

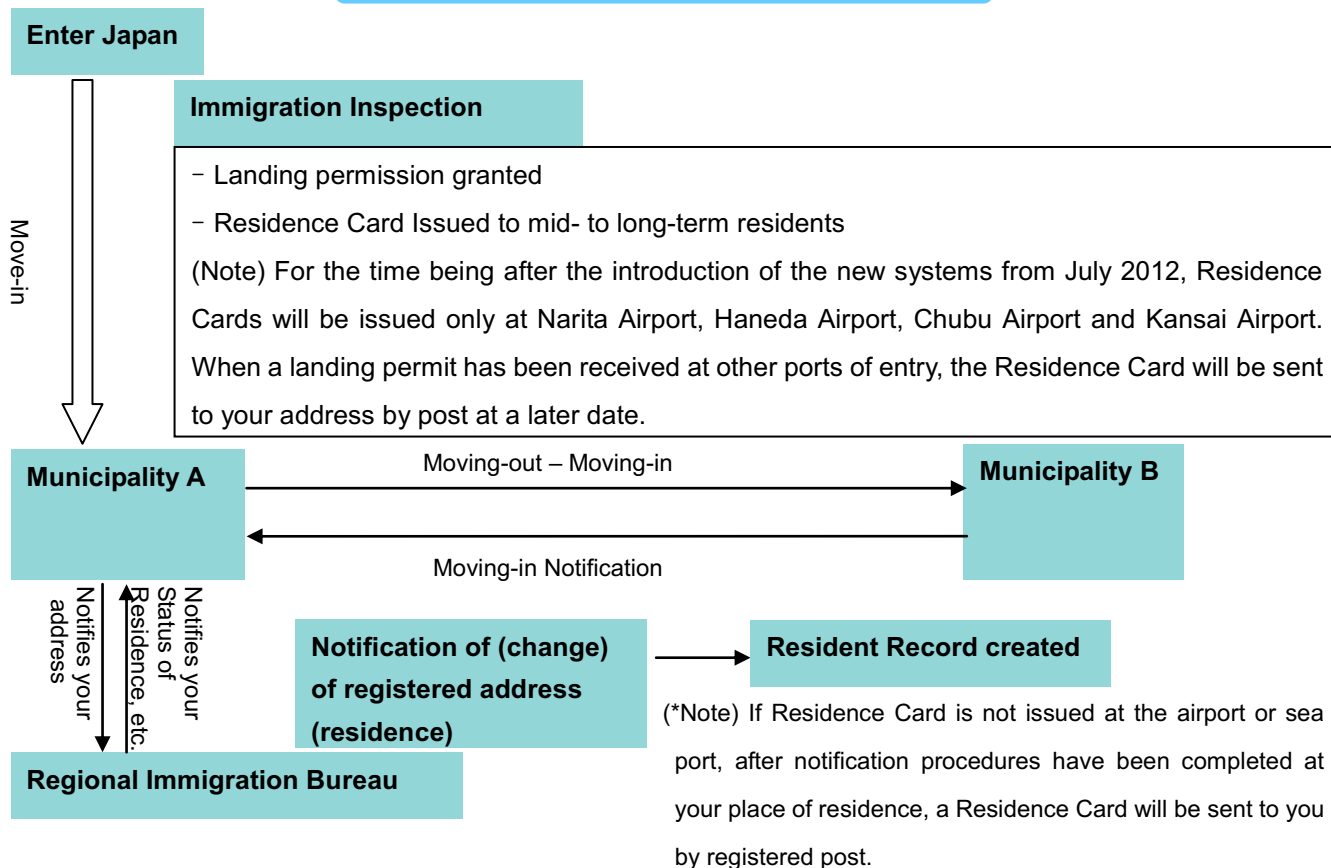
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Flow of procedures of the new systems



Notifications and applications at the Regional Immigration Bureau office

- Notification of a change in name, date of birth, gender, nationality/region
- Application for renewal of validity period of the Residence Card
(permanent residents / foreign resident who will become 16 years old)
- Application for reissuance of Residence Card
(If the card has been lost, stolen, destroyed, severely damaged or stained)
- Notification concerning the organization to which the applicant belongs, or the spouse
(Those who reside with an employment status or learning status such as 'Student' status, or with the status of spouse.)

Examinations related to resident status

(renewal of the period of stay or permission to change resident status, etc.)
A new Residence Card will be issued to a mid-term to long-term residents



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What follows is an outline of the residency management system and relevant procedures mainly for mid- to long-term residents.

Regarding the system and procedures for special permanent residents, see below.

Ministry of Justice, Immigration Bureau Website: http://www.moj.go.jp/tetsuduki_shutsunyukoku.html

1 What is the new residency management system?

1-1 Outline of the system

The new residency management system is a new unified system to replace the double-system under the Alien Registration Act and Immigration Control Act for foreign nationals who have a residence status and reside in Japan for a mid to long-term (hereafter: 'mid- to long-term residents'). The amended new unified immigration control system has been introduced to enable accurate and continued ascertainment of residence conditions. The new residency management system will be applied to 'mid- to long-term residents'. The new system does not apply to people in the following categories.

- Persons granted permission to stay for less than 3 months or less
- Persons granted 'Temporary Visitor' status
- Persons granted 'Diplomat' or 'Official' status
- Persons recognized by the Ministry of Justice ordinance as equivalent to the foreign national in the above three categories
- Special permanent residents
- Persons with no resident status *

This system applies to mid to long-term residents include people such as those who are married to a Japanese national as well as Japanese descendents ('nikkei), whose status of residence is 'Spouse or Child of Japanese National,' 'Long Term Resident,' etc., those working for an employer in Japan, (whose status is 'Engineer,' 'Specialist in Humanities/International Services,' etc.) as well as technical interns, students, and permanent residents. It will not apply to those visiting Japan for a short period of time as a tourist.

* While illegal residents can be registered under the present alien registration system, they cannot be registered under the new residency system. Any foreign national illegally staying in Japan is advised to immediately visit the nearest Regional Immigration Office and follow the necessary procedures. For more details, please see the 'Information on Procedures to Follow at Immigration Offices' on the Immigration Bureau's website. (http://www.moj.go.jp/nyuukokukanri/kouhou/nyukan_nyukan87.html)

Main changes from the residency management system in operation prior to July 9, 2012



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- Abolition of the alien registration system, issuance of a 'Residence Card'
- Introduction of a special re-entry permit system
- Maximum period of permitted length of stay extended to 5 years (please refer to [B Status of residence, 1 Confirmation of status of residence](#))

(1) Issuing a 'Residence Card'

A Residence Card will be issued to mid- to long-term residents, after July 9, 2012, when granted permission related to residence, such as landing permission, permission for a change in resident status or permission for an extension of the period of stay.

Locations where Residence Cards can be obtained immediately when a new landing permit is obtained are, for the time being, as follows.

- Narita Airport
- Haneda Airport
- Chubu Airport
- Kansai Airport

Mid- to long-term residents who have not been issued a Residence Card when they newly arrive in Japan, will have their card sent to them by registered post after they have registered their address at their local municipal office.



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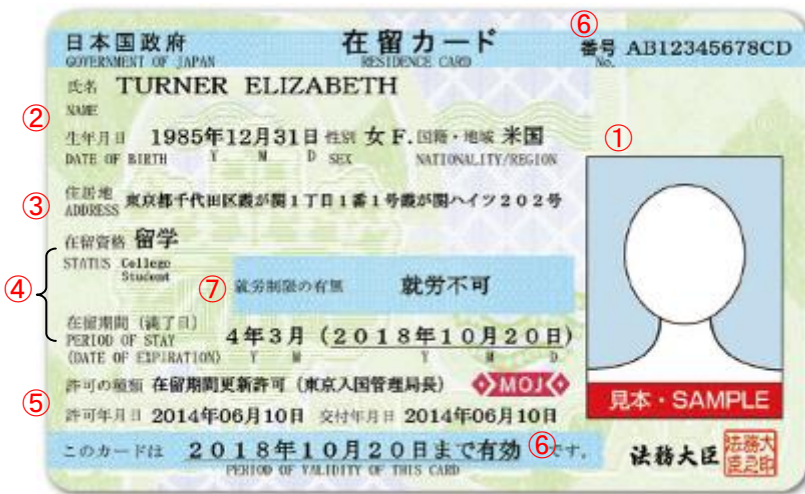
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Items listed on the Residence Card

