



Minato *Mariage* System

User's Guide (1st Edition)

About the Minato *Mariage* System

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The Minato *Mariage* System is a system for sexual minorities, designed to respect sharing one's life together with someone as a family. Minato City will confirm the contract about a shared life that the two partners have signed and will then issue Minato *Mariage* Cards to the couple.

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March 2020



Minato City

1. System Overview



Two Sexual Minorities in a Partnership

Choose Either Way

Prepare using Minato City's standard template (Partner Contract for Certified Private Document).

Create using Minato City's standard template (Partner Contract for Certified Private Document).

Notary Public Office

Have a contract (**for public document use**) prepared.

Have the contract (**for private use**) certified as a private document.

Minato City Hall

- ① Make an appointment in advance of coming to Minato City Hall.
- ② The couple come to Minato City Hall, submit the relevant documents, and apply for issuance of Minato *Marriage Cards*.

Minato City confirms requirements and documents.

- ③ Your Minato *Marriage Cards* will be issued at a later date.

2 Applicable Users

Applicable users of the "Minato *Marriage System*" are two sexual minority partners who meet all of the following requirements.

- (1) Any of the following 1) to 3) apply.
 - 1) Both individuals have an address within Minato City.
 - 2) One of the individuals has an address within Minato City.
 - 3) The two individuals plan to move to Minato City within one month.
- (2) Both individuals have reached the age specified in Article 4 of the Civil Code.
- (3) Neither individual must have a spouse (including a spouse by common-law marriage).
- (4) Neither individual is making use of any other similar marriage system with any third party (including partnership programs run by other municipalities).

3 Procedures: Creating a Contract

When using the "Minato *Mariage* System," the two parties will either have a contract (notarized document) created at a notary public office or will have a contract (private use) certified as a private document. They will then apply to Minato City for issuance of Minato *Mariage* Cards.

● Contract Creation Flow

(1) Preparation of Contract Template

Minato City has a standard template for contracts used in the Minato *Mariage* System. This standard template is published and distributed as follows.

The standard template is provided free of charge. (However, you are responsible for any expenses (telecommunications/data expenses, etc.) that are required to output the standard template posted on the homepage)

《Distribution Locations, etc. for the Standard Template》

○ Human Rights and Gender Equality Subsection, General Affairs Department, Minato City Hall

4F Minato City Hall (Window No. 402), 1-5-25 Shibakoen, Minato City

TEL 03-3578-2111 (Reception)

FAX 03-3578-2976

*Distribution Times: Weekdays 08:30~17:15

○ Minato City Gender Equality Center "Libra"

2F Minato Park Shibaura, 1-16-1 Shibaura, Minato City

TEL 03-3546-4149

FAX 03-3456-1254

Distribution Times: 09:00~21:30 (excluding year-end holidays and when temporarily closed)

○ Minato City Homepage (PDF and Word formats)

<https://www.city.minato.jp/>

Search for Minato *Mariage*

(2) Creating the Contract

1) For a Notarized Document

While referring to the standard template provided by Minato City (Partner Contract for Certified Private Document), prepare a contract that contains the essential provisions stipulated by Minato City and then have a notary public office near you create the notarized contract.

A fee set by the notary public office will be charged when preparing a notarized contract. The fee will vary depending on the amount of clauses, etc., so please check with the notary public office.

2) For a Certified Private Document

While referring to the standard template provided by Minato City (Partner Contract for Certified Private Document), prepare a contract that contains the essential provisions stipulated by Minato City and then have a notary public office near you certify the Private Document.

If you both want to have a certified copy of the contract then you will need two copies of the same contract and an additional copy (to be held at a notary public office).

A fee set by the notary public office will be charged for certified private documents. The fee will vary depending on the amount of clauses, etc., so please check with the notary public office.

In both cases 1) and 2), the notary public office will require an identification card in order to verify your identity. Please check with the notary public office about the required documents, such as an identification card with a photo of your face and a certificate of personal seal registration (including your personal seal).

A copy of your family register is also required to confirm that you are not married.

