

Registrations and Visas

Important Documents

The Residence Card (Zairyū Kādo 在留カード)

If you enter Japan via Narita, Haneda, Chubu, or Kansai airport, then you will have a card made for you at Immigration. If you come into Japan via another airport, then you will receive a temporary landing verification stamped in your passport, and you will have a Residence Card mailed to you after registering at your local municipal office.

You must carry your Residence Card with you at all times.



The Individual Number “My Number” System (Kojin Bangō 個人番号)

Starting October 2015, all individuals residing in Japan for the mid-to long-term status will be issued an individual number in conjunction with the introduction of the Social Security and Tax Number System. Individual numbers are unique to each holder (similar to a social security number) and can be used for procedures at municipal offices, etc. Your municipality will mail an envelope to your residence (at the address registered therewith), containing a “Notification Card” with your Individual Number printed on it.

If desired, “Individual Number Cards” can also be issued upon completion of the application provided with the Notification Card. Individual Number Cards also serve as an ID card bearing your Individual Number. Please handle your Individual Number with care to avoid illegitimate use.



Basic Resident Registration System

Starting July 9, 2012, Alien Registration Cards are no longer issued by municipalities in Japan (such as Urasoe City Hall). Instead, foreign nationals residing in Japan for the mid-to long-term status are eligible to receive a Residence Card upon landing in Japan, and are then required to register their address at their local municipality office. Special Permanent Residents with Alien Registration Cards may visit City Hall to update to a Residence Card.

Who does this apply to?

Status	Details of Status
1. Medium to Long Term Resident (Persons holding a Residence Card)	Foreign nationals granted a status of residence <u>other than</u> the following: 1) those granted permission to stay for less than 3 months; 2) persons with temporary visitor/ diplomat/ official visa status.
2. Special Permanent Resident (Persons holding Special Permanent Resident Certificates)	Persons recognized as Special Permanent Residents under the Special Act on Immigration Control.
3. Persons who may continue to stay transitionally in Japan by birth	Foreign nationals who are born in Japan to foreign parents. Such persons may continue to stay in Japan up to 60 days without acquiring a status of residence.



Registration of Residency

(Jūminhyō Tōroku 住民票登録)

Responsible Organization: **Citizens' Affairs Section** (Shimin-ka 市民課)
 Urasoe City Hall, 1st Floor
 Telephone: (098) 876-1234 (ext. 3065)

Those who have received a Residence Card (or temporary stamp) at a point of entry are asked to visit their city's municipal office with their residence card/ stamp, and notify the Ministry of Justice where they live. Upon visiting city hall, you will be entered into the city's Basic Resident Registration System alongside native residents as part of the new foreign residency system. Foreign nationals will have a Certificate of Residence made for them at the local municipality in which they reside, just as is done for Japanese nationals. Please note that all registrations done at City Hall are free of charge; however, printed copies of each certificate comes with a nominal fee.

Types of Residential Certificates

Type of Application	Period of Application	Applicant	Necessary Documents
Notification of Moving In (Tenyū Todoke 転入届) For those moving into Urasoe from overseas or another municipality	Within 14 days of moving in	Member of Household or person to be registered	1. Personal Identification (Residence Card, Passport, Driver's License, etc.) 2. Residence Card or Stamp 3. Passport (required in the absence of a Residence Card) 4. Personal Seal (Signatures OK) 5. Notification of Moving Out (if available) 6. Notification Card or Individual Number Card (if available) 7. Individual Number Card or Basic Resident Registry Card (if available) Additional Documents - Letter of Proxy (for proxy applicants) ① - Consent Form (if a registered person lives in the same household) ② - Certificate of relationship between head of household and person to be registered (if head of household is a foreign national) - National Pension Book (for those in the National Pension Program)
Notification of Moving Out (Tenshutsu Todoke 転出届) For those moving out of Urasoe	Within 14 days of moving out	Member of Household or person to be registered	1. Personal Identification (Residence Card, Passport, Driver's License, etc.) 2. Personal Seal (Signatures OK) 3. Notification Card or Individual Number Card (if available) Additional Documents - Letter of Proxy (for proxy applicants) ①
Notification of Change of Residence (Tenkyō Todoke 転居届) For those changing residence within Urasoe City	Within 14 days of changing residence	Member of Household or person to be registered	1. Personal Identification (Residence Card, Passport, Driver's License, etc.) 2. Residence Card 3. Personal Seal (Signatures OK) 4. Notification Card or Individual Number Card (if available) 5. Basic Resident Registry Card (if available) Additional Documents - Letter of Proxy (for proxy applicants) ① - Consent Form (if a registered person lives in the same household) ② - Certificate of relationship between head of household and person to be registered (if head of household is a foreign national)

① The letter of proxy must be written or typed by the person to be registered

② The registered individual must fill out the consent form. (Confirmation via phone will be accepted during the registration process.)

