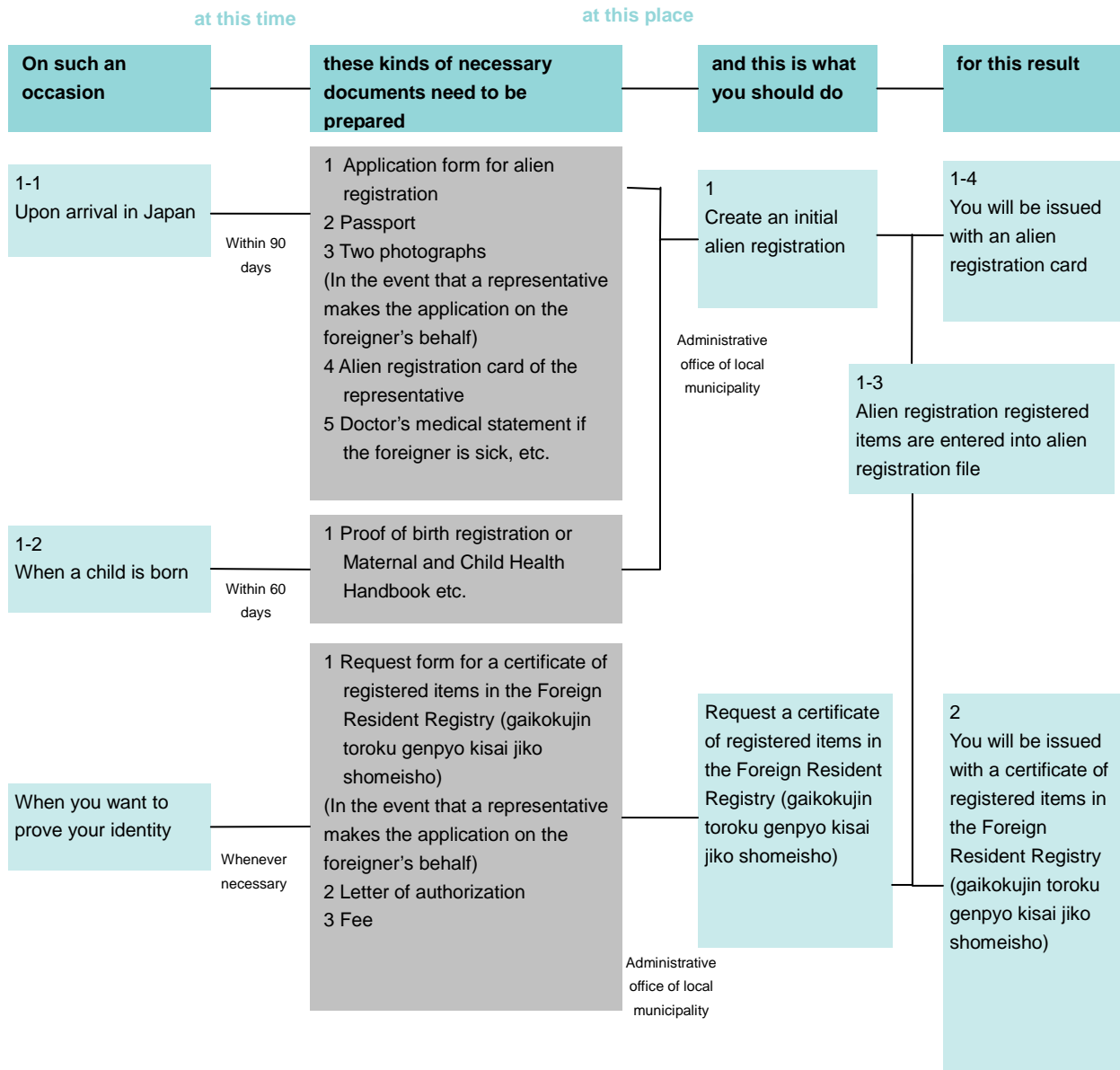




## B Alien registration

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### Various procedures for alien registration

