

From October 2, 2023, the reception hours of Tsukuba City Hall and its branch offices will be changed from 8:45am to 4:30pm, for both callers and visitors.

Services Offered at Tsukuba City Hall

For Open Hours Inquire at Citizen Services Division

Weekday: 8:30am - 5:15pm

(Closed on Saturdays, Sundays and national holidays, and from December 29 to January 3.)

Some services at Citizen Services Division are available on Saturdays and Sundays and are also available until 8pm on Thursdays. However, certificates and documents that can be issued are limited and there will not be multilingual services.

For Services Inquire at Citizen Services Division

-Applications for Special Permanent Resident Certificates are handled by the Citizens Services Division.

(Weekday: 8:30am - 5:15pm)

-If a foreign national changes his/her address, he/she will have to notify the Citizens Services Division.

(Weekday: 8:30am - 5:15pm)

Although Tsukuba City Hall has branch offices in different parts of the City, their services are limited and they do not have multilingual services.

To Register as a Resident Inquire at Citizen Services Division

When registering as a resident, your new address will be recorded on the back of your residence card.

When moving to Tsukuba City from overseas:

When you move to Tsukuba City, please notify the Citizens Services Division within 14 days.

-What to bring: Your and your family members' passports and residence cards

When moving within Japan:

Moving to Tsukuba City from another municipality (Moving-in)

Please complete the procedures for moving-out at your previous municipality in advance.

Please notify the Citizen Services Division that you move to Tsukuba City within 14 days.

-What to bring: Your and your family members' residence cards, Individual Number (My Number) cards (if you have) and a moving-out certificate (your previous municipality issues the certificate when you complete moving-out procedure.)

Moving out of Tsukuba City to another municipality (Moving-out)

Please notify the Citizen Services Division that you are moving out of the City.

Moving-out notification is accepted approximately 14 days before moving to a new place.

-What to bring: Your and your family members' residence cards

Moving to a different place within Tsukuba City (Change of address)

Please notify the Citizens Services Division that you move to a new place within 14 days.

What to bring: Your and your family members' residence cards and Individual Number (My Number) cards

If you are moving to a house which your family member or friend has already registered as their residency, you will need a consent from the head of the household in order to complete the moving-

in procedure. There are cases where you will be asked to provide a lease or documents to prove the relationship between you and residents of the house you are moving in. Please inquire at the Citizens Services Division for details.

10

When leaving Japan:

Please notify the Citizens Services Division that you are **moving-out**.

-What to bring: Residence card

There may be cases where you are required to pay for tax bills and insurance premiums while living in Japan. If you have any questions, please ask the National Health Insurance Division and/or Tax Collection Division.

To Issue Certificates Inquire at Citizens Services Division

To request the following certificates, etc., an ID card such as a driver's license is required. If requesting by proxy, there may be cases where a letter of proxy is required. Please inquire for details.

A copy of the Residence Certificate (*Juminhyo* 住民票)

There are two types of residence certificates; One is "All Household Members' Residence Certificate (*Juminhyo-Tohon* 住民票謄本)" and the other is "Individual Residence Certificate (*Juminhyo-Shohon* 住民票抄本)".

Certificate of Acceptance of Family Registry (*Juri Shomei-sho* 受理証明書)

Persons who registered a birth, marriage, divorce, etc., at Tsukuba City are eligible for requesting a "Certificate of Acceptance of Family Registry".

Certificate of Items Stated in Residence Certificate (*Juminhyo Kisai Jiko Shomei-sho* 住民票記載事項証明書)

This certificate proves items recorded in a Residence Certificate.

Proof of Address for Light Vehicle Tax (*Kei Jidosha-yo Jusho Shomei-sho* 軽自動車税用住所証明書)

This proof is used for procedures related to light vehicles and indicates your current address, name and date of birth.

