

Search by Procedure



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Personal Seal Registration and Certificates

MyNumber Card

Tax Declaration, Payment, and Certificates

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National Pension

License Plates of a Motorbike, etc.

Contact Garbage

Administrative Ward Establishment Certificate

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- Elementary and Junior High School (transfer, out-of-district)
- National Pension

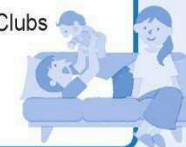


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Search by Life Stage

✓ For further information on documents required for each procedure, please contact the respective institution.
(See pages 20-21 for the location and contact information of each facility)

Life Stage	Procedure Content		
	Item	Content	
Moving 	Change of Resident Record *	Moving-in, Change of Address, Moving-out, Change of the Head of a Household Notifications Notification of changes to information on MyNumber Card	
	Moving in (from outside the city or country)*	Personal Seal Registration	Application for registration (When a foreign national registers a seal with a name that differs from the resident registration data, it will be handled only at ward offices and administrative centers)
		National Health Insurance	Application for National Health Insurance
		Advanced-age Senior Citizen Healthcare Insurance	Application for Advanced-age Senior Citizen Medical Insurance
		Medical Expense Subsidy	Application for issuance of infant medical expenses subsidy recipient certificate Application for issuance of elementary, junior high, and high school generation medical expenses subsidy recipient certificate
		Children's Allowance	Application for certification request
		Long-term Care Insurance	Application for long-term care insurance
	Moving out (outside the city or country)*	Elementary/Junior High School (transfer)	Presentation of student enrollment certificate and receipt of transfer admission notification (If a child is a foreign national, only handled by Board of Education after notifying move-in.)
		Personal Seal Registration	Return of seal registration certificate (citizen card)
		National Health Insurance	Collection of insurance card or correction of expiration date
		Advanced-age Senior Citizen Healthcare Insurance	Return of insurance card and application for issuance of burden classification certificate, etc.
		Medical Expense Subsidy	Return of infant medical expenses subsidy recipient certificate Return of elementary, junior high, and high school generation medical expenses subsidy recipient certificate
		Long-term Care Insurance	Return of insurance card, application for issuance of nursing care need certification recipient certificate
	Moving within the city*	Elementary/Junior High School (transfer)	Application for issuance of student enrollment certificate, textbook distribution list certificate
		National Pension	Notification of loss of qualification (if moving overseas)
		National Health Insurance	Collection and issuance of insurance card
		Elementary/Junior High School (transfer)	Presentation of student enrollment certificate, receipt of transfer admission notification
	Marriage	Elementary/Junior High School (attending the same school as before moving)	Application for permission to enroll outside the school district
		Marriage Certificate* (If necessary, submit the following notifications such as change of address.)	Marriage Certificate
	Pregnancy /birth 	Maternal and Child Health Handbook	Application for issuance of maternal and child health handbook
Birth Certificate*		Birth Certificate	
Children's Allowance and Medical Expenses Subsidy		Application for certification of child allowance	Application for issuance of infant medical expenses recipient certificate
		Application for issuance of single parent household medical expenses recipient certificate	Application for issuance of single parent household medical expenses recipient certificate
National Health Insurance		Application for childbirth and childcare lump-sum grant	

*If you are a foreign national or have a foreign national in your family, it will only be handled at Ward Offices and Administration Centers.

✓ Regardless of your place of residence, you can apply, notify, and consult at the facilities marked with ○.
✓ Notification and certificate services are not available at Seibu, Hokubu, Nanbu, Chubu, Yuto, Kami, Hosoe Community Collaboration Centers, and Futamata, Komyo Fureai Community Centers.