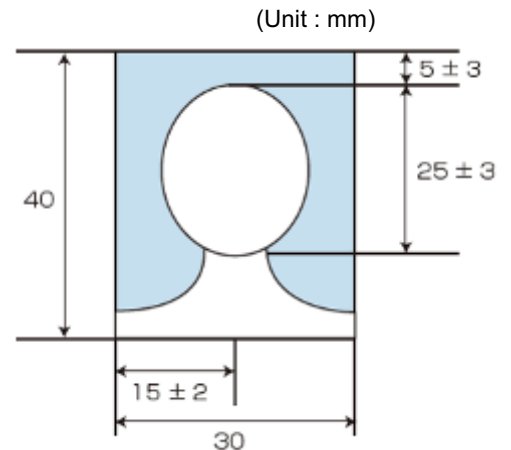
- ① Photograph
- ② Name, date of birth, sex, nationality/region
- ③ Address (the address of your main place of residence in Japan)
- ④ Status, period of stay and date of expiration
- ⑤ Permit documents and date
- ⑥ Residence Card number, date of issue and period of validity date
- ⑦ Limits on work (permitted / not permitted)
- ⑧ Main points for when a permit has been received for activities outside those permitted by the status

Note: All or part of the information printed on a residence card will be recorded in an IC chip embedded in the card to prevent the Residence Card from being forged.

(Front of the card)



You need to submit a photo as specified below when you submit an application or report that involves the issuance of a residence card.



- * Hats, etc. should be removed and face straight ahead
- * No background or shadows
- * Must be a clear image
- * Must be taken within 3 months prior to submission
- * Photo of the applicant only
- * Photo measurements are as above (excluding the (white) border). (Face measurements are from the top of the head (including hair) to the point of the chin)



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(Reverse side of the card)

届出年月日	住居地記載欄	記載者印
2014年12月1日	東京都港区港南5丁目5番30号	東京都港区長

資格外活動許可欄

許可: 原則週 28 時間以内・風俗営業等の従事を除く

在留期間更新等許可申請欄

在留資格変更許可申請中

When you change your address, this is the column where your new address will be listed after the change.

If an application for an extension of the period of stay or for a change in resident status, the fact that the application is pending will be entered in this section.

Validity period of a Residence Card

Permanent resident:

16 years or older --- 7 years from the date of issuance

Under 16 years old --- until the individual's 16th birthday

Persons other than permanent residents:

16 years or older --- the expiration date of the period of stay

Under 16 years old --- the expiration date of the period of stay, or the individual's 16th birthday, or whichever comes first

(2) Special re-entry permit system

Foreign nationals holding a valid passport and Residence Card, who will be re-entering Japan within 1 year of their departure or prior to the expiry of their period of stay, whichever is the earlier, will, in principle, not be required to apply for a re-entry permit. There are no relief measures for stays abroad even 1 day more than 1 year when you have departed from Japan using a special re-entry permit.

It is necessary to present your Residence Card at departure as well as putting a check mark in the 'Departure with Special Re-entry Permission' box on the Disembarkation / Embarkation Card for reentrants to indicate your intention to reenter Japan. If you do not put a check mark, you will be considered as a person leaving Japan (someone returning to their home country) and will not be able to enter Japan unless you apply for a visa at a Japanese consulate overseas, etc.



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Sample of a DISEMBARKATION CARD / EMBARKATION CARD FOR REENTRANT (ED CARD)

外国人用 (再入国)	再入国入国記録 DISEMBARKATION CARD FOR REENTRANT ② 【 ARRIVAL 】	再入国出国記録 EMBARKATION CARD FOR REENTRANT ① 【 DEPARTURE 】																																			
<p>●活字体で記入して下さい。黒色又は青色のペンで記入して下さい。</p> <p>●カード②は再入国時に入国審査官へ提出するものです。</p> <p>*Please type or print clearly. Write by using black or blue pen.</p> <p>*CARD② is to be submitted to the Immigration Inspector</p> <p>Do not fold.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">氏名 Name</td> <td colspan="3">Family Name</td> <td colspan="3">Given Names</td> </tr> <tr> <td>生年月日 Date of Birth</td> <td>Day 日</td> <td>Month 月</td> <td>Year 年</td> <td colspan="3">航空機便名・船名 Last flight No./Vessel</td> </tr> </table> <p style="font-size: 8px;">以下の質問について、該当するものに☑を記入し、署名して下さい(特別永住者の方は署名のみ)。Please check the applicable items and put your signature. (For special permanent resident, please put your signature only.)</p> <p>1 あなたは、日本国又は日本国以外の国において、刑事事件で有罪判決を受けたことがありますか？ Have you ever been found guilty in a criminal case in Japan or another country?</p> <p style="text-align: center;"><input type="checkbox"/> はい Yes <input type="checkbox"/> いいえ No</p> <p>2 あなたは、現在、麻薬、大麻、あへん若しくは覚せい剤等の規制薬物又は銃砲、刀剣類若しくは火薬類を所持していますか？ Do you presently have in your possession narcotics, marijuana, opium, stimulants, or other controlled substance, swords, explosives or other such items?</p> <p style="text-align: center;"><input type="checkbox"/> はい Yes <input type="checkbox"/> いいえ No</p> <p>以上の記載内容は事実と相違ありません。 I hereby declare that the statement given above is true and accurate.</p> <p>署名 Signature _____</p> <p style="text-align: center; font-size: 8px;">官用欄 Official Use Only</p>	氏名 Name	Family Name			Given Names			生年月日 Date of Birth	Day 日	Month 月	Year 年	航空機便名・船名 Last flight No./Vessel			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">氏名 Name</td> <td colspan="3">Family Name</td> <td colspan="3">Given Names</td> </tr> <tr> <td>生年月日 Date of Birth</td> <td>Day 日</td> <td>Month 月</td> <td>Year 年</td> <td colspan="3">主な渡航先国名 Destination</td> </tr> <tr> <td>航空機便名・船名 Flight No./Vessel</td> <td colspan="3">出国予定期間 Intended period out of Japan</td> <td colspan="3"> <input type="checkbox"/> 1年以内 <input type="checkbox"/> 1年超2年以内 <input type="checkbox"/> 2年超 <small>Within one year Over one year but within two years Over two years</small> </td> </tr> </table> <p style="font-size: 8px;">次のいずれかに☑を記入して下さい。Please check either one of the boxes below.</p> <div style="border: 2px solid red; padding: 5px;"> <p><input type="checkbox"/> 1. 一時的な出国であり、再入国する予定です。 I am leaving Japan temporarily and will return.</p> <p><input type="checkbox"/> 2. 「再入国許可」の有効期間内に再入国の予定はありません。 I do not plan to re-enter Japan while my re-entry permit is valid.</p> <p style="font-size: 8px;">(地方入国管理官署で「再入国許可」を受けており、その有効期間内に再入国予定のない方は、☑して下さい。)</p> </div> <p>署名 Signature _____</p> <p style="text-align: center; font-size: 8px;">官用欄 Official Use Only</p>	氏名 Name	Family Name			Given Names			生年月日 Date of Birth	Day 日	Month 月	Year 年	主な渡航先国名 Destination			航空機便名・船名 Flight No./Vessel	出国予定期間 Intended period out of Japan			<input type="checkbox"/> 1年以内 <input type="checkbox"/> 1年超2年以内 <input type="checkbox"/> 2年超 <small>Within one year Over one year but within two years Over two years</small>		
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1-2 Procedures at port of entry

At the port of entry, when you have been granted a new landing permit as a mid- to long-term resident, you will be issued a Residence Card. However, for the time being, the Residence Card will be issued only at 4 airports: Narita, Haneda, Chubu and Kansai. If you have been issued a Residence Card and your residence in Japan has been decided, you should take the Card to the municipal office of the district where your residence is and make a notification of your residence address at the office.

If a Residence Card is not issued at the port of entry, and 'Residence Card will be issued at a later date' has been stamped on your passport and your residence in Japan has been decided, you should take your passport to the municipal office of the district of your residence and make a notification of your address. Your Residence Card will be sent to you later by registered post to the address you have registered..

1-3 Procedures at the municipal office

If your present residence address is not written on your Residence Card, you should bring it to the municipal office of the district of your residence and have the office write your address on the card. If you move to another city, ward, town, etc., you should go to the municipal office of your former address and make a report of your move out, and go to the municipal office of the district of your new address and make a report of moving in. If you present your Residence Card when you make a notification of moving in to a new address (if you move to an address in the same municipality, a notification of a change in address (tenkyo todoke)) at the municipal office, this will mean that the notification of change in address (jukyochi no henko todokede) has been simultaneously made to the Immigration Bureau.