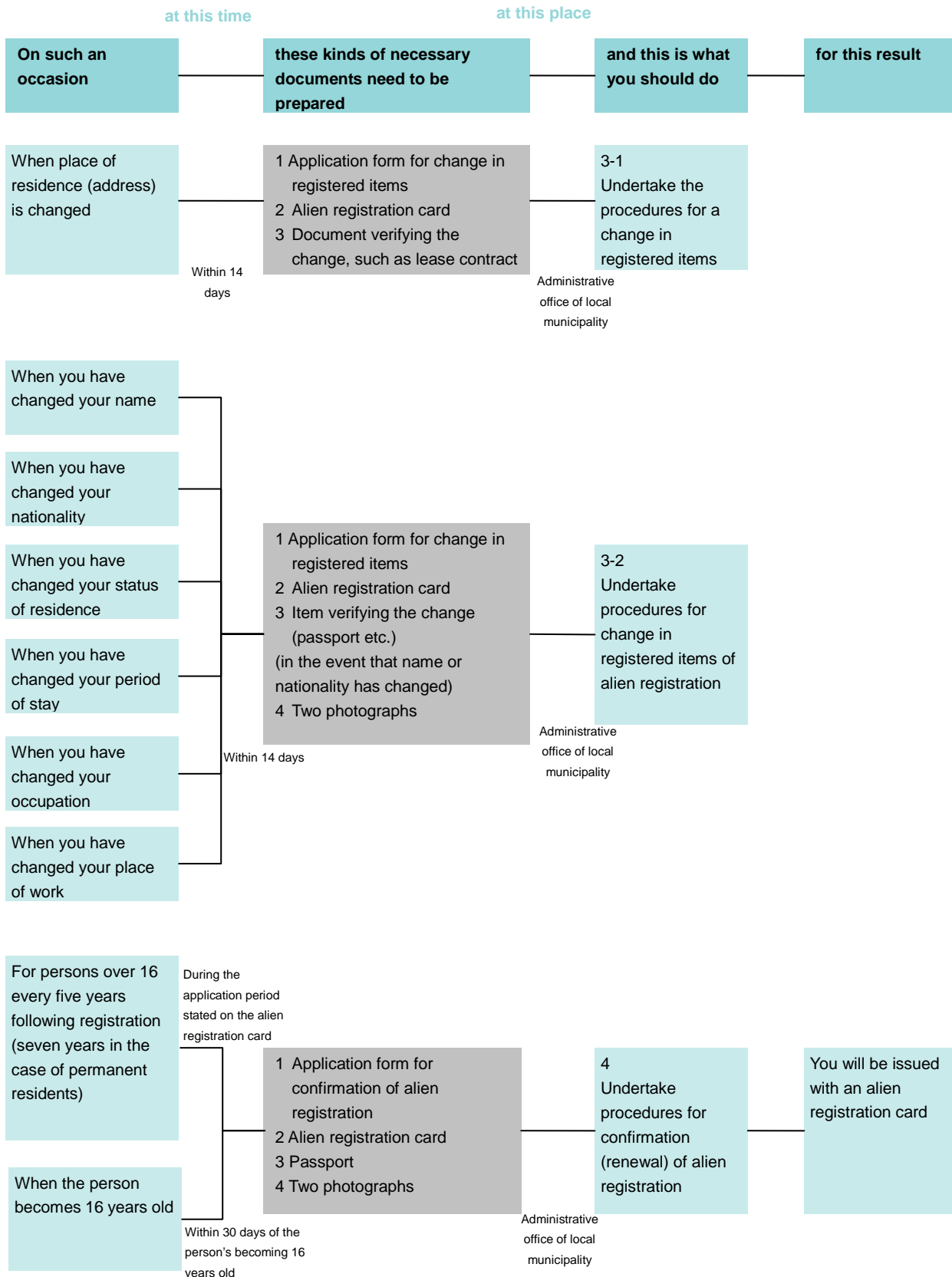


# Multilingual Living Information



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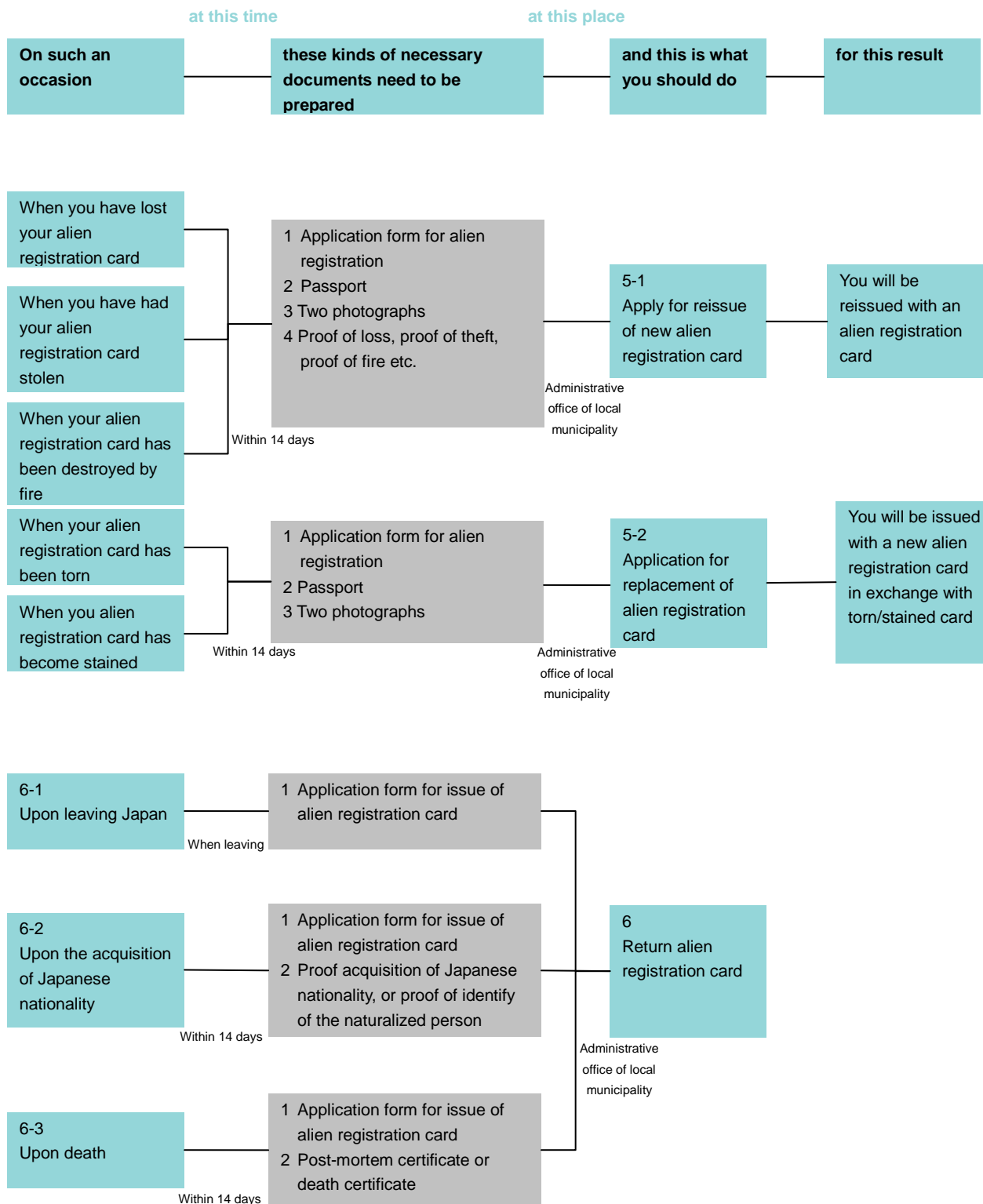