Issuing a Copy of Residence Certificate of a Person Residing Outside Tsukuba City

Under the Basic Resident Registration Network System, it is possible to issue a copy of Residence Certificate (location of family register and head of the household are omitted) for a person and his/her household members who are registered as residents outside Tsukuba City by showing their driver's license, passport, "My Number" card (with photo) or Basic Resident Register card (with photo).

Please note that only Japanese nationals may be registered in family register (*koseki* 戸籍) system. However, foreign nationals who are married to a Japanese national, can request a copy of certificate related to family register on behalf of their spouses.

-Certificate of Family Register (Certificate of All Registered Matters on Family Register / *Koseki-tohon* 戸籍謄本)

-Certificate of Partial Family Register (Certificate of Individual Matters on Family Register / *Koseki-shohon* 戸籍抄本)

-Closed Family Register (Certificate of All Registered Matters on Closed Family Register / *Joseki-tohon* 除籍謄本)

-Partial Removed Family Register (Certificate of Individual Matters on Family Register / *Joseki-shohon* 除籍抄本)

-Copy of the Attachment to a Family Register: This document shows your past and current residence addresses.

Please note that if you have your Family Register outside of Tsukuba City, you have to request the above certificate, etc., at the municipality.

To Register a Personal Seal (*Inkan*) Inquire at Citizen Services Division

A Personal Seal Registration Certificate (*Inkan Toroku Shomei-sho* 印鑑登録証明書) is often required for important financial transactions such as registering a property and issuing a notary deed. After registering your personal seal, a Personal Seal Registration card (*Inkan Toroku-sho* 印鑑登録証) will be issued. Please bring the card with you when you request a copy of Personal Seal Registration Certificate.

Persons who can register a personal seal: Persons who are 15-year-old or over and are recorded in the Basic Resident Registration System.

What to bring: Your personal seal that you wish to register and ID such as driver's license. When registering your personal seal by proxy, a proxy letter is required. If a proxy files an application, the personal seal registration card will not be issued on the day of the application.

Personal Seals that cannot be registered: Personal seals that are too small (fit within an 8 square millimeter) or too big (does not fit within a 25 square millimeter), personal seals bearing home address, occupation and/or qualification, personal seals that are made of rubber or other deformable materials, personal seals that have a blurry or unreadable impression, personal seals without a frame, or personal seals that are registered or very similar to the one registered by somebody else.

Change and cancellation of a personal seal registration: Please notify if you wish to cancel your personal seal registration, if you lose your personal seal or if you lose your personal seal registration card. When a person who registered his/her personal seal deceases or moves out of the City, the registration will be cancelled by notifying the City Hall of the death or moving-out.

Who can change/cancel the registration: Persons who wish to change/cancel his/her personal seal (If he/she cannot come to the City Hall, a proxy can complete the procedure.)

What to bring: A new personal seal you wish to register, your personal seal registration card, and a proxy letter (if applicable), identification documents such as driver's license.

For Temporary Driving Permit (Temporary license plate) Inquire at Citizen Services Division

This permit is given to specific vehicles with an expired Automobile Inspection Certificate (*Shaken* 車検). The permit will specify the purpose of driving, driving route and period of time. The purpose of driving must be consistent with Temporary Driving Permit System, otherwise the permit will not be given. Based on the driving purpose and driving route, the minimum number of days will be permitted (with the maximum number of days being 5).

-What to bring:

1. Proof of Automobile Liability Insurance (*Jibaiseki Hoken Shomei-sho* 自賠責保険証明書): A copy is not accepted and the original and valid Proof is required.
2. Documents that show chassis number, make, type, etc. such as an Automobile Inspection Certificate or

Registration Cancellation Certificate (*Massho Toroku Shomei-sho* 抹消登録証明書). A copy of such documents is accepted.

3. Applicant's personal seal (If the applicant is a company, the company's seal is required)
4. Identification documents such as driver's license

For Certificate and Notification

Inquire at Citizen Services Division and Municipal Tax Division

For services to issue certificates at convenience stores, inquire at Citizen Services Division and Municipal Tax Division

By using My Number Card, you can obtain various certificates at convenience stores which have multi-function copiers such as Seven-Eleven, Lawson, Family Mart, Seico Mart, Mini Stop, Kasumi and Aeon.