For any other changes (name, nationality, etc), please notify the bureau below within 14 days of the change.

Fukuoka Regional Immigration Services Bureau Naha District Immigration Office

(Fukuoka Shutsunyūkoku Zairyū Kanri-kyoku Naha-shi-kyoku 福岡出入国在留管理局那覇支局)

Address: 1-15-15 Higawa Dai-ichi Chihō Gōdōchōsha, Naha, Okinawa 900-0022

Telephone: (098) 832-4185



Registration of Marriage

(Kon-in Todoke 婚姻届)

Responsible Organization: **Citizens' Affairs Section** (Shimin-ka 市民課)
Urasoe City Hall, 1st Floor
Telephone: (098) 876-1234 (ext. 3064)

Marriages Performed in Japan (Nihon-nai no Kekkon 日本内の結婚)

To be legally married in Japan, you must register the marriage with your embassy or consulate and with the municipal office in the city or town where you live. The registration service is free of charge, but there is a nominal fee for your Marriage Certificate.

Necessary Documents

- **Marriage Registration Form** completed in Japanese and signed by two witnesses. (Forms are available at City Hall.)
- **Copy of family register** for Japanese party. (Unnecessary when registering in permanent domicile)
- **Affidavit of Eligibility** (foreign national party). Affidavits are to prove that you can be legally married in your home country. Please obtain one from your consulate or embassy.
- **Japanese translation of the Affidavit of Eligibility** with the translator's signature or stamp. Affidavits may be translated by anyone proficient in Japanese.
- **Proof of nationality** (Passport, Birth Certificate, Residence Card, etc.)

In the case of countries that do not issue Affidavits, another document will be required in its place. Instead, a (1) copy of the laws in the foreign national's home country with a reference to the source with a Japanese translation and (2) proof of identity issued by the foreign national's home country, such as a passport, ID or registration card, or birth certificate with Japanese translations may be submitted. Please note that cases where the applicant cannot provide an Affidavit of Eligibility will take extra time.

Notes

- Remember that under Japanese law, marriage within 100 days of a divorce is illegal for women.
- Marriage Registration is required even for Status of Forces Agreement (SOFA) personnel.

Marriages Performed Outside of Japan (Nihon-gai no Kekkon 日本外の結婚)

You must also register the marriage with the municipal office in the city or town where you live if you marry a Japanese national overseas. Please note that marriages between foreign nationals performed outside of Japan will not be recorded in Japan.

Necessary Documents

- **Marriage Registration Form** (with signature from Japanese party)
- **Copy of family register** (Japanese party)
- **Marriage Certificate** issued by a public authority in the country where the marriage was registered (original document)
- **Japanese translation of Marriage Certificate**
- **Proof of nationality** (Passport, Birth Certificate, Residence Card, etc.)

Note that all documents in foreign languages must be accompanied by a translation in Japanese, with the translator's signature or personal seal. The translation may be done by the applicant. Original documents submitted in the application process will not be returned.

Marriage Certificates (Kon-in Juri Shōmei-sho 婚姻受理証明書)

After assembling the necessary documents and registering your marriage, you may purchase a Marriage Certificate (kon-in juri shōmeisho 婚姻受理証明書). The price is ¥350 for a Standard Certificate and ¥1,400 for a Decorative Certificate. The Decorative Certificate includes the names of the witnesses to the marriage registration, whereas the Standard Certificate does not.



Registration of Divorce

(Rikon Todoke 離婚届)

Responsible Organization: **Citizens' Affairs Section** (Shimin-ka 市民課)
Urasoe City Hall, 1st Floor
Telephone: (098) 876-1234 (ext. 3064)

If either party is a Japanese national, then the divorce will be established in Japan upon submitting the divorce notification form at the Citizens' Affairs Section. If both parties are foreign nationals, then the divorce will not be established upon submitting the notification form at the Citizen's Affairs Section.