# Multilingual Living Information



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## B Alien registration

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Foreigners who have entered Japan and foreigners who were born in Japan must register as aliens. It is essential to be issued with an alien registration card, which may also be described as proof of identity, and to carry it with you at all times when you leave your residence.

### 1 Initial alien registration

After entering Japan, persons who intend to stay in Japan for more than 90 days must register as aliens at the administrative office of the municipality where they reside within 90 days of arriving in the country (this is not necessary for persons who will leave Japan within 90 days).

Even infants with foreign nationality who have been born in Japan (who do not possess Japanese nationality) must be registered as aliens within 60 days of their birth.

The person themselves should request the registration at the municipality's administrative office, but in the case of persons under 16 or in the case of special circumstances such as sickness, relatives over the age of 16 who live with the person concerned may make the request on the person's behalf.

#### 1-1 Upon arrival in Japan

Necessary documents	Where to submit application/enquiries	From when/until when	Fee
<b>1 Application form for alien registration</b> (You can get the forms at your municipality's administrative office) <b>2 Passport</b> <b>3 Photographs (2 identical)</b> <ul style="list-style-type: none"> <li>• 4.5cm x 3.5cm</li> <li>• Taken within the previous six months</li> <li>• Upper body, without a hat</li> </ul> * This is not necessary in the case of persons under 16 <In the event that a representative makes the application on the foreigner's behalf> <b>4 Alien registration card of the representative</b> <b>5 Doctor's medical statement if the foreigner is sick, etc.</b>	Administrative office of the municipality where you reside	Within 90 days of entering Japan	Free



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### 1-2 When a child is born

Necessary documents	Where to submit application/enquiries	From when/until when	Fee
<p><b>1 Application form for alien registration</b> (You can get the forms at your municipality's administrative office)</p> <p><b>2 Proof of birth registration or Maternal and Child Health Handbook etc.</b></p> <p><b>* In cases where the birth was registered at a place other than the administrative office of the municipality where you reside, the proof of birth registration is necessary.</b></p>	Administrative office of the municipality where you reside	Within 60 days of the birth	Free



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### Sample

### 注 意 (Notes)

- 旅券に添付された出入国記録カードのE. D. 番号を記入すること。

Please enter the E. D. Number on the EMBARKATION/DISEMBARKATION CARD attached to your passport.

E. D. No.	[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]							
	<div style="border: 1px dashed black; padding: 5px;"> <p style="text-align: center;">SAMPLE</p> <p style="text-align: center;">E. D. No. 出入国記録番号</p> <p>E. D. NUMBER on the E/O CARD <b>CD 2699693</b></p> <p>E. D. No. <b>CD 2699693</b></p> </div>							

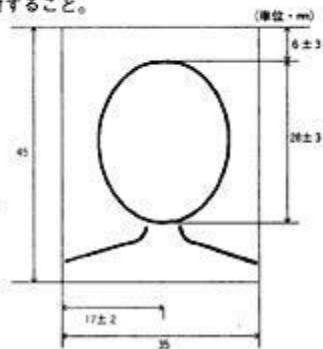
- 16歳以上の者が本申請書を提出するときは、写真2葉(裏面に氏名を記入のこと。)を添付すること。

なお、写真の規格について以下のとおりとする。

- ① 本人のみが撮影されたもの
- ② 提出の前日6か月以内に撮影されたもの
- ③ 縁を除いた部分の寸法が右の図画面の各寸法を満たしたもの
- ④ 無帽で正面を向いたもの
- ⑤ 背景(影を含む。)がないもの
- ⑥ 鮮明であるもの(ピンボケであったり被写体が明るすぎたり暗すぎたりしないもの)

If the applicant is 16 years of age or over, the application should be submitted with 2 copies of his/her photograph. The photograph should meet the following requirements.

- ① only the applicant in the photograph.
- ② taken within the last 6 months.
- ③ meet the standard requirements as shown by the right diagram.
- ④ showing the full face, no hat.
- ⑤ with no background picture.
- ⑥ clear.



- (1) 1年未満の在留期間を指定され、その期間内にある者……申請者が世帯主である場合は、家族を次の欄に記入すること(希望する場合に限る。)  
People whose period of stay has been prescribed to be less than one year and are staying within such period……Fill in the following if the applicant is the head of the household. (optional)
- (2) (1)以外の外国人……申請書表面の家族事項が不足の場合に、次の欄を使用すること。  
Others……Use the following form if the designated space on the front is filled.

続 柄 Relationship	氏 名 Name in full	生 年 月 日 Date of birth	国 籍 Nationality
	姓 (Last)      名 (First)      (Middle)		

市区町村記載欄 (以下は記入しないこと。For official use only)

備 考
年 月 日
年 月 日
年 月 日
年 月 日
年 月 日
年 月 日
年 月 日





### 1 Initial alien registration

#### 1-3 Registered items for alien registration

The following registered items for the Foreign Resident Registry are determined in Article 4 of the Alien Registration Act.

