

Legal Procedures

■Resident Registration System for Foreign Residents

The following foreign nationals legally residing in Japan will be listed on the Basic Resident Registration. The person must have established and maintain a residence in the municipality where the registration takes place. Persons who stay in Japan within 3 months with a status of residence of temporary visitor are exempted.

- (1) Medium-to-long term resident (Anyone who has resident cards)
- (2) Special Permanent Resident
- (3) Persons granted permission for temporary refugee or provisional stay
- (4) Persons who may continue to stay transitionally in Japan by birth or those who have lost Japanese nationality

【Procedure for Notification of Residence】

To be reported	Deadline for notification	Documents required
Entry into Japan	Within 14 days from the day of settled in	Everyone' s Passports and Resident Cards
Move in from other city		Documents certifying moving out and everyone' s Resident Cards
Move inside the city		Everyone' s Resident Cards
Move out to other city	Within 14 days before or after expected day of moving out	Valid Identification (Resident Card, Passport, etc···)
Move out to other country (Except for travel and temporary return)		

※In case if a deputy other than the same household submit, please bring a proxy and a deputy' s valid identification along with the above.

【Notifications Other Than Municipal Residence】

Please submit the notification to Sapporo Regional Immigration Bureau as follows;

- Change in name, birth date, gender, nationality/area, etc
- Change in the period of stay, renew the length of stay
- Extension of status of residence (Permanent resident • under 16 years old)
- Reissue your residence card (lost, stolen, destruction, significant defacement)
- Change or termination of your institution information, secession or transferring from its agency, end or sign up of contract
- Divorce or bereavement with a person whose status is spouse.

※ For the Special Permanent Resident, please notify at City of Ishikari even in case of above

■ Seal Registration

In Japan, a personal seal is needed when you open the bank accounts, apply for cell-phone service and in many other circumstances. A number of important procedures and contracts also require a registered seal (jitsu-in). Attention that letters for seal registration must be as same as the certificate of residence.

【Seal registration procedures】

Seal registration procedures take place at Ishikari city hall and auxiliary branches of the city. Valid identifications such as the seal to be registered and your resident card are required for the application. After the registration procedure, a seal registration card (inkan toroku-sho) is issued.

【Seal Registration Certificate】

After a seal is registered, a seal registration certificate can be obtained by applying at the city hall or auxiliary branches of the city. Handling fee is ¥350.

The seal registration card is needed for issuing.

If a proxy claims this certificate, he/she must fill in personal information and bring the seal registration card without power of attorney.

○Citizen Affairs Section of City of Ishikari

TEL: 0133-72-3165

■About My Number

After you enter to Japan and register of your residence at City of Ishikari, my number, an individual number is issued from the day of application and “Notice of issue” is sent to your residence around within a month. This my number is required on your daily life of various occasions in Japan. Please make sure to receive notice of issue and keep it safe.

You can obtain “My Number Card” by mailing an application form which is sent to you along with notice of issue. My number card helps you to obtain certificates such as certificate of residence, etc at the convenience store and also to use “Maina Portal” , an online service provided by the government. For medium-to-long term resident, the expiration date of my number card is as same as the completion date of residence. For details about my number, please contact Citizen Affairs Section of City of Ishikari.

○Citizen Affairs Section of City of Ishikari

TEL: 0133-72-3165

■Procedures for Extending Period of Stay/Re-entry Permits

Procedures for visa extensions and changes in residential status take place at the Immigration Bureau. To extend the period of your stay, you must apply at the Sapporo Regional Immigration Bureau prior to the expiration date of your residence. For more information about the period of application and the documents required, please contact the information center listed later and the Immigration Bureau.

【Re-entry procedures】

If you plan to stay at the same residence for the same purpose as before the departure, such as for business, sightseeing, relatives visit, and if you obtain “re-entry permit” in advance before leaving Japan, you will return to Japan again and can stay at the same status as your previous status and the period of stay. There are 2 types of re-entry permits; a single-entry permit and a multiple-entry permit. For details, please contact the Immigration Bureau.

【Special Re-entry System】

If a foreigner who possesses a valid passport and residence card and he/she declares the intention to enter the country again at the time of departure, he/she will be deemed to have received “Re-entry Permit” in the preceding paragraph. The period of special re-entry permit is for one year from the date of your departure or the expiration date of your period of residence prior to your departure. You cannot extend the expiration date and if you don't re-enter to Japan prior to the expiration date, you will lose the qualification of residence. For details, please check the website of the Immigration Bureau.

■Registering Births, Deaths, and Marriages

Japan has a family registration system for the registration and certification of births, deaths, and family relationships. Under this system, all residents of Japan, including foreign nationals, are obligated to report matters such as births and deaths to the city hall.

In regard to the status of residence, please check with Sapporo Regional Immigration Bureau or Immigration Information Center for the procedure of immigration procedure. For any procedures which should be done by your original country, please check with the Embassy or the Consulate.

【In the case of child birth】

Procedure	Deadline for notification	Items required
Birth notification	Within 14 days of birth	<ul style="list-style-type: none">- Maternal and child health handbook- Birth certificate issued by a doctor/midwife- Personal seal of the father/mother or the signature ※If possible, the father/mother of a child come to the City hall.

※In regard to the status of residence for new born child, please inquire the Immigration Bureau.

【In the case of death】

Procedure	Deadline for notification	Items required
Death notification	Within 7 days of death	<ul style="list-style-type: none">- Death certificate issued by a doctor- Personal seal of applicant(a member of the bereaved family)

【Other Notifications】

Documents for marriage, divorce, adaption and separation may vary depending on your nationality. For details, please inquire individually.

○Immigration Information Center

TEL 0570-013904 (IP, PHS, Overseas : 03-5796-7112)

Business hours: Monday — Friday 8:30am — 5:15pm

[Japanese/English/Chinese/Korean/Spanish, etc]

○Sapporo Regional Immigration Bureau

Address: Sapporo National Government Building No.3

(Sapporo Daisan Godo Chosha), Nishi 12, Odori, Chuo-ku, Sapporo

TEL: 011-261-9658 (Status Division)

Business hours: Monday — Friday 9:00am — 4:00pm

○Immigration Bureau Website

<http://www.immi-moji.go.jp/>

(Japanese/English/Chinese/Korean/Portuguese/Spanish)