《Items that Must be Specified in Contracts for 1) and 2) (Required Items)》

- | | |
|--|--|
| 1) Confirmation and Vows of Mutual Relationship | 2) Prohibition of Marriage |
| 3) Duty to Live Together, Cooperate, and Support | 4) Responsibility for Daily Housekeeping |
| 5) Delegation for Nursing Care, etc. | 6) Attribution of Assets Between the Parties |
| 7) Rehabilitative Nursing Care During Times of Reduced Judgement Ability | |
| 8) Entrustment of Posthumous Duties | 9) Termination of Contract Due to Death |
| 10) Termination of the Contract via Agreement | |
| 11) Termination of the Contract without Agreement | |
| 12) Distribution of Property Upon Termination of the Contract | |

4 Procedures: Issuance of a Minato *Mariage* Card

After completing the procedures at the notary public office, please visit Minato City Hall and apply for the Minato *Mariage* Card. Minato City will check the contract details and required documents, and will then issue your Minato *Mariage* Cards at a later date.

(1) Make a Prior Appointment

Please contact Minato City by telephone regarding the date and time to come to Minato City Hall (Human Rights and Gender Equality Subsection, General Affairs Department)

《Contact》 Human Rights and Gender Equality Subsection, General Affairs Department, Minato City Hall

Tel: 03-3578-2111 (Reception) Ext. 2025~2027, 2014

*Please call on weekdays from 08:30 to 17:15.

(2) On the Day of Application

(1) Please come to Minato City Hall on the date and time for which you have made the reservation, and please bring the following documents.

《Necessary Documents》

- ✓ **Contract (Notarized Document or Privately Certified Document)**
Please bring the original contract that was created by the notary public.
- ✓ **Either a Complete Family Registry Certificate or an Excerpted Family Register**
For Foreign Nationals: a Certification of Singleness Issued by a Public Organization, such as an Embassy, or an Equivalent Document (with Japanese Translation)
Please bring documents were issued within the last 3 months.
- ✓ **Certificate of Residence (Individual)**
Please bring a Certificate of Residence that was issued within the last 3 months.
If you plan to move to Minato City, please submit a Certificate of Residence from Minato City within 1 month.
- ✓ **Personal Identification Documents**
For photo IDs, please show one of the following: My Number Card, Passport, Driver's License, etc.
Without a photo ID, please show two of the following: Health Insurance Card (National Health Insurance, Nursing Care Insurance, etc.), Pension Handbook, Pension Certificate, etc.

About 5 days will elapse until issuance.



2) Fill out the required information on the Minato *Mariage* Card Issuance Application Form

3) Determine the date and time for issuance of the Minato *Mariage* Card

*Staff will confirm the required documents (about 5 days)

(3) Issuance of Minato *Mariage* Cards

At least one of the applicants must come to Minato City Hall on the date and date the Minato *Mariage* Card is issued. It doesn't matter which applicant comes.

After showing a personal identification document, you will be issued your Minato *Mariage* Cards, one per person. Some of the submitted documents will be returned to you.

For individuals who are planning to move to Minato City, you will be issued a Minato *Mariage* Card that is marked as "Scheduled to Move." Please submit a Certificate of Residence within one month from the date of your application and, after confirmation, Minato City will reissue your Minato *Mariage* Cards (you will also be asked to return the Minato *Mariage* Cards that were issued earlier).

5 Use of Common Names

For individuals who use a common name in their daily life, your Minato *Mariage* Card can be issued under your common name.

In this case, your name as recorded in the family register will be printed on the back of your Minato *Mariage* Card.

6 Re-Issuance of Minato *Mariage* Cards

Minato *Mariage* Cards can be reissued should they become lost or damaged. Please come to Minato City Hall after making a reservation and bring personal identification documents.

7 Returning Minato *Mariage* Cards

Please return your Minato *Mariage* Cards, along with a return notification, in the event that the partner contract is canceled, if both parties move out of Minato City, or if one or both parties becomes married.

8 Creating a Contract with Only Two People

It is possible to create a contract with only two people, using the standard template prepared by Minato City, and without specifying the sexual orientation and gender identity to a third party (notary public office or Minato City Hall). (Please note that Minato *Mariage* Cards will not be issued.)

● Contract Creation Flow

(1) Preparation of Contract Template

Minato City has prepared a standard template (Partner Contract for Certified Private Document). (See page 3)

(2) Creating the Contract

Please create the contract together while referring to the standard template (Partner Contract for Certified Private Document) example. Create two copies of the original contract, have both parties sign and affix their personal seal to each one, and then have each party keep one copy of the contract. In this case, there are no fees.