#### Registered items in the Foreign Resident Registry

- 1 Registration number
- 2 Date of registration
- 3 Name
- 4 Date of birth
- 5 Gender
- 6 Nationality
- 7 Address or residence in country of nationality
- 8 Place of birth
- 9 Occupation
- 10 Passport number
- 11 Date of issue of passport
- 12 Date of permission of landing
- 13 Status of residence (status of residence as stipulated under Immigration Law or status enabling permanent residence as a special permanent resident)
- 14 Period of stay (period of stay stipulated under Immigration Law)
- 15 Place of residence
- 16 Name of head of household\*
- 17 Relationship to head of household



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- 18 In cases where the head of household is the foreigner concerned in the application, the names, dates of birth and nationalities of the persons making up the household (excluding the head of the household concerned), and their relationships to the head of the household
- 19 Names, dates of birth and nationalities of parents and spouse living in Japan (in cases where the head of household is the foreigner concerned in the application, parents and spouses making up the household are excluded)
- 20 Name and address of place of work or office

*(Contents are as of 1 December 2006)*

### \* Household

A household is defined as a group of people who live and subsist together (every day). “Head of the household” refers to the person who may be described as the central person of the household, representing the household and ultimately maintaining it (earning an income). If you are an unmarried single, you are the head of a single-person household.



### 1 Initial alien registration

#### 1-4 Alien registration card

When you register as an alien, you will be issued with an alien registration card within around 2-4 weeks. Persons under the age of 16 are issued with this card on the day of registration. Your alien registration card is proof of your identity in Japan. All persons over the age of 16 must carry their alien registration card with them at all times.

#### Alien registration card

**Alien registration card**

- Date when landing permission was granted  
The date when permission to land at an airport or seaport was granted is printed here.
- Status of residence  
Shows whether the foreigner has been granted any form of landing permission/status of residence whatsoever under immigration law.
- Period of stay  
The period during which you can stay in Japan is stated in Japan. If you continue to stay over this period, you will be regarded as overstaying.
- The deadline for undertaking procedures for renewal of alien registration is stated here. It does not indicate your period of stay.

# Multilingual Living Information



## B Alien registration

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### Alien registration card with no status of residence

What does  
“no status of residence”  
on an alien registration card mean?

Quick  
explanation



Even foreigners who are considered to be illegal residents (such as those illegal residents who have continued to stay in Japan after their period of stay has already expired, and those illegal residents who have entered Japan through improper means such as illicit entry or invalid passports) are required under the Alien Registration Act to register as aliens under the immigration laws, and must carry with them at all times the alien registration card which will be issued when they apply for this registration. In these circumstances, the alien registration card will state **No status of residence** in large red letters, in order to show that the person has no confirmed status of residence (See the photograph on the left).

Illegal residents whose status of residence has not been confirmed may not take part in any kind of labor whatsoever, and must immediately take out designated procedures under immigration law.

“No status of residence” is printed on the alien registration card (enlarged)  
Engagement in labor is prohibited.

Source: Immigration Bureau, Ministry of Justice “Immigration control instructions” pamphlet



## 2 Certificate of registered items in the Foreign Resident Registry

When you are applying for certifications or seeking employment, you can have this certificate issued as proof of items registered in the Foreign Resident's Registry relating to your address in Japan and your identity (*gaikokujin toroku genpyo kisai jiko shomeisho*). You or a relative living with you can request this certificate at your administrative office of your local municipality. If anyone else requests this certificate for you, they must have a letter of authorization.

Necessary documents	Where to submit application/enquiries	From when/until when
<p><b>1 Request form for certificate of registered items in the Foreign Resident Registry</b> <i>(gaikokujin toroku genpyo kisai jiko shomeisho)</i></p> <p><b>2 Documentation to confirm that the person making the request is the person concerned</b> &lt;In the event that a representative makes the application on the foreigner's behalf&gt;</p> <p><b>3 Letter of authorization</b></p>	<p>Administrative office of the municipality where you reside</p>	<p>Whenever necessary</p>

# Multilingual Living Information



## B Alien registration

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Sample

### 登録原票記載事項証明書交付申請書

APPLICATION form for certificate on registered matters

東京都〇〇〇区長殿 Mayor of the City of 〇〇〇〇〇〇〇〇 Date: 年 月 日

どなたの証明書が必要ですか。 Whose proof do you need? 需哪位的登录完了证明书?

居住地 Address	丁目 番 号 方・荘	国籍 Nationality
氏名 ふりがな Name	○をつけてください 本人のみ 世帯全員 その他 ( )	
生年月日 西暦 Date of birth	年 月 日	登録番号 Registration No. ○ 第 号

必ず記載されるもの

基本形 氏名 生年月日 性別 国籍 居住地 在留の資格・期間 世帯主氏名と続柄

使用目的はなんですか。 Purpose 使用目的 何通必要ですか。 How many copies? 需几份? 通数  
(該当するものに○をつけてください。 Circle the following. 在符合的地方画上○) Copies

