

Seal Registration (*inkan touroku*)

Where?

Kasama City Hall Main Office: Citizens Affairs Division (*shimin ka*)

Kasama/Iwama Regional Branch: Citizen Service Division (*shimin madoguchi ka*)

Personal Seal (*inkan/hanko*)

In Japan, Personal Seals (*inkan/hanko*) are used as proof of agreement or approval, like a signature, to verify official documents, such as contracts. You can order a seal for your name at a stamp engraving outlet and register its imprint at the City Hall.

A Seal Registration Card (*inkan tourokushou*) is used for official documents such as real-estate registration, vehicle registration, and other very important documents. As a general rule, Seal Registration (*inkan touroku*) and requesting a Seal Registration Certificate (*inkan tourokushou*) may only be done by the individual in person.

Register your Personal Seal

Register your personal seal (*inkan*) at Kasama City Hall or regional branch. You may receive your Seal Registration Card (*inkan tourokushou*) on the same day that you register a seal (with applicable photo identification).

Who can register a personal seal (*inkan*)?

Anyone registered as a resident of Kasama City in the Resident Record (*juumin touroku*), except those 15 years of age or younger, who require an adult ward to do so.

What to bring

- The seal you will be registering
- Photo ID (e.g. Residence (*zairyuu*) card, passport, driver's license, or other government issued photo ID)

If one does not have photo identification, a personal seal can be registered through the following methods:

- Guarantor (*hoshounin*) – Please come together with a person who already has a personal seal registered in Kasama City (someone who will act as a guarantor). The guarantor must bring their registered personal seal, the certificate of personal seal registration (*inkan tourokushou*), and proof of identity. The personal seal can be registered that day.
- Letter of Inquiry (*shoukaisho*) – If you do not have photo ID, you may turn in the application at the counter and letter of inquiry (*shoukaisho*) will be mailed to your registered address. When you receive it, fill it out and bring it along with your seal to the Kasama City Hall to complete the registration.

Register your Personal Seal through a Representative (*dairinin*)

If you cannot come in person, you can register your seal through a representative on your behalf, with a letter of proxy (*ininjou*). Your representative can submit your Seal Registration (*inkan touroku*) forms, after which a letter of inquiry (*shoukaisho*) will be mailed to your registered address. When you receive the letter, fill in the response sheet and have your representative bring your seal (*inkan*) and letter of inquiry (*shoukaisho*) to complete the registration and receive your Seal Registration Certificate (*inkan tourokushou*).

What your representative (*dairinin*) must bring

- The seal (*inkan*) you will be registering
- A letter of proxy, your representative's seal, and your representative's government issued photo ID (if you are registering through a representative).
- Your representative's seal
- Your representative's Photo ID (e.g. Residence (*zairyuu*) card, passport, driver's license, or other government issued photo ID)

Rules for Personal Seals

- Seals must make an impression greater than 8mm and less than 25mm in size.
- Seals must reflect the name on your Resident Record (*juumin touroku*)
- Seals cannot be composed of rubber or other materials that easily change

shape.

- Seals cannot be chipped or worn, and must produce a clear image.
- Seals cannot be mass produced such as those made by molding, machines etc.
- Only one seal per person can be registered. Two people cannot register the same seal.
- Seals may not be permitted if otherwise deemed inappropriate.

If you lose your Seal Registration Card (*inkan tourokushou*)

Please submit a notification to Kasama City Hall or branch office. Registering a new seal and re-registering after losing the Seal Registration Card (*inkan tourokushou*) both follow the same process, but re-registering incurs a fee of 500 yen.

Special Permanent Residents (*tokubetsu eijuusha*)

A special permanent resident card shall be issued as a certificate to prove legal status, etc. of a special permanent resident. A special permanent resident card contains personal information such as name, birth date, gender, nationality, region of origin and domicile, and the expiration date. A special permanent resident card for a person aged 16 or over also contains a photograph of his/her face.

To request a special permanent residence card, please come to the Kasama City Hall Citizens' Affairs Division. Branch Offices do not process these requests.

Seal Registration Certificate (*inkan touroku shoumeisho*)

Certificate Requests and Processing Fees

To request a certificate, please fill out a form at the Kasama City Hall Main and Branch Offices. Bring identification, personal seal (*inkan/hanko*) and any applicable fees.

Type	Processing Fees (per	Identification	Alternative Identification (combination of an item from ① and an item from ②)
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	copy)		
Seal Registration Certificate (<i>inkan touroku shoumeisho</i>)	300 yen ※same fee at convenienc e store and certificate vending machine	Driver's License, Passport, My Number Card, Basic Resident Register Card (with photo), <i>Zairyuu</i> Card, Identification booklet for the physically disabled,	①Health Insurance Card, Annuity Certificate, Pension Certificate*, Long-term Care Insurance Card, Medical Welfare (<i>Marufuku</i>) Certificate, Disability ID Booklet (no photo), Basic Resident Register Card (no picture), company or school ID (with photo), non-government issued ID.
New Seal Registration	300 yen	Disability Certificate, Other Government Issued	②Company or school ID (no photo), bankbook, cash card, credit card, patient registration card, any type of membership card
Seal Re-registration	500 yen	Photo ID	
Other Certificates	300 yen		

※We will not ask for any personal information over the phone.