**Registration (登録, *toroku*)**

|  |  |  |
| --- | --- | --- |
| **Contacts** | | |
| **City Hall, Divisions** | **Address** | **Phone** |
| Main Office, Citizens Affairs Division  市民課, *shimin ka* | Chuo 3-2-1  笠間市中央3-2-1 | 0296-77-1101 |
| Citizen Service Center Kasama  市民窓口センターかさま, shimin madoguchi sentå kasama | Kasama 1532  笠間市笠間1532 |
| Citizen Service Center Iwama  市民窓口センターいわま, shimin madoguchi sentå iwama | Shimogo 5140  笠間市下郷5140 | 0299-37-6611 |
| Open: 8:30 to 17:15  Closed on weekends, public holidays, and New Year's holidays (Dec. 29 to Jan. 3) | | |

**Family Register (戸籍, *koseki*)**

Koseki is the Japanese family register that contains information about marriages, births, deaths, close relatives, and other important information about Japanese citizens from birth to death. It also serves to certify Japanese citizenship.

Foreigners don't register in the Family Register (koseki), however, foreign residents must still report marriages, births, deaths, etc. to the municipal office.

※There are notifications of marriage, divorce, birth, death, adoption, acknowledgments of paternity, report of a name change, etc.

！Apart from the documents listed below, you need to show your I.D. (Residence Card, My Number Card, etc.).

To inquire about information about reporting marriages, births, deaths, etc. to your country of origin, please contact the embassy or consulate of your country in Japan.

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**Marriage Notification (婚姻届, *kon’in todoke*)**

If you get married in Japan, please submit a marriage notification at the municipal office. The presence of both partners is necessary.

※Your marriage notification needs to be signed by two witnesses in advance.

Since required documents may differ depending on nationality, please contact the embassy or consulate of your country in Japan and ask about necessary documents and procedures in advance.

**What to bring**

1. Marriage notification (With signatures of 2 witnesses over 18 years old)
2. Personal seals of both partners (or signatures)
3. National Health Insurance Card and an official document that shows your Basic Pension Number (Basic Pension Number Notice, Pension Handbook, etc.)

**・For Japanese nationals**

1. Official copy of the family register (for those whose registered domicile is not Kasama)

**・For foreign nationals (basic documents)**

1. Passport
2. Certificate of legal capacity to contract marriage (original marriage certificate in case the pair has  
   legally married abroad)
3. Translation of the Certificate of legal capacity to contract marriage (or original marriage certificate)

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**Divorce Notification (離婚届, *rikon todoke*)**

If you get divorced in Japan, please come together with your spouse to the municipal office and submit a divorce notification. Since required documents may differ depending on nationality, please contact the embassy or consulate of your country in Japan and ask about necessary documents and procedures in advance.

**What to bring**

1. Divorce notification
2. Personal seals of both spouses (or signatures)
3. National Health Insurance Card and an official document that shows your Basic Pension Number (Basic Pension Number Notice, Pension Handbook, etc.)
4. Official copy of the family register (for Japanese nationals whose registered domicile is not Kasama)
5. Passport (for foreign nationals)

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**Birth Notification (出生届, *shussho todoke*)**

A birth notification should be made at the municipality where the child was born or the municipality where the submitter (parent, guardian, etc.) is registered.

A birth notification must be filed within 14 days from the birth (including the date of birth), regardless of the child’s nationality. You are advised to decide on the child’s name and prepare the necessary documents in advance.

**What to bring**

1. Birth certificate
2. Submitter's personal seal (or signature)
3. Maternal and Child Health Handbook
4. National health insurance card (if a member)

▼For more information, check Post Childbirth（赤ちゃんが生まれたら）

<https://www.city.kasama.lg.jp/page/page012198.html>

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<https://www.city.kasama.lg.jp/page/page012198.html>

**Death Notification (死亡届, *shibo todoke*)**

A death notification must be made to the municipality where the death took place, or where the submitter resides. A death notification must be filed within 7 days after the death was confirmed (including the date of confirmation).

**What to bring**

1. Post-mortem certificate (death certificate from the doctor who confirmed death)
2. Submitter's personal seal (or signature)
3. Deceased person’s passport (for foreign nationals)
4. Submitter's passport (for foreign nationals)

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