① (登録番号無) 会社 登記 年金 賃貸契約 その他 ( )	通
② (登録番号有) 会社 入管 学校 携帯電話 免許証 銀行 生命保険 都営住宅 児童手当 その他 ( )	通
③ (全てあり) 本国 招請 大使館 帰化 (裏面参照) 戸籍 その他 ( )	通
④ 世帯用1枚に記載された証明書 (世帯主の基本形と登録番号、家族氏名・生年月日・性別・国籍・世帯主との続柄・登録番号)	通
⑦ 「基本形」から世帯主氏名と続柄を省略	通
次の証明書は〇〇〇区役所外国人登録係のみの発行になります。 1. 居住歴が記載された証明書 (帰化用など) 2. 前居住地の記載された証明書 (車の名義や登記などの住所変更が必要)	通
合計 Total	通

特に証明してほしい事項  
Other items you want to certificate 需特别证明的事项

この欄の証明書は〇〇〇区役所外国人登録係のみの発行になります。  
Only Alien Registration Office can certify these matters  
这栏里的证明书只有〇〇〇区政府外国人登录窗口发行

窓口に来られた方 (□にvをつけてください) Who is coming to apply? 前来窗口的是哪位?

□ 本人 Self	<input type="checkbox"/> 同じ世帯の人 A family member	<input type="checkbox"/> その他の人 *委任状が必要です。(A power of attorney to submit is necessary) Others
	住所 Address	
	氏名 ふりがな Name	本人(代理人)の電話番号 Phone number of applicant (proxy)

所(係)長 係 員	東 西 署 確 認 欄
	<input type="checkbox"/> 外国人登録証 <input type="checkbox"/> ノート <input type="checkbox"/> 運転免許証 <input type="checkbox"/> 健康保険証 <input type="checkbox"/> 郵局 その他 ( )

◎裏面の注意参照 请参照背面的“注意”  
See the notes on the Back





### 3 Change in registration

When a change has taken place in these registered items (the place of residence, name, nationality, occupation, status of residence, period of stay, name or address of place of work) in a foreigner's registration, the person concerned needs to undertake the procedures for change in registered items at the administrative office in his or her municipality within 14 days of the change. In the case of persons under the age of 16, relatives living with the person should make the application. When moving, the application should be made at the administrative office of the municipality to which you have moved.

#### 3-1 When place of residence (address) is changed

Necessary documents	Where to submit application /enquiries	From when/until when	Fee
<p>1 Application form for change in registered items</p> <p>2 Alien registration card</p> <p>3 Document verifying the change, such as lease contract</p>	<ul style="list-style-type: none"> <li>• Administrative office of the local municipality where you reside</li> <li>• In cases where you are moving to a new place, the administrative office of the new municipality where you reside</li> </ul>	<p>Within 14 days of the change</p>	<p>Free</p>





### 3 Change in registration

#### 3-2 When name or nationality changed

Necessary documents	Where to submit application /enquiries	From when/until when	Fee	Points to note
<p>1. Application form for change in registered items</p> <p>2. Alien registration card</p> <p>3. Passport (those who have one)</p> <p>4. Photographs (2 identical) *Not required for people under 16 years old</p> <ul style="list-style-type: none"> <li>• 4.5cm x 3.5cm</li> <li>• Taken within the previous six months</li> <li>• Upper body, without a hat (Not required for people under 16 years old)</li> </ul> <p>5. Item verifying the change</p> <p>* When name is changed (passport or other document (Certificate of Change in Name, etc.) verifying the change in name issued by an office in Japan representing foreign countries (embassy) etc.</p> <p>* When nationality is changed (passport or document (Certificate of Acquisition of Nationality, etc.) verifying the acquisition of nationality issued by an office in Japan representing foreign countries (embassy) etc.</p>	Administrative office of the municipality where you reside	Within 14 days of the change	Free	An application for the issue of a replacement (alien registration card) is also required at the same time.

Source: <http://www.city.bizen.okayama.jp/shimin/benri/shimin/gaikokujin/registration-of-chnage.jsp>

# Multilingual Living Information



## B Alien registration

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Sample

### 変更登録申請書・家族事項等登録申請書 APPLICATION FOR REGISTRATION OF ALTERATION OF REGISTERED ITEMS/ APPLICATION FOR REGISTRATION OF FAMILY INFORMATION RECORD AND OTHERS

To Mayor, Head of Ward, Town or Village of \_\_\_\_\_ 市区町村長殿 (Date) \_\_\_\_\_ 年 (Year) \_\_\_\_\_ 月 (Month) \_\_\_\_\_ 日 (Day)

