

Application Form to Issue Family Register (by mail)

Date: (YY) (MM) (DD)

Legal Domicile (on your family registration)			
Name of HITTOSHA (the first person listed on the family register)			(Date of Birth) (YY) (MM) (DD)
Applicant's Information	Address		
	Full Name		
	Relationship to the person whose document you are requesting.		Contact Tel (must be a day-time contact number)

※For ID verification purposes, please attach a copy of your driver's license, passport, or other document.

Family register or certificate needed	Family Register 戸籍	<i>Koseki Tohon</i> 戸籍謄本 【all members listed】	¥ 450	_____ copy
		<i>Koseki Shohon</i> 戸籍抄本 【individual person listed】	¥ 450	_____ copy
	Previous Family Register 改製戸籍	(Showa Period · Heisei Period) All Members · Individual	¥ 750	_____ copy
	Family Removal 除籍	All Members · Individual	¥ 750	_____ copy
	Address History 附票	(complete · partial) All Members · Individual	¥ 200	_____ copy
		Identification	¥ 200	_____ copy
	OTHER (Certificate of Information Recorded記載事項証明書, Acceptance of Notification Certificate受理証明書, etc.) Type of notification () Date submitted () Purpose of the requested document (please be as detailed as possible.)		Please contact us.	_____ copy

Issuance Fee (from inside Japan: Fixed Amount Money Order 定額小為替 / from abroad: International Reply Coupon)

Enclosed Amount: JPY

- ※ If the legal domicile and/or HITTOSHA are not entered accurately, we may not be able to issue the requested register. Please check your residence record in advance.
- ※ The HITTOSHA on a family register will never change, even if they have passed away.
- ※ The return address must be a registered address that is on the identification document you provide, or the address written on the address history.

【IMPORTANT】

You can be fined up to ¥300,000 if you acquire issued documents by means of fabrication or any other acts of fraud. (Article 133 of the Registration Law)

ID Verification Required with the Revision of the Basic Resident Register Law and Registration Law

The Basic Resident Register Law and Registration Law has been partially revised as of May 1, 2008 in order to prevent unrelated persons from acquiring registrations and certificates through fraud, and to protect the privacy of individuals.

Due to this revision, a copy of the applicant's driver's license, passport, residence card (with or without a picture), or health insurance card is required for applications sent in by mail to issue family registers, residence records, and etc.

Please note that registers and certificates cannot be issued if the applicant cannot provide documents to verify their identification. If you have any questions, please contact us in advance.

When you send an application through mail, please include the following:

※The process will take approximately 10 days by mail. If you are in a hurry please use express mail.

① The Application Form

※You can also send a request in writing on white paper or stationary, including all the necessary information required.

② A Return Envelope:

From inside Japan-Please put a postage stamp on it. (Also write your name and address on it.)

<Domestic Postal Fees for return envelope (as a reference)>

Standard Mail (up to 25g) ¥84 Express Mail ¥374(¥84+¥290 express fee)

Standard Mail (up to 50g) ¥94 Express Mail ¥384(¥94+¥290 express fee)

※ The weight may differ depending on the requested number of documents. If the postage stamp on the return envelope does not cover the cost, please pay the deficit upon delivery.

From abroad-Do not put postage stamps. Instead, enclose the "International Reply Coupon" for the amount required as a return fee.

※ **As a general rule, the return address should be the one entered on your residence record. Please use the address that is on your ID documents or address history.**

③ Issuance fees (※We do not accept cash):

From inside Japan- Please purchase the necessary amount of "Fixed Amount Money Order (定額小為替)".

From abroad-Please purchase the necessary amount of "International Reply Coupon". Make sure it is not expired. You can get your certificate mailed by air mail or EMS. Please specify your choice (air mail or EMS) and enclose the appropriate amount of "International Reply Coupon" equivalent to the total issuance fee amount for the number of the copies (see the issuance fee chart for each type of certificate).

※Postage stamps and revenue stamps are separate from issuance fees.

※Please enclose a small extra amount of "International Reply Coupon" as the exchange rate can change daily. The difference will be returned to you in Japanese stamps, not cash.

④ A copy of your ID.

※Passport, resident card, driver's license, my number card, or health insurance card, etc.

※ **If someone is applying on your behalf, please provide a power of attorney (a letter written by you that authorizes the person to apply on your behalf).**

<Information to be included in the letter of proxy>

① Your representative's full name and address. ②The type of register/certificate you are requesting.

③ The purpose of the application and where it will be submitted.

④ Your full name, address ⑤A copy of Your representative's ID (passport or driver's license)

Please send the application or any inquiries to:
Okinawa City Hall
c/o City Residential Division Mail Administrator
26-1 Nakasone-Cho,
Okinawa-City, Okinawa-Ken
JAPAN 904-8501
TEL: 098-939-1212 (ext. 3119)