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|  | **市役所 英語組織名一覧・業務時間案内など**  Kasama City Hall, Locations and Hours |

**Locations　(場所)**

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| --- | --- | --- | --- |
| **City Hall**  **（市役所, *shiyakusho*)** | **Address, English**  **(住所・英語)** | **Address, Japanese**  **(住所・日本語)** | **Telephone**  **(電話)** |
| **Main Office**  本所, *honsho* | 3-2-1 Chuo, Kasama City  Postcode 309-1792 | 笠間市中央3-2-1 | 0296-77-1101 |
| **Kasama Regional Branch**  笠間支所, *kasama shisho* | 1532 Kasama, Kasama City  Postcode 309-1698 | 笠間市笠間1532 |
| **Iwama Regional Branch**  岩間支所, *iwama shisho* | 5140 Shimogo, Kasama City  Postcode 319-0294 | 笠間市下郷5140 | 0299-37-6611 |

**Hours　(業務時間)**

* **Normal Hours**(通常業務時間、月～金)

8:30 – 17:15 (Monday - Friday)

※Closed on weekends, public holidays, and New Year’s holidays Dec. 29 – Jan. 3　(土日・祝日・年末年始を除く)

* **Extended Service Hours, City Hall Main Office only**(窓口延長サービス、本所のみ)

8:30 - 12:00　※Excl. New Year’s holidays Dec. 29 – Jan. 3　(年末年始を除く)

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| **Divisions (部署)** | **Day (曜日)** | **Services (業務)** |
| Citizens Affairs Division  市民課, *shimin ka* | Every Sunday | ・Documents issuance (各種証明書交付)  ・Seal registration (印鑑登録)  ・Individual Number Card (My Number Card) issuance　※Reservation required (マイナンバーカード交付　※予約必要)  ※Address change procedures NOT available (住所異動などはできません) |
| Tax Collection Division  収税課, *shuuzei ka* | Last Sunday of each month  ※Previous Sunday, If last Sunday falls on Dec. 29, 30, 31 | ・Tax payment consultation　※Reservation required  (納税相談　※予約必要)  ・Tax payment (納税) |