氏名及び性別 Name in full and sex	姓 (Last)	名 (First)	名 (Middle)	男 M. 女 F.	登録証明書番号 Number of Certificate																																								
国籍 Nationality	生年月日 Date of birth			年 (Year)	月 (Month)																																								
変更事項 Altered items	変更前 Altered from		変更後 Altered to		変更が生じた年月日 Date of alteration (移転年月日) (Date of move)																																								
居住地 Address while in Japan																																													
世帯主の氏名 Name of head of household																																													
世帯主との続柄 Personal relationship to head of household																																													
職業 Occupation																																													
勤務所又は事務所の名称及び所在地 Name and location of office where applicant is engaged																																													
<table border="1"> <thead> <tr> <th>続柄 Relationship</th> <th>事由 Cause</th> <th>氏名 Name</th> <th>生年月日 Date of birth</th> <th>国籍 Nationality</th> <th>続柄 Relationship</th> <th>事由 Cause</th> <th>氏名 Name</th> <th>生年月日 Date of birth</th> <th>国籍 Nationality</th> </tr> </thead> <tbody> <tr> <td>父 Father</td> <td>追加 Addition 消除 Deletion</td> <td></td> <td></td> <td></td> <td>追加 Addition 消除 Deletion</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>母 Mother</td> <td>追加 Addition 消除 Deletion</td> <td></td> <td></td> <td></td> <td>追加 Addition 消除 Deletion</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>配偶者 Spouse</td> <td>追加 Addition 消除 Deletion</td> <td></td> <td></td> <td></td> <td>追加 Addition 消除 Deletion</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>						続柄 Relationship	事由 Cause	氏名 Name	生年月日 Date of birth	国籍 Nationality	続柄 Relationship	事由 Cause	氏名 Name	生年月日 Date of birth	国籍 Nationality	父 Father	追加 Addition 消除 Deletion				追加 Addition 消除 Deletion					母 Mother	追加 Addition 消除 Deletion				追加 Addition 消除 Deletion					配偶者 Spouse	追加 Addition 消除 Deletion				追加 Addition 消除 Deletion				
続柄 Relationship	事由 Cause	氏名 Name	生年月日 Date of birth	国籍 Nationality	続柄 Relationship	事由 Cause	氏名 Name	生年月日 Date of birth	国籍 Nationality																																				
父 Father	追加 Addition 消除 Deletion				追加 Addition 消除 Deletion																																								
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配偶者 Spouse	追加 Addition 消除 Deletion				追加 Addition 消除 Deletion																																								

別記第十号様式（第九条、第十一号関係）

○該当のない項目については「なし」と記入すること。○You are required to write "nil" in respect to irrelevant items.  
○TYPE OR PRINT LEGIBLY WITH A BALL POINT PEN IN ALL CAPITAL LETTERS.  
○ボールペンで記入し、読み取りやすいように書くこと。

(注) 家族事項の記入について (Family record)  
事由欄には以下の区分に従い、該当するものを○印で囲むこと（初めて登録する場合は不要、なお初めて登録する場合の記入に当たっては裏紙のとおり。）  
追加・削除に追加して登録する場合、消滅・既に登録されている者を削除する場合  
変更・父、母、配偶者について同一世帯、別世帯の区分に変更が生じた場合（申請に係る者が世帯主である場合に限り。）  
Alteration—Encircle this item if father, mother and/or spouse joined or left the household (for a head of the household only).  
2 在留期間の更新又は在留資格の変更により、当初の在留期間の満期から起算して1年以上本邦に在留することができることとなった場合で、これまで家族事項を登録していないときは、必ず記入すること。  
It is necessary to be completed if you have been granted permission to stay in Japan 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 and have never registered your family record before.  
「永住者」又は「特別永住者」の在留資格からそれ以外の在留資格に変更登録申請する場合は、「職業」及び「勤務所又は事務所の名称及び所在地」の登録申請もすること。この場合は、変更前の欄は斜線とし、変更後の欄には該当事項を記入すること。  
(For Permanent Residents or Special Permanent Residents)  
When status has changed into non-permanent resident or non-special permanent resident, you need to register your occupation and place of work, drawing the diagonal line in "Altered from" and indicating them in "Altered to".

私  本人  代理人 は、上記のとおり **変更登録** **家族事項登録** **職業等登録** の申請をします。  
I  myself hereby apply as above mentioned for registration of alteration of registered items/registration of family record/ registration of occupation and others  
 for applicant submit this application

本人（代理人）の氏名  
Name of applicant (proxy)

印（又は署名）  
Signatures

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

○代理人によって申請がなされた場合に記入すること。  
(For application being made by other than applicant only)

本人との続柄  
Relationship with applicant

市区町村記載欄（以下は記入しないこと。For official use only）					
決 議 権 印	係 連 票 号 台 帳	変 更 報 告 書 番 号	市 区 村 長 印	受 付 年 月 日	平 成 年 月 日
受 付 年 月 日	平 成 年 月 日	受 付 番 号	登 録 証 明 書 記 載 年 月 日	平 成 年 月 日	平 成 年 月 日
代 理 申 請 事 由	15-2 (16歳未満・身体の故障)	15-3	登 録 証 明 書 記 <br載 </br載  年 月 日	平 成 年 月 日	平 成 年 月 日
原 票 送 付 請 求 年 月 日	平 成 年 月 日	原 票 記 載 年 月 日	平 成 年 月 日	平 成 年 月 日	平 成 年 月 日

○裏面の注意参照。See the notes on the back. (112-6-0825)



### 3-3 When residence status, occupation, or name and place of employment is changed

Necessary documents	Where to submit application /enquiries	From when/until when	Fee	Points to note
<b>1 Application form for change in registered items</b> <b>2 Alien registration card</b> <b>3 Item verifying the change</b>	Administrative office of the municipality where you reside	Within 14 days of the change	Free	Regarding changes in occupation or the name and place of employment, this does not apply to people holding permanent residence status

Source: <http://www.city.bizen.okayama.jp/shimin/benri/shimin/gaikokujin/registration-of-chnage.jsp>

### 3-4 When other registered items are changed

When other registered items have changed, the following procedures should be carried out: either the procedures for [5-2](#) Application for replacement of alien registration card, [5-1](#) Application for reissue of alien registration card, [4](#) Procedure of confirmation (renewal), or changes in other items will be made when, one of [3-1](#) or [3-2](#) changes are made.