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1-4 Procedures at the Regional Immigration Office

* The following applications and reports must be made. A new residence card will be issued for (1)–(3)

- (1) When a change in one's name, date of birth, sex, nationality/region occurs, a report must be made within 14 days.
- (2) Permanent residents (Residence Card validity period is 7 years from issuance) and persons under 16 years old whose validity period on their Residence Card is their 16th birthday, should make an application for a renewal of the validity period of their Residence Card prior to the expiration of the validity period on their Card.
- (3) When a Residence Card has been lost, stolen or destroyed, an application must be made within 14 days.
- (4) For people who have a working status, are overseas students, technical intern trainees or trainees, when the organization they are affiliated to changes; for people whose status is that of spouse 'Spouse of a Japanese National' or 'Spouse of a Permanent Resident', etc., when they are separated from their spouse by either divorce or death, a report must be made within 14 days

* When a permit for renewal of period of stay or a permit for a change in residence status are given, a new Residence Card will be issued.



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1-5 Please note

(1) Legal obligation to make a notification

You are legally bound to notify the Immigration Bureau (Regional Immigration Office) of any matter upon which your residence status is based. These matters must be reported within 14 days. If they are not reported within this period, you are liable to be penalized by law.

Persons holding a working resident status are obliged to report when they change their place of employment. Persons married to a Japanese national or permanent resident, or those who as a spouse reside as dependant of a person involved in designated activities must report separation either by divorce or by death. Notification of your address must be made at the municipal office of where you live. (Refer to [5-2 notifications related to circumstances of residence](#))

(2) Legal obligation to carry your Residence Card at all times

Since the Residence Card must be carried at all times, you must have it with you even if you are in possession of your passport. If a police officer or immigration officer asks you to show your Residence Card, you must do so. If you fail to carry or refuse to show your card, you will be liable to be penalized by law.

(3) Reasons for revocation of status of stay, reasons for forceful repatriation, penalization

Related to (1) and (2) above, below are listed new reasons for revocation of status of stay, reasons for forceful repatriation and penalties.

Regarding the crime of encouraging illegal employment, an employer, even if they are unaware of illegal employment activities of their employee, will be punished for negligence.

Newly added reasons for revocation of status of stay

(a) Illegally acquiring a Special Permission to Stay in Japan

(b) When a person staying in Japan as a spouse with a (Spouse or Child of a Japanese National, etc.), (Spouse or Child of a Permanent Resident) status of stay has failed to continue to engage in the activities of a person with the status of spouse for over 6 months while residing in Japan

* Regarding examples of when a status of stay is not revoked when there are justifiable reasons for a person with the status of spouse not engaging in spousal activities, etc.

http://www.immi-moj.go.jp/newimmiact_1/info/120703_01.html

(c) When there is no justifiable reason for not having registered one's address, or when a false registration has been made.

* Regarding examples when a status of stay is not revoked when there are justifiable reasons for not having registered one's address, etc.

http://www.immi-moj.go.jp/newimmiact_1/info/120703_02.html



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(d) When a person staying in Japan with the status of residence (listed in the Appended Table I of the Immigration Control Act), which allows the person to undertake certain activities, has in fact failed to engage in the stated activities and undertakes other activities or intends to undertake other activities.

Newly added reasons for forceful repatriation

(a) Forgery, etc. of a Residence Card

(b) When one has been sentenced to imprisonment or a more severe penalty for fraudulent registration, etc.

* Even if an employer not aware that the foreign employee is working illegally, they will be punished for negligence, etc. for not confirming if the foreign employee has a working status of stay.

If the employer is a foreign national, it should be noted that the crime of encouraging illegal employment is liable to be penalized by forceful repatriation.

Newly added penalization

(a) Making fraudulent or illegal notifications of any of the notifications required for mid- to long-term residents, or for the illegal receipt, possession or not showing the Residence Card

(b) Forgery, etc. of the Residence Card

(c) A person who landed, receiving a landing permit, or a person who is given a permit for a change in residence status, a permit for renewal of period of stay or a permit for permanent residence, etc. by deceit or other wrongful means.

■References:

Ministry of Justice, Immigration Bureau

'To all foreign nationals residing in Japan - Beginning on Monday, July 9, 2012, Start of a new residency management system!'

[http://www.immi-moj.go.jp/newimmiact_1/pdf/NewResidencyManagementSystem-\(EN\).pdf](http://www.immi-moj.go.jp/newimmiact_1/pdf/NewResidencyManagementSystem-(EN).pdf)



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2 About the Basic Resident Registration for foreign residents

2-1 Outline of the system

Until now, the registration of a foreign resident's address was made with alien registration. However, with the abolition of the Alien Registration Act and partial amendment to the Basic Resident Registration Act, foreign residents will be recorded on the Basic Resident Register in the same way as Japanese nationals.

With the above changes, foreign residents will also have a Resident Record (*Juminhyo*) made. This will make administrative procedures at local municipal offices simpler and more convenient.

Main changes are as below:

- It will be possible to have a certificate (Resident Record – *Juminhyo no utsushi*) listing all members of a household consisting of Japanese and foreign nationals issued.
- Submitting a notification of a change of address will automatically update your address for the National Health Insurance, etc.
- Until now, notification of changes in residence status or period of stay needed to be made at both the Regional Immigration Office and local municipal office, however, notifications need to be made only at the Regional Immigration Office.
- Under the Basic Resident Registration Act, agents will be able to submit notifications such as 'moving-in' or 'change in address' etc. on your behalf.



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2-2 Foreign residents for whom a Resident Record is made and items listed on the Resident Record

A Resident Record (*Juminhyo*) is created for the following foreign nationals:

- Mid- to long-term residents (those who have been issued a Residence Card)
- Special permanent residents
- Persons who have been granted landing permission for temporary refuge or a temporary residence permit
- Persons who have stayed beyond their period of stay due to birth, or because they have lost their Nationality

Items listed on the Resident Record (*Juminhyo kisaijiko*) (of mid- to long-term residents)

- ① Full name
- ② Date of birth
- ③ Sex
- ④ (when the record is for the householder) Householder
(when the record is for a person other than the householder) Full name of the householder and the person's relationship to the householder
- ⑤ Address (or if you have moved to this address, the address and the date you actually moved to the address)
- ⑥ (if you have moved into the district) Date of notification of moving to address, and the previous address
- ⑦ Items related to the insured person's National Health Insurance (*Kokumin Kenko Hoken*) status
- ⑧ Items related to the insured person's Elderly Citizens Medical (Insurance) (*Koki-koreisha Iryo*) status
- ⑨ Items related to the insured person's Nursing Care Insurance (*Kaigo Hoken*) status
- ⑩ Items related to the insured person's National Pension (*Kokumin Nenkin*) status
- ⑪ Items related to receiving a Child Allowance
- ⑫ Items related to Rice Rations
- ⑬ Resident Code (number) (will be entered from July 8, 2013)
- ⑭ Other official items (commonly used name, etc.)
- ⑮ Nationality/region.
- ⑯ The date the person became a foreign resident
- ⑰ The fact that the stated person is a mid- to long-term resident, etc.
- ⑱ The following items, as stated on the Residence Card; residence status, period of stay, date of expiry of period of stay, Residence Card number, etc.



