Application for Certificate of Residence

Please present your ID at the counter.

To the Mayor of Minato City

1 Whose Certificate do you need?

Year Month Day

Katakana reading Name		Name of House-holder	Same as the left
Address			Minato City
Date of birth	Year Month Day	Tel.No. (available during the daytime)	

2 Which Certificate do you need?

Certificate of Residence for all members of household for partial members of household ▼Names required except of the above in column 1	Copies
Deleted Record	Copies
Certificate of registered matters	Copies
Certificate of non registration	Copies
Others ( )	Copies

Matters for both Japanese and foreign nationals	
Name of Householder and the Relationship	Yes No
Individual Number (The"My Number")	Yes No

Matters for Japanese nationals
The legal domicile and the head of family Yes No

Matters for foreign nationals		
Country / Area	Status of the Residence, etc.	Residence Card No., etc.
Yes No	Yes No	Yes No

3 Person(s) who visit(s) the counter and who use(s) the Certificate

Name of the person who visits the counter	Same as the above in column 1 (No need to fill in the rest) Member of the same household of the person in column 1 Proxy Others	Date of birth	Year Month Day
Address	Same as the above in column 1	Tel.No. (available during the daytime)	Same as the above in column 1

※ If the person who visits the counter is the same as the person who requests the certificate, there is no need to fill in the following column.

Name of the person who uses the Certificate	Same as the above in column 1	Date of birth	Year Month Day
Address	Same as the above in column 1	Tel.No. (available during the daytime)	

※ Seal may be required as the case by law.
※ If the person who uses the certificate is other than the person whose certificate is requested (as in the column 1) or a member of the same household, please fill in the details to clarify the reasons of use in the following column.

4 The use of the Certificate

Driver's license Company Bank
Application for arbitration / Consulting / Other purpose ( ) on public pension
Application for / Reduction or exemption / Renewal / Other purpose ( ) of public housing owned by Tokyo Metropolitan Government or Minato City
Others (Please state the details) :

※A proxy other than the person whose certificate is requested (as in the column 1) or a member of the same household of this person must present a document to verify that he/she was asked to act on behalf of the person in the column 1 or to clarify the reason.
※Unjustified demands leading to an invasion of privacy or discriminative matters would not be accepted.
※A person or entity who/that received the certificate by false or other illegal/unlawful means shall be punished by a fine not exceeding 300,000 yen. (Article 46 of code of the Basic Resident Registration Act)

区記入欄

本人確認	受付時	メモ	個人形式履歴等	発行	審査（事）	会計	作成通数	審査（区）
個・免・パ・住・在 保・社・学・カード 番号 他 ( )	内 請 本	無 有		内 発 確	別紙内容確認済		全（ 通）記（ 通） 一（ 通）不（ 通） 他（ 通） 手数料 円	保存1