### 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
<b>1 Application form for confirmation of alien registration</b> <b>2 Alien registration card</b> <b>3 Passport</b> <b>4 Photographs (2 identical)</b> <ul style="list-style-type: none"> <li>• 4.5cm x 3.5cm</li> <li>• Taken within the previous six months</li> <li>• Upper body, without a hat</li> </ul>	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

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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

○ 申請書は必ず両面印刷の用紙に「丸」を記入してください。○ You are required to write "nil" in respect to irrelevant items.  
 ○ 本ページを複数用紙に用紙を複数枚使用し、赤字でわかりやすく書いて下さい。

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	登録発行年月日 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 <input type="checkbox"/> 同一世帯 Same household <input type="checkbox"/> 別世帯 Separate household 母 Mother <input type="checkbox"/> 同一世帯 Same household <input type="checkbox"/> 別世帯 Separate household 配偶者 Spouse <input type="checkbox"/> 同一世帯 Same household <input type="checkbox"/> 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 <input type="checkbox"/> 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. <input type="checkbox"/> 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.		
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) <input type="checkbox"/> 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 the household members except father, mother and spouse. <input type="checkbox"/> 申請者が世帯主でない場合 If you are not the head of the household, there is no need to fill in the blanks.		
(1) 在留期間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 <input type="checkbox"/> 本人 <input type="checkbox"/> 代理人 は、上記のとおり「登録証明書の引替交付・再交付」の申請をします。 I <input type="checkbox"/> myself hereby apply as above mentioned <input type="checkbox"/> 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)	印(又は署名) Signature	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	(代理人によって申請がなされた場合に記入すること。) (For application being made by other than applicant only)	
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)		
決 定 日 Date of decision	原 型 交付報告書 番号台帳	市 区 町 村 長 印
交付年月日 Date of issue	平成 年 月 日	交付番号 Number of certificate
代理申請事由 Reason for proxy application	16歳未満	身体の故障 Physical disability
確認(捺印記載)年月日 Date of confirmation (stamp)	平成 年 月 日	次回確認の基準日 Next confirmation date
登録証明書 Date of registration certificate	平成 年 月 日から	登録証明書 Date of registration certificate
交付予定期間 Period of issue	平成 年 月 日まで	交付年月日 Date of issue
原票発給年月日 Date of original issue	平成 年 月 日	

●裏面の注意参照。 See the notes on the back.

H12-6-INC30





### 5 Application for reissue (replacement) of alien registration card

#### 5-1 Application for reissue of alien registration card

If your alien registration card is lost, stolen or lost in a disaster, etc., please apply for reissue at the administrative office of the municipality where you reside within 14 days of the loss.

Necessary documents	Where to submit application /enquiries	From when/ until when	Fee
<p><b>1 Application form for confirmation of alien registration</b></p> <p><b>2 Passport</b></p> <p><b>3 Photographs (2 identical)</b></p> <ul style="list-style-type: none"> <li>• 4.5cm x 3.5cm</li> <li>• Taken within the previous six months</li> <li>• Upper body, without a hat</li> </ul> <p>* This is not necessary in the case of persons under 16</p> <p><b>4 Any other documents that the head of the municipality recognizes as necessary (proof of loss, proof of theft, proof of fire etc. issued by the head of the police department, head of the fire department etc.)</b></p>	<p>Administrative office of the municipality where you reside</p>	<p>Within 14 days of the loss</p>	<p>Free</p>

# 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

市区町村長殿 日付 年 (Year) 月 (Month) 日 (Day)

氏名及び性別 Name in full and sex	姓 (Last) 名 (First) (Middle)	性別 男 M. 女 F.	新登録証明書番号 No.
国 Nationality	生年月日 Date of birth	年 (Year) 月 (Month) 日 (Day)	登録証明書番号 Number of Certificate No.
職 Occupation	職業番号 Number of passport	職業発行年月日 Date of issue of passport	年 (Year) 月 (Month) 日 (Day)
居住地 Address while in Japan	世帯主の氏名 Name of head of household	世帯主との続柄 Personal relationship to head of household	
勤務先又は事務所の名前及び所在地 Name and location of office where applicant is employed	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 (renewal of a certificate)

別記第八号様式(第七类) 第八条、第十三条関係

○「誤りのない項目にのみ「なし」と記入するもの。○ You are required to write "nil" in respect to irrelevant items.  
○ボールペンを使用し、赤字でわかりやすく書いて下さい。

家	続柄	氏名	生年月日	国籍	続柄	氏名	生年月日	国籍
家族	父 Father							
	<input type="checkbox"/> 同一世帯 Same household <input type="checkbox"/> 別世帯 Separate household							
事項	母 Mother							
	<input type="checkbox"/> 同一世帯 Same household <input type="checkbox"/> 別世帯 Separate household							
関係	配偶者 Spouse							
	<input type="checkbox"/> 同一世帯 Same household <input type="checkbox"/> 別世帯 Separate household							

同一世帯又は別世帯のうち該当するものに記入すること。 You are required to write "nil" in respect to relevant item.

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  
父・母・配偶者以外の世帯構成員を記入する。  
If you are the head of the household, you are required to write the household members except father, mother and spouse.

○申請者が世帯主でない場合  
日本国内に滞在する者を記入する。  
If you are not the head of the household, you are required to write who is staying in Japan at present.

○申請者が世帯主でない場合  
記入を要しない。  
If you are not the head of the household, there is no need to fill in the blanks.