	Locations									
	Ward Office	Administrative Center	Branch Office			Community Collaboration Center Counter	Fureai Community Center Counter	Municipal Service Center		
	Chuo/Hamana/Tenryu	Higashi/Nishi/Minami/Kita	Maisaka	Inasa/Mikkabi	Hanupo/Sakuma/Misakubo/Tatsuyama	Other than those listed on the right	Kitahamanabu/Hamana	Other than those listed on the right	Akasa/Tatsuyama/Kita	
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Please apply and obtain the certificate your child's previous school.										
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After obtaining a certificate of enrolment and a textbook distribution list certificate from your child's previous school, please complete the procedure at the facility that handles changes to your resident record (first row of the table).										
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*1 It will be handled from January 4, 2024.
 *2 It is only handled at Sekishi/Hikuma/Takadai Community Collaboration Centers (from January 4, 2024 at Hikuma and Takadai Community Collaboration Center).
 *3 It is only handled at Ekimae/Hokubu/Takaoka/Iida Municipal Services Centers (from January 4, 2024 at Iida Municipal Services Center).
 *4 In Chuo Ward, in addition to the Chuo Ward Office Building, the Chuo Health and Welfare Center (Itayamachi, Chuo-ku) also handles this. In addition, in Tenryu Ward, they are handled at the Tenryu Health and Welfare Center located on the south side of the Tenryu Ward Office building.
 *5 Handling for the Kita Administrative Center is done at the Hosoe Health Center located on the west side of the Kita Administrative Center building.
 *6 It is only handled at Hamana Health Promotion Center (Inasa) in the Inasa Branch building.

Search by Procedure

✓ For further information on documents required for each procedure, please contact the respective institution (See pages 20-21 for the location and contact information of each facility).

Life Stage	Procedure Content	
	Item	Content
Childcare/ Education	Childcare and Dental Consultation	Childcare consultation (parent-child health consultation, developmental consultation, etc.) Consultation about teeth and mouth
	Licensed Child Care Facility and Kindergartens	Application for admission to nursery, certified early childhood education and care facility (nursery service), community-based childcare business Application for admission to kindergarten and certified early childhood education and care facility (kindergarten service) Application for free kindergarten and certified early childhood education and care facility (kindergarten service)
	Medical Expense Subsidy	Application for issuance of infant medical expenses recipient certificate Application for issuance of elementary, junior high, and high school generation medical expenses recipient certificate (procedures required only if moving in from outside the city)
	Elementary/Junior High School	Admission to elementary/junior high school Application for permission to enroll outside the school district
	After-School Kids Clubs	Application for After-School Kids Club
	Scholarships	Application for scholarship loan for university and high school students
	Welfare	Senior Citizen Welfare
Long-term Care Insurance		Application for Certification of Nursing or Care Requirement
		Application for Grant for High-Cost Nursing Service Expenses
		Payment of Long-Term Care Insurance
Welfare for Persons with Disabilities		Application for Issuance of Recipient Certificate for Medical Care Expenses for the Severely Disabled Application for Medical Payment for Services and Supports for Persons with Disabilities, Application for Medical Expenses for Those Hospitalized for Mental Illness, Application for Special Allowance for People With Disabilities or Special Childcare Allowance, Application for Issuance and Repair of Assistive Devices, Application for Issuance of Intellectual Disability Handbook or Mental Disability Handbook
		Application for Issuance of Bus or Taxi Tickets
	Application for Issuance of Physical Disability Handbook	
Condolences	Application for Subsidy for Daily Life Equipment Expenses	
	Notification of Death*	Notification of Death
	Has been head of the household*	Notification of Amendment of Head of Household on Resident Record (No procedure is required, if there is only one remaining member of the household of the deceased)
	Has enrolled in National Health Insurance	Return of National Health Insurance card, notification of heir representative, application for payment of funeral expenses
	Has participated in medical care for the advanced-age senior citizen	Return of Advanced-age Senior Citizen Medical Insurance card, notification of heir representative, application for payment of funeral expenses
	Has been issued a Long-term Care Insurance card (Was 65 years or older)	Return of Long-term Care Insurance card or qualification card, notification of heir representative
	Received Child Allowance	Has changed child allowance recipient
	Has been issued a Physical Disability Handbook or Intellectual Disability Handbook	Return of Physical Disability Handbook or Intellectual Disability Handbook
	Has been issued a Mental Disability Handbook	Return of Mental Disability Handbook
Has received only a Disability Basic Pension or Survivors' Basic Pension	Request for beneficiary Death Notification and unpaid pension due to the death of a person who was receiving only Disability Basic Pension, Survivors' Basic Pension, or Special Disability Benefit.	

