

1. Notifications (birth, marriage, divorce, moving in, change of address, etc.) and Certifications (residence record, etc.)

To request family registration (birth certification, etc.), residence registration (change of residence, etc.) or copies of residence registration (Juminhyo, etc.), please submit identification document, as residence card or driver's license.

■ Family Registration Notifications

Type	When to file	Who can file	Where to file	Required items
Birth notification	Within fourteen days of the birth; if the last day falls on a holiday, the next business day of the municipal office.	Father or mother	Temporary location (the person filing the notification), or the baby's birthplace	Birth notification form (medical doctor fills in the certificate section on the right side) <i>Mother and Child Health Handbook</i> Seal of the person filing the notification*
Death notification	Within a week of the time the death is confirmed (If the seventh day falls on a holiday, the next business day of the municipal office.)	A relative (living together or separately), housemate, etc.	temporary location (the person filing notification), or the place of death	Death notification form (Medical doctor fills in the certificate section on the right side) Seal of the person filing the notification*
Marriage notification	Anytime. Takes legal effect from the date of notification.	Both future husband and wife	Temporary location (the person filing notification)	Marriage notification form (bearing the seals and names [written in block letters] of two witnesses aged twenty or above) * Seals and names (written in block letters) of the husband and wife* In the case of minors, a parental consent form ★Depending on citizenship, in order for foreign citizens to issue the marriage certificate (translation to Japanese is necessary), it is necessary the confirmation of the family registration before.
Divorce notification	Anytime. Takes legal effect from the date of notification (in the case of arbitration/a court divorce, within ten days after the divorce is decreed)	Both parties to the marriage (in the case of arbitration/a court divorce, etc., the petitioner)	Temporary location (the person filing notification)	Divorce notification form (bearing the seals and names [written in block letters] of two witnesses aged twenty or above) * Seals of both the husband and wife* (in the case of arbitration/court divorce, the seal of the petitioner) ★In the case of arbitration, etc., documents such as the arbitration record, settlement, and judgment document are required. Since the documents to be submitted differ depending on nationality, please ask the Family Register Division for details.
Other notifications	Inquiries regarding procedures related to notifications of child acknowledgment, adoption, dissolution of adoption, stillbirth, etc., should be directed to the Family Register Division.			

*Only necessary for countries that use Chinese character name. The use of stamp is optional. Cannot use ink rubber stamps.

■ Notification of residence registration

Type	When to file	Who can file	Where to file	Required items
Notification of moving in	Within fourteen days of moving-in date	The person who moved in, a member of the same household in Yachiyo City (sharing the same residence record), or a proxy	Family Register Division, or branch offices	Certificate of moving out (issued by municipality of previous address) ★If moving from overseas, passport Residence card or special permanent resident certificate My number Card (if already issued) National Pension record book (if enrolled)
Notification of change of address (when moving)	Within fourteen days after the address change	The person who changed addresses, the head of the household at the new or old address, a member of	Family Register Division, or branch offices	Residence card or special permanent resident certificate Individual number card National Health Insurance card (if enrolled in the NHI program)

within Yachiyo City)		the same household at the new address (sharing the same residence record), or a proxy		
Notification of moving out	By the moving-out date	The person moving out, a member of the same household in Yachiyo City (sharing the same residence record), or a proxy	Family Register Division, or branch offices	National Health Insurance Card (if enrolled in the NHI program)
(change of household head, household split, merger, etc.)	Takes legal effect from the filing date	The person making the change, the head of the household, or a proxy	Family Register Division, or branch offices	National Health Insurance card (if enrolled in the NHI program; in the case of households merging, all NHI cards of the parties involved are required)

Notes:

1. When you apply for move notification, marriage certificate, birth certificate, or relationship confirmation document might be required.
2. If the person filing the notification is a proxy, a power of attorney from the principal is required.

■ Example of power of attorney

Power of Attorney
Proxy's address Name
I hereby authorize the person stated above as my proxy for application (request) procedures for _____.
Date Mandator's address Name and seal impression
To: Yachiyo City mayor



The person herself (the mandate) must write in block letters and stamp.

■ Issuance of Certificates (Copy of census register certificate, residence card and so forth)

Pick up by telephone reservation after the office closed (Available ※1 only), convenience store (Available ※2 only) and mail post. (The seal registration certificate cannot be sent by post.)

