

**Application Form for Acceptance Certificates**

To the Mayor of Minato City

Year

Month

Day

Applicant	Address			
	Name	Phone No.available in daytime ( )		
Eligibility for application (Relationship with the applicant)				
<input type="checkbox"/> 1. Notifier (Person who submitted a notification form which is not related to him / her as the notifier) : Birth notification, Death notification <input type="checkbox"/> 2. Parties concerned of the notification : Marriage notification, Divorce notification <input type="checkbox"/> 3. Family members / relatives of the parties concerned Relationship ( ) <input type="checkbox"/> 4. Other applicant ( )				
Notification name	<input type="checkbox"/> 1.Marriage <input type="checkbox"/> 2.Birth <input type="checkbox"/> 3.Death <input type="checkbox"/> 4.Divorce <input type="checkbox"/> 5. ( )			
Notification date	<input type="checkbox"/> Showa <input type="checkbox"/> Heisei <input type="checkbox"/> Reiwa <input type="checkbox"/> A.D.   Year   Month   Day			
Type of certificates	Service charge	Quantity	※Notice 1: In case of applying for <b>Certificate of registered matters</b> , please fill out the reason such as Destination to Submit and Purpose of Use.	
<input type="checkbox"/> Acceptance certificate <Juri shomeisho>	3 5 0 yen	copies		
<input type="checkbox"/> Certificate of registered matters<Kisai jikou shomeisho> ※Notice 1	3 5 0 yen	copies		
<input type="checkbox"/> Certificate of registered matters <Todokesyotou jouthounaiyou shomeisho>※Notice 1	3 5 0 yen	copies		
<input type="checkbox"/> Special acceptance certificate with Japanese calligraphy style <Tokubetsu juri shomeisho>	1,400 yen	copies		
Parties concerned ※Notice 2	Registered domicile <Honsekichi> For foreign nationals, Nationality		Name	
			Date of birth	S · H · R   Year   Month   Day A.D.
Notifiers ※Notice 3	Registered domicile <Honsekichi> For foreign nationals, Nationality	<input type="checkbox"/> Same as the applicant	Name	
		<input type="checkbox"/> Same as the applicant	Date of birth	S · H · R   Year   Month   Day A.D.
	Registered domicile <Honsekichi> For foreign nationals, Nationality		Name	
			Date of birth	S · H · R   Year   Month   Day A.D.

**※Notice2 [Parties concerned]**

Marriage notification・・・Husband and Wife  
 (Registered domicile or Nationality and Name of when you filed the marriage registration)  
 Birth notification・・・New born baby  
 Death notification・・・Deceased person  
 Divorce notification・・・Husband and Wife  
 (Registered domicile or Nationality and Name of when you filed the divorce registration)

**※Notice3 [Notifier]**

Marriage notification・・・Husband and Wife  
 Birth notificaton・・・Person who submitted a notification form as the notifier  
 Death notification・・・Person who submitted a notification form as the notifier

**【Continued on Reverse Side】**

### 【For Application by Post】

- ◎ There are some cases in which documents are required to present to clarify the eligibility for application.
- ◎ Only a person who signed the notification can apply for and obtain the acceptance certificate <Juri shomeisho>.
- ◎ If an representative applies for certificates on behalf of a notifier, a proxy from the notifier is required for their issuance.
- ◎ As for the issuance of Special acceptance certificates with Japanese calligraphy style <Tokubetsu juri shomeisho>, it may take several days or it may not be possible depending on the passage of period from the notification.
- ◎ In principle, Certificate of registered matters <Kisai jikou shomeisho> and <Todokesyotou jouhounaiyou shomeisyo> are not disclosed, so they can be issued only when there is a special reason for request stipulated by law. After the retention period of Family Registry Documentation <Koseki Todokedesho> has expired, <Todokedesho> can not be issued, so please contact us in advance.

### 【Required Items to be enclosed】

- ① Copy of identity verification documents such as driver's license, residence card, health insurance card or the only front side of my number card, etc.
  - ▣ If the current address is not listed there, please enclose a proof of the current address.
- ② Stamped, self-addressed envelope
  - ▣ Please write down the current address listed on the applicant's residence record or supplementary family register(Koseki no fuhyo)
  - ▣ In case of urgent request, please make use of express postal service.
- ③ Service charge by postal money order of post office
  - ▣ In case of the service charge by cash, please send it by registered mail (Genkin kakitome) However, the change will be returned by postal money order.

### 【Application Form Mailing Address / Contact Information】

Person in charge of postal request for certificates at the Resident Support Section,  
Shiba Regional Office

1-5-25 Shibakoen, Minato City, Tokyo, 105-8511(Zip code)

Tel: 03 - 3578 - 3111

(Ext) 3196 ~ 3199

### 【Inquiries regarding Acceptance Certificates】

Family Registry Subsection,

Shiba Regional Office

1-5-25 Shibakoen, Minato City, Tokyo, 105-8511(Zip code)

Tel: 03 - 3578 - 3111

(Ext) 3153 ~ 3155, 3147