

2026 Nursery School Enrollment Application Submission Document Checklist

Please pay attention to the application deadline.

Please cooperate by submitting your application by mail or electronically.

If there are missing documents, your application will not be accepted. Please take particular care if submitting by mail or electronically

Please check all required documents before submitting. (Do not use erasable pens or correction tape, or correction pens, etc.)

1. Documents required from all applicants

- ☐ 1) Application for Certification of Children's Education and Childcare Benefits, Nursery School Enrollment Application Form, Child Health Status Declaration Form.
- *Examples of how to fill in these forms are published on the official Minato City website. They can be accessed from the QR code on the right
- ☐ Filled in all pages.
- ☐ Confirmed that the nursery school codes match the names of the desired nursery schools.
- ☐ Checked the selection of desired conditions for siblings when applying with siblings.
- ☐ 2) 2026 Licensed Nursery School Application Confirmation Form
- ☐ Checked all required items.
- ☐ Signed by both parents in the guardian signature section on the back page.
- ☐ (Only if returning to work) Checked and signed the "Return to Work Form" section.

Example of Entry



2. Documents proving need for childcare (Please check page 10 (2))

*Required for each parent and cohabitants aged 18-64.

Circumstances	Applicable Person	Submission Documents
Person employed (including job offers) (incl. scheduled return to work from maternity/childcare leave)	☐ Father ☐ Mother ☐ Other	☐ Employment certificate (issued within 3 months of the deadline)
Person working at two or more places	☐ Father ☐ Mother ☐ Other	☐ Employment certificates for all workplaces
Executives, self-employed home workers Family workers, etc.	☐ Father ☐ Mother ☐ Other	☐ Proof of actual work circumstances ☐ Employment certificate (issued within 3 months of the deadline)
Person giving birth	☐ Mother	☐ Copy of the cover of the Maternal and Child Health Handbook and the page showing the birth (scheduled) date
Person who is ill	☐ Father ☐ Mother ☐ Other	☐ Copy of medical certificate (issued within 3 months of the deadline) (Containing specific description of the onset period, convalescence period or frequency of clinic visits, condition making childcare difficult)
Person with disability	☐ Father ☐ Mother ☐ Other	☐ Copy of Disability Handbook (only if residing outside Minato City)
Person who is caregiving/nursing	☐ Father ☐ Mother ☐ Other	☐ Copy of the care recipient's Long-term Care Insurance Card or Disability Handbook (only if residing outside Minato City), or medical certificate ☐ Time schedule ☐ Proof of actual condition of caregiving/nursing
Person engaged in job seeking	☐ Father ☐ Mother ☐ Other	☐ Copy of the "Hello Work" receipt, etc.
Person attending (or admitted to) school	☐ Father ☐ Mother ☐ Other	☐ School enrollment (scheduled enrollment) certificate (issues within three months of the deadline)

3. Other documents

Check [(4) Other Documents] on page 11, and submit where applicable.

Single parents	☐ Copy of documents confirming single parent status (family register extract, etc.) *Not required if receiving Child Allowance for Single Parents in Minato City. *For foreigners, original and translated documents confirming single parent status	
When a sibling is scheduled to enroll or remain in a private kindergarten, etc., and Certification of Utilization Benefits for Childrearing Facilities, etc. (Category 2 or 3) has been obtained	☐ Copy of Certification of Utilization Benefits for Childrearing Facilities, etc. (only if residing outside Minato City) *City-designated Pledge Form if planning to make certification application	
When a cohabitant under 18 years old has been issued a Disability Handbook	☐ Copy of Disability Handbook (only if residing outside Minato City) *Eligible until the first March 31 after reaching 18 years old.	
When offered a job at a childcare facility as a childcare worker or nurse (including scheduled return to work)	☐ Pledge ☐ Copy of qualification certificates	
Planning to move into Minato City	☐ Individual Number verification documents for all household members ☐ Consent form ☐ Copy of lease or sales contract (including address, handover date, name of contractors) ☐ Copy of Disability Handbook or Specified Medical Expense (Designated Intractable Disease) Recipient Certificate, if applicable	
When applying for a child with a disability or illness, a child using therapeutic (developmental support) facilities, etc., or a child for whom there is concern about growth or development	For details, please refer to page 14.	
• If there is no registration as a resident in Japan as of January 1, 2025 or January 1, 2026 (overseas resident/embassy staff)	• If there was foreign income in 2024, 2025	☐ Annual Income Declaration (for 2024 and 2025) ☐ Documents proving income, expenses and deductions
If not a registered resident in Japan as of the application deadline	☐ Official ID verification documents such as passport (for all household members) For embassy staff etc. with no resident registration, please also submit the following documents. ☐ Embassy Certificate (Embassy Card, etc.) ☐ Copy of passports for all household members (photo page (birth date), page showing entry into Japan) ☐ Proof of residence (document issued by embassy or embassy card, etc.)	

Please check that there are no missing documents before applying.

Documents will not be returned once received, so please make copies yourself if needed.

We cannot respond to telephone inquiries to check if mail or electronic application have arrived.

The City assumes no responsibility whatsoever for delays or non-delivery of documents due to mail incidents, etc.