



5 Personal seals

5-2 Personal seal registrations

Personal seal registration system is run by each municipality, and the way it is handled depends on the ordinances of the various municipalities. The following is a typical example of a municipality. In order to register a seal, the foreigner must be over 15 years old and be registered as an alien. He or she should make an application at the municipal administrative office. Only one seal per person can be registered. When the procedures for seal registration are complete, a personal seal registration certificate (card) will be issued. As a personal seal registration certificate is an important item used at times such as registering a motor vehicle, registering with an estate agent, and borrowing money, and is a substitute for your signature, please manage it with great care.

*When a personal seal registration certificate is lost, you must submit a loss report and have the seal registered once again.

* If another person makes the application on your behalf, a letter of authorization is necessary and the procedures will take a number of days.

•Application for seal registration (in the case of the person themselves making the application, the applicant being over the age of 15)

Necessary documents	Where to submit application / enquiries	When	Fee
1 The seal which is to be registered 2 An ID confirmation document, issued by a public organization, with a facial photograph: <ul style="list-style-type: none"> • Alien registration card • Driver's license etc. 	The administrative office of the municipality	Day of application	Registration: Free Issue of personal seal registration certificate: Charge is applied (this varies depending on the municipal administrative office, but is in the region of 300 yen)



Personal seal registration certificate (Front)



(1) Characters which can be registered

● **In cases where the foreigner's name in the alien registration is written in kanji (Chinese characters)**

- (a) Seal with surname and first name in *kanji*
- (b) Seal with the surname alone in *kanji*
- (c) Seal with the first name alone in *kanji*

● **In cases where the foreigner's name in the alien registration is written in the roman alphabet**
Seal created with any of the names (surname, first name, middle name) in the roman alphabet

● **In the event that the name of an alliance is registered**

Seals created using the alias name as used in the alien registration

*Seals cannot be registered with nicknames, initials etc.

*"Alias" means the name, differing from the person's real name, which the person uses in his or her daily life. Foreigners may register only one alias.

* In cases where the foreigner's name in the alien registration is written in katakana, a seal created using katakana can also be registered.

(2) Personal seals which are not permitted for registration

There are restrictions on what seals can be registered; the following seals cannot be registered:

- Seals which show a first name, middle name or surname other than that in the certificate of registered items in the Foreign Resident Registry (gaikokujin toroku genpyo kisai jiko shomeisho)



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- Seals which show words other than the person's name, such as occupation or brand logo
- Seals of materials whose shape could easily become distorted such as rubber
- Seals smaller than 8mm or larger than 25mm on each side
- Seals whose impression is not clear (the image of the seal's impression cannot be made out, or is partially missing)

(3) Personal seal proof certificates

A personal seal proof certificate is a certificate proving that this is your real seal when you use it. In Japan, the registered seal and personal seal proof certificate are necessary in Japan when signing serious contracts such as the purchase of land, a house or a motor vehicle. The person themselves or a representative can get a personal seal proof certificate issued by showing the personal seal registration certificate (card) at the appropriate desk in his or her administrative office, and making an application. Even in the case of a representative, a letter of authorization is not necessary. Please note that you cannot get a personal seal proof certificate issued with just the seal itself.

* Depending on the administrative office, there may be an automatic machine installed for issuance.