*The contract is valid even if it does not have the signature and personal seal of witnesses.

9 Q&A

Q 1 : How is the Minato *Marriage* System different from marriage?

A: Marriage is a system based on the Civil Code, but under the current law, marriage on the family register is only certified as being between a man and a woman. The Minato *Marriage* System is a system for that two sexual minorities, who cannot marry under the Civil Code because of their sexual orientation or gender identity, to make a contract regarding a communal relationship similar to marriage. Minato City then confirms the contract and issues a Minato *Marriage* Card.

Q 2 : If I make use of the Minato *Marriage* System, will that be written on my Certificate of Residence or in my family register?

A: It will not be listed on your Certificate of Residence or in your family register. The Minato *Marriage* System is Minato City's own unique system and does not affect Certificates of Residence or family registers.

Q 3 : What are the benefits and merits of using the Minato *Marriage* System?

A: Presenting your Minato *Marriage* Card can help you resolve problems that you may face in your daily life, such as going to the hospital with someone or moving into a new residence, and it can also help promote understanding.

Minato *Marriage* System registrants, when applying to move into a residence (housing established or managed by Minato City, rental housing, elderly housing, care houses, and housing for the disabled) administered by Minato City, meet the requirements of living together with relatives and of married couples.

The contract that the couple signed has legal effect and is valid nationwide between the two parties.

Q 4 : What is the "legal age/age of majority" for applicable individuals?

A: The legal age/age of majority is currently at least 20 years old. Due to revisions to the civil code, this will change to at least 18 years old on April 1, 2022.

Q 5 : I don't live in Minato City, but can I still make use of the Minato *Marriage* System?

A: You are able to make use of the Minato *Marriage* System if either one of the two parties lives in Minato City. You may also make use of the Minato *Marriage* System if you plan to move to Minato City within one month.

Q 6: I am a foreign national and I work in an official capacity for an embassy in Minato City. I cannot submit a Certificate of Residence, but can I still make use of the Minato *Mariage* System?

A: In place of a Certificate of Residence you can have your embassy issue a document certifying that you live in Minato City. Please bring it along with all of the other required documents.

Q 7: Does it cost money to use the Minato *Mariage* System?

A: You must pay a fee to the notary public office when you create a contract (notarized document) or when you have a contract (for private use) certified as a private document at the notary public office. In addition, applicants must bear the costs of obtaining the necessary documents, such as a Certificate of Residence copy at Minato City Hall. There is no charge for when the Minato *Mariage* Card is issued.

Q 8: Can any notary public office create or certify the contract?

A: Any notary public office, not just notary public offices in Minato City, can create and certify notarized documents. A list of notary public offices in Tokyo is listed on page 11.

Q 9: What is a certified private document?

A: A notary public confirms the authenticity of the signing seal or signature on a contract and certifies that the contract was created based on the will of the contract holders. The certification methods are as follows but, because the purpose of the Minato *Mariage* System is to establish a relationship that is comparable to marriage, it is preferable if the two contract holders use the methods described in A) or B):

- A) Bring a document in which there is a blank field for the person to be certified then fill it in while in front of the notary public.
- B) Bring a document that has already been signed and certify that it is your own signature.
- C) A proxy must bring a document signed by the contract creator themselves and must also bring a letter of power of attorney, and then the proxy must state that the signature on the document belongs to the contract creator.

Q10: I would like to use the Minato *Mariage* System, but will my privacy be preserved during the procedures?

A: From the point of view of safeguarding privacy, it is possible to handle the procedures in a private room. Please request a private room when making a telephone reservation.

Q11: Is it possible to do the procedures without directly going to Minato City Hall, such as submitting them via proxy or submitting them by mail?

A: It is not possible to do the procedures by proxy or by mail because it is necessary to directly confirm your identity and the contract's content. Please have both applicants come to Minato City Hall.

Q12: In my daily life I use a common name that is different than the name recorded in my family register; is it possible to have you put my common name on the Minato *Marriage Card*?

A: It is possible to have your common name put on the Minato *Marriage Card*. Please see page 6 for details.

Q13: Is the Minato *Marriage Card* issued on the same day that I apply?

A: Minato *Marriage Cards* are issued about 5 days after your application is received. Please see page 6 for details.