**Division List　(英語組織名一覧)**

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| **Department　(部, *bu*)** | **Division　(課, *ka*)** | **Division　(英訳)** |
| **Office of the Mayor**  市長公室, *shichou koushitsu* | 秘書課, *hisho ka* | Secretarial Division |
| 広報戦略室, *kouhou senryaku shitsu* | Public Relations Office |
| 人事課, *jinji ka* | Human Resources Division |
| 市民課, *shimin ka* | Citizens Affairs Division |
| パスポートセンター, *pasupōto sentā* | Passport Center |
| 市民窓口センターかさま, *shimin madoguchi sentā kasama* | Citizen Service Center Kasama |
| 市民窓口センターいわま, *shimin madoguchi sentā iwama* | Citizen Service Center Iwama |
| **Department of Public Policy & Project Planning**  政策企画部, *seisaku kikaku bu* | 企画政策課, *kikaku seisaku ka* | Project Planning / Public Policy Division |
| 企業誘致・移住推進課, *kigyou yuuchi・ijuu suishin ka* | Business Attraction & Migration Promotion Division |
| 企業立地推進室, *kigyou ricchi suishin shitsu* | Corporate Location Promotion Office |
| ふるさと納税推進室, *furusato nouzei suishin shitsu* | Hometown Tax Promotion Office |
| デジタル戦略課, *dejitaru senryaku ka* | Digital Strategies Division |
| **Department of General Affairs**  総務部, *soumu bu* | 総務課, *soumu ka* | General Affairs Administrative Division |
| 財政課, *zaisei ka* | Public Financial Affairs Division |
| 契約検査室, *keiyaku kensa shitsu* | Contract Inspection Office |
| 資産経営課, *shisan keiei ka* | Assets Management Division |
| 税務課, *zeimu ka* | Tax Division |
| 収税課, *shuuzei ka* | Tax Collection Division |
| 危機管理課, *kiki kanri ka* | Crisis Management Division |
| 笠間支所　地域課, *kasama shisho　chiiki ka* | Kasama Regional Branch　Community Division |
| 岩間支所　地域課, *kasama shisho　chiiki ka* | Iwama Regional Branch　Community Division |
| **Department of Environmental Promotion**  環境推進部, *kankyou suishin bu* | 環境政策課, *kankyou seisaku ka* | Environmental Policy Division |
| 脱炭素推進室, *datsutanso suishin shitsu* | Decarbonization Promotion Office |
| 資源循環課, *shigen junkan ka* | Resources Recycling Division |
| 環境センター, *kankyou sentā* | Environment Center |
| **Department of Health & Welfare**  保健福祉部, *hoken fukushi bu* | 健康医療政策課, *kenkou iryou seisaku ka* | Health & Medical Care Policy Division |
| 保健センター, *hoken sentā* | Health Center |
| 感染症対策室, *kansenshou taisaku shitsu* | Infectious Disease Control Office |
| 保険年金課, *hoken nenkin ka* | Health Insurance & Pension Services Division |
| こども育成支援センター, *kodomo ikusei shien sentā* | Child Support Center |
| **Welfare Office**  福祉事務所, *fukushi jimusho* | 社会福祉課, *shakai fukushi ka* | Social Welfare Division |
| 人権同和対策室, *jinken douwa taisaku shitsu* | Office for Social Integration & Human Rights |
| 子ども福祉課, *kodomo fukushi ka* | Child Welfare Divison (Children's Social Services & Support) |
| ともべ保育所, *tomobe hoikusho* | Tomobe Nursery |
| くるす保育所, *kurusu hoikusho* | Kurusu Nursery |
| 高齢福祉課, *kourei fukushi ka* | Elderly (Senior) Welfare Division |
| 地域包括支援センター, *chiiki houkatsu shien sentā* | Community Care Center |
| 笠間支所　保険福祉課, *kasama shisho　hoken fukushi ka* | Kasama Regional Branch　Health & Welfare Division |
| 岩間支所　保険福祉課, *iwama shisho　hoken fukushi ka* | Iwama Regional Branch　Health & Welfare Divison |
| **City Hospital**  市立病院, *shiritsu byouin* | 医務局, *imukyoku* | Medical Affairs Bureau |
| 看護局, *kangokyoku* | Nursing Care Bureau |
| 経営管理課, *keiei kanrika* | Business Management Division |
| **Department of Commerce & Industry**  産業経済部, *sangyou keizai bu* | 農政課, *nousei ka* | Agricultural Administration Division |
| 農政企画室, *nousei kikaku shitsu* | Project Planning Office |
| 栗ブランド戦略室, *kuri burando senryaku shitsu* | Chestnut Brand Strategy Office |
| 商工課, *shoukou ka* | Commerce Division |
| 観光課, *kankou ka* | Tourism Division |
| 菊栽培所, *kiku saibaijo* | Chrysanthemum Plantation |
| **Department of Urban Construction**  都市建設部, *toshi kensetsu bu* | 建設課, *kensetsu ka* | Civil Engineering Division |
| 事業推進室, *jigyou suishin shitsu* | Business Promotion Office |
| 管理課, *kanri ka* | Administrative Division |
| 都市計画課, *toshi keikaku ka* | Urban Planning Division |
| **Water Department**  上下水道部, *jougesuidou bu* | 水道課, *suidou ka* | Water Division |
| 下水道課, *gesuidou ka* | Sewer Division |
| **Board of Education**  教育部, *kyouiku bu* | 学務課, *gakumu ka* | Academic Affairs Division |
| 指導室, *shidou shitsu* | Academic Advising Office |
| おいしい給食推進室, *oishii kyuushoku suishin shitsu* | Tasty School Lunch Promotion Office |
| 生涯学習課, *shougai gakushuu ka* | Lifelong Learning Division |
| 文化振興室, *bunka shinkou shitsu* | Cultural Promotion Office |
| スポーツ振興室, *supōtsu shinkou shitsu* | Sports Promotion Office |
| 公民館, *kouminkan* | Community Center |
| 図書館, *toshokan* | Library |
| **Fire Department Head Office**  消防本部, *shoubou hombu* | 消防総務課, *shoubou soumu ka* | Fire Department General Affairs Division |
| 予防課, *yobou ka* | Fire Prevention Division |
| 警防課, *keibou ka* | Fire Defense & Control Division |
| 笠間消防署, *kasama shoubou sho* | Kasama Fire Station |
| 友部消防署, *tomobe shoubou sho* | Tomobe Fire Station |
| 岩間消防署, *iwama shoubou sho* | Iwama Fire Station |
| **External Divisions**  部外, *bugai* | 会計課, *kaikei ka* | Accounting Division |
| 議会事務局, *gikai jimukyoku* | Congress Secretariat |
| 農業委員会事務局, *nougyou iinkai jimukyoku* | Secretariat Committee on Agriculture |
| 監査委員事務局, *kansa iin jimukyoku* | Audit Committee Secretariat |