

Certificate of Residence (Jumin-hyo), Family Registry Records, Seal Registration Certificate Request Form

住民票・戸籍・印鑑証明書 交付申請書

To: Mayor of Komatsu/小松市長

平成 年 月 日

Requester (Person at counter)	Address	小松市 町 machi 番地 banchi		
	Name	Seal (Not required for own certificates)	Date of Birth	year month day
Official ID(Zairyuu Card, Driver License etc.) to be shown				

Whose certificate do you need?					
Copy of Resident Certificate / 住民票	Address/住所	<input type="checkbox"/> Same as requester/申請者と同じ 小松市 町 machi 番地 banchi		Relationship to Requester	
	Name	Date of Birth	Household Head	1 Same Person	
	<input type="checkbox"/> Same as requester/申請者と同じ		year.month.day	<input type="checkbox"/> Same as requester	2 Same Household
	To be included	1 Household Head • Relationship/世帯主・続柄		2 Nationality/国籍	3 Resident Status/在留資格
	Certificate of Residence	All household members	() copies household members	Reason for Request	
	Individual	copies			
	Johyo (Deletion)	copies			
	Kisai Jiko (Detailed) Certificate	copies			
4 Certificate Code/住民票コード 5 My Number/マイナンバー					

Whose certificate do you need?					
Family Register / 戸籍証明	Permanent residence (Honsekichu)	<input type="checkbox"/> Same as requester/申請者と同じ 小松市 町 machi 番地 banchi		Relationship to Requestor	
	Name/氏名	Date of Birth		1 Same Person 2 Spouse	
	<input type="checkbox"/> Same as requester/申請者と同じ		year.month.day	3 Family ()	
	Family register (koseki)	All members (謄本)	copies	Reason for Request	
		Individual (個人)	copies		
Original family register (Joseki)	All members (謄本)	copies			
	Individual (個人)	copies			
Detailed/Acknowledgement of acceptance		copies		4 Other ()	
※Needs proof of authorization					

Seal Registration Certificate / 印鑑証明	Registration Number	Address	Name	Date of Birth	Number of sheets
		<input type="checkbox"/> Same as requester/申請者と同じ 小松市 町 machi 番地 banchi	<input type="checkbox"/> Same as requester	year month day	sheet/s
		<input type="checkbox"/> Same as requester 小松市 町 machi 番地 banchi		year month day	sheet/s
		<input type="checkbox"/> Same as requester 小松市 町 machi 番地 banchi		year month day	sheet/s

本人確認等	1点	免・個・旅・住B・身・在・口説・()	住金額	戸金額	印金額	合計金額
	2点	保・年手・年証・介・後/診・通・キャッシュ・()				
	2点(戸)	保・年手・年証・介・後・()				
	権限書類	委任状・社員証・資格証明書・()	受付番号	受付	作成	交付
※There is a monetary fine if this form is filled in with false information or through wrongful means.						

Letter of Authorization (Proxy)

* The authorizing person must personally fill and sign this form

To: Mayor of Komatsu

平成 年 月 日
Year / Month / Day

Proxy (Person at Counter)

Address _____

Name _____

I hereby appoint the person listed above to have full authority to request and receive the confidential information listed here.

*** Please confirm the required identifications, and check them off below.**

Whose certificate do you need?	<input type="checkbox"/> Original Requester <input type="checkbox"/> Other (Name: _____)
Which certificate do you need?	<input type="checkbox"/> Certificate of Residence (Jumin-hyo) <input type="checkbox"/> Koseki • Joseki (Record/Update of Family Register) <input type="checkbox"/> Fuhyo (List of Changes to Family Register)
How many copies?	_____ copies (We will only provide the amount recorded here)

Principal (Person making the request)

Address _____

Name _____ 印
Seal

Take Note

1. The applicant must bring along identification documents (listed below) to the counter for proof.
* **One** of the following (documents with photo):
Driving License, Passport, Residence Card, Proof of Disability, My Number Card
* **OR two** of the following (documents without a photo):
Insurance Card, Pension Book, Pension Certificate, Medical Certificate etc.
2. The application may request for documentation proof, please provide them if necessary.
< Ex > Proof of parent-child relationship stated in a Family Register from other municipalities.
3. Some applications may require reasons and additional information during application.
< Ex > When unable to fill in the letter of authorization etc.
<Content Record> Reason for inability to fill in letter of authorization, Origin of rights or obligations, Reason of application etc.

Please feel free to contact us if you have any questions. (Weekdays 8:30~18:30) Municipal Services 0761-24-8065 South Branch 0761-44-2535 (Weekdays except Wed 9:30~19:00) Urara Branch 0761-23-2323