Complete and submit the divorce notification form at the Citizens' Affairs Section. This form must be signed or stamped with a personal seal by both parties showing their full consent, and witnessed by two people over 20 years of age. If both parties are in agreement, then registering a divorce in Japan is relatively simple. However, depending on the laws of your home country, the process can become very complicated.

You are advised to consult with the relevant embassy or consulate in order to determine what is required. Even if a divorce becomes effective in Japan, be sure to obtain official recognition in your home country.

Necessary Documents

- Divorce Notification Form (with signatures from both parties and 2 witnesses)
- Copy of family register for Japanese party (Unnecessary when registering in permanent domicile)
- Copy of residence certificate for Japanese party

Registration of Newborn Children

(Shusseido 出生届)

Responsible Organization: **Citizens' Affairs Section** (Shimin-ka 市民課)
Urasoe City Hall, 1st Floor
Telephone: (098) 876-1234 (ext. 3064)

If you give birth in Japan, notify your embassy or consulate and apply for a passport as soon as possible.

Births must be reported within 14 days to the Citizens' Affairs Section of City Hall. This will enable you to receive a "Certificate of Acceptance of Birth Registration" (shusseido juri shōmeisho 出生届受理証明書).

Necessary Documents

- Newborn Child Notification Form
- Birth Certificate (from the hospital)
- Mother and Child Health Handbook

Notes

Parents who are enrolled in the National Health Insurance Plan are required to report the birth to their health plan as well if they want to receive a maternity allowance that defers some of the costs of childbirth.

Applying for Status of Residence (Zairyū Shikaku Shinsei 在留資格申請)

If your child will stay in Japan for more than 60 days after birth, you must apply on their behalf for Status of Residence at the Fukuoka Regional Immigration Services Bureau Naha District Immigration Office within 30 days. Note that this application process does not take place at City Hall.

Necessary Documents

- Certification of Birth (Certificate of Acceptance of Birth, Mother and Child Health Handbook etc.)
- Status of Residence Application (available at the Immigration Bureau)
- Questionnaire (available at the Immigration Bureau)
- You may also be asked to provide an Employment Certificate (koyō shōmei-sho 雇用証明書) and Earnings Statement (gensen chōshū hyō 源泉徴収表) to prove that you are working in accordance with your visa status. There may be different requirements depending on your status of residence.

Fukuoka Regional Immigration Services Bureau Naha District Immigration Office

Address: 1-15-15 Higawa Dai-ichi Chihō Gōdōchōsha, Naha, Okinawa 900-0022
Telephone: (098) 832-4185



Registration of Death

(Shibō Todoke 死亡届)

Responsible Organization: **Citizens' Affairs Section** (Shimin-ka 市民課)
Urasoe City Hall, 1st Floor
Telephone: (098) 876-1234 (ext. 3064)

Deaths in Japan must be reported to City Hall within 7 days after the death becomes known. Please also report the death to the embassy or consulate of the deceased's nationality and return the deceased's Residence Card to the Immigration Bureau.

Necessary Documents

- Death Notification Form
- Death Certificate (from hospital)

Personal Seal Registration

(Inkan Tōroku 印鑑登録)

Responsible Organization: **Citizens' Affairs Section** (Shimin-ka 市民課)
Urasoe City Hall, 1st Floor
Telephone: (098) 876-1234 (ext. 3065)

About Inkan

In Japan, personal seals (inkan 印鑑 or hanko 判子) are traditionally used instead of signatures. Although institutions increasingly allow foreigners to use their signatures, personal seals are still very handy for life in Japan. They can be made to order at stores all over Okinawa. In most cases, you can purchase an ordinary personal seal (mitome-in 認印) and begin to use it. Mitome-in can be used at banks, at work, and for city-related documents.

A formal personal seal (jitsu-in 実印) registered at City Hall may be required to buy a white-plate car, and for various other procedures. Jitsu-in are considerably more expensive than mitome-in. If you are told you need a registered personal seal, please bring the seal you wish to register as well as your residence card or passport.

Personal Seals that CANNOT be Registered

- Seals that are smaller than 8mm or larger than 25mm
- Seals that are engraved with a name other than your first or last name
- Seals that are made of rubber or plastic
- Seals that have a border more than 1/4 the size of the whole seal or chipped in 2 or more areas

Nicknames are generally not acceptable for formal personal seals; however, you may register a nickname if and only if the nickname is registered alongside your real name on the Proof of Seal Registration. Because there are no regulations regarding personal seals, it is recommended to use your real name.

