

Certificate of Residence Request Form (For Individuals)

For Post
郵送

【個人用】住民票の写し等交付請求書

To the Mayor of Komatsu City (あて先) 小松市長

Date (y/m/d): 年 月 日

Applicant 請求者	Address 住所	〒 ー		
	Furigana フリガナ			
	Name 氏名	Date of Birth (y/m/d) 生年月日 年 月 日		
		※No. that can be contacted in the day (Home自宅・Mobile携帯・Company会社) ー ー		
Whose certificates? どなたの証明書が必要ですか	Address 住所	<input type="checkbox"/> Same as applicant (same/different household ※1) 請求者と同じ Komatsu City 小松市		
	Furigana フリガナ			
	Name 氏名	<input type="checkbox"/> Same as applicant 請求者と同じ Date of Birth (y/m/d) 生年月日 年 月 日		
		Relationship with applicant 申請者との関係	<input type="checkbox"/> Same person 本人 <input type="checkbox"/> Partner 配偶者 <input type="checkbox"/> Parent-child 親子 <input type="checkbox"/> Others その他 ()	
Purpose of use 使用目的	<input type="checkbox"/> Driving license 免許 <input type="checkbox"/> Car registration 車両登録 <input type="checkbox"/> Pension 年金 <input type="checkbox"/> Inheritance 相続 <input type="checkbox"/> Others その他 ()			
Required Certificates 必要なもの	1	Certificate of Residence for whole household 世帯全員の住民票	Quantity: 通	Details to be printed 記載事項 ※omitted by default Tick all required items If Japanese Citizen 日本人 <input type="checkbox"/> Household head /relationship 世帯主・続柄 <input type="checkbox"/> Registered domicile/first registrant 本籍・筆頭者 <input type="checkbox"/> My Number 個人番号 <input type="checkbox"/> Certificate code 住民票コード If Foreigner 外国人の方 <input type="checkbox"/> Household head /relationship 世帯主・続柄 <input type="checkbox"/> Nationality 国籍 <input type="checkbox"/> Visa Status 在留資格等 <input type="checkbox"/> My Number 個人番号 <input type="checkbox"/> Certificate code 住民票コード
	2	Certificate of Residence for individual household members 世帯一部（個人）の住民票	Quantity: 通	
	3	Certificate of Degistration (moving out/ death) (johyo) 除票（転出・死亡）	Quantity: 通	
	4	Detailed Certificate of Residence (kisai jiko) 住民票記載事項証明書	Quantity: 通	
				300 yen/copy 1通 300円

Items to be enclosed in envelope 【郵送時に必要なもの】

1	(For Individuals) Certificate of Residence Request Form 【個人用】住民票の写し等交付請求書（郵送用）
2	Copy of applicant's personal ID <small>*if using letter of authorization, only representative's required</small> 1 copy of driving license, front side of My Number Card, or health insurance card (hand-written address not accepted) etc.
3	Postal money order 定額小為替 (issued within the last 6 months) Please purchase at post office. Do not write anything on the postal money order.
4	Reply envelope Paste stamp, and write your address and name <small>*as a general rule, sent to applicant's current registered address (※1)</small>
5	Letter of Authorization 委任状 If applicant is requesting on behalf of someone from different household.

【To Note】

(※1) If requesting to send to somewhere other than current registered address, please specify reason:

送付先を住民登録地以外にされる方はその理由をご記入ください ()

(※2) If representative is requesting for certificate of someone from different household, with My Number and certificate code printed, it will be sent to the certificate holder directly.

【Mail to/For enquiries】

Komatsu City Hall, Registry Services Division

Address: 91 Konmade-machi, Komatsu City, Ishikawa Pref., 923-8650 JAPAN

TEL 0761 - 24 - 8169

Items Required When Requesting Certificates

For Postal Use 郵送用

1	Certificate of Family Register Request Form (For Individuals)	
2	Copy of applicant's personal ID *If using letter of authorization, only representative's ID needed	1 copy of driver's license issued by a public institution, front side of My Number Card, or health insurance card (no hand-written addresses) etc.
3	Postal money order 定額小為替 (issued within the last 6 months)	Please purchase at post office. Do not write anything on the postal money order.
4	Reply envelope	Paste stamp, and write your address and name (family register can only be sent to the applicant's registered address)

Points to Note

- Family registers/supplementary registers can only be requested by the certificate holder themselves, or their direct ascendant (parent/grandparent) or descendant (child/grandchild).
As a general rule, anyone else is required to submit the Letter of Authorization below.
- Please enquire beforehand if you reside overseas.
- For family registers with full records from birth to death of someone who has died, about 3000~4000 yen for 4~5 copies will be required on average. However this is only an estimate of the average cost, so please only use it as reference. We seek your understanding that accurate cost estimates cannot be provided beforehand.
- If using the Letter of Authorization below, the certificate(s) will be sent to the representative's registered address.
- The Letter of Authorization cannot be returned.

Letter of Authorization 委任状

To the Mayor of Komatsu City (あて先) 小松市長 宛 Date (y/m/d): 年 月 日

Delegator 委任者	Address 住所	
	Name 氏名	
I hereby assign the following person full authority with regards to request of my family register.		
Representative 代理人	Address 住所	
	Name 氏名	

【Contact】 Komatsu City Hall Registry Services Division 小松市役所 市民課 郵送担当

Address: 91 Konmade-machi, Komatsu City, Ishikawa Pref., 923-8650 JAPAN

〒923-8650 石川県小松市小馬出町 91 番地 TEL 0761-24-8169