*If you are a foreign national or have a foreign national in your family, it will only be handled at Ward Offices and Administration Centers.

✓ Regardless of your place of residence, you can apply, notify, and consult at the facilities marked with O.
 ✓ Notification and certificate services are not available at Seibu, Hokubu, Nanbu, Chubu, Yuto, Kami, Hosoe Community Collaboration Centers, and Futamata, Komyo Fureai Community Centers.

	Locations									
	Ward Office	Administrative Center	Branch Office			Community Collaboration Center	Fureai Community Center	Municipal Service Center		
	Chuo/Hamana/Tenryu	Higashi/Nishi/Minami/Kita	Maisaka	Inasa/Mikkabi	Haruno/Sekuma/Misakubo/Tatsuyama	Other than those listed on the right	Kitahamananbu/Hamana	Center Counter	Other than those listed on the right	Akasa/Tatsuyama Kita
	○*1	○*2		○*3	○					
	○*4	○*5		○*3						
Please apply at Preschool Education and Childcare Division (☎457-2833)										
Please apply for admission to the kindergarten in which you wish to enroll your child.										
Please apply for free enrollment at the facility your child will be attending.										
	○	○	○	○	○	○		○	○	
Your admission letter will be delivered to your home by late January, so bring it with you to the entrance ceremony. Contact: Educational Support Division (☎457-2406)										
Contact the elementary school your child is enrolled in or the Educational Support Division (☎457-2406).										
Please apply to the After-School Kids Club in which you wish to enrol your child.										
Please complete the procedures at the Educational Support Division (☎457-2406).										
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*1 In Chuo Ward, in addition to the Chuo Ward Office Building, the Chuo Health and Welfare Center (Itayamachi, Chuo-ku) also handles this. In addition, in Tenryu Ward, they are handled at the Tenryu Health and Welfare Center located on the south side of the Tenryu Ward Office building.
 *2 Handling for the Kita Administrative Center is done at the Hosoe Health Center located on the west side of the Kita Administrative Center building.
 *3 It is only handled at Hamana Health Promotion Center (Inasa) in the Inasa Branch building.
 *4 In Chuo Ward, it is handled at the Dental Health Center (Kamoe, Chuo-ku), and for Tenryu Ward, it is handled at the Tenryu Health and Welfare Center located on the south side of the Tenryu Ward Office Building.
 *5 It is only handled at Higashi/Nishi/Minami Administrative Center.
 *6 It is only handled at Akasa Municipal Services Center

Search by Procedure

- ✓ For further information on documents required for each procedure, please contact the respective institution (See pages 20-21 for the location and contact information of each facility).
- ✓ For those marked Convenience Store, you can use your MyNumber Card to obtain a certificate from a multi-function copy machine at a convenience store.