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(Example of a Resident Record [Juminhyo] form)

住 民 票					
氏 名 ①	生年月日 ②	性別 ③ 男 女	住民票コード ⑬		
通 称 ⑭				外国人住民 となった年月日 ⑯	
住 所 ⑤				届出日	
前 住 所 ⑥					
世帯主の 氏 名 ④	世帯主との 続 柄 ④	国籍・地域 ⑮			
第30条の4 5に規定する 区分 ⑰	在留資格 ⑱	在留カード等の 番号 ⑱			
	在留期間等 ⑱	在留期間の 満了の日 ⑱			
通称の記載 及び削除に 関する事項 ⑭	通 称	記載市町村名	記載年月日	削除市町村名	削除年月日
備 考					

⑦ 国民健康保険 <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>資格取得</th> <th>資格喪失</th> </tr> <tr> <td>年 月 日</td> <td>年 月 日</td> </tr> <tr> <td>年 月 日</td> <td>年 月 日</td> </tr> <tr> <td>退職者又は 継続者の別</td> <td>該当年月日</td> </tr> <tr> <td>退・被扶</td> <td>年 月 日</td> </tr> <tr> <td>退・被扶</td> <td>年 月 日</td> </tr> </table>	資格取得	資格喪失	年 月 日	年 月 日	年 月 日	年 月 日	退職者又は 継続者の別	該当年月日	退・被扶	年 月 日	退・被扶	年 月 日	⑧ 後期高齢者医療 <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>資格取得</th> <th>資格喪失</th> </tr> <tr> <td>年 月 日</td> <td>年 月 日</td> </tr> <tr> <td>年 月 日</td> <td>年 月 日</td> </tr> </table>	資格取得	資格喪失	年 月 日	年 月 日	年 月 日	年 月 日	⑩ 国民年金 <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="4">基礎年金番号</th> </tr> <tr> <th colspan="4">資格得喪・種別変更</th> </tr> <tr> <td>年 月 日</td> <td>得・種別・喪</td> <td colspan="2">1-任</td> </tr> <tr> <td>年 月 日</td> <td>得・種別・喪</td> <td colspan="2">1-任</td> </tr> </table>	基礎年金番号				資格得喪・種別変更				年 月 日	得・種別・喪	1-任		年 月 日	得・種別・喪	1-任	
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Colored section: Contains items peculiar to foreign residents



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2-3 Please note

The full name on the Resident Record will be the same as that on the Residence Card. The name on the Residence Card will be as it is written in the (Roman) alphabet on your passport, and will be written in the same way on the Resident Record.

For people who come from countries that use Chinese characters, their names will, in principle, be written in the (Roman) alphabet, however, Chinese characters can be added. The Chinese characters that can be used are characters from the stipulated range of orthographic characters.

■References:

Ministry of Internal Affairs and Communications

'A New Resident Registration System for Foreign Residents Will Begin July 2012!'

(Poster/Leaflet)

Japanese

http://www.soumu.go.jp/main_sosiki/jichi_gyousei/c-gyousei/pdf/jpn_poster.pdf

http://www.soumu.go.jp/main_sosiki/jichi_gyousei/c-gyousei/pdf/jpn_page.pdf

English

http://www.soumu.go.jp/main_sosiki/jichi_gyousei/c-gyousei/pdf/eng_poster.pdf

http://www.soumu.go.jp/main_sosiki/jichi_gyousei/c-gyousei/pdf/eng_page.pdf

Ministry of Internal Affairs and Communications

'Gaikoku-jin jumin ni kakaru Jumin Kihon Daicho Seido ni tuite' (details)

(About the Basic Resident Registration System for foreign residents)

Japanese

http://www.soumu.go.jp/main_sosiki/jichi_gyousei/c-gyousei/zairyu/index.html

English

http://www.soumu.go.jp/main_sosiki/jichi_gyousei/c-gyousei/zairyu/english/index.html

Ministry of Internal Affairs and Communications [From July 8, 2013, the Basic Resident Registration Network (Juki Net) will come into operation for foreign residents. Also, foreign residents will be able to obtain a Juki Card (residence identification card)]

Japanese

http://www.soumu.go.jp/main_sosiki/jichi_gyousei/c-gyousei/pdf/121130_01.pdf

English

http://www.soumu.go.jp/main_sosiki/jichi_gyousei/c-gyousei/pdf/130201_english.pdf



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3 Confirming the content of registered details and having certificates issued

3-1 Confirming the content registered details of resident records and having certificates issued

By having a copy of your Residence Record (juminhyo) or a certificate of details listed on the Resident Record (juminhyo kisai jiko shomeisho) (a certificate of only required details) issued, you can confirm the details recorded on the Basic Resident Record (juminhyo).

You can have a copy of your Resident Record (juminhyo) or a certificate of details listed on the Resident Record (juminhyo kisai jiko shomeisho) issued when you require documents of proof of identification or of your address in Japan for acquiring a status of stay, employment, etc. The individual (you) or a member of your family can apply for these documents at the municipal office. If another person is to make an application, in principle, a letter of proxy is required.

Required documents	Place where to make an application or enquiry	Service fees
1 Application form for issuing a copy of a Resident Record (juminhyo) (forms are available at the municipal office)		Fee charged.
2 Identification papers of the person making the application (When a proxy is making an application)	Municipal office of the area of your residence	Fee varies depending on the municipal office and the number of people in the family which for whom a copy is required (about 200 yen–600 yen).
3 A letter of proxy		



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3-2 Confirming the content details of alien registration and having certificates issued

After the introduction of the revised immigration control system, alien registration records are kept by the Ministry of Justice, Immigration Bureau, and in accordance with article 12 of the act related to the protection of personal information held by government offices (gyoseikikan no hoyusuru kojinhō no hōgo ni kansuru horitsu), an application for disclosure of information can be made. The office in charge is: Ministry of Justice, Minister's Secretariat, Secretarial Division, Personal Information Protection Office.

For details, see The Ministry of Justice's Website's section

http://www.moj.go.jp/hisho/bunsho/hisho02_00016.html.



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4 Procedures for change in address and family composition

It is necessary to carry out procedures at the municipal office when there is a change in the address or family composition which has been registered in the Resident Register. Since the term allowed for making each notification is set, you should try not to be late.

In principle it is the individual or the head of the family who should make an application at the municipal office.

4-1 Change in address

When the address of mid- to long-term residents changes, a notification of a notification of moving out (tenshutsu todoke), moving in (tennyu todoke), and/or a notification of change in address (tenkyo todoke). Besides this, a notification of a change in address (jukyochi henko todokede) must be made. However, if the Residence Card of all members of the family are presented when making a notification of moving in or notification of change of address, a Notification of Address form (jukyochi todokede-sho) is not required. Basic procedures are explained below.

(1) Moving-out notification (tenshutsu todoke)

Before you move address, go to the municipal office for where you live and make a moving-out notification (tenshutsu todoke). When you have made a moving-out notification, a moving-out certificate (tenshutsu shomei-sho) will be issued.

Who can make the notification	Required documents (examples)	Where to make notifications and inquiries	From / until	Service fees
1 The individual or head of the family 2 A family member of the same family as the individual 3 A proxy who has received a letter of proxy from the individual	1 Moving-out notification (forms available at municipal office) 2 Documents that can prove to the staff at the office the identity of the person making the notification 3 (When a proxy is making the notification) A letter of proxy written by the individual (the person who has moved out)	The municipal office of the area of your previous address (notification may be possible by post)	Before you have moved	No fees charged



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(2) Moving-in notification (tennyu todoke) / notification of change in address (jukyochi no henko todokede)

When you move to an address in a municipality outside the one you live in, a moving-in notification (tennyu todoke) and change in address notification (jukyochi henko no todokede) must be made within 14 days of moving address at the municipal office of the address you have moved to.

Who can make the notification	Required documents (examples)	Where to make notifications and inquiries	From / until	Service fees
<p>1 The individual or head of the family</p> <p>2 A family member of the same family as the individual</p> <p>3 A proxy who has received a letter of proxy from the individual</p>	<p>1 Moving-in notification (forms available at municipal office)</p> <p>2 The Residence Card of all members moving in, (including Alien Registration Cards deemed equivalent)</p> <p>3 (when an existent family is moving in, for all family members other than the head of the family) Documents showing their relationship to the head of the family</p> <p>4 Certificate of moving out (tenshutsu shomeisho) (issued by the municipal office of where you have lived until the present)</p> <p>5 Documents that can prove to the staff at the office the identity of the person making the notification</p> <p>6 (When a proxy is making the notification) A letter of proxy written by the individual (the person who has moved)</p>	The municipal office of the area of your new address	Within 14 days of changing address	No fees charged

* The new address must be written on the Residence Card at the municipal office for the new address. If you have lost your Residence Card, mid- to long-term residents should go to the Immigration Office and apply for a reissuance of a Residence Card .

(3) Change of address notification (tenkyo todoke) / Notification of change of address (jukyochi no henko todokede) (for mid- to long-term residents)

When you have moved to a new address within the same municipality, you should make a change of address notification (tenkyo todoke) and change of address notification (jukyochi henko no todokede) at the municipal



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office.

