

● When required to submit a "Certificate of Residence"

You may be required to submit an ID document in such circumstances such as signing a contract or applying for a school entrance exam. In these cases you should request a "Certificate of Residence". The Certificate can be obtained upon application at City Hall's Jumin Madoguchi (citizen's information) Center, City Hall branches, regional City offices, Ekimae Shiyakusho (City Hall near Himeji Station), sub-branches and service centers. The application must be filed by the foreigner registration card holder personally or by family members living at the same address. If you would like a friend, or a family member who does not live with you, to obtain the certificate for you, you will need to send them with a letter authorizing them to apply for the "Certificate of Residence" on your behalf.

When requesting the certificate on your behalf, the person who attends the City Office will be required to provide some form of personal identification, such as a Residence Card, and pay a fee of 300 yen for each certificate requested.

● If your Residence Card or Special Permanent Resident Certificate is lost or damaged

If your card is lost, stolen, or damaged you must file a request to have it re-issued.

- Period: Within 14 days of realizing that card has been lost, stolen or damaged
- Necessary documentation: passport, one photograph (4 x 3 cm) (not required for minors under 16), damaged Residence Card or Special Permanent Resident Certificate that needs to be replaced. In case of loss or theft, a certificate of loss issued by the police department.
- Application Locations: For Residence Cards: **Himeji Port Branch Office, Kobe District Immigration Office, Osaka Regional Immigration Bureau ☎079-235-4688**

For Special Permanent Resident Certificate
City Hall's Jumin Madoguchi (citizen's information) Center, Branch Offices, Regional Offices, "Ekimae Shiyakusho (City Hall near Himeji Station)", Local Offices, and services centers ☎079-221-2355

Himeji Port Branch Office, Kobe District Immigration Office, Osaka Regional Immigration Bureau P.20
Himeji City Branch Offices P.81-85

● Seal registration

Although a seal is required for signing contracts or conducting legal procedures in Japