

【For Application by Post】

- ① There are some cases in which documents are required to present to clarify the eligibility for application.
- ② Only a person who signed the notification can apply for and obtain the acceptance certificate <Juri shomeisho>.
- ③ If an representative applies for certificates on behalf of a notifier, a proxy from the notifier is required for their issuance.
- ④ 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.
- ⑤ In principle, Certificate of registered matters <Kisai jikou shomeisho> 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, it will be transferred to the Legal Affairs Bureau in your jurisdiction. After the transfer, it will be acquired by the Legal Affairs Bureau, 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: 0 3 - 3 5 7 8 - 3 1 1 1
(Ext) 3 1 9 6 ~ 3 1 9 9

【Inquiries regarding Acceptance Certificates】

Family Registry Subsection,
Shiba Regional Office
1-5-25 Shibakoen, Minato City, Tokyo, 105-8511(Zip code)
Tel: 0 3 - 3 5 7 8 - 3 1 1 1
(Ext) 3 1 5 3 ~ 3 1 5 5, 3 1 4 7