

To: The Mayor of Ashiya City **Seal Registration Certificate Copy of Resident Record Application**

番号 () 時間 (:)
印登 戸 広域戸 税 ()

Ashiya City has implemented a personal notification system.
 (Please turn over for notes on completing this form)

年(year) 月(month) 日(day)

Note: Please fill in the bold-framed sections. (Please do not use erasable ballpoint pens)

Person visiting the counter (Applicant)	Name	Date of birth (Y M D)		
	Address	TEL - -		
	Relationship	Please check the applicable box. <input type="checkbox"/> Self <input type="checkbox"/> Member of the same household <input type="checkbox"/> Proxy (letter of attorney required) <input type="checkbox"/> Other ()		

市役所処理欄

1点	<input type="checkbox"/> 免(経) ・バ <input type="checkbox"/> マ ・特 ・在 <input type="checkbox"/> その他 ()
2点	<input type="checkbox"/> 資 ・後 ・年 ・介 <input type="checkbox"/> 他 ()
権限確認	<input type="checkbox"/> 委 妻 : OK <input type="checkbox"/> 戸 <input type="checkbox"/> 職証 <input type="checkbox"/> 社証 <input type="checkbox"/> 資格証明書(補助者) <input type="checkbox"/> 他 ()

Note: If someone other than the individual concerned or a member of the same household requests a certificate of residence that includes the Individual Number (My Number), it cannot be issued over the counter. It will be mailed to the individual at a later date.

Contact number of requester () - -

Whose certificate do you need? Please show your seal registration card.
 (Presentation of the seal registration card is required! A letter of attorney is not required even for proxies.)

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

再登録料 ① 300円 ② 1通 ③ 300円 ④ 小計 (①+②) 円

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

Note: If you require a copy of a resident record from outside Ashiya City, please use the "Application Form for Issuance of Copy of Resident Record (Wide-area Issuance)."

Copy of Resident Record	Address	<input type="checkbox"/> Same as Applicant		
	Please check the certificate which you need.		Name/Date of birth	Number of sheet needed
	Note: If you are a single-person household, please use this section.		<input type="checkbox"/> Same as Applicant (Y M D)	sheet(s)
	<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 the Resident Record* All members (Number of household members) / Single individual	<input type="checkbox"/> Same as Applicant	(Y M D)	sheet(s)
<input type="checkbox"/> Copy of an Eliminated Resident Record Note: Resident records removed due to moving out, death, etc. All members (Number of household members) / Single individual	<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)	

Printed Items	Additional items *Please circle any items you need.			
	Japanese resident	1. Family Register (Honseki) 2. Relationship to the householder 3. Individual Number ("My Number")	Foreign resident	1. Nationality 2. Relationship to the householder 3. Individual Number ("My Number") 4. Omit all 5. All items in the lower section
	4. Omit all 5. ()		6. Status of residence, period of stay, and expiration date of period of stay 7. Mid- to long-term resident, Special permanent resident 8. Residence card number, etc.	

Note: For those requesting a certificate of recorded matters including permanent domicile, do you want only the prefecture name to be printed? (記載事項証明書 本籍入り 都道府県名のみ希望有無) Yes / No

If you require a history of your addresses, etc., please fill it in. (必要な住所履歴)
 (Note: Please note that not all requested history items may be included.)

Reason for application Note: A certificate of residence that includes the Individual Number (My Number) may only be used for specific procedures and cannot be used for any other purpose.

<input type="checkbox"/> Driving License (運転免許証) <input type="checkbox"/> Employment Purpose (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"/> Other (その他) () Place of submission (提出先)
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Note: Important notes are provided on the reverse side. 300円 小計 通 円

受付	作成	点検	審査	交付
		(:)		(:)

合計金額	領収印
円	

Note: Certificates cannot be replaced after issuance. Please carefully review your application details.

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

1. Description of the reason for request

- (1) If requesting for the exercise of rights or fulfillment of obligations
Please provide detailed information on the reason and details of the rights or obligations and the reason confirmation of the items recorded on the resident record is necessary for exercising the rights or fulfilling the obligations.
- (2) If requesting for submission to a national or local government agency
Please state the name of the national or local government agency to which the resident record, etc. will be submitted.
Also state the reason submission to that agency is required.
- (3) If requesting for other reasons
Please state the purpose and method of use of the items recorded on the resident record and the reason such use is necessary.

2. Regarding requests for issuance by persons other than the individual (third parties)

You will be required to clarify the purpose of use and the reason for use of the copy of the resident record, etc., and present or submit supporting documents.

3. 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. Even if documents confirming proxy authority (letter of attorney) are submitted, if deemed necessary, we may confirm this authority by contacting the requester by telephone or other means.

4. Penalties

If a resident record, etc. is obtained by false or other improper means, a fine (up to 300,000 yen) may be imposed.

5. Documents for identity verification

The individual applying needs to present documents to prove his/her ID (must be within expiration date).

〈To obtain a Seal Registration Certificate〉

One item of either A or B from the following【Examples of Identity Verification 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 【Examples of Identity Verification Documents】 needs to be presented.

[Examples of Identity Verification Documents]

A

- Individual Number ("My Number") Card, Driving license / Driver's Career Certificate,
- Special permanent resident certificate, Residence Card,
- Physical Disability/Intellectual Disability Certificate, Rehabilitation Handbook, Passport, etc.

B

- Health Insurance Eligibility Certificate, Medical Care Eligibility Certificate for the Elderly,
- Pension Book / Pension Certificate / Basic Pension Number Notification,
- 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 issuance to the person who has registered for this service in advance will be sent.

This system aims to deter fraudulent applications for copies of resident records, etc. and prevent human rights violations resulting from improper acquisition.

Those who wish to receive notifications must apply for registration in advance.

For details, please check the Ashiya City website using the QR code on the right or inquire at the service counter.



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