Notes on Personal Seals

- The application form is available at City Hall for a nominal fee
- You require proof that the name on the personal seal is one you actually use. For example, you could use your bank book or ATM card, health insurance card, car registration, medical cards, mail addressed to you, etc. Without this proof, only the romanized version of the name, as it appears on your passport, will be allowed. With the above proof, the katakana version of the name will also be allowed. As a general rule, Chinese and Korean residents are asked to create jitsu-in using Chinese characters (kanji 漢字), though providing one of the forms of proof listed above would theoretically make one eligible to use katakana if desired.
- Personal seals cannot be registered to more than one person.



Visa Issues

Responsible Organizations: **Fukuoka Regional Immigration Services Bureau Naha District Immigration Office**
Address: 1-15-15 Higawa Dai-ichi Chihō Gōdōchōsha, Naha, Okinawa 900-0022
Telephone: (098) 832-4185

Kadena Immigration Branch Office (Kadena Nyūkoku Kanrikyoku 嘉手納入国管理局)
Address: Rotary Bldg #1, 290-9 Kadena, Kadena-cho, Nakagami-gun, Okinawa 904-0203
Telephone: (098) 957-5252

Re-entry into Japan (Sai-nyūkoku 再入国)

The Residence Card has also replaced the previously used system of re-entry permits. Foreign nationals in possession of a valid passport and residence card who will be re-entering Japan within 1 year of their departure to continue their activities in Japan are not, in principle, required to apply for a re-entry permit.

When you leave Japan, be sure to present your residence card and tick the column indicating your intention of departure by the Special Re-entry Permit System on an ED card for Special Re-entry Permit.

Foreign nationals who have departed from Japan on a special re-entry permit will not be able to extend that permit while abroad. Please note that such foreign nationals will lose their resident status if they fail to re-enter Japan within 1 year of their departure.

The special re-entry permit system does not apply to those falling under any of the following:

- Those whose resident status is in the process of revocation
- Those whose confirmation of departure is suspended
- Those who have received a written detention order
- Those who are in the process of a refugee application and staying with the resident status of "Designated Activities"
- Those who are specified by Japan's Ministry of Justice to be a threat to Japan's national interests or public order, or for other good reasons to be in need of a re-entry permit for the sake of fair control of entries and departures

The maximum validity period of a re-entry permit issued after implementation of the new system (July 9, 2012) is to be "5 years," instead of "3 years."

Permission to Engage in Activities Not Specified By Your Visa (Shikaku-gai Katsudō no Kyoka 資格外活動の許可)

You must apply for this when you wish to engage in a secondary or temporary remunerative activity that is not covered by your present resident status but does not require a formal change of status.

Necessary Documents

- Application Form (along with duplicate)
- Materials explaining the nature of the activity in which you will be engaged (e.g. contract of employment, etc.)
- Materials explaining the nature of your current activities (e.g. enrollment certificate)
- Residence Card

Foreign Consulates in Okinawa

Consulate	Address	Postal Code	Telephone
Bolivian Consulate	1985-1 Gusukuma, Urasoe	901-2133	(098) 877-0021
Brazilian Consulate	1-15-5 Izumizaki, Naha Yamazato Building 1F	900-0021	(098) 867-3304
Croatian Consulate	3-9-10 Makishi, Naha	900-0013	(098) 864-1613
French Consulate	2-4-1 Takara, Naha	901-0145	(090) 1949-4041
German Consulate	586-15 Kouchi, Nakamigun, Nishihara	903-0116	(098) 945-7678
Laotian Consulate	1-26-6 Uehara, Nakamigun, Nishihara	903-0125	(098) 944-4880
Latvian Consulate	1-8-50 Yorimiya, Naha	902-0064	(098) 832-5023
Nicaraguan Consulate	727 Uebaru, Naha	901-0153	(098) 987-0841
Peruvian Consulate	112-1 Asahi, Naha	900-0029	(098) 868-6844
Philippine Consulate	2-35-1 Aragusuku, Ginowan Alsoa Building 2F	901-2201	(098) 892-5486
Thai Consulate	1-35 Sakiyama, Shuri, Naha	903-0814	(098) 885-1534
Taiwan (TECRO)	3-15-9 Kumoji, Naha	900-0015	(098) 862-7008
U.S. Consulate	2-1-1 Toyama, Urasoe	901-2104	(098) 876-4211