1年未満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」の申請をします。  
I  myself hereby apply as above mentioned for exchange issuance of registration certificate/reissuance of registration certificate/confirmation of facts in registration  for applicant submit this application

本人(代理人)の氏名  
Name of applicant (proxy)

印(又は署名)  
Signature

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

(代理人によって申請がなされた場合に記入すること。)  
(For application being made by other than applicant only)

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)									
決裁 印	原 交付報告書 番号台帳								市区 町村長 印
受付年月日	平成 年 月 日	受付番号							
代理申請事由	16歳未満	身体の故障							
確認(原票記載)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							
原票書換年月日	平成 年 月 日								

●裏面の注意参照。 See the notes on the back. H12.6(1050)



### 5 Application for reissue (replacement) of alien registration card

#### 5-2 Application for replacement of alien registration card

When your alien registration card is severely torn or stained, please apply for it to be replaced at the administrative office of the municipality where you reside.

Necessary documents	Where to submit application /enquiries	From when/ until when	Fee
<p><b>1 Application form for replacement of alien registration</b></p> <p><b>2 Passport</b></p> <p><b>3 Photographs (2 identical)</b></p> <ul style="list-style-type: none"> <li>• 4.5cm x 3.5cm</li> <li>• Taken within the previous six months</li> <li>• Upper body, without a hat</li> </ul> <p>* This is not necessary in the case of persons under 16</p>	<p>Administrative office of the municipality where you reside</p>	<p>Within 14 days of the card becoming torn or stained</p>	<p>Free</p>

# 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

市 区 町 村 長 殿 (To: Mayor, Town or Village of)		日 付 (Date)	年 (Year)	月 (Month)	日 (Day)	新 登 録 証 明 書 番 号 (No. of New Certificate)
氏 名 及 び 性 別 (Name in full and sex)		姓 (Last)	名 (First)	性 (Sex)	日 付 (Date)	登 録 証 明 書 番 号 (No. of Certificate)
国 (Nationality)	籍 (Occupation)	生 年 月 日 (Date of birth)		年 (Year)	月 (Month)	日 (Day)
旅 券 番 号 (Number of passport)	旅 券 発 行 年 月 日 (Date of issue of passport)		年 (Year)	月 (Month)	日 (Day)	
居 住 地 (Address while in Japan)						
世 帯 主 の 氏 名 (Name of head of household)			世 帯 主 と の 親 続 (Personal relationship 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 (renewal of a certificate))		
家 族 情 報 (Family information)						
親 続 (Relationship)	氏 名 (Name)	生 年 月 日 (Date of birth)	国 籍 (Nationality)	親 続 (Relationship)	氏 名 (Name)	生 年 月 日 (Date of birth)
父 (Father)						
<input type="checkbox"/> 同 一 世 帯 (Same household)		<input type="checkbox"/> 別 世 帯 (Separate household)				
母 (Mother)						
<input type="checkbox"/> 同 一 世 帯 (Same household)		<input type="checkbox"/> 別 世 帯 (Separate household)				
配 偶 者 (Spouse)						
<input type="checkbox"/> 同 一 世 帯 (Same household)		<input type="checkbox"/> 別 世 帯 (Separate household)				
同 一 世 帯 又 は 別 世 帯 の 注 記 (You are required to write in respect to relevant items as follows in the blank space.)						
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)			
<input type="checkbox"/> 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.) <input type="checkbox"/> 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.)			<input type="checkbox"/> 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 the household members except father, mother and spouse.) <input type="checkbox"/> 申請者が世帯主でない場合 (If you are not the head of the household, there is no need to fill in the blanks.)			
(1) 1年未満の在留期間を決定され、その期限内にある者 (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なくなった者を除く。) 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 ( <input type="checkbox"/> 本人 <input type="checkbox"/> 代理人 ) は、上記のとおり (登録証明書の引替交付・再交付) の申請をします。 I ( <input type="checkbox"/> myself <input type="checkbox"/> proxy ) hereby apply as above mentioned (for exchange issuance of registration certificate/reissuance of registration certificate/ confirmation of facts in registration) for application submit this application						
本人 (代理人) の 氏 名 (Name of applicant (proxy))		印 (又は署名) (Signature)		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)		(代理人によって申請がなされた場合に記入すること。 For application being made by other than applicant only)			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)						
決 算 印 (Seal)	送 付 報 告 書 番 号 台 帳 (Delivery Report Number Register)	交 付 年 月 日 (Date of issue)	平 成 (Heisei) 年 (Year) 月 (Month) 日 (Day)	受 付 番 号 (Receipt Number)	代 理 申 請 事 由 (Reason for proxy application)	身 体 の 故 障 (Physical Disability)
					16歳未満 (Under 16 years old)	

○ 印刷しない箇所に「な」を記入してください。 ○ You are required to write "ni" in respect to irrelevant items.  
 ○ カラーペンを使用し、赤字でわかりやすく書いて下さい。

第 八 号 様 式 ( 一 頁 七 角 ) 第 十 三 番 号 也

●裏面の注意参照。 See the notes on the back.

H12.6-INC50



## 6 Returning alien registration cards

### 6-1 Upon leaving Japan

When you leave Japan without a re-entry permit, please return your alien registration card to the immigration officer at the airport or seaport where you embark. When you have a re-entry permit, there is not need to return your alien registration card.

### 6-2 Upon the acquisition of Japanese nationality

Within 14 days of becoming a Japanese national, please return your alien registration card to the administrative office of the municipality where you reside.

\* You will need proof of acquisition of Japanese nationality, or proof of identity of the naturalized person issued by the Legal Affairs Bureau.

### 6-3 Upon death

Within 14 days of the person's death, family members living with him or her should return his or her alien registration card to the administrative office of the municipality where the person resided.

\* A post-mortem certificate or death certificate is necessary.

\* Should a foreign person die in a district other than where they lived, their alien registration card can be returned via the administrative office in charge of the district where they died.