

4. Alien Registration

If you intend to stay in Japan for more than 90 days, you must register at your local municipal office within 90 days from the date of your arrival in Japan. You are required to appear in person at the office for this registration unless you are under 16 years of age or cannot appear in person because of illness or other physical disability. In this case, a relative of his/hers living together shall make the application.

Your Alien Registration Card is issued approximately two weeks from the day of application. For children below the age of 16, it is issued on the same day. You are required by law to carry it with you at all times.



1. Initial Registration (Shinki Toroku Shinsei)

If you are in Japan for the first time, you need to register. If you have left Japan once and have returned, (unless you have entered on a re-entry visa), you still need to register. This must be done within 90 days of your arrival in Japan.

When a child is born you need to register within 60 days after the birth.

Necessary documents

- Passport
- Two photos (4.5 cm x 3.5 cm) (not required for those under 16 years of age)

2. Change in Registered Details (Henko Toroku Shinsei)

When there is a change in your place of residence, name, nationality, status of residence, period of stay, occupation, etc, you must notify those changes within 14 days. If you move to a different region, you must notify your new municipal office.

Necessary documents

- Alien Registration card
- Documents proving the change

3. Renewal of Alien Registration(Koushin/Kirikae Shinsei)

There is an expiry date on your Alien Registration Card; you must renew your registration within 30 days of the card expiring. You are required to appear in person.

Necessary documents

- Passport
- Two photos (4.5 cm x 3.5 cm)
- Alien Registration card

4. Application for Re-issuance of Registration

(Saikoufu Shinsei)

When an Alien Registration Card is lost or stolen, you must report to your nearest police station and apply for a re-issuance within 14 days after you discover the loss or theft.

Necessary documents

- Passport
- Two photos (4.5 cm x 3.5 cm)

5. Returning Your Alien Registration Card

(Gaikoku-Jin Toroku Shomeisho no Henno)

When a foreign resident leaves Japan or has passed away while in Japan, his/her Alien Registration Card must be returned.

a. Leaving Japan

If you leave Japan (unless you have a re-entry permit), you are required to return your Alien Registration Card to an Immigration Officer at the airport or port of departure.

b. Acquiring Japanese Nationality

If you obtain Japanese nationality, you must return your Alien Registration

Card to your local municipal office within 14 days.

c. Death

In the case of death, a relative with the same address must return the card to the local municipal office within 14 days.

6. Alien Registration Completion Certificate (Toroku Genpyo Kisai-Jiko Shomeisho)

This document provides proof of the information registered at your local municipal office. If you need this document for certain purposes, you can apply in person at the local municipal office. When your proxy applies on your behalf, they must submit a letter of power of attorney. However, if the proxy is a family member living with you, this letter is not necessary.

Necessary documents

- Alien Registration Card
- Fee (the fee will differ according to each municipality)
- Letter of Power of Attorney (if someone unrelated to you applies on your behalf)

Please ask for the details at your local municipal office.

(List of Local Municipal Offices on pg. 160)

Alien Registration Completion Certificate

Name _____ Male Female
Date of Birth _____

This certifies that the person above has registered the following information according to the Alien Registration Law.

Nationality		Alien Registration Card Number	
Address			
Name of Householder		Relationship to householder	
Status of Residence		Period of Stay	

Date _____ Mayor of _____ City: Shizuoka Prefecture

Letter of Power of Attorney

Address of Proxy
Name
Date of Birth

I entrust full authority to the person above as my proxy.

1 Copy of Alien Registration Completion Certificate Enclosed

Date
Address of Applicant
Name
Alien Registration Card Number

5. Births, Marriage, Divorce and Death Notification

1. Birth Registration (Shussei Todoke)

When a baby of foreign nationality is born in Japan, you are required to register the birth by the following procedures:

Submit the Birth Registration Form to the local municipal office.

Apply for approval of the birth registration at the Japanese Ministry of Foreign Affairs.

Register the birth at your embassy or consulate.

Submitting the Birth Registration Form to the local municipal office

This is to ensure the baby is registered as a resident. Registration of a newborn baby is required within 14 days after the birth and can be done by submitting the birth certificate (Shussei- shoumeisho) issued by the hospital at your local municipal office.

The following items are required:

- a. The Birth Certificate
- b. The Maternal and Child Health Handbook (Boshi-techo), which is available at the Public Health Center
- c. The Alien Registration Cards of the parents
- d. The passports of the parents
- e. The Marriage Certificate of the parents along with the Japanese translation(The name, address, and seal of the translator are required)
- f. The National Health Insurance Card (National Health Insurance policyholders only)



Applying for the approval of the Birth Registration at the Japanese Ministry of Foreign Affairs

Once the birth has been registered at the local municipal office, the seal on the birth certificate must be approved by the Ministry of Foreign