Q14: Is it necessary to return my Minato *Marriage Card* if I move out of Minato City or if one of the partners dies?

A: Please return the Minato *Marriage Card* if both of you move out of Minato City. If only one of the partners moves out then there is no need to return it. Additionally, if one of the partners dies then there is no need to return it.

Q15: Is it necessary to return my Minato *Marriage Card* if the relationship between the two of us is dissolved?

A: The contractual relationship will have ended, so please return the Minato *Marriage Card*.

Q16: I would like to make use of the Minato *Marriage Card* system, but I am unsure about the "contract." Is there a place where I can consult about it?

A: The Minato City Gender Equality Center "Libra" has a consultation room (Heart Support Room) where lawyers offer (free) legal consultations. They will handle consultations about contract creation.

《Libra Consultation Room (Heart Support Room) Legal Consultations》

Minato City Gender Equality Center "Libra": 2F Minato Park Shibaura, 1-16-1 Shibaura, Minato City
Consultation Room (dedicated line): 03-3456-5771

Consultation Days: Generally the 1st Thursday of every month

Interview Consultation: Approx. 90 min. (1 time only)

*For reservations and use of legal consultations, please contact the dedicated phone number above during the consultation room usage times.

Consultation Room Usage Times: [Mon / Wed / Thus / Sat] 10:00~16:00

[Tue / Fri] 10:00~16:00 and 18:00~21:00

10 List of Notary Public Offices in Tokyo

As of February 25, 2020

Notary Public Office	Postal Code	Location	TEL	FAX
Kasumigaseki	100-0011	B1 Fukoku Seimei Bldg., 2-2-2 Uchisaiwaicho, Chiyoda City	03-3502-0745	03-3502-3840
Nihonbashi	103-0026	1F Nissho Bldg., 1-10 Nihonbashi Kabutocho, Chuo City	03-3666-3089	03-3666-3573
Shibuya	150-0041	8F Nippon Life Shibuya Bldg., 1-21-1 Jinnan, Shibuya City	03-3464-1717	03-3464-2799
Kanda	101-0044	3F KYY Bldg., 1-9-4 Kajicho, Chiyoda City	03-3256-4758	03-3256-1200
Ikebukuro	170-6008	8F Sunshine 60 Bldg., 3-1-1 Higashi Ikebukuro, Toshima City	03-3971-6411	03-3984-2740
Omori	143-0016	2F Omori Center Bldg., 1-17-2 Omorikita, Ota City	03-3763-2763	03-3763-4500
Shinjuku	160-0023	5F Masumoto Bldg., 7-4-3 Nishi Shinjuku, Shinjuku City	03-3365-1786	03-3365-3835
Bunkyo	112-0003	8F Bunkyo Civic Center, 1-16-21, Kasuga, Bunkyo City	03-3812-0438	03-3812-0413
Ueno	110-0015	4F Tomita Bldg., 1-7-2 Higashi Ueno, Taito City	03-3831-3022	03-3831-3025
Asakusa	111-0034	2F Aioi Nissay Dowa Sompo Asakusa Bldg., 2-4-8 Kaminarimon, Taito City	03-3844-0906	03-3845-2523
Marunouchi	100-0005	2F Section 235, New Tokyo Bldg., 3-3-1 Marunouchi, Chiyoda City	03-3211-2645	03-3211-2647
Kyobashi	104-0031	6F Nishikan Honten Bldg., 1-1-10 Kyobashi, Chuo City	03-3271-4677	03-3271-3606
Ginza	104-0061	5F Hachihikari Bldg., 4-4-1 Ginza, Chuo City	03-3561-1051	03-3561-1053
Shimbashi	105-0004	6F Koku Kaikan, 1-18-1 Shimbashi, Minato City	03-3591-4845	03-3591-5590
Shiba	105-0003	5F Tokyo Kensho Building, 3-19-14 Shimbashi, Minato City	03-3434-7986	03-3434-7987
Azabu	106-0045	5F Fukao Bldg., 1-4-5 Azabujuban, Minato City	03-3585-0907	03-3585-0908
Meguro	141-0021	5F Deldan Bldg., 2-17-5 Kamiosaki, Shinagawa City	03-3494-8040	03-3494-8041
Gotanda	141-0022	3F Daiichi Gotanda Bldg., 5-27-6 Higashi Gotanda, Shinagawa City	03-3445-0021	03-3445-1136
Setagaya	154-0024	4F Fashion Bldg., 2-15-8 Sangenjaya, Setagaya City	03-3422-6631	03-3487-5925
Kamata	144-0051	2F Mori Bldg., 7-5-13 Nishikamata, Ota City	03-3738-3329	03-3730-5052
Oji	114-0002	3F Yamamotoya Bldg., 1-14-1 Oji, Kita City	03-3911-6596	03-3911-6594
Akabane	115-0044	6F Akabane Minami Commercial Bldg., 1-4-8 Akabane Minami, Kita City	03-3902-2339	03-3902-2420
Koiwa	133-0057	5F Gibraltar Life Koiwa Bldg., 3-31-14 Nishi Koiwa, Edogawa City	03-3659-3446	03-3671-0486
Katsushika	125-0062	2F Asahi Life Katsushika Bldg., 6-1-1 Aoto, Katsushika City	03-6662-9631	03-6662-9632
Kinshicho	130-0022	5F Kokuho Bldg., 3-9-7 Kotobashi, Sumida City	03-3631-8490	03-3635-1540
Mukojima	131-0032	2F Kojima Bldg., 6-1-3 Higashi Mukojima, Sumida City	03-3612-5624	03-3612-2890
Senju	120-0026	3F / 4F Sunrise Bldg., 40-4 Senju Asahicho, Adachi City	03-3882-1177	03-3882-1178
Nerima	176-0012	3F Nerima Station Bldg., 5-17-12 Toyotamakita, Nerima City	03-3991-4871	03-3993-3428
Nakano	164-0001	7F A-01 Bldg., 5-65-3 Nakano, Nakano City	03-5318-2255	03-5318-2266
Suginami	167-0032	4F Shibusawa Ogikubo Bldg., 3-3-3 Amanuma, Suginami City	03-3391-7100	03-3391-7103
Itabashi	173-0004	9F Itabashi Central Bldg., 2-67-8 Itabashi, Itabashi City	03-3961-1166	03-3962-2810
Kojimachi	102-0083	6F Atom Kojimachi Tower, 4-4-7 Kojimachi, Chiyoda City	03-3265-6958	03-3265-6959

