

Requesting family registrations or certificates to be sent overseas:

In order to request registrations or certificates by mail from overseas, you must prepare and send the following:

1. Application Form
2. Return Envelope
3. **International Postal Money Order (Not Postal Money Order)**

We charge a stamp fee (which depends on where you are located, the weight and kind of mail) and a registration/certificate issuance fee. We do not accept cash or check, only International Postal Money Order. If you overpay, we will reimburse the overpayment by paying for the return postage stamp from Japan (Warning! We cannot reimburse overpayments with cash or money orders. Please try to pay the exact amount.)

<u>Family Register</u>	Full Register	• Extract:	¥450
<u>Family Removal</u>	Full Register	• Extract:	¥750
<u>Previous Family Registration</u>	Full Register	• Extract:	¥750
<u>Marriage</u>			
• Certificate of Information Recorded (Includes filed attachments):			¥350
• Acceptance of Notification Certificate:			¥350
<u>Birth</u>			
• Copy of Notification (Includes filed attachments):			¥350
• Acceptance of Notification Certificate:			¥350

4. A previous copy of the notification or certificate if available (this will help make the return process faster).
5. Proof of relationship between you and the head of household (e.g. a copy of the parents' marriage certificate or your birth certificate, etc.) and a copy of your ID (e.g. passport, driver's license, etc.) are necessary.

***NOTE**

Mailing the requested documents overseas may take time. Please request the documents ahead of time.

Okinawa City Office City Residential Division

26-1 Nakasone, Okinawa City, Okinawa, Japan 904-8501

We are open Monday through Friday from 8:30-17:15 (not including 12:00-13:00). If you have any questions, please call 098-939-1212 (EX 3121).