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　　年　月　日

Requester (Person at counter) Official ID(Zairyuu Card, Driver License etc.) to be shown	Address/住所	
	Name/氏名	Date of Birth/生年月日 year/年　month/月　day/日

Copy of Resident Certificate　/　住民票

Whose certificate do you need? (どなたの証明が必要ですか)	Address/住所	☐Same as requester/申請者と同じ	Household Head/世帯主の氏名	☐Same as requester/申請者と同じ
	Name/氏名	☐Same as requester/申請者と同じ	Date of Birth/生年月日	year/年　month/月　day/日
Relationship to Requester/申請者との関係	1 Same Person/本人　2 Same Household/同じ世帯の人 3 Other/その他（　　）※Needs proof of authorization/委任状が必要			
To be included/記載項目	1 Household Head・Relationship/世帯主・続柄　2 Nationality/国籍　3 Resident Status/在留資格 4 Certificate Code/住民票コード　5 My Number/マイナンバー			

Certificate of Residence	All household members/世帯全員	_____copies _____ household members	Reason for Request/使用目的等
	Individual/個人	_____copies	
	Johyo (Deletion)/除票	_____copies	
	Kisai Jiko (Detailed) Certificate /記載事項証明書	_____copies	

Family Register　/　戸籍証明

Whose certificate do you need? (どなたの証明が必要ですか)	Permanent residence (Honsekichi) /本籍	☐Same as requester/申請者と同じ		
	Name/氏名	☐Same as requester/申請者と同じ	Date of Birth/生年月日	year/年　month/月　day/日
Relationship to Requestor/申請者との関係	1 Same Person/本人　2 Spouse/配偶者　3 Immediate Relative/直系親族（　　） 4 Other/その他（　　）※Needs proof of authorization			

Family register (koseki)/戸籍	All members/謄本	_____copies	Reason for Request/使用目的等
	Individual/個人	_____copies	
Original family register(Joseki) /除籍	All members/謄本	_____copies	
	Individual/個人	_____copies	
Supplementary record for family register (fuhyou)/附票	All members/謄本	_____copies	
	Individual/個人	_____copies	
Detailed/記載事項		_____copies	
Acknowledgement of acceptance/受理証明		_____copies	

Seal Registration Certificate　/　印鑑証明

Registration Number/登録番号	Address/住所	Name/氏名	Date of Birth/生年月日	Number of sheets/枚数
	☐Same as requester/申請者と同じ	☐Same as requester	year/年　month/月　day/日	sheet/s
	☐Same as requester/申請者と同じ	☐Same as requester	year/年　month/月　day/日	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)

To: Mayor of Komatsu

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?	☐ Original Requester　☐ Other (Name:　　)
Which certificate do you need?	☐ Certificate of Residence (Jumin-hyo) ☐ Koseki • Joseki (Record/Update of Family Register) ☐ 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 _____

◎Please ensure the delegator signs here.

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):
  Health Insurance Eligibility Certificate, Pension Book, Pension Certificate、Medical Certificate etc.

2. The application may request for documention 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,

Please feel free to contact us if you have any questions.

Registry Services Division: Certificates Issuance
（TEL　0761-24-8065）
Weekdays　9:00～17:00
※Except weekends and holidays

South Office Branch（TEL　0761-44-2535）
Mon～Sat (bar Wednesday)　　9:00～17:00
※Except Wednesday, Sunday and holidays