

To: The Mayor of Ashiya City

**Seal Registration Certificate  
Copy of a Resident Record Application**

番号 ( ) 時間 ( : )  
印登 戸 税  ( )

Please turn over for notes to complete this form.

年 (year) 月 (month) 日 (day)

**Applicant (\*Please do not use erasable ballpoint pens.)**

Name	Date of birth ( Y      M      D )		
Address	TEL      -      -		
Relationship	<input type="checkbox"/> Principal or Member of the same household <input type="checkbox"/> Proxy <input type="checkbox"/> The Other (      )		

※市役所処理欄※

1点	<input type="checkbox"/> 免 ( 経 ) ・バ ・ マ <input type="checkbox"/> 住 写 ・ 特 ・ 在 <input type="checkbox"/> 障 手 ・ 他 (      )
2点	<input type="checkbox"/> 保 ・ 後 ・ 年 <input type="checkbox"/> 住 ・ 介 <input type="checkbox"/> 他 (      )
権限確認	<input type="checkbox"/> 委 ・ 戸 籍 ・ 社 員 証 <input type="checkbox"/> 資 格 証 明 書 ( 補 助 者 ) <input type="checkbox"/> 他 (      )

**Seal Registration Certificate.**

\* Whose certificate do you need? Please show your seal registration card.

seal registration card number	Name / Date of birth	Address	Number of Sheets Needed
	<input type="checkbox"/> Same as Applicant ( Y      M      D )	<input type="checkbox"/> Same as Applicant	sheet(s)
	<input type="checkbox"/> Same as Applicant ( Y      M      D )	<input type="checkbox"/> Same as Applicant	sheet(s)

Reregistration Fee 300yen/seal ①      件      300yen/sheet ②      通      小 計 ( ① + ② )      円

**Copy of a Resident Record (\*If you do not circle "Individual Number ('My Number')", your Individual Number will not be shown on the certificate.)**

\* Whose certificate do you need? (If you are a proxy, Letter of attorney is needed.)

<b>Address</b> <input type="checkbox"/> Same as Applicant		
Please check the certificate which you need.	Name / Date of birth	Number of Sheets Needed
<input type="checkbox"/> Copy of a Resident Record (Whole Household)	<input type="checkbox"/> Same as Applicant ( Y      M      D )	sheet(s)
<input type="checkbox"/> Copy of a Resident Record (A Part of Household)	<input type="checkbox"/> Same as Applicant ( Y      M      D )	sheet(s)
<input type="checkbox"/> Certificate of Items Listed on a Resident Record (Whole/A Part)	<input type="checkbox"/> Same as Applicant ( Y      M      D )	sheet(s)
<input type="checkbox"/> Copy of a Eliminated Resident Record (Whole/A Part)	<input type="checkbox"/> Same as Applicant ( Y      M      D )	sheet(s)
<input type="checkbox"/> Other Certificate (      )	<input type="checkbox"/> Same as Applicant ( Y      M      D )	sheet(s)

**Additional Items \* Please circle any items you need.**

<b>Japanese resident</b>	1. Family Register (Honseki)      2. Relationship to the householder 3. Individual Number ("My Number")      4. Not Necessary      5. (      )
<b>Foreign resident</b>	1. Nationality      2. Relationship to the householder      3. Individual Number ("My Number")      4. Not Necessary 5. Status, etc. (※Status/Period of Stay/Date of Expiration • Mid to Long Term Resident/Special Permanent Resident • Your card number will be shown on the certificate.)

**Reason for the application.**

<input type="checkbox"/> Driving License (運転免許証) <input type="checkbox"/> Employment Purposes (就職) <input type="checkbox"/> Unemployment Benefits (失業給付) <input type="checkbox"/> Pension (年金) <input type="checkbox"/> Applying for Permission to Reside in Japan, etc. (在留資格等の申請)	<input type="checkbox"/> Passport (パスポート) <input type="checkbox"/> Visa (査証) <input type="checkbox"/> The Other (その他) (      )  Place of submission (提出先)
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300yen/sheet      小 計      通      円

受 付	作 成	点 検 ( : )	交 付 決 定	交 付

合計金額	領収印
円	:

## **Notes on Application for Copy of a Resident Record, etc.**

### **1 Proxy authority confirmation documents (Letter of attorney)**

If a proxy / attorney for the applicant makes an application at the counter, a proxy authority confirmation document (letter of attorney) to prove authority is required.

### **2 Document to prove identification**

A person who makes an application at the counter needs to present documents to prove his/her ID (within expiration date).

#### **To obtain a Seal Registration Certificate**

One item of either A or B from the following Example of ID Documents needs to be presented.

#### **To obtain a Copy of a Resident Record**

One item of A or Two items of B from the following Example of ID Documents need to be presented.

##### **Example of ID Documents**

###### **A**

- Individual number ("My number") card
- Residence card
- Special permanent resident certificate
- Driving license (Driver's career certificate)
- Basic resident register photo card
- Physical disability/intellectual disability certificate

###### **B**

- Health insurance card
- Older senior citizen's medical insurance card
- Pension book
- Pension Certificate
- Basic resident register card
- Long-term care insurance card
- Medical expenses receipt certificate
- Employee ID card
- Student ID card, etc.

### **Notification System**

When certificates such as a copy of a resident record are issued to a proxy or third party, a notification of the issuance to the person who registered to this service in advance will be sent. This system aims to prevent fraudulent applications for a copy of a resident record, etc. and violation of human rights by fraud.

To receive notifications, you need to register for the service in advance. Please ask for details at the counter.

\* If you have any questions, please ask the Citizens' Section.