

Registration

登録

* All the registrations and notifications described in this chapter are administered by Citizens Registration Section (*Shimin ka*) located at the main building of City Hall, unless otherwise stated. Some applications can also be accepted at its branch offices.

* Hours : 8 : 30am to 5 : 00pm Closed : Saturdays/Sundays/holidays/Dec.29-Jan.03

■ Inquiry : Citizens Registration Section, Phone 7185-1454

外国籍市民のみ

For Foreign Nationals

外国人登録
gaikokujin touroku

Alien (Foreign Resident) Registration

Any foreign nationals staying in Japan for 90 days or longer, must register with City Hall of the district in which you reside. You will then receive Alien Registration Card. This card verifies your status in Japan, and any foreign nationals 16 years old or over are obliged to carry it at all times. Those who are staying for shorter periods must carry their passports at all times.

届出する人
todokede suru hito

Applicant Apply in person. If the applicant is under 16 years old, or the applicant is physically disabled or bedridden, a family member in the same household may stand proxy.

届出時期
todokede jiki

Deadline Within 90 days after entering Japan, 60 days after the birth of a baby, or 60 days after the day when you have lost Japanese nationality.

記載事項
kisai jikou

Items Name, nationality, status of residence, visa period, occupation, name and place of work, etc.

必要書類
hitsuyou shorui

Required Documents at Initial Registration 1. A form (available at the desk). 2. Passport, or birth certificate for newborns 3. Two photos (4.5cm x 3.5cm). No photos required for under 16 years old.

変更登録
henkou touroku

Change of Registration Notify to City Hall within 14 days when any change occurs in your registered items.

確認（切替交付）申請
kakunin(kirikae) shuinsei

Renewal of Registration Renew your alien registration within 30 days of the 5th birthday following your initial registration or last renewal. A 16 years old must register within 30 days of the birthday.

引替交付
hikikae koufu

Replacement of Card You are recommended to apply for a new card if it is badly stained or torn.

再交付
sai koufu
返納
hennou

Re-issue of Card Apply for a new card immediately if it has been lost or stolen.

Return of Card Your card must be returned to City Hall upon death or acquisition of Japanese nationality, or to Passport Control at the airport or the seaport when leaving Japan.

登録原票記載事項証明書
tourokugenpyou
kisaijikou
shoumeisho

◎ Alien Registration Certificate

This document certifies your alien registration. This certificate may be required at school enrollment, employment, marriage registration, etc.

日本国籍市民のみ

For Japanese

住民基本台帳への住民登録
jyumin kihon
daichou
eno jyuumintouroku

Basic Resident Register

The Basic Resident Register is a record of households by residence, while a family register shows the relationship of family members. The following notifications are required to update the Basic

Resident Register.

1. When Moving into Abiko City : Move-In Notification is Required

Refer to page 11

2. When Moving Out of Abiko City : Move-Out Notification is Required

Refer to page 13

3. When Moving Within Abiko City : Change-of-Address Notification is Required Refer to page 13

◎ Resident's Certificate

This certificate, a copy from the Basic Resident Register, may be used as a kind of ID in school enrollment, driver's license acquisition, etc.

Obtainable at 1. Citizens Registration Section, City Hall or its branch offices. 2. For only those who share a household or yourself, Kashiwa City Hall, Nagareyama City Hall, or Service Center at Kashiwa Station, as well as Abiko City Hall.

Required Documents 1. A form (available at the desk) 2. Official ID (driver's license, Health Insurance Card, etc.)

Note For a proxy, an ID of an applicant and a proxy verifying document are required. A proxy cannot apply to other city halls than Abiko City Hall.

Family Register

A family register system in Japan is a record of family members, listing individual's name, birthday, marital relations, etc., irrespective of members' current addresses. A family member, when married, will leave their parents' register, and form a new register. A newly born baby is included in the new family register. The address registered in the family register is called the legal domicile. A family register is administered by the municipality of the legal domicile.

◎ A Copy/Extract of Family Register

A copy of a family register with the whole members is called a "copy of family register" (koseki-touhon), and a copy for one person is called an "extract of family register" (koseki-shouhon).

Obtainable at (1) A copy/extract of yourself and of those who are in your family register are obtainable at the municipal office of your legal domicile by yourself or by your proxy.

(2) In case your legal domicile is in Abiko City, a copy/extract of yourself and of those who are in your family register are obtainable at Kashiwa City Hall, Nagareyama City Hall, or Service Center at Kashiwa Station, as well as Abiko City Hall by yourself and by those who are in your family register, but not by a proxy.

Required Documents 1. A form (available at the desk) 2. Official ID (driver's license, Health Insurance Card, etc.)

Note A copy of family register of other persons outside of applicant's family cannot be obtained without a due reason.

Both Japanese and Foreign Nationals

Name Seal Registration

Name seal registration is a system to have the imprint of a name seal registered with City Hall to

住民票
juuminhyou

戸籍
koseki

戸籍謄本・戸籍抄本
kosekitouhon・
kosekishouhon

日本・外国籍市民
とも

印鑑登録
inkan touroku

verify that the person who stamps it is the person him/herself, or the person entrusted to do business on her/his behalf. It is required in important business transactions such as purchasing a house or land, registering a car, etc. The seal registered is called your registered name seal (*Jitsuin*). Please note, any document you stamp is legally binding. If your name seal is lost, alert immediately relevant institutions, such as the bank, and present your new name seal in order to change their records. Do not lend your name seal. Upon registration, a name seal registration card is issued.