Note 1: If you registered your Basic Resident Registration card for services to issue certificates at convenience stores, you can use the service until your card expires.

Note 2: There are cases where you cannot access to some of the services, if your "My Number" card is not equipped with electronic certificate. Please inquire at Citizen Services Division for details.

Certificates that you can obtain at convenience stores:

- A copy of Residence Certificate (You cannot obtain a copy of Residence Certificate bearing Resident Record Code or "My Number".)
- Personal Seal Registration Certificate (the Certificate will be issued for persons who registered their personal seals at the City Hall.)
- Tax Certificate, Tax Exemption Certificate and Income Certificate.

To issue certificates related to tax, you will only need "My Number" card.

Fees to issue certificates:

150 yen per copy (It is cheaper than issuing a copy at the City Hall.)

Open Hours: From 6 : 30am to 11 : 00pm (except December 29 to January 3)

The open hours are different depending on the opening hours of each shop.

Other Notifications

Notify a Birth

When to notify	Within 14 days from the date of birth (including the date of birth)
What to bring	<ul style="list-style-type: none"> • A birth certificate that is issued from a medical institution, etc., where you gave birth • A mother and Child Health Handbook (<i>Boshi Kenko Techo</i> 母子健康手帳) • A personal seal of a person notifying the birth (if he/she has it).
Where to notify	At any of the following municipal office: <ol style="list-style-type: none"> 1. A municipal office of where the person notifying a birth resides. 2. A municipal office of where the child is born. 3. A municipal office where there is one of the parents' family register if a mother or a father is a Japanese national.
Who can notify	The child's mother or father
Note	There are cases where a "Certificate of Items Stated in Family Register (<i>Koseki Todoke-de Kisai Jiko Shomei-sho</i> 戸籍届出記載事項証明書)" or "Certificate of Acceptance of Family Register (<i>Koseki Todoke-de Juri Shomei-sho</i> 戸籍届出記載事項受理証明書)" is required

	for visa and/or passport application. Please inquire the Immigration Bureau or the embassy for details. These certificates will be available approximately one week after notifying a birth.
--	--

Notify a death

When to notify	Within 7 days of learning of the death
What to bring	-Death Certificate (<i>Shibo Shindan-sho</i> 死亡診断書) from a hospital. -A personal seal of the person notifying the death
Where to notify	At any of the following municipal offices: 1. A municipal office of where the person notifying a death resides. 2. A municipal office of an area where the deceased died. 3. A municipal office where there is a family register of the deceased.
Who can notify	Families and relatives of the deceased or persons who lived with the deceased.
Note	To take the deceased remains back to his/her country or to notify the death to the embassy, there are cases where a "Cremation Certificate (<i>Kaso Shomei-sho</i> 火葬証明書)", etc. is required from the embassy. Please inquire in advance.

Notify a marriage

When to notify	When getting married. (A marriage becomes effective by notification.)
What to bring	The documents required to register a marriage vary depending on the nationalities of a couple. There may be cases where you are required to submit documents which you need to have them sent from your home country, so please inquire the embassy first and allow enough time to have them ready before coming to the City Hall.
Where to notify	At any of the following municipal offices: 1. A municipal office where the person notifying a marriage resides. 2. A municipal office where there is a husband or wife's family register if either one of them is a Japanese national. Please note that depending on your nationality, your marriage becomes effective by notifying your country's embassy, instead of your local municipal office. Please inquire the embassy for details.
Who can notify	Husband and wife

-Depending on the content of notification, there may be cases where additional documents are required. Please inquire Citizen Services Division for details.

-If there are changes in your name, home address and/or period of stay after the notification, you are required to notify the change to update your national health insurance card and/or My Number card.

