

# Resident Record (*juumin touroku*)

## Where?

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

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

## What is the Resident Record?

The Resident Record (*juumin touroku*) is part of a registry that tracks the basic information of all Japan's residents, and is maintained by Japan's local governments. This database is part of the Basic Resident Registration System (*juumin kihon daichou*), and contains data including your full name, date of birth, sex, address, and your residence's Head of Household, etc.

If you move address or your Head of Household changes, you must update your Resident Record by submitting a notification to your municipality (city/ward/town/village). You must notify your municipality and update your Resident Record to receive various government services, e.g. National Health Insurance, pension, etc. **For more information on making address change notifications, see section "Address Changes".**

**When proof of residence is required in Japan, you will often be asked to submit a Resident Record Certificate (*juuminhyou*),** which is an official copy of your Resident Record. For more information on requesting a Resident Record Certificate (*juuminhyou*), see section Resident Record Certificate (*juuminhyou*)

# Resident Record Certificate (*juuminhyou*)

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## Resident Record Certificate (*juuminhyou*)

### Certificate Requests and Processing Fees

To request a certificate, please prepare an appropriate form (all forms available at city office service counters), bring identification, personal seal (*inkan/hanko*) and any applicable fees.

Type	Processing Fees (per copy)	Identification	Alternative Identification (combination of an item from ① and an item from ②)
<ul style="list-style-type: none"> <li>Resident Record Certificate (<i>juuminhyou</i>)</li> </ul>	300 yen ※same fee at convenience 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, Disability Certificate, Other Government Issued Photo ID	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.  ②Company or school ID (no photo), bankbook, cash card, credit card, patient registration card, any type of membership card  ※Using Alternative Identification (combinations of ① and ②) are not accepted when requesting additional information ( <i>kisaijikou</i> )
<ul style="list-style-type: none"> <li>Residence Certificate with Additional Information (<i>kisaijikou</i>)</li> </ul>	300 yen		
Proof of address for kei cars (light motor vehicles)	No fee		

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

### **Request a Certificate by Mail**

You may request certificates by mail for the items marked with a ● above. To pay by mail, send a completed certificate request form, a self-addressed stamped envelope, the required processing fee payment (via postal money order, or cash by registered mail) and a copy of your identification documents to the Citizen's Affairs Division at Kasama City Hall.

## Procedures for Address Changes (Updating your Resident Record)

### **Where?**

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## Moving-in Notification (*tennyuu todoke*)

You must submit a Moving-in Notification (*tennyuu todoke*) when you move in to Kasama City from anywhere else (a different municipality (city/ward/town/village) or from a different country). Submit the notification at Kasama City Hall or a Regional Branch within 14 days of moving to Kasama City.

Who may file a notification?

- The individual moving or Head of Household
- A representative delegated by the individual or the Head of Household

What to bring

- Identification
  - For those moving from within Japan: Residence (*zairyuu*) card, special permanent resident certificate, passport, driver's license etc.
  - For those moving from outside Japan: Residence (*zairyuu*) cards and passports of all persons moving in.
- Seal (*inkan*)

- National Pension Handbook (*kokumin nenkin techou*) ※If registered.
- Moving-Out Certificate (*tenshutsu shoumeishou*) ※You must receive this from your former municipality (city/ward/town/village), unless you are moving in from abroad.
- A letter of proxy, if the notifier is a representative.

## Moving-out Notification (*tenshutsu todoke*)

You must submit a Moving-out Notification (*tenshutsu todoke*) when moving out from Kasama City (including moving to another country, and when leaving Japan for more than a year on business or vacation). Submit the notification at Kasama City Hall or Regional Branch before moving out. Upon submitting notification, a Moving-Out Certificate (*tenshutsu shoumeishou*) will be issued, which you must submit to your new municipality (city/ward/town/village) in Japan. ※The certificate will not be issued if you are moving out of the country.

Who may file a notification?

- The individual or Head of Household
- Representative delegated by the individual or the Head of Household

What to bring

- Identification: Residence (*zairyuu*) card, special permanent resident certificate, passport, driver's license, etc.
- Seal (inkan) and Seal Registration Card (*inkan shoumeishou*)
- National Health Insurance Card (*kokumin kenkou hokenshou*) or National Pension Handbook (*kokumin nenkin techou*)
- A letter of proxy, if the notifier is a representative.

## Address Change Notification (*tenkyo todoke*)

You must submit an Address Change Notification (*tenkyo todoke*) when moving to a new address within Kasama City. Submit the notification at Kasama City Hall or Regional Branch within 14 days after moving to your new address.

Who may file a notification?

- The individual moving or Head of Household

- Representative delegated by the individual or the Head of Household

#### What to bring

- Identification: Residence (*zairyuu*) card, special permanent resident certificate, passport, driver's license, etc.
- Seal (*inkan*)
- National Health Insurance Card (*kokumin kenkou hokenshou*) ※For those registered.
- Long-term Care Certificate (*kaigo hokenshou*) ※For those registered.
- National Pension Handbook (*kokumin nenkin techou*) ※For those registered.
- A letter of proxy, if the notifier is a representative.

## Change of Head of Household Notification (*setainushi henkou todoke*)

You must submit this notification if there is a change to your Head of Household (*setainushi*) due to moving, marriage, death, divorce, etc. Submit the notification at Kasama City Hall or Regional Branch within 14 days of a change of Head of Household.

#### Who may file a notification?

- The individual moving or Head of Household
- Representative delegated by the individual or the Head of Household

#### What to bring

- Identification: Residence (*zairyuu*) card, special permanent resident certificate, passport, driver's license, etc.
- Seal (*inkan*)
- National Health Insurance Card (*kokumin kenkou hokenshou*) ※For those registered.

※The “Head of Household” (*setainushi*) is the central person in a household, primarily the person who supports the entire family, and whose name is listed as the “Head of Household” on your Resident Record Certificate (*juuminhyou*).