



## D Other notifications

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In leading your life here in Japan, you will need to notify the administrative office in your municipality about your alien registration, national health insurance, personal seal registration and other matters. Here, the methods of procedures and the offices in Japan which deal with them will be described.

### 1 Municipal administrative offices

These are the administrative office in your municipality which undertake a variety of procedures necessary for you to lead your life in Japan.

#### (1) Role of municipal administrative offices

The administrative office in the municipality in which you live is where several kinds of notifications and procedures are undertaken. There are many different consultation services, so please feel free to have consultations when you experience difficulties in your life.

Here are some examples of procedures undertaken in your municipality.

Alien registration	National pension plan		National health insurance
Elementary school/ junior high school transfer	Marriage notification	Birth notification	Death notification

#### (2) Inquiries during holidays/nighttime

Depending on the municipal administrative office, some such offices have installed automatic machines which issue various certificates during holidays/at nighttime, or carry out services for answering enquiries during holidays/at nighttime such as enquiries over the telephone or via mail.