

To: The Mayor of Ashiya City

**Seal Registration Certificate
Copy of a Resident Record Application**

番号 () 時間 (:)
印登 戸 税 ()

Please turn over for notes to complete this form.

年 (year) 月 (month) 日 (day)

Applicant (*Please do not use erasable ballpoint pens.)

Name	<div style="border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; display: inline-block; margin-bottom: 5px;">seal</div> *If you sign here, affixing a seal is not necessary. Date of birth (Y M D)	
Address	TEL - -	
Relationship	<input type="checkbox"/> Principal or Member of the same household <input type="checkbox"/> Proxy <input type="checkbox"/> The Other ()	

※市役所処理欄※

1 点	・免 (経) ・バ ・ マ ・住写 ・ 特 ・ 在 ・障手 ・ 他 ()
2 点	・保 ・ 後 ・ 年 ・住 ・ 介 ・他 ()
権 限 確 認	・委 ・ 戸籍 ・ 社員証 ・資格証明書 (補助者) ・他 ()

Seal Registration Certificate.

*** Whose certificate do you need? Please show your seal registration card.**

seal registration card number	Name / Date of birth	Address	Number of Sheets Needed
	<input type="checkbox"/> Same as Applicant (Y M D)	<input type="checkbox"/> Same as Applicant	sheet(s)
	<input type="checkbox"/> Same as Applicant (Y M D)	<input type="checkbox"/> Same as Applicant	sheet(s)

300yen / sheet 小 計 通 円

Copy of a Resident Record (*If you do not circle "Individual Number ('My Number')", your Individual Number will not be shown on the certificate.)

*** Whose certificate do you need? (If you are a proxy, Letter of attorney is needed.)**

Address <input type="checkbox"/> Same as Applicant		
Please check the certificate which you need.	Name / Date of birth	Number of Sheets Needed
<input type="checkbox"/> Copy of a Resident Record (Whole Household)	<input type="checkbox"/> Same as Applicant (Y M D)	sheet(s)
<input type="checkbox"/> Copy of a Resident Record (A Part of Household)	<input type="checkbox"/> Same as Applicant (Y M D)	sheet(s)
<input type="checkbox"/> Certificate of Items Listed on a Resident Record (Whole/A Part)	<input type="checkbox"/> Same as Applicant (Y M D)	sheet(s)
<input type="checkbox"/> Copy of a Eliminated Resident Record (Whole/A Part)	<input type="checkbox"/> Same as Applicant (Y M D)	sheet(s)
<input type="checkbox"/> Other Certificate ()	<input type="checkbox"/> Same as Applicant (Y M D)	sheet(s)

Additional Items * Please circle any items you need.

Japanese resident	1. Family Register (Honseki) and Relationship to the householder 2. Relationship to the householder 3. Family Register (Honseki) 4. Individual Number ("My Number") 5. Not Necessary
Foreign resident	1. Nationality and Relationship to the householder 2. Relationship to the householder 3. Nationality 4. Individual Number ("My Number") 5. Status of Residence, etc. () 6. Not Necessary

Reason for the application.

<input type="checkbox"/> Driving License (運転免許証) <input type="checkbox"/> Employment Purposes (就職) <input type="checkbox"/> Unemployment Benefits (失業給付) <input type="checkbox"/> Pension (年金) <input type="checkbox"/> Applying for Permission to Reside in Japan, etc. (在留資格等の申請)	<input type="checkbox"/> Passport (パスポート) <input type="checkbox"/> Visa (査証) <input type="checkbox"/> The Other (その他) () Place of submission (提出先)
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300yen / sheet 小 計 通 円

受付	作成	点 検 (:)	交付決定	交 付 (:)
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合計金額	領収印
円	

Notes on Application for Copy of a Resident Record, etc.

1 Proxy authority confirmation documents (Letter of attorney)

If a proxy / attorney for the applicant makes an application at the counter, a proxy authority confirmation document (letter of attorney) to prove authority is required.

2 Document to prove identification

A person who makes an application at the counter needs to present documents to prove his/her ID (within expiration date).

To obtain a Seal Registration Certificate

One item of either A or B from the following Example of ID Documents needs to be presented.

To obtain a Copy of a Resident Record

One item of A or Two items of B from the following Example of ID Documents need to be presented.

Example of ID Documents

A

- Individual number ("My number") card
- Residence card
- Special permanent resident certificate
- Driving license (Driver's career certificate)
- Basic resident register photo card
- Physical disability/intellectual disability certificate

B

- Health insurance card
- Older senior citizen's medical insurance card
- Pension book
- Pension Certificate
- Basic resident register card
- Long-term care insurance card
- Medical expenses receipt certificate
- Employee ID card
- Student ID card, etc.

Notification System

When certificates such as a copy of a resident record are issued to a proxy or third party, a notification of the issuance to the person who registered to this service in advance will be sent. This system aims to prevent fraudulent applications for a copy of a resident record, etc. and violation of human rights by fraud.

To receive notifications, you need to register for the service in advance. Please ask for details at the counter.

* If you have any questions, please ask the Citizens' Section.