Type	Office	Fee	Request qualifications	Other
Certificate of all or part of the registered items in a family register※2	Family Register Division, branch office, or liaison office	One copy: ¥ 450	The person making the request, or that person's spouse or lineal kin (parent or child) Note: Request by proxy requires a power of attorney	If your legal domicile is outside Yachiyo City, submit your request to the municipal office administering your legal domicile.
Certificate of all or part of removed items in a family register		One copy: ¥ 750		
Copy of all or part of items of an old family register		One copy: ¥ 300		
Copy of supplementary family register (address history) ※1,※2				
Certificate of notification acceptance		One copy: ¥ 350	The person who filed a notification (request by proxy requires a power of attorney)	This certifies acceptance of a notification relating to a family register. If the notification was filed outside Yachiyo City, submit a request to the notification location.
Copy of residence record ※1,※2		One copy: ¥ 300	The person making the request, or members of the same household Note: Request by proxy requires a power of attorney.	If the person submitting a request belongs to a different household, even though he/she lives in the same house with the principal, a power of attorney from the principal is required.
Certificate of registered items in a residence record ※1				
Seal registration certificate ※2		Person who brings a seal registration card	Must be able to write the address, name and date of birth of the registrant on the application form.	

※Customer service request for documents other than a seal registration certificate require a personal ID such as a residence card.

※Obtaining them at convenience store requires national identity number card loaded with electric certificate for user certificate (Riyoushashoumeiyoudenshishoumeisho). Additionally, a copy of a census register certificate and a supplementary family register can be obtained by only the person him/herself or at convenience store the person with the same census register. Available from 6:30 to 23:00. (A copy of a census register certificate and a supplementary family register are available from 8:30 to 17:00). From December 29th to January 3rd or special work day (not decided day) cannot register.

2. Seal Registration

■Registration qualifications

Person above 15 years old registered in the Yachiyo Resident Basic Register.

※Underage persons need to have representative's authorization.

■ The following seals cannot be registered:

- (1) Those already registered by another person

- (2) Those that list items other than a name, such as an address, profession and qualifications
- (3) Those made of rubber or some other easily malleable material
- (4) Those whose impression fits within a square with sides 8 mm in length or whose impression does not fit within a square with sides 25 mm in length
- (5) Those without a frame, whose impression is not clear, or whose characters are difficult to read
- (6) Those with inverse carving (so that the parts corresponding to the characters are hollowed out)
- (7) Other types of seals considered unsuitable for registration

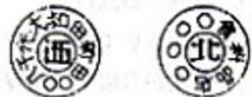
Seals that exceed 25 mm



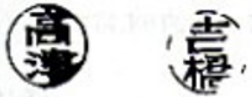
Seals 8 mm or smaller



Seals that list an address or trade name



Seals that are chipped or worn down, resulting in an unsuitable seal impression



- Place of application
Family register division, branch office
- Registration fee
300 yen

■ Seal Registration Procedure

Person filing application	What to bring	Issuance
Person himself/herself registering a seal	1. The seal to be registered	Same day
	2. Photo ID issued by a public office (residence card, permanent resident certificate, etc.)	
	3. When there are none of the two documents above, the person who holds the seal registration, becomes the guarantor. Stamp the registration stamp in the warranty column of the seal registration application. It is necessary to stamp in the guarantor column of the application and write the address, name, date of birth, etc. It is necessary to show a document proving the identity.	
	4. If you cannot bring any of the items listed in 2 or 3 above, we will mail you a written query and a reply form after receiving your application. Bring the completed reply form and a document establishing your identity (such as a health insurance card) within 30 days from the day following the query date.	Later date

Proxy	1. Power of attorney written by the registrant (bearing an imprint of the seal to be registered)	Later date
	2. The proxy's ID document	
	3. The seal to be registered	
	4. After receiving the application, we will mail a written query to you (registrant) with a reply form enclosed. Enclosed answer sheet, own handwritten power of attorney. Legal representative will be requested to bring the identification document, within 30 days.	

Note: The stamps in kanji can be registered for the one who registered the name in kanji or those who have them in the residence card or in the Special Permanent Residence Certificate.

For more information, contact the Family and Residence Registry Section.

3. Open on holidays

○As a general rule, the counter of the Family Registration and Residents Division is open every month on the second Sunday from 8:30 am to 12:00 am.