Who can make the notification	Required documents (examples)	Where to make notifications and inquiries	From / until	Service fees
<p>1 The individual or head of the family</p> <p>2 A family member of the individual at the new address</p> <p>2 A proxy who has received a letter of proxy from 1</p>	<p>1 Change of address notification (forms available at municipal office)</p> <p>2 The Residence Card of all members moving, (including Alien Registration Cards deemed equivalent)</p> <p>3 (when an existent family is moving in, for all family members other than the head of the family) Documents showing their relationship to the head of the family</p> <p>4 Documents that can prove to the staff at the office the identity of the person making the notification</p> <p>5 (When a proxy is making the notification) A letter of proxy written by the individual (the person who has moved)</p>	<p>The municipal office of the area of your previous address (notification may be possible by post)</p>	<p>Within 14 days from when you have moved</p>	<p>No fees charged</p>

* The new address must be written on the Residence Card at the municipal office for the new address. If you have lost your Residence Card, mid- to long-term residents should go to the Immigration Office and have a Residence Card reissued.



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4-2 In the case of marriage, divorce

(Refer to [C Marriage/Divorce](#))

A notification of marriage (kon'in todoke) or notification of divorce (rikon todoke) should be made at the municipal office of the address of either party of the marriage or divorce.

If one party or both parties of the marriage or divorce are foreign nationals, a notification should be made with the Regional Immigration Bureau and the embassy/consulate of foreign national's home country.

4-3 When a child is born

(Refer to [B Status of residence, 2-8 Acquisition of status of residence, H Childbirth/Childcare 2 Birth notification and acquisition of nationality](#))

A birth notification (shussho todoke) should be made at the municipal office where the child was born or the municipal office of the notifying person (guardian, etc.).

If one or both parents are a foreign nationals a notification should be made with the Regional Immigration Office and the embassy/consulate of foreign national's home country.

A child born in Japan, can have a Resident Record made for up to 60 days after birth as a person overstaying due to birth.

For a child of a mid- to long-term resident, if the child is to stay in Japan for 61 days or more, an application to acquire a status of residence should be made within 30 days of birth at the nearest Regional Immigration Office.

A birth certificate (shussho shomeisho) and notification of birth acceptance certificate (shussho todoke juri shomeisho) should be attached.

If after a notification of birth, a copy of the Resident Record (juminhyo) or a certificate of items listed on the Resident Record (juminhyo kisai jiko shomei-sho) is presented when making an application for the acquisition of a status of residence, after acquiring a status of residence, making a notification of address again at the municipal office will not be required.

4-4 When there is a death

(Refer to [D Other notifications 4 Death notification](#))

A death notification (shibo todoke) should be made at the municipal office where the person died or the municipal office of the notifying person (guardian, etc.). The dead person's Residence Card should be returned to the nearest Regional Immigration Office and the embassy/consulate of the dead person should be notified.



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5 Notifications and procedures related to the Residence Card

5-1 Re-issuance of the Residence Card

When a Residence Card has been lost, stolen or lost in a fire or other disaster, an application for its reissue should be made within 14 days.

If the Card or certificate has been soiled or torn, etc. an application for reissue can be made.

Mid- to long-term residents

Required documents	Where to make applications and inquiries	From/until	Service fee
1 Application for Re-issuance of a Residence Card 2 Passport or Status of residence certificate (zairyu shikaku shomeisho) 3 Photograph - 4cm high x 3cm wide - taken within 3 months - upper body, no hat * not required for people under 16 years 4 Residence Card (if you have one) 5 Documents (ishitsu todokede shomeisho, tonan todokede shomeisho, risai shomeisho) to prove the loss of the Resident Card (when the Card has been lost) 6 Permission to engage in an activity other than that permitted by the status of residence previously granted (when permission to engage in another activity has been acquired) 7 Present personal identification documents (when an application is made by an application agent) etc.	Applications be made at: the Regional Immigration Office with jurisdiction of the area of your address Inquiries to be made at: the Regional Immigration Office with jurisdiction of the area of your address, or a foreign residence general information center (please refer to B4 Inquiries concerning status of residence)	(When the Card, etc., has been lost, etc.) Within 14 days from when the Card was lost (When the Card has been soiled etc.) No term fixed (Within 14 days from when an order to make an application for re-issuance has been received (Request for optional renewal) No term fixed	(Loss, etc.) (Soiled, etc.) No fee charged (Request for optional renewal) 1,300 yen



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Sample

別記第二十九号の十一様式(第十九条の十一関係)
(紛失再交付)
(Reissuance (lost))

日本国政府法務省
Ministry of Justice, Government of Japan

在留カード再交付申請書 APPLICATION FOR RE-ISSUANCE OF A RESIDENCE CARD		写真 Photo 40mm × 30mm
法務大臣 閣下 To the Minister of Justice 出入国管理及び難民認定法第19条の12第1項の規定に基づき、次のおおりに在留カードの再交付を申請します。 Pursuant to the provisions of Paragraph 1 of Article 19-12 of the Immigration Control and Refugee Recognition Act, I hereby apply for reissuance of a residence card.		
1 国籍・地域 Nationality / Region	2 生年月日 Date of birth	年 月 日 Year Month Day
3 氏名 Name	4 性別 Sex	男・女 Male / Female
5 住居地 Address in Japan	6 在留カード番号 Residence card number	7 資格外活動許可の有無 Permitted to engage in activity other than those permitted under the status of residence previously granted
8 在留カードの所持を失った理由及びその事実を知った日 Reason for loss of the residence card / Date of realizing such fact	年 月 日 Year Month Day	
9 代理人 Representative		
(1) 氏名 Name	(2) 本人との関係 Relationship with the applicant	
(3) 住所 Address		
以上の記載内容は事実と相違ありません。 I hereby declare that the statement given above is true and correct. 申請人(代理人)の署名/申請書作成年月日 Signature of the applicant (representative) / Date of filing in this form		
年 月 日 Year Month Day		
注意 申請書作成後申請までに記載内容に変更が生じた場合、申請人(代理人)が変更箇所を訂正し、署名すること。 Attention In cases where descriptions have changed after filing in this application form up until submission of this application, the applicant (representative) must correct the part concerned and sign their name.		
※ 取次者 Agent or other authorized person		
(1) 氏名 Name	(2) 住所 Address	
(3) 所属機関等(親族等については、本人との関係) Organization to which the agent belongs (in the case of a relative, relationship with the applicant)	(4) 電話番号(携帯電話番号) Telephone number (Cellular phone number)	
◎ 本人又は代理人の連絡先(申請内容の確認のため、連絡させていただく場合があります) Contact telephone number of applicant (representative)		
電話番号 Telephone no.	携帯電話番号 Cellular phone no.	
【代理人】 Representative	16歳以上の同居の親族(本人が16歳未満の場合、実親その他の事由により自ら申請できない場合又は本人の依頼による場合) A relative aged 16 years or above living together with the applicant (in cases where the applicant is under the age of 16 years, suffers from an illness or is unable to apply for the residence card owing to other grounds, or in cases pursuant to the request of the applicant)	
【取次者】 Agent or other authorized person	受入れ機関等の職員で地方入国管理局長が適当と認めるもの(本人の依頼による場合)、弁護士又は行政書士で地方入国管理局長に届け出たもの(本人の依頼による場合)、本人の法定代理人、親族又は同居人若しくはこれに準ずる者で地方入国管理局長が適当と認めるもの(本人が18歳未満又は疾病その他の事由がある場合) A member of the staff of the accepting institution, etc. whom the director of the regional immigration bureau deems to be appropriate (in cases pursuant to a request from the applicant); an attorney or administrative scrivener who has given notification to the director of the regional immigration bureau (in cases pursuant to a request from the applicant); a legal representative, a relative of the applicant, a person living together with the applicant or an equivalent person, whom the director of the regional bureau deems respectively to be appropriate (in cases where the applicant is under the age of 16 years, suffers from an illness or owing to other grounds)	

Source: Ministry of Justice [APPLICATION FOR RE-ISSUANCE OF A RESIDENCE CARD due to loss \(of original Card\)](#)



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Sample

別記第二十九号の十二様式(第十九条の十二関係)
(汚損等再交付)
(Reissuance (defaced))

