

**【個人用】戸籍謄本等交付請求書**

郵送

**Date (y/m/d):**      年      月      日

※ Those found to have received family register certificates through falsification or other unlawful means, will be subjected to a fine of up to 300,000 yen according to the Family Register Act.

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# 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<br>*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<br>(issued within the last 6 months)   | Please purchase at post office.<br>Do not write anything on the postal money order.  |
| 4 | Reply envelope  | Paste stamp, and write your address and name<br>(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<br>委任者   | Address<br>住所 |  |
|  | Name<br>氏名    |  |
| I hereby assign the following person full authority with regards to request of my family register. |               |  |
| Representative<br>代理人  | Address<br>住所 |  |
|  | Name<br>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