For Ongoing Use of a My Number Card and Basic Resident Register Card

Inquire at Citizen Services Division

You can continue to use your "My Number" card or Basic Resident Registration card issued by another municipality as your ID in Tsukuba City by completing the procedure for ongoing use.

14 Please complete the procedure for moving-in and ongoing use within the following period.

Notifying of moving-in	Within 14 days after you move to Tsukuba City, and within 30 days before you move out of the previous municipality.
Procedure for ongoing use	Within 90 days after you move to Tsukuba City.

Applying for My Number card

For persons wishing to apply for a My Number card, a free photography service to put on the card is available at the City Hall and branch offices. Please apply in person with your ID. It will take about a month and half to issue a My Number card. For foreign residents, the expiration date of a My Number card is the same as the expiration date of a residence card.

What to bring	An identification document such as a residence card, driver's license, etc.
Where to apply	Weekday: At the City Hall or branch offices
Fee	Free of charge for your first My Number card

For the Public Certification Service for Individuals (Digital Certificate)

Inquire at Citizen Services Division

-Issuing an electronic certificate

Electronic certificates which will be required for online administrative procedures such as filing tax return (e-Tax) and obtaining official certificates at convenience stores, will be issued for persons who have a My Number card.

List of Handling Fees Inquire at Citizen Services Division for details.

Type of Certificate, etc.	Fees
Certificate of Accepting Notification (<i>Juri Shomei-sho</i> 受理証明書) Related to a Family Register or Certificate of Items Stated in Family Register	350 JPY per certificate
Certificate of Accepting Notification (high-quality paper)	1,400 JPY per certificate
Certificate of Identification and Other Official Certificates	200 JPY per certificate
Copy of Residence Certificate	200 JPY per copy (150 JPY per copy at a convenience store)
Certificate of Items Stated in Residence Certificate (<i>Juminhyo Kisai Jiko Shomei-sho</i> 住民票記載事項証明書)	200 JPY per copy
Copy of the Attachment to a Family Register (For Japanese nationals only)	200 JPY per copy
Proof of Address for Light Vehicle Tax (<i>Kei Jidosha Zei-yo Jusho Shomei-sho</i> 軽自動車税用住所証明書)	Free of charge
Certificate of Non-Residency and Certificate of Non-Registry (<i>Fuzaiju Fuzaiseki Shomei-sho</i> 不在住不在籍証明書)	200 JPY per certificate

Viewing a copy of a part of the Basic Resident Register (<i>Jumin Kihon Daicho</i> 住民基本台帳)	500 JPY per 30 minutes of viewing. For transcribing, additional 200 JPY per item
Issuance of a Personal Seal Registration Card (<i>Inkan Toroku-sho</i> 印鑑登録証)	200 JPY per certificate
Certificate of Personal Seal Registration (<i>Inkan Toroku Shomei-sho</i> 印鑑登録証明書)	200 JPY per certificate (When printed out at a convenience store, 150 JPY per copy)
Application Fee for Temporary Driving Permit (Temporary License Plate)	750 JPY per vehicle (Fee will be collected when applying for a temporary license plate.)
Re-issuance of My Number Card (in case of loss)	800 JPY per card
The Public Certification Service for Individuals (electronic certificate)	200 JPY per certificate
Certificate of a Family Register (Certificate of All Registered Matters on a Family Register / <i>Koseki Tohon</i> 戸籍謄本) Certificate of a Partial Family Register (Certificate of Individual Matters on a Family Register / <i>Koseki Shohon</i> 戸籍抄本) N.B. Family registers are maintained for Japanese nationals only.	450 JPY per certificate
Removed Family Register (Certificate of All Registered Matters on Family Register / <i>Joseki Tohon</i> 除籍謄本) Partial Removed Family Register (Certificate of Individual Matters on Family Register / <i>Joseki Shohon</i> 除籍抄本) <u>N.B. Family registers are maintained for Japanese nationals only</u>	750 JPY per certificate