

Request Form for Certificate of Residence/Certificate of Registered Seal

1. Whose certificate(s) are needed?

Year	Month	Day
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Address	Zama		
Furigana		Date of birth	
Name (Previous name/common name)		Year	Month Day

2. Which certificate(s) are needed? The Seal Registration card, Zama Resident Card, or Basic Resident Registration Card must be attached to the request form. Otherwise, a Certificate of Registered Seal cannot be issued.

Certificate of Residence (Invalidated Residence Record) <small>* For Certificate of Invalidated Residence Record, only a certificate for part of the household can be issued.</small>	Entire household (all household members)	copy (copies)	Certificate of Registered Matters (Municipal form / Personal form)	Entire household (all household members)	copy (copies)
	Part of household (individual) <input type="checkbox"/> (Invalidated record)	copy (copies)		Part of household (individual)	copy (copies)
Certificate of Registered Seal	Write in the number on the Seal Registration card, Zama Resident Card, or Basic Resident Registration Card:		No		copy (copies)

3. Do the "Relationship/Name of the head of the household," "Registered domicile/Name of the head of the family," and other information need to be printed on the Certificate of Residence?

Check the box(es) of the item(s) that need to be printed on the certificate. <input type="checkbox"/> Relationship/name of head of household <input type="checkbox"/> Registered domicile/name of head of family <input type="checkbox"/> Other [] <input type="checkbox"/> My Number (Individual Number) <small>To include their My Number, write in information, such as where the certificate will be submitted to, in the space under 6. Purpose.</small>	Foreign national: check the box(es) of the item(s) that need to be printed on the certificate, if any. <input type="checkbox"/> Nationality/region <input type="checkbox"/> Residence information (residence status, period of stay, expiration date of stay) <input type="checkbox"/> Residence Card number, etc. <small>As a general rule, the "Relationship/Name of the head of the household, Registered domicile/Name of the head of the family, Nationality, etc." will be omitted if requested by a third party.</small>
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4. Who will use the certificate (Who is the requester)? If the requester falls under "Other," 6. Purpose must be filled in.

<input type="checkbox"/> Person himself/herself <small>*The items below may be omitted. If requesting a certificate of invalidated residence record, write in the current address if it is not the same as the address provided in 1.</small>	<input type="checkbox"/> Member of same household <small>*The address may be omitted.</small>	<input type="checkbox"/> Other <small>*A document to prove their authority of representation is required.</small>
Address/location of legal entity		
Name and date of birth/name of legal entity and name of representative	(Corporation seal)	Year Month Day

5. Who is filing the request at the counter today (who is in charge of the request)? If the requester falls under "Other," 6. Purpose must be filled in.

<input type="checkbox"/> Person himself/herself <small>*The items below may be omitted.</small>	<input type="checkbox"/> Member of same household <small>*The address may be omitted.</small>	<input type="checkbox"/> Other <small>*A document to prove their authority of representation is required.</small>
Address		
Name and date of birth		Year Month Day

6. Purpose If the qualification for requesting the certificate in 4. or 5. falls under "Other," describe where to submit the certificate and what the certificate will be used for in detail. In some cases, explanation documents may be required.

Leave the section below blank. A fine up to 300,000 yen will be imposed if you obtain a certificate by providing false information or by other unlawful means.

- 本人確認書類 【1点】 免 個番 旅 住B 在カ 障手 その他()
- 【2点】 住A 保険 年金 介護 医療 生保
- 診察 キャ 図書 学生 社員 その他()

委任状	受付	作成	交付	手数料
<input type="checkbox"/> 有				00円

印鑑番号の確認 作成者が確認後 すること

Documents and items required when a legal entity files a request

A. Confirmation of the details of the request

- Please ensure the following items are provided in the request.
 - Name of the legal entity
 - Name of the representative of the legal entity
 - Address of the principal office (main office, branch, service office, business office, etc.) of the legal entity
 - Name and address of the person who is in charge of the request
 - Name and address of the person who is the subject of the request
 - Purpose of the requested certificate (as detailed as possible)
- Please put an applicable seal from the following on the request in order to confirm that the legal entity wants to file the request:
 - Seal of the representative of the legal entity (the registered corporate seal or corporate seal the legal entity usually uses (square seal))
 - Personal or similar seal of the manager of the department that is in charge of the request from which the legal entity's organizational intention can be assumed reasonably.

B. Identity verification documents of the person who is in charge of the request

- We need to verify the identity of the person who is filing the request at the counter in 5.
- Please present a valid identity verification document with a face photo issued by a public agency, such as a My Number card, driver's license card, driving history certificate, passport, physical disability certificate, basic resident registration card (with a face photo), residence card, special permanent resident certificate, etc.
- If none of the above identity verification documents is available, multiple identity verification documents are required. Please present two or more identity verification documents (e.g., an insurance card and pension handbook).

C. Documents to confirm the relationship between the person in charge of the request and the legal entity the person belongs to

- We need to confirm that the person who is filing the request at the counter in 5. belongs to the legal entity that uses the certificate in 4.
- The person is the representative of the legal entity: the representative's certificate of qualification
- The person is not the representative of the legal entity:
 - A letter of attorney created by the representative or the person's employee identification card or certificate of employment issued by the legal entity

D. Explanation documents to confirm that Article 12(3) of the Residential Basic Book Act is applicable

- If the person who will use the certificate in 4. and/or the person who is filing the request at the counter in 5. is Other, documents to confirm that Article 12(3) of the Residential Basic Book Act is applicable are required. (e.g., If the reason is inheritance, duplicates of family registers that show the inheritance relationship)
- Documents to confirm the relationship between the requester and the person on the family register the certificate(s) are requested for.
 - The agreement between the two parties or a written pledge created by one of the two parties (one that clearly shows the name of the debtor and the amount of debt)
 - A certificate of debt balance or other documents that fully explains the purpose of use of the requested certificate(s) is justifiable.
- Documents to prove that payment or other obligation is late
 - A demand letter that was returned because the destination address is invalid or other document that proves that money has not been sent to the designated bank account, or other document that explains that the purpose of use of the requested certificate(s) is justifiable.

E. Confirmation of the name of the representative of the legal entity

- We may confirm that the name of the representative is the same as that of the representative, etc. of the legal entity.

The information provided above is quoted from the Guidelines on Handling Requests for Certificates of Residence Filed by Legal Entities for Enforcement of Claims or Fulfillment Obligations under Contracts, an administrative communication sent to the manager of the basic resident register section of each prefecture from Director of the Administration Improvement Division of the Local Administration Bureau of the Ministry of Internal Affairs and Communications on December 19, 2008.