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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.



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2 Family registration

The family registration system is a system which records identity-related information about individuals such as birth, death and marriage, providing public proof of such information. The family registration law also applies to foreigners within Japan as being valid under the principle of territorial jurisdiction; thus, foreigners living in Japan must also notify the administrative office in their municipality when you have given birth or died in Japan, and also at the time of marriage or divorce, based on the family registration law. Such notifications are kept at the office, and represent material proving matters related to the identity of the person in question.

*In the event of birth or death, this should also be reported to the foreigner's own country. For the method of procedures, please confirm with the embassy or consulate of your country in Japan.



3 Naturalization

The major difference between permanent residence and naturalization is that with naturalization, the person acquires Japanese nationality. A foreign national must make a naturalization application in order to acquire Japanese nationality; as Japan does not recognize dual nationality, the person must abandon the nationality of his or her country of birth. Because of this, it is not possible for a person to obtain Japanese nationality automatically without obtaining the permission of the Minister of Justice (though, for example, marrying a Japanese national or becoming the adopted child of a Japanese national).

The naturalization application is made at a District Legal Affairs Bureau. When permission is given, the status of residence ceases to exist, the person enters the Japanese family register, obtains rights such as resident registration and the right to vote, and has tax- and work-related obligations as a Japanese person. For details, please enquire at your nearest District Legal Affairs Bureau. Fee: Handing fee necessary.



4 Death notification

In the case of a foreigner dying in Japan, the same procedures as in the case of a Japanese person are necessary.

When a foreigner dies in Japan, the family registration law also applies to foreigners within Japan as being valid under the principle of territorial jurisdiction; thus, a death notification must be made to the administrative office in the municipality, based on the family registration law.

In addition to the death notification, the alien registration card of the dead person should be returned to the municipal administrative office, and the person's alien registration is erased. The necessary procedures must also be carried out in the country of the dead person's nationality. The method of procedures varies depending on the country, so confirm with the embassy or consulate of the person's country in Japan.

In the case of a widow or widower of a Japanese husband or wife, if the person holds the status of residence of "Spouse or child of Japanese national" the period of their stay cannot be extended; if such a person wants to continue to live in Japan, he or she should consult the immigration bureau.

Necessary documents	Where to submit application	From when/until when	Fee
1 Death notification form (available at the administrative office of the municipality, or at a hospital) 2 Post-mortem certificate (This is the attestation made by the doctor in a column of the death certificate at the time of death) 3 Personal seal of the person making the notification (A signature is sufficient if the person does not have a personal seal)	The administrative office of the municipality where the person making the notification resides, or where the death took place	Within seven days of the fact of the death being known	Free

Multilingual Living Information



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Sample

死亡届

平成 年 月 日届出

長 殿

受理 平成 年 月 日 第 号	発送 平成 年 月 日					
送付 平成 年 月 日 第 号	長印					
書類調査	戸籍記載	記載調査	調査票	財 票	住民票	通知

(1) (よみかた)	氏 名	
(2) 氏 名	民 名	<input type="checkbox"/> 男 <input type="checkbox"/> 女
(3) 生 年 月 日	明治 昭和 大正 平成 年 月 日	(生まれたから30日以内に 死亡したときは生まれた 時期も書いてください) <input type="checkbox"/> 午前 <input type="checkbox"/> 午後 時 分
(4) 死亡したとき	平成 年 月 日	<input type="checkbox"/> 午前 <input type="checkbox"/> 午後 時 分
(5) 死亡したところ	番地 番 号	
(6) 住 所	番地 番 号	
(7) (住民登録をして いるところ)	世帯主 の氏名	
(8) 本 籍	番地 番 号	
(9) (外国人のときは 国籍だけを書いて ください)	筆頭者 の氏名	
(10) 死亡した人の夫 または妻	<input type="checkbox"/> いる (満 歳) <input type="checkbox"/> いない (<input type="checkbox"/> 未婚 <input type="checkbox"/> 死別 <input type="checkbox"/> 離別)	
(11) 死亡したときの 世帯のおもな 仕事と	<input type="checkbox"/> 1. 農業だけまたは農業とその他の仕事を持っている世帯 <input type="checkbox"/> 2. 自由業・商工業・サービス業等を個人で経営している世帯 <input type="checkbox"/> 3. 企業・個人商店等(官公庁は除く)の常用勤労者世帯で勤め先の従業員数が1人から99人までの世帯(日々または1年未満の契約の雇用者は5) <input type="checkbox"/> 4. 3にあてはまらない常用勤労者世帯及び会社団体の役員の世界(日々または1年未満の契約の雇用者は5) <input type="checkbox"/> 5. 1から4にあてはまらないその他の仕事をしている者のいる世帯 <input type="checkbox"/> 6. 仕事をしている者のいない世帯	
(12) 死亡した人の 職 業・産 業	(国勢調査の年一平成 年一の4月1日から翌年3月31日までに届出をするときだけ書いてください) 職業 産業	
その他		
届 出 人	<input type="checkbox"/> 1. 同居の親族 <input type="checkbox"/> 2. 同居していない親族 <input type="checkbox"/> 3. 同居者 <input type="checkbox"/> 4. 家主 <input type="checkbox"/> 5. 地主 <input type="checkbox"/> 6. 家屋管理人 <input type="checkbox"/> 7. 土地管理人 <input type="checkbox"/> 8. 公設所の長	
住所	番地 番 号	
本籍	番地 番 号 筆頭者 の氏名	
署名	印 年 月 日生	
事件簿番号		
連絡先	電話 - - 昼間連絡が取れるところ 自宅・勤務先・携帯	