Applicant Those 15 years of age or over with the Basic Resident Registry or Alien Registration. If you want to register with a name other than your real name such as a Katakana name which you have created for yourself, it also has to be registered (*Tsushoumei Touroku*). Apply in person.

*For a proxy, an ID of an applicant and a proxy verifying document are required.

Unacceptable Name Seals 1. Name other than that registered on the Basic Resident Registry or Alien Registration. 2. Material not solid like rubber, plastic, or finger ring types. 3. Diameter less than 8mm, or more than 25 mm. 4. Letter figure engraved in reverse. 5. Initials only. 6. Stamped imprint which is illegible, unclear, partly chipped, or no outer frame.

Required Documents 1. Your name seal. 2. A form (available at the desk). 3. Official ID (driver's license, Health Insurance Card, etc.)

Automated Issuing Machine If you register your personal identification number (PIN) in the application, you can obtain a certificate from the machine with the card issued. Note : This application should be done in person.

Deletion Submit an application form to cancel or alter your name seal registration. It will be nullified automatically when a moving-out notification or a death notification is submitted.

◎ Name Seal Registration Certificate

Name seal registration certificates are required to prove the authenticity of your registered name seal.

Apply to (1) Citizens registration Section, City Hall or its branch offices by yourself and by your proxy. (2) Kashiwa City Hall, Nagareyama City Hall, or Service Center at Kashiwa Station, as well as Abiko City Hall by yourself and by those who are in your household, but not by a proxy.

Required Documents 1. Your name seal registration card (Note : The registered name seal itself is not necessary). 2. A form (available at the desk). 3. Official ID (driver's license, Health Insurance Card, etc.). For a proxy, her/his name, address, and phone number are necessary.

Automated Issuing Machine A name seal registration certificate can be obtained from the automated issuing machine on Saturdays/Sundays/holidays as well, with a Name Seal & Abiko Civic Card.

Notifications on Family Matters

Notifications on any changes in family matters such as marriage, divorce, birth and death, and adoption are required.

1. Marriage : Notification of Marriage

Date of Notification Legal date of marriage is the date on which you register with City Hall

Notifier The two registering to be wife and husband

Notify to Municipal office of either (1) legal domicile of husband or wife, or (2) residence of husband and wife

After Hours A notification is also accepted during off-duty hours at the night desk. Please note that

印鑑登録証明書
inkan touroku
shoumeisho

親族関係に関する各種
の届け
shinzoku kankei ni
kansuru kakushu no
todoke

婚姻届
kon-in todoke

only the date of marriage is accepted. For an address change notification, visit City Hall during office hours within 14 days of moving.

Required Documents

(1) For Japanese residents : 1. A form (available at the desk). It requires signatures and name seal stamps of newly weds and two adult witnesses. Use a pre-marriage surname. 2. A copy of family register, for a person(s) who has no legal domicile in Abiko. 3. A letter of consent by parents, for minors (under 20 years). 4. Official ID (driver's license, Health Insurance Card, etc.)

(2) For foreign residents : 1. A form (available at the desk). It requires signatures and name seal stamps of newly weds and two adult witnesses. Use a pre-marriage surname. 2. Eligibility certificate issued by the embassy or consulate of your home country in Japan, and its Japanese translation. 3. Passport 4. Alien Registration Card.

Nationality A notification of marriage does not give you Japanese nationality. Similarly a Japanese person does not obtain another nationality. If you wish to change your visa status to the "spouse of a Japanese person", contact the immigration office in your district.

Related Procedures Make any necessary changes to your National Health Insurance, Alien Registration, name seal registration, visa or other documents at the same time

2. Divorce : Notification of Divorce

Day of Notification (1) If there is a mutual consent you will be considered divorced from the date you make the notification. (2) If the divorce is settled in court, the notification must be completed within 10 days of the court decision.

Notifier The divorcees

Notify to Municipal office of either (1) legal domicile of divorcees, or (2) residence of divorcees

After Hours A notification is also accepted during off-duty hours at the night desk of City Hall.

Required Documents (1) For Japanese residents : 1. A form (available at the desk). It requires signatures and name seal stamps of divorcees and two adult witnesses. 2. A copy of family register, for those who have no legal domicile in Abiko. 3. Notify City Hall about who has the custody in case there are offsprings under 20 years old. 4. Official ID (driver's license, Health Insurance Card, etc.) 5. A copy of the official document, for a divorce based on settlement out of court. A copy of the certificate of decision, for a divorce based on court judgement.

(2) For foreign residents : 1. A form (available at the desk). It requires signatures and name seal stamps of divorcees and two adult witnesses. 2. Passport 3. Alien Registration Card.

Related Procedures Make any necessary changes to your National Health Insurance, Alien Registration, name seal registration, visa or other documents at the same time.