日本国政府法務省
Ministry of Justice, Government of Japan

在留カード再交付申請書		APPLICATION FOR RE-ISSUANCE OF A RESIDENCE CARD	
<p>法務大臣 殿 To the Minister of Justice</p> <p>出入国管理及び難民認定法第19条の13第1項前段又は第3項の規定に基づき、次のとおり在留カードの再交付を申請します。</p> <p>Pursuant to the provisions of the first sentence of Paragraph 1 of Article 19-13 of the Immigration Control and Refugee Recognition Act, I hereby apply for reissuance of a residence card.</p> <p>該当する申請にチェックしてください。 Check on of the following applications.</p> <p><input type="checkbox"/> ① 在留カードの汚損等による再交付申請 Application for reissuance of a residence card due to being defaced or soiled</p> <p><input type="checkbox"/> ② 在留カードの再交付申請命令による再交付申請 Application for reissuance of a residence card upon a reissuance order</p>		<p>写真 Photo 40mm × 30mm</p>	
1 国籍・地域 Nationality / Region	2 生年月日 Date of birth	年 Year	月 Month
Family name _____ Given name _____		日 Day	
3 氏名 Name	4 性別 Sex		男・女 Male / Female
Address in Japan _____			
6 在留カード番号 Residence card number _____			
7 代理人 Representative			
(1) 氏名 Name _____		(2) 本人との関係 Relationship with the applicant _____	
(3) 住所 Address _____			
以上の記載内容は事実と相違ありません。 I hereby declare that the statement given above is true and correct.			
申請人(代理人)の署名/申請書作成年月日		Signature of the applicant (representative) / Date of filing in this form	
		年 Year	月 Month
		日 Day	
<p>注意 申請書作成後申請までに記載内容に変更が生じた場合、申請人(代理人)が変更箇所を訂正し、署名すること。 Attention In cases where descriptions have changed after filing in this application form up until submission of this application, the applicant (representative) must correct the part concerned and sign their name.</p>			
※ 取次者 Agent or other authorized person			
(1) 氏名 Name _____		(2) 住所 Address _____	
(3) 所属機関等(親族等については、本人との関係) Organization to which the agent belongs (in the case of a relative, relationship with the applicant)		(4) 電話番号(携帯電話番号) Telephone number (Cellular phone number)	

③ 本人又は代理人の連絡先(申請内容の確認のため、連絡させていただく場合があります) Contact telephone number of applicant (representative)

電話番号 Telephone no. _____ 携帯電話番号 Cellular phone no. _____

【代理人】 16歳以上の同居の親族(本人が16歳未満の場合、疾病その他の事由により自ら申請できない場合又は本人の欠続による場合)
Representative A relative aged 16 years or above living together with the applicant (in cases where the applicant is under the age of 16 years, suffers from an illness or is unable to apply for the residence card owing to other grounds, or in cases pursuant to the request of the applicant)

【取次者】 受入れ機関等の職員で地方入国管理局長が適当と認めるもの(本人の欠続による場合)、弁護士又は行政書士で地方入国管理局長に届け出たもの(本人の欠続による場合)、本人の法定代理人、親族又は同居人若しくはこれに類する者で地方入国管理局長が適当と認めるもの(本人が16歳未満又は疾病その他の事由がある場合)
Agent or other authorized person A member of the staff of the accepting institution, etc. whom the director of the regional immigration bureau deems to be appropriate (in cases pursuant to a request from the applicant); an attorney or administrative scrivener who has given notification to the director of the regional immigration bureau (in cases pursuant to a request from the applicant); a legal representative; a relative of the applicant; a person living together with the applicant or an equivalent person, whom the director of the regional bureau deems respectively to be appropriate (in cases where the applicant is under the age of 16 years, suffers from an illness or owing to other grounds)

Source: Ministry of Justice [APPLICATION FOR RE-ISSUANCE OF A RESIDENCE CARD due to soiling/damage, etc. \(of original Card\)](#)



Council of Local Authorities for International Relations

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Sample

別記第二十九号の十三様式(第十九条の十二関係)
(交換希望)
(Optional renewal)

日本国政府法務省
Ministry of Justice, Government of Japan

在留カード再交付申請書 APPLICATION FOR RE-ISSUANCE OF A RESIDENCE CARD		写真 Photo 40mm × 30mm
<p>法務大臣殿 To the Minister of Justice</p> <p>出入国管理及び難民認定法第19条の13第1項後段の規定に基づき、次のとおり在留カードの交換希望による再交付を申請します。 Pursuant to the provisions of the second sentence of Paragraph 1 of Article 19-13 of the Immigration Control and Refugee Recognition Act, I hereby apply for optional renewal of a residence card.</p>		
1 国籍・地域 Nationality / Region	2 生年月日 Date of birth	
<p>Family name _____ Given name _____</p> <p>Year _____ Month _____ Day _____</p>		
3 氏名 Name	4 性別 Sex	男・女 Male / Female
5 住居地 Address in Japan _____		
6 在留カード番号 Residence card number _____		
7 在留カードの交換を希望する理由 Reason for optional renewal of the residence card _____		
8 代理人 Representative		
(1) 氏名 Name	(2) 本人との関係 Relationship with the applicant	
(3) 住所 Address _____		
<p>以上の記載内容は事実と相違ありません。 I hereby declare that the statement given above is true and correct. 申請人(代理人)の署名/申請書作成年月日 Signature of the applicant (representative) / Date of filing in this form</p> <p>年 _____ 月 _____ 日 Year _____ Month _____ Day _____</p>		
<p>注意 申請書作成後申請までに記載内容に変更が生じた場合、申請人(代理人)が変更箇所を訂正し、署名すること。 Attention In cases where descriptions have changed after filing in this application form up until submission of this application, the applicant (representative) must correct the part concerned and sign their name.</p>		
※ 取次者 Agent or other authorized person		
(1) 氏名 Name	(2) 住所 Address	
(3) 所属機関等(親族等については、本人との関係) Organization to which the agent belongs (in the case of a relative, relationship with the applicant)		(4) 電話番号(携帯電話番号) Telephone number (Cellular phone number)

◎ 本人又は代理人の連絡先(申請内容の確認のため、連絡させていただく場合があります) Contact telephone number of applicant (representative)

電話番号 _____ 携帯電話番号 _____
Telephone no. _____ Cellular phone no. _____

【代理人】 16歳以上の同居の親族(本人が16歳未満の場合、疾病その他事由により自ら申請できない場合又は本人の依頼による場合)
Representative A relative aged 16 years or above living together with the applicant (in cases where the applicant is under the age of 16 years, suffers from an illness or is unable to apply for the residence card owing to other grounds, or in cases pursuant to the request of the applicant)

【取次者】 受入れ機関等の職員で地方入国管理局長が適当と認めるもの(本人の依頼による場合)、弁護士又は行政書士で地方入国管理局長に届け出たもの(本人の依頼による場合)、本人の法定代理人、親族又は同居人若しくはこれに準ずる者で地方入国管理局長が適当と認めるもの(本人が16歳未満又は疾病その他事由がある場合)

Agent or other authorized person A member of the staff of the accepting institution, etc. whom the director of the regional immigration bureau deems to be appropriate (in cases pursuant to a request from the applicant); an attorney or administrative scrivener who has given notification to the director of the regional immigration bureau (in cases pursuant to a request from the applicant); a legal representative; a relative of the applicant; a person living together with the applicant or an equivalent person, whom the director of the regional bureau deems respectively to be appropriate (in cases where the applicant is under the age of 16 years, suffers from an illness or owing to other grounds)

Source: Ministry of Justice [APPLICATION FOR RE-ISSUANCE OF A RESIDENCE CARD due to request for optional renewal](#)



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5-2 Notification of changes other than those of address

For mid- to long-term residents, when there is a change in the date of birth, sex nationality/region, procedures for notification of changes must be carried out with 14 days from the date of change at the Regional Immigration Office whose jurisdiction covers the area you live in. Procedures for changes in period of stay or status of residence must also be made at the Regional Immigration Office. Procedures cannot be made at the municipal office.

[\(B2 Period, extension, change, permanent residence, permission to engage in an activity other than that permitted by the status of residence previously granted, re-entry, and acquisition, A1-4 Procedures at Regional Immigration Office\)](#)



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5-3 Notifications related to affiliated organizations (company, school/college, etc.) & to spouse

Depending on the residence status, notification of a change in the name or address of the school/college you attend, the name or address of the company you work for, or when you stop attending the school/college or stop working, or when you have transferred, or when you are separated from your spouse by divorce or death must be reported within 14 days.

(1) Notifications related to accepting organizations

Those to whom making a notification of a change are mid- to long-term residents who hold any of the following statuses of residence: "Professor", "Business Manager", "Legal / Accounting Services", "Medical Services", "Instructor", "Intra-company Transferee", "Technical Intern Training", "College Student", "Trainee".