Notary Public Office	Postal Code	Location	TEL	FAX
Hamamatsucho	105-0012	7F Shiba Eitaro Bldg., 1-4-14 Shiba Daimon, Minato City	03-3433-1901	03-3435-0075
Yaesu	103-0028	6F Yaesu Exit Hall, 1-7-20 Yaesu, Chuo City	03-3271-1833	03-3275-3595
Otsuka	170-0005	4F Yamanakaya Bldg., 2-45-9 Minami Otsuka, Toshima City	03-6913-6208	03-6913-6237
Akasaka	107-0052	3F Yaesu Trade Bldg., 3-9-1 Akasaka, Minato City	03-3583-3290	03-3584-4987
Takadanobaba	169-0075	5F NIA Bldg., 3-3-3 Takadanobaba, Shinjuku City	03-5332-3309	03-3362-3370
Showadori	104-0061	2F Ginryo Bldg., 4-10-6 Ginza, Chuo City	03-3545-9045	03-3545-9080
Shijuku Gyoenmae	160-0022	3F SVAX Shinjuku B Bldg., 2-9-23 Shinjuku, Shinjuku City	03-3226-6690	03-3226-6692
Musashino	180-0004	4F Matsuei Bldg., 2-5-11 Kichioji Honmachi, Musashino City	0422-22-6606	0422-22-7210
Tachikawa	190-0023	2F Elfair Tachikawa Bldg., 3-9-21 Shibasakicho, Tachikawa City	042-524-1279	042-522-2402
Hachioji	192-0082	2F Evers No. 12 Hachioji Bldg., 7-6 Higashicho, Hachioji City	042-631-4246	042-631-4247
Machida	194-0021	1-5-3 Nakamachi, Machida City	042-722-4695	042-722-5693
Fuchu	183-0023	3F Mitsugi Bldg. No. 15, 2-15-13 Miyamachi, Fuchu City	042-369-6951	042-362-9075
Tama	206-0033	1F Lightning Bldg., 1-7-12 Ochiai, Tama City	042-338-8605	042-338-8659