

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 of Householder
Name				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?

<input type="radio"/> Certificate of Residence of all members <input type="radio"/> Deleted Record <input type="radio"/> Certificate of Residence of partial members <input type="radio"/> Deleted Record Name of person who is required	Copies	Matters for both Japanese and foreign nationals Name of Householder and the Relationship Individual Number	Matters for Japanese nationals The legal domicile and the head of family Yes No			
	Copies		Yes No	Matters for foreign nationals Country / Area Information of the Residence Card (status of stay, etc.) Residence Card No., etc.		
	Copies		Yes No	Yes No	Yes No	Yes No
	Copies		Yes No	Yes No	Yes No	Yes No
Certificate of registered matters		Copies				
Certificate of non registration		Copies				
Others ()		Copies				

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 Application for arbitration / Counseling / 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		発行	審査(事)	会計	作成通数		審査(区)
個・免・パ・住・在	内	有	無	内	別紙内容確認済		全()通)記()通)		一()通)不()通)		
保・社・学・カード	請			発			他()通)		手数料		
番号 他	本			確						円	保存1