* However, this applies only to those who, after July 9, 2012, received a landing permit, a permit for a change in status of residence, a renewal of a status of residence, etc.

Regarding accepting organizations (your place of employment or the school/college you attend in Japan), when a change in the name of the organization, a change in its address, or if it becomes extinguished, if you have left the organization or if you have transferred from the organization, a form of notification (todokede-sho) must be brought to the office of the Regional Immigration Bureau whose jurisdiction covers the area of your residence within 14 days, or make a notification by post to the Tokyo Regional Immigration Bureau.

* If you have left and transferred organizations, both 'leaving' and 'transfer' notifications are required.

When making a notification at a Regional Immigration Bureau office:

Bring your Residence Card and relevant notification forms to the (district or branch office of the) Regional Immigration Bureau whose jurisdiction covers the area of your residence.

When making a notification by post:

Send the relevant notification forms with a copy of your Residence Card to the following address.

Also, please write in red "Todokede-sho Zaichu" (Notification Enclosed) on the front of the envelope.

(Forwarding address)

**Tokyo Regional Immigration Bureau, Residence Management Information Department,
Notifications Desk**

5-5-30 Konan, Minato-ku, Tokyo 108-8255



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Using the following notification form samples maybe useful.

Sample

参考様式1の1(活動機関の名称変更, 所在地変更又は消滅)
(Accepting organization: change in the name/address, extinguishment)

活動機関に関する届出 NOTIFICATION OF THE ACCEPTING ORGANIZATION

① 届出人 Applicant

氏名 _____ 性別 Sex 男・女 Male/Female

生年月日 _____ 年 Year 月 Month 日 Day 国籍・地域 Nationality/Region _____

住居地 Address in Japan _____

在留カード番号 Residence card No. _____

② 届出の事由 (該当するものを選んでください。) Item of notification (check one of the following boxes)

活動機関の名称変更 Change in the name of the organization
↓
Aを記入 to A below.

活動機関の所在地変更 Change in the address of the organization
↓
Bを記入 to B below.

活動機関の消滅 Extinguishment of the organization
↓
Cを記入 to C below.

A 活動機関の名称変更 Change in the name of the organization

変更年月日 _____ 年 Year 月 Month 日 Day

機関の名称 変更前 Old name _____ 変更後 New name _____

機関の所在地 Address of the organization _____

B 活動機関の所在地変更 Change in the address of the organization

変更年月日 _____ 年 Year 月 Month 日 Day 機関の名称 Name of the organization _____

機関の所在地 変更前 Old address _____

変更後 New address _____

C 活動機関の消滅 Extinguishment of the organization

消滅年月日 _____ 年 Year 月 Month 日 Day 機関の名称 Name of the organization _____

機関の所在地 (消滅時の所在地) Address of the extinct organization (Address at the time of the extinguishment) _____

③ 届出人(本人以外の者が届け出る場合に記入) Representative or agent (in case of representative, agent or other)

氏名 Name _____ 本人との関係 Relationship with the applicant _____

住所 Address _____ 届出年月日 Date of notification _____ 年 Year 月 Month 日 Day

④ 届出人(本人)の署名 Signature of the applicant

_____ 年 Year 月 Month 日 Day

※届出人の連絡先(届出内容の確認のため、連絡させていただく場合があります。) Contact telephone number of the applicant

電話番号 Telephone No. _____ 携帯電話番号 Cellular phone No. _____

Source: Ministry of Justice [NOTIFICATION OF THE ACCEPTING ORGANIZATION](#) notification form (Change of the organization, Change in the address of the organization, Extinguishment of the organization)



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Sample

参考様式1の2(離脱)

(Accepting organization; left the organization)

活動機関に関する届出 NOTIFICATION OF THE ACCEPTING ORGANIZATION

① 届出人 Applicant

氏名 _____ 性別 Sex 男・女 Male/female
Name _____
生年月日 _____ 年 _____ 月 _____ 日 国籍・地域 _____
Date of Birth _____ Year _____ Month _____ Day _____ Nationality/Region _____
住居地 _____
Address in Japan _____
在留カード番号 _____
Residence card No. _____

② 届出の事由(活動機関からの離脱)

Item of notification (Left the organization)

離脱した年月日 _____ 年 _____ 月 _____ 日
Date of left the organization _____ Year _____ Month _____ Day _____

離脱した機関の名称 _____
Name of the organization _____

離脱した機関の所在地 _____
Address of the organization _____

③ 届出人(本人以外の者が届け出る場合に記入) Representative or agent (in case of representative, agent or other)

氏名 _____ 本人との関係 _____
Name _____ Relationship with the applicant _____
住所 _____ 届出年月日 _____ 年 _____ 月 _____ 日
Address _____ Date of notification _____ Year _____ Month _____ Day _____

④ 届出人(本人)の署名 Signature of the applicant

_____ 年 _____ 月 _____ 日
Year _____ Month _____ Day _____

※届出人の連絡先(届出内容の確認のため、連絡させていただく場合があります。) Contact telephone number of the applicant

電話番号 _____ 携帯電話番号 _____
Telephone No. _____ Cellular phone No. _____

Source: Ministry of Justice [NOTIFICATION OF THE ACCEPTING ORGANIZATION](#) notification form (Left the organization)



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Sample

参考様式1の3(移籍)
(Accepting organization: transfer)

活動機関に関する届出 NOTIFICATION OF THE ACCEPTING ORGANIZATION

① 届出人 Applicant

氏名 _____ 性別 Sex 男・女 Male/Female
 生年月日 _____ 年 Year 月 Month 日 Day 国籍・地域 Nationality/Region _____
 住居地 Address in Japan _____
 在留カード番号 Residence card No. _____

② 届出の事由(新たな活動機関への移籍)

Item of notification (Transfer to a new organization)

移籍した年月日 _____ 年 Year 月 Month 日 Day
 Date of transfer
 機関の名称 移籍前 _____ 移籍後 _____
 Name of the organization Previous Org New Org
 機関の所在地 移籍前 _____
 Address of the organization Previous Org
 移籍後 _____
 New Org

新たな機関における活動の内容(「留学」の在留資格を除く。)
Details of activities at the new organization (except for the status of residence of "Student")

③ 届出人(本人以外の者が届け出る場合に記入) Representative or agent (in case of representative, agent or other)

氏名 _____ 本人との関係 Relationship with the applicant _____
 Name
 住所 _____ 届出年月日 _____ 年 Year 月 Month 日 Day
 Address Date of notification

④ 届出人(本人)の署名 Signature of the applicant

_____ 年 Year 月 Month 日 Day

※届出人の連絡先(届出内容の確認のため、連絡させていただく場合があります。) Contact telephone number of the applicant

電話番号 Telephone No. _____ 携帯電話番号 Cellular phone No. _____

Source: Ministry of Justice [NOTIFICATION OF THE ACCEPTING ORGANIZATION](#) notification form (Transfer to a new organization)



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(2) Notifications related to contracting organizations

Notifications apply to those who hold any of the following statuses of residence: “Researcher”, “Engineer / Specialist in Humanities / International Services”, “Entertainer” or “Skilled Labor”

* However, this applies only to those who, after July 9, 2012, received a landing permit, a permit for a change in status of residence, a renewal of a status of residence, etc.

Regarding contracting organizations (your place of employment in Japan), when a change in the name of the organization, a change in its address, or if it becomes extinguished, if the contract is terminated, or if a new contract is concluded, a notification form (todokede-sho) must be brought to the office of the Regional Immigration Bureau whose jurisdiction covers the area of your residence within 14 days, or make a notification by post to the Tokyo Regional Immigration Bureau.

* If you conclude a new contract after your contract has been terminated, both ‘termination of contract’ and ‘new contract concluded’ notifications are required.

When making a notification at a Regional Immigration Bureau office:

Bring your Residence Card and relevant notification form(s) to the (district or branch office of the) Regional Immigration Bureau whose jurisdiction covers the area of your residence.

When making a notification by post:

Send the relevant notification form(s) with a copy of your Residence Card to the following address.

Also, please write in red “Todokede-sho Zaichu” (Notification Enclosed) on the front of the envelope.

(Forwarding address)

**Tokyo Regional Immigration Bureau, Residence Management Information Department,
Notifications Desk**

5-5-30 Konan, Minato-ku, Tokyo 108-8255

Using the following notification form samples may be useful.