Procedure Content	
Item	Content
Family Register and Resident Record	Application for issuance of Family Register Certificate of All Records (excerpt from family register) Convenience Store
	Application for issuance of Certificate of Complete Removal from Register (individual) (excerpt from register)
	Application for issuance of a copy of Family Register
	Application for issuance of identification card
Personal Seal Registration and Certificates	Application for Issuance of a Resident Record Copy Convenience Store
	Application or Cancellation of Personal Seal Registration <small>(When a foreign national registers a seal with a name that differs from the resident registration data, it will be handled only at Ward Offices and Administrative Centers)</small>
MyNumber Card	Application for Issuance of Personal Seal Certificate Convenience Store
	MyNumber Card application (can be submitted via smartphone, computer or by post)
	Collection of MyNumber Card
Tax Declaration, Payment, and Certificates	Notification of change in written content
	Individual municipal tax declaration (if not tax exempt)
	Individual municipal tax declaration (if tax exempt)
	Payment of municipal taxes such as individual municipal tax, fixed asset tax, city planning tax, light vehicle tax, etc.
	Application for issuance of municipal/prefectural tax income/taxation certificate Convenient
	Application for issuance of tax payment certificate
	Application for issuance of corporate address certificate
	Application for issuance of fixed asset tax taxation ledger registration certificate (evaluation certificate / public charge / taxation certificate / assessment notice) Viewing fixed asset taxation ledger (village register of land survey) (application for issuance of copy)
National Health Insurance	Application for Grant for High-Cost Medical Expenses Application for Medical Equipment Expenses Grant Application for Insurance Card Reissuance
	Application for Issuance for Specified Health Check-up Voucher
Medical Insurance for Advanced-age Senior Citizen	Application for Grant for High-Cost Medical Expenses Application for Grant for Treatment Equipment Expenses (corsets, etc.) Application for Reissuance of Insurance Card
National Pension	Application for Grant for Medical Expenses Other Than Treatment Equipment
License Plates of motorized bicycles, etc.	Application for Reissuance of Basic Pension Number Notification (only those enrolled in National Pension Category 1)
	Application for issuance of license plate number for motorized bicycles and small special vehicles
Contact Garbage	Return of license plate number for motorized bicycles and small special vehicles
	Application for a Temporary License Plate
Contact Garbage	Payment of processing fee for contact garbage (payment at convenience store is also possible), application for issuance of payment certificate
Administrative Ward Establishment Certificate	Receipt of Administrative Ward Establishment Certificate



If you have your MyNumber Card, you can obtain certificates even at Convenience Store !

- ✓ Regardless of your place of residence, you can apply, notify, and consult at the facilities marked with ○.
- ✓ Notification and certificate services are not available at Seibu, Hokubu, Nanbu, Chubu, Yuto, Kami, Hosoe Community Collaboration Centers, and Futamata, Komyo Fureai Community Centers.

	Locations									
	Ward Office	Administrative Center	Branch Office			Community Collaboration Center Counter	Fureai Community Center Counter	Municipal Service Center		
	Chuo/Hamama/Tenryu	Higashi/Nishi/Minami/Kita	Maisaka	Inase/MIKkabi	Haruno/Sakuma/Misakubo/Tatsuyama	Other than those listed on the right	Kitahamamanabu/Hamama	Other than those listed on the right	Akasa/Tatsuyama Kita	
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	*2	*2								
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	During the declaration period, it will be conducted at declaration venues designated by the city. Outside of the declaration period, this is conducted at the Municipal Tax Division of Chuo Ward Genmoku Government Building. (☎457-2145)									
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*1 It is only handled at Tatsuyama Kita Municipal Services Center.
 *2 Please receive it at the Ward Office or Administrative Center listed on the receipt postcard.
 *3 It will be handled from January 4, 2024.
 *4 It is only handled at Sekishi/Hikuma/Takadai Community Collaboration Centers (from January 4, 2024 at Hikuma and Takadai Community Collaboration Center).
 *5 It is only handled at Ekimae/Hokubu/Takaokaaoi/Kami/Shimmiyakoda/Iida Municipal Services Centers (from January 4, 2024 at Iida Municipal Services Center).
 *6 In Chuo Ward, it is handled at Ward Municipal Services Division on the 1st floor and Tax General Affairs Division on the 3rd floor of the main building, and Property Tax Division on the 3rd floor of Genmoku Branch Building.
 *7 In Chuo Ward, it is handled at Tax General Affairs Division on the 3rd floor of the main building and Property Tax Division on the 3rd floor of Genmoku Branch Building.
 *8 It is only handled at Kajima/Tatsuyama Kita Municipal Services Centers.