Certificate of Family Register Request Form (For Individuals)

【個人用】戸籍謄本等交付請求書

For Post 郵送

日

月

年

Date (y/m/d):

To the Mayor of Komatsu City(あて先)小松市長

Applicant 請求者		Address 住所	- -						
		Furigana フリガナ				※No. that can be	contacted in the day		
		Name 氏名	Date of Birth (y/	m/d) 生年月日 :	(seal required for companies only) 年 月 日	(Home自宅 ・Mobi -	le 携帯 ・ Company 会社) -		
te?					atsu City, up until -machi ar	nd -banchi)			
Whose certificate? 必要な戸籍	K	Registered Domicile	-banchi 番地						
		本 籍	-ban 番						
		Name 氏名							
	(as	s registered in Komatsu City)	Date of Birth (y/m/d) 生年月日 年 月 日						
Purpose of use 用途-提出先	*Check the boxes for all applicable items, and fill in required details								
	□ Passport パスポート用 □ Child allowance 児童扶養手当用 □ Family Register Notification 戸籍届出用 □Pension 年金用								
	□ Inheritance procedures 相続の手続き用 ※Specify details required on certificate below								
		(Name 氏名 :		Relationship 級)			
	□ Family register with death records only 死亡の記載がある戸籍のみ (no. of copies: 通)必要								
		出生・婚姻・離婚 一 死亡・婚姻・離婚							
Δ.	ロ From birth / marriage / divorce to death / marriage / divorce 転籍 まで (各no. of copies: 通)必要								
		/ residence change /							
	□ Others その他() が (no. of copies: 通)必要								
}		I in below if you have submitte	ed family register-rela		<u> </u>				
【Birth 出	生	/Death 死亡 /Marriage 婚	参姻 /Divorce 離婚	Residence Chang	ge 転籍/Otherその他()届nd	otification】		
を subm	itte	ed at ()役所	I ⊂ on (y/m/d:	年 月 日))に届出				
			Tohon 謄本	Shohon 抄本	First Registrant		Fee 手数料		
		- 然	·	(certificate of individual records)	*first person listed in the fa	mily register	·		
	1	Family Register 戸籍	copies 通	copies 通			450 yen/copy		
	2	Deregistration 除籍	copies 通	copies 通			750 yen/copy		
	3	Old Family Register 改正原戸籍	copies 通	copies 通			750 yen/copy		
ype		Supplementary Family Register 戸籍の附票	copies 通	copies 通	You may leave blank if u	nsure	300 yen/copy		
e W	4		□ Include domicile and first registrant 附票に本籍・筆頭者をのせる ※will be excluded if unchecked						
Certificate Type 証明書の種類			※Specify required address if any 必要な住所があればご記入ください()						
	5	ID Certification 身分証明書	copies 通		uested by certificate owne		300 yen/copy		
	6	Single Status Cert. 独身証明書	copies 通	(letter of authorization required if via proxy) 300 yen/					
		Certificate of Acceptance	copies 通	※ Can c (letter of au	only be requested by notifi thorization required if via	er oroxy)	350 yen/copy		
	7	for () Notification	(Notified on (y/m/	/d) 届出日: 年	月 日) ※Only	for notification	ns submitted		
			(Relevant name 該当者氏名:) in Komatsu City						
		届の受理証明書	(Relevant name 該	当者氏名-)				

^{*} 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.

Items Required When Requesting Certificates

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

Points to Note

- O 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.
- O Please enquire beforehand if you reside overseas.
- O 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.
- O If using the Letter of Authorization below, the certificate(s) will be sent to the representative's registered address.
- O The Letter of Authorization cannot be returned.

Letter of Authorization 委任状

To the Mayor of	f Komatsu	City (あて先)	小松市長	宛	Date (y/m/d):	年	月	日
Delegator	Address 住所							
委任者	Name 氏名							
I hereby assign	the follo	wing person fu	ll authority	with	regards to request of	my fam	ily regi	ster.
Representative	Address 住所							
代理人	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