記入の注意

鉛筆や消えやすいインキで書かないでください。

死亡したことを知った日からかぞえて7日以内に出してください。

届書は、1通でさしつかえありません。

「筆頭者の氏名」には、戸籍のはじめに記載されている人の氏名を書いてください。

内縁のものはふくまれません。

には、あてはまるものに☑のようにするしをつけてください。

死亡者について書いてください。

届け出られた事項は、人口動態調査(統計法に基づく指定統計第5号、厚生労働省所管)にも用いられます。

◎届出人の印をご持参ください。

字は略さず丁寧に書いてください。





Sample

死亡診断書（死体検案書）

この死亡診断書（死体検案書）は、我が国の死因統計作成の資料としても用いられます。かき書で、できるだけ詳しく書いてください。

記入の注意

氏名	1 男 2 女	生年月日	明治 昭和 大正 平成	年 月 日	午前・午後 時 分
	(生まれてからの日以内に死亡したときは生まれた時刻も書いてください。)				
死亡したとき	平成 年 月 日	午前・午後 時 分			
(12) 死亡したところ及びその種別	死亡したところの種別	1 病院 2 診療所 3 介護老人保健施設 4 助産所 5 老人ホーム 6 自宅 7 その他			
	死亡したところ	〒 番 地 番 号			
(14) 死亡の原因	死亡したところの種別・診療所の名称				
	I	(ア) 直接死因	説明(発症)又は受傷から死亡までの期間		
		(イ)(ロ)の原因	◆年、月、日等の単位で書いてください。ただし、日未満の場合は、時、分等の単位で書いてください。(例)1年3か月、5時間20分)		
		(ウ)(エ)の原因			
II	直接には死因に関係しないがI欄の傷病経過に影響を及ぼした傷病別等				
(15) 死因の種類	手術	1 無 2 有	部位及び主要所見	手術年月日	平成 年 月 日
	解剖	1 無 2 有	主要所見		
(16) 外因死の追加事項	1 病死及び自然死	不慮の外因死 { 2 交通事故 3 転倒・転落 4 溺水 5 煙、火災及び火焔による傷害 } 外因死 { 6 窒息 7 中毒 8 その他 } その他及び不詳の外因死 { 9 自殺 10 他殺 11 その他及び不詳の外因 } 12 不詳の死			
	傷害が発生したとき	平成、昭和 年 月 日 午前・午後 時 分	傷害が発生したところの種別	1 住所 2 工場及び建築現場 3 道路 4 その他	〒 番 地 番 号
(17) 生後1年未満で病死した場合の追加事項	◆胎児又は産定情報の場合でも書いてください	手続及び状況			
	出生時体重	グラム	単胎・多胎の別	1 単胎 2 多胎 (子中第 子)	妊娠週数
(18) その他特に付言すべきことから	妊娠週数	週	前回までの妊娠の結果	出生児 人 死産児 人 (妊娠週22週以後に限る)	
	母の生年月日	昭和 平成 年 月 日			
(19) 上記のとおり診断(検案)する	診断(検案)年月日	平成 年 月 日			
	本診断書(検案書)発行年月日	平成 年 月 日			
(病院、診療所若しくは介護老人保健施設等の名称及び所在地又は医師の住所)	(氏名)	医師	印		

生年月日が不詳の場合は、指定年齢をカッコを付して書いてください。

夜の12時は「午前0時」、昼の12時は「午後0時」と書いてください。

「老人ホーム」は、養護老人ホーム、特別養護老人ホーム、軽費老人ホーム及び有料老人ホームをいいます。

傷病名等は、日本語で書いてください。
I欄では、各傷病について発病の方(例:急性)、病因(例:病原体名)、部位(例:胃噴門部がん)、性状(例:病理組織型)等もできるだけ書いてください。

妊娠中の死亡の場合は「妊娠満期前」、また、分娩中の死亡の場合は「妊娠満期後の分娩中」と書いてください。

産後42日未満の死亡の場合は「妊娠満期後産後満期前」と書いてください。

I欄及びII欄に関連した手術について、術式又はその診断名と関連のある所見等を書いてください。紹介状や伝票等による情報についてもカッコを付して書いてください。

「2 交通事故」は、事故発生からの期間にかかわらず、その事故による死亡が該当します。
「5 煙、火災及び火焔による傷害」は、火災による一酸化炭素中毒、窒息等も含まれます。

「1 住所」とは、住宅、店舗をいい、老人ホーム等の居住施設は含まれません。

傷害がどのような状況で起こったかを具体的に書いてください。

妊娠週数は、最終月経、基礎体温、超音波計測等により算定し、できるだけ正確に書いてください。
母子健康手帳等を参考に書いてください。



5 Personal seals

In Japan, personal seals (hanko) are used as a substitute for signatures.

5-1 What is a personal seal?

There are two types of personal seals: general seals which are used in day to day life, and registered seals which are used for important documentation. You can have either of these made at a store that sells personal seals (insho-ten or hanko-ya san), but there is a considerable difference in price depending on the materials and other factors.

(1) General seals



This is a small seal which is used to mean the same thing as a signature in cases such as applications at administrative offices and receiving small parcels through registered mail. There are no special regulations, but the seal which is used when opening a bank account (bank seal) is necessary when using a bank book to withdraw money or when closing the bank account, so please be sure to keep it safe.

(2) Registered seal

"Registered seal" refers to the seal used for important public documents. You should register an impression of such a seal (personal seal registration) to the administrative office of the municipality where you reside.



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.