離婚届
rikon todoke

Automated Issuing Machines		
Location	Hours	Closed
City Hall entrance	9am-8pm (Sat/Sun/holidays 9am-7pm)	Dec 29-Jan 3
Civic Plaza	10am-7pm	2nd/3rd Thu. (expt. holidays) Dec 29-Jan 4
Kohoku Public Hall	9am-6pm (Sat/Sun/holidays 9am-7pm)	Mon. (expt. holidays) Dec 29-Jan 4
City Library Fusa Branch	9 : 30am-5pm	Mon.(expt. holidays) 2nd Tue. (expt. holidays) Dec 29-Jan 4 Inventory week

3. When Pregnant : Notification of Pregnancy

Day of Notification When pregnancy is recognized.

Notifier : Pregnant woman or her family member

Notify to City Hall or its branch offices, or Public Health Center

Required Document A form (available at the desk)

Items Given The Mother-Child Health Handbook, with free coupons for health check-ups etc., with which the pregnant woman can receive medical examinations at medical facilities in Abiko.

4. Baby Birth : Notification of Birth

Day of Notification Within 14 days of birth

Notifier Father and/or mother, legal guardian, housemate, doctor, registered midwife (in this order)

Notify to Municipal office of either 1) legal domicile of baby, or 2) residence of notifier

After Hours A notification is also accepted during off-duty hours at the night desk of City Hall.

Required Documents 1. A form (available at City Hall, or maternity hospital). 2. Certificate of birth (issued by doctor or registered midwife). 3. Name seal or signature of the notifier. 4. Mother-Child Health Handbook. 5. National Health Insurance Card (for insured only)

Related Procedures 1. Application for a refund of child-birth expenses 2. Application for child allowance 3. Amendment on dependant family on National Health Insurance Card.

Additional Notes to Foreign Residents In addition to the notification of birth at City Hall, parents should apply for

- ① Alien Registration at City Hall within 60 days of birth
- ② Visa at immigration office within 30 days of birth
- ③ Amendment of Passport at Embassy or Consulate of your home country

Note A child born in Japan takes parent's nationality.



5. Death : Notification of Death

Day of Notification Within 7 days after death is known.

Notifier A family member, housemate, landlord, or house administrator.

Notify to Municipal office of either 1) legal domicile of the deceased, 2) place of death, or 3) residence of notifier

After Hours A notification is also accepted during off-duty hours at the night desk of City Hall.

Required Documents 1. Notification of death form (attached to the death certificate). 2. Death certificate (issued by doctor). 3. Name seal. 4. National Health Insurance Card (for insured only). 5. National Pension Handbook (if applicable).

Documents to be Issued 1. Approval notice for cremation and burial 2. Permit of funeral hall use (only Kashiwa Wing Hall)

Related Procedures (1) Concerning National Health Insurance, 1. amendment on the insured, or 2. return of the Card, if necessary, and 3. claim for funeral expenses. (2) Return of Alien Registration Card within 14 days of death.

Note Notification of death must be submitted for cremation and burial. This rule applies to still-born babies as well.



Handling Fees		
Category	Name of Document	Fee (yen)
Alien Registration	Initial/Change/Renewal/Replacement/Re-Issue	free
	Alien Registration Certificate	300
Resident Register	Notification of Move-In/Move-Out/Change-of-Address	free
	Resident's Certificate	300
	Certificate of Non-Residence	300
	Appendix of Family Register	300
	Perusal of Basic Resident Register	200 per person
Name seal	Name Seal Registration	300
	Name Seal Registration Certificate	300
Family Register	Notification of Marriage/Divorce/Birth/Death	free
	Copy/Extract of Family Register	450
	Transcript of Family Register	750
	Certificate of Original Family Register	750
	Certificate of Receipt	350
	Identification Certificate	300
	Certificate of Non-Registration	300
Abiko Civic Card		free

Name Seal – Abiko Civic Card

With this card, you can get a name seal certificate and a resident's certificate through an automated issuing machine. If your card is no-PIN (personal identification number) type, you can upgrade it by registering a PIN. This card with PIN is also usable on Saturdays, Sundays, and holidays.

- "Name Seal Registration Card" is for name seal registration certificate (available to both Japanese and foreign residents)
- "Abiko Civic Card" is for resident's certificate (available to only Japanese residents)
- "Name Seal & Abiko Civic Card" is for both name seal registration certificate and resident's certificate (available to only Japanese residents)

★ The following certificates can be also obtained at Kashiwa City Hall, Nagareyama City Hall, and the Municipal Service Center at Kashiwa Station : Resident's certificate, name seal registration certificate, a copy/extract/appendix/ID of family register of the same household.

★ By mail, resident's certificate and a copy/extract of family register can be obtained. The request form must be accompanied with a postal money order equivalent to the fee and a self-addressed stamped envelope.

Generally return mail will be delivered to you in about one week.

■ Mail Address : Citizens Registration Section, Abiko City Hall c/o Mail Desk. 1858 Abiko, Abiko City, 270-1192,



automated issuing machine

印鑑登録証・あびこ市
民カード
inkantouroku shou・
abiko shimin kaado