**Certificates (証明書, *shomeisho*)**

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| **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) | | |

**！**You need to show your I.D. (Residence Card, My Number Card, etc.) to apply for a certificate.

**！**をめるときは、ずID（カード、マイナンバーカードなど）がです。

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| **Certificates＆Procedures**  **＆き** | **Processing Fee (per copy)** |
| Copy of a Residence Certificate  住民票の写し, *juminhyo no utsushi* | ￥300\* |
| Certificate of items stated in the Residence Record  住民票記載事項証明書, *juminhyo kisaijiko shomeisho* | ￥300\* |
| Certificate of items stated in the Residence Record for Kei-car procedures  軽自動車用住所証明書, *kei-jidosha-yo jusho shomeisho* | Free of charge |
| Certificate of Acceptance of Notification of Marriage  婚姻届受理証明書, *kon'in todoke juri shomeisho* | ￥350 |
| Certificate of items stated in a Notification\*\*  届書記載事項証明書, *todokesho kisaijiko shomeisho*\*\* | ￥350 |
| Seal Registration Certificate  印鑑登録証明書, *inkan toroku shomeisho* | ￥300\* |
| Seal Registration for the first time  印鑑新規登録手数料, *inkan* *shinki toroku tesuryo* | ￥300 |
| Seal Re-registration  印鑑再登録手数料, *inkan* *sai toroku tesuryo* | ￥500 |
| \*Same fee at a convenience store and certificate vending machine  \*コンビニ、でめるときもはじです。  \*\*Notification Examples: Marriage, Divorce, Birth, Dead Notification, etc. \*\*えば、、、、など | |

※The municipal office doesn't tell about the personal information of city residents by phone.

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