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Sample

参考様式1の4(契約機関の名称変更、所在地変更又は消滅)
(Contracting organization: change in the name/address, extinguishment)

契約機関に関する届出 NOTIFICATION OF THE CONTRACTING ORGANIZATION

① 届出人 Applicant

氏名 Name _____ 性別 Sex 男・女 Male/female

生年月日 Date of Birth 年 Year 月 Month 日 Day 国籍・地域 Nationality/Region _____

住居地 Address in Japan _____

在留カード番号 Residency card No. _____

② 届出の事由 (該当するものを選んでください。) Item of notification (check one of the following boxes)

契約機関の名称変更 Change in the name of the organization
↓
Aを記入 to A below.

契約機関の所在地変更 Change in the address of the organization
↓
Bを記入 to B below.

契約機関の消滅 Extinguishment of the organization
↓
Cを記入 to C below.

A 契約機関の名称変更 Change in the name of the organization

変更年月日 Date of change 年 Year 月 Month 日 Day

機関の名称 Name of the organization 変更前 Old name _____ 変更後 New name _____

機関の所在地 Address of the organization _____

B 契約機関の所在地変更 Change in the address of the organization

変更年月日 Date of change 年 Year 月 Month 日 Day 機関の名称 Name of the organization _____

機関の所在地 Address of the organization 変更前 Old address _____ 変更後 New address _____

C 契約機関の消滅 Extinguishment of the organization

消滅年月日 Date of extinguishment 年 Year 月 Month 日 Day 機関の名称 Name of the organization _____

機関の所在地(消滅時の所在地) Address of the extinct organization (Address at the time of the extinguishment) _____

③ 届出人(本人以外の者が届け出る場合に記入) Representative or agent (in case of representative, agent or other)

氏名 Name _____ 本人との関係 Relationship with the applicant _____

住所 Address _____ 届出年月日 Date of notification 年 Year 月 Month 日 Day

④ 届出人(本人)の署名 Signature of the applicant

_____ 年 Year 月 Month 日 Day

※届出人の連絡先(届出内容の確認のため、連絡させていただく場合があります。) Contact telephone number of the applicant

電話番号 Telephone No. _____ 携帯電話番号 Cellular phone No. _____

Source: Ministry of Justice [NOTIFICATION OF THE CONTRACTING ORGANIZATION](#)

(Change in name, change in address, extinguishment of the organization)



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Sample

参考様式1の5(契約の終了)
(Contracting organization: termination)

契約機関に関する届出 NOTIFICATION OF THE CONTRACTING ORGANIZATION

① 届出人 Applicant

氏名 _____ 性別 Sex 男・女 Male/Female
Name _____
生年月日 _____ 年 _____ 月 _____ 日 国籍・地域 Nationality/Region _____
Date of Birth _____ Year _____ Month _____ Day _____
住居地 _____
Address in Japan _____
在留カード番号 _____
Residence card No. _____

② 届出の事由(契約の終了)

Item of notification (Termination of the contract with the organization)

契約が終了した年月日 _____ 年 _____ 月 _____ 日
Date of termination _____ Year _____ Month _____ Day _____

契約が終了した機関の名称 _____
Name of the organization _____

契約が終了した機関の所在地 _____
Address of the organization _____

③ 届出人(本人以外の者が届け出る場合に記入) Representative or agent (in case of representative, agent or other)

氏名 _____ 本人との関係 Relationship with the applicant _____
Name _____
住所 _____ 届出年月日 _____ 年 _____ 月 _____ 日
Address _____ Date of notification _____ Year _____ Month _____ Day _____

④ 届出人(本人)の署名 Signature of the applicant

_____ 年 _____ 月 _____ 日
Year _____ Month _____ Day _____

※届出人の連絡先(届出内容の確認のため、連絡させていただく場合があります。) Contact telephone number of the applicant

電話番号 Telephone No. _____ 携帯電話番号 Cellular phone No. _____

Source: Ministry of Justice [NOTIFICATION OF THE CONTRACTING ORGANIZATION](#)

(Termination of the contract with the organization)



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参考様式1の6(新たな契約の締結)
(Contracting organization: new conclusion)

契約機関に関する届出 NOTIFICATION OF THE CONTRACTING ORGANIZATION

① 届出人 Applicant

氏名 _____ 性別 Sex 男・女 Male/Female
 Name _____
 生年月日 _____ 国籍・地域 Nationality/Region
 Date of Birth _____ Year _____ Month _____ Day _____
 住居地 _____
 Address in Japan _____
 在留カード番号 _____
 Residence card No. _____

② 届出の事由(新たな契約機関との契約の締結)
Item of notification (Conclusion of a contract with a new organization)

新たな契約を締結した年月日 _____ 年 _____ 月 _____ 日
 Date of conclusion _____ Year _____ Month _____ Day _____
 機関の名称 従前の機関 _____ 新たな機関 _____
 Name of the organization Previous Org. _____ New Org. _____
 機関の所在地 従前の機関 _____
 Address of the organization Previous Org. _____
 新たな機関 _____
 New Org. _____
 新たな機関における活動の内容(「留学」の在留資格を除く。)
 Details of activities at the new organization (except for the status of residence of "Student")

③ 届出人(本人以外の者が届け出る場合に記入) Representative or agent (in case of representative, agent or other)

氏名 _____ 本人との関係 Relationship with the applicant _____
 Name _____
 住所 _____ 届出年月日 _____ 年 _____ 月 _____ 日
 Address _____ Date of notification _____ Year _____ Month _____ Day _____

④ 届出人(本人)の署名 Signature of the applicant

_____ 年 _____ 月 _____ 日
 Year _____ Month _____ Day _____

※届出人の連絡先(届出内容の確認のため、連絡させていただく場合があります。) Contact telephone number of the applicant

電話番号 Telephone No. _____ 携帯電話番号 Cellular phone No. _____

Source: Ministry of Justice [NOTIFICATION OF THE CONTRACTING ORGANIZATION](#)

(Conclusion of a new contract with the organization)



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(3) Notifications related to spouse

Those who are required to make notifications are mid- to long-term residents who are spouses residing with the residence status of “Dependent”, “Designated Activities (c) (designated researcher’s, etc. family stay activities)”, “Spouse of a Japanese National” or “Spouse of a Permanent Resident”.

* However, this applies only to those who, after July 9, 2012, received a landing permit, a permit for a change in status of residence, a renewal of a status of residence, etc.

When separation occurs due to divorce or death, a notification must be made within 14 days at the Regional Immigration Bureau office for the area you live in. or by post with the Tokyo Regional Immigration Bureau.

When making a notification at a Regional Immigration Bureau office:

Bring your Residence Card and relevant notification form(s) to the (district or branch office of the) Regional Immigration Bureau whose jurisdiction covers the area of your residence.

When making a notification by post:

Send the relevant notification form(s) with a copy of your Residence Card to the following address.

Also, please write in red “Todokede-sho Zaichu” (Notification Enclosed) on the front of the envelope.

(Forwarding address)

**Tokyo Regional Immigration Bureau, Residence Management Information Department,
Notifications Desk
5-5-30 Konan, Minato-ku, Tokyo 108-8255**

Using the following notification form samples maybe useful.



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5-4 Returning a Residence Card

When a Residence Card becomes null and void, it must soon be returned to the Minister of Justice.

Similarly, an Alien Registration Certificate (card) which is deemed equivalent to a Residence Card must also be returned.

- When you no longer become a mid- to long-term resident:
within 14 days to the Minister of Justice
- When the validity period expires:
within 14 days to the Minister of Justice
- When you have received a new Card:
immediately to the Minister of Justice
- When you do not receive a reentry permit (including a reentry equivalent permit):
immediately to the Minister of Justice
- When you have not reentered Japan by the expiry date of the reentry permit:
within 14 days to the Minister of Justice
- When the old invalid Card has been found, after a new Card has been received after an application for a reissuance of a new Card:
within 14 days of finding the old Card to the Minister of Justice
- When the card holder has died:
within 14 days from when a member of the family/cohabitant has dies (for from the day the Card was found) to the Minister of Justice

The method for returning the Card is to bring it directly to the Regional Immigration Bureau office, or send it by post to the address below.

(Address to send by post)

***Please write '在留カード返納 (Return of Residence Card)' on the front of the envelope.**

Tokyo Regional Immigration Bureau, Odaiba Branch Office

Tokyo Kowan Government Offices 9Fl.

2-7-11 Aomi, Koto-ku, Tokyo 135-0064)

Tel: 03-3599-1068

