

Foreigner's Registration

All non-Japanese nationals over the age of 16 residing in Japan must carry proper identification documents at all times. A valid passport is sufficient identification for stays less than 90 days, but where the intended stay is more than 90 days, Foreign Registration formalities must be commenced within 90 days of arrival in Japan.

Foreigner's Registration includes the registration of your address, which is necessary to enable you to have full access to all civic and administrative services provided by the Inagawa Town Office. All public notices, etc. will be sent to the address you register. Registration is conducted at the following address.

Foreign Registration Counter, Citizens and Insurance Division, Inagawa Town Office or Hoken Juuminka, Gaikokujin Toroku Counter.

When you completed the application, Foreigner's Registration Certificate will be issued. This certificate is valid for 1 - 7 years so long as you stay in Japan. For Children a paper certificate will be issued on the spot, which is valid until 16 years of age. For those over 16 years of age, a small card style certificate will be issued. This card is about the size of credit card and it will have your picture on it. This card will be issued after approximately one month at the same counter.

Foreigner's Registration

Type of Application	Time to Apply	Necessities
On your arrival in Japan	Within 90 days from your entry to Japan. (Unnecessary to those who are leaving within 90 days)	*valid passport *2 copies of identical photos (Photo should be 4.5cm x 3.5cm in size) (See Note 1)
When a child is Born	Within 60 days of birth (See Note 2)	Birth Registration
When changing Address in Japan	Within 14 days after your Movement	Foreigner's Registration Certificate
Extra Changes	Change of Name, Nationality, Visa condition, Period of Residence, occupation, Working place or Name *Within 14 days after the change (Foreigner permanent resident, Special permanent resident are no necessary)	*Foreigner's Registration Certificate *Notice of Change (Passport, Visa, Proof of Employment) In case of changing Name or nationality, Replacement is required
	Other changes	*Foreigner's Registration Certificate *Notice of Change
Renewal or Confirmation of Foreigner's Registration	When a child becomes 16 year's of age	*Foreigner's Registration Certificate
	Time of renewal shown in your certificate	* Valid Passport *2 copies of identical photos 4.5cm x 3.5cm in size

Replacement	<p>*In case of defamation or taint damage of certification</p> <p>*No blanks to be written on the certification card</p> <p>*Correction of Name, date of birth, gender, nationality</p>	<p>*Foreigner's Registration Certificate</p> <p>*Valid Passport</p> <p>*2 copies of identical photos (Photo should be 4.5cm x 3.5cm in size)</p>
When you lost "Foreigner's Registration Certificate" (Re-issue)	<p>Within 14 days of realization of the loss</p> <p>(See Note 3)</p>	<p>*Valid Passport</p> <p>*Foreigner's Registration Certificate</p> <p>*2 copies of identical photos (Photo should be 4.5cm x 3.5cm in size)</p>
Returning of "Foreigner's Registration Certificate"	<p>Death of Registered Person, obtaining Japanese citizenship, within 14 days.</p> <p>In case of departure, surrender your "Certificate of Alien Registration" at the port of exit along with "Departure Card" which was stapled to your passport at the time of last entry to Japan.</p> <p>(Except those who has "Re-entry Permit to Japan")</p> <p>(See Note 4 & 5)</p>	<p>*Foreigner's Registration Certificate</p>

[Note]

1. Photo

Photo should be 4.5cm x 3.5cm in size and bareheaded, full face, showing heads and shoulders against a plain, unshadowed background. Taken within past 6 months. However, a photo is unnecessary for those children under 16 years old.

2. Procedures about birth

When a baby is born, obtain "Application Form for Birth Registration" from the maternity hospital or clinic. Doctor's or midwife's stamp must be accompanied to this application. **Within 14 days** of birth, submit this application form to Foreign Registration Counter, Citizens and Insurance Division, Inagawa Town Office. Also Foreigners Registration must be completed **within 60 days** of birth.

In parallel apply baby's passport to your county's embassy, consulate or diplomatic mission. **Within 30 days** of birth, apply visa (Status of Residence or Zairyuushikaku) for this baby at Immigration Bureau. (Any information, call Foreigner's General Information Center Phone 078-326-5141)

When you obtain baby's visa, report to Foreign Registration Counter of Inagawa Town Office **within 14 days** after your receipt of said visa. If you have already registered your baby this visa status will be added to the Foreigner's Registration Certificate.

Further information is available at

Kobe branch of Osaka Immigration Bureau

Foreigner's General Information Center Phone 078-326-5141

3. When you lost "Foreigner's Registration Certificate"

The loss should be reported to the nearest police station and then report to Inagawa Town Office within 14 days of realization of the loss.

4. Death of Registered Person

A "Notice of Death" (Shibo Todoke) needs to be recorded within 7 days and the Foreigner's Registration Certificate belonging to the deceased must be returned to Inagawa Town Office. Also contact Consulate or Embassy of the deceased's home country for detailed procedures about the death.

5. When leaving Japan

- **If you wish to return to Japan again under current visa condition**, you must obtain "Re-entry Permit to Japan (Sai-nyugoku Kyoka)". Apply this permission before your intended departure to the following Immigration Bureau:

Kobe branch of Osaka Immigration Bureau

Foreigner's General Information Center Phone 078-326-5141

This permit authorizes a period of absence and you must return within this stated period, otherwise you will lose your current visa or status of residence. Single or multiple re-entry permit is available. When you leave Japan, do not forget to carry your "Foreigner's Registration Certificate" with you as it must be shown to the Immigration office at the port of entry.

- **If you leave Japan and will not return again**, surrender your "Certificate of Alien Registration" at the port of exit along with "Departure Card" which was stapled to your passport at the time of last entry to Japan.

6. Proof of your "Foreigner's Registration"

In case you need a proof that you have completed foreigner's registration, such proof is obtainable at Citizens and Insurance Division of Inagawa Town Office. This proof will be needed such as at the time of enrollment at childcare, purchase of vehicle etc. If you or your family members are not able to apply by them, third person may apply. However in this case your proxy letter must be attached to the application form.

7. Formalities for visa or Status of Residence

These formalities are handled at the following office

Kobe branch of Osaka Immigration Bureau

Foreigner's General Information Center Phone 078-326-5141

Application for Certificate of Eligibility (PDF File 832KB)

<http://www.moj.go.jp/ONLINE/IMMIGRATION/16-1-1.pdf>

8. For application please make it personally. However, family members are able to apply for those children under 16 years old.