

# Guidance for using the electronic certificate

※If you have included an electronic certificate ("an electronic certificate for signature" and "an electronic certificate for user identification") in the IC chip of the Individual Number Card, please refer to the following.

## 1. Use of electronic certificate

- ① An electronic certificate for signature is used when creating and sending an electronic document on the internet, etc.

(For example, electronic tax applications, e-Tax, etc.). The password is 6 to 16-digit alphanumeric characters.

- ② An electronic certificate for user identification is used when you login to the internet site and at the devices in convenience stores, etc. (For example, logging in to the myna portal, issuance of an official certificate at a convenience store). The password is a four-digit number.

- ③ When you use ①,② from your personal computer at home, you must have the following ready.

- (a) Install driver of "User client software" (※1) and (b) into your personal computer  
(b) Prepare an IC card reader-writer which is tested and listed (※2) , and connect to your personal computer.

※ 1 You can download from the Public Certification Service for Individuals for free (<http://www.jpki.go.jp/>).

※ 2 Please refer to the menu of the website.

## 2. Changing passwords, etc.

- ① Set the Individual Number Card to an IC card reader-writer and the electronic certificate is available by inputting the password that is set beforehand. Regarding the password, it is recommended that you regularly change it by using the software above ※1, etc.
- ② Please be reminded that the electronic certificate for signature will be locked if you enter an incorrect password 5 times consecutively in use of an electronic certificate for signature, while 3 times in use of an electronic certificate for user identification. To unlock, you will need to apply at the window of the municipal office that keeps your resident record.

### **3. Invalidation of the electronic certificate for signature due to moving, etc.**

When a change occurs in a name, or the address due to moving or marriage, the electronic certificate for signature will become invalid automatically from the fact that the description is different.

When you submit a notification of moving in or marriage registration, etc., please also apply for an issuance of a new electronic certificate for signature.

Since the electronic certificate for user identification does not include information such as your name and address, it will not be invalid by moving or marriage, etc.

### **4. Validity period and renewal of the electronic certificate**

- ① As a general rule the validity period of the electronic certificate will be up until the 5th birthday after the issuance day. However, if the validity period of the Individual Number Card has expired, the validity period of the digital certificate will also expire. In addition, there is a column at the front to note the validity period so please write it down or request one of the officials at the municipal office to write it down.

Regarding foreign residents, in case the period of stay is extended, after changing the validity period of the individual number card, a new electronic certificate can be issued upon request. At that time, please make sure to do the procedure within the validity period of the individual number card.

- ② You can renew the electronic certificate from three months before the expiry of the validity period. Please apply at the municipal office that keeps your resident record.

### **5. Voluntary cancellation or invalidation after a temporary suspension of the electronic certificate**

In case you wish to do a cancellation of the electronic certificate or invalidate after a temporary suspension, please apply for an electronic certificate revocation at the relevant window of the municipal office that keeps your resident record.

### **6. Others**

In addition to the above, information on the use of electronic certificates, are posted on the Public Certification Service for Individuals web portal (<http://www.jpki.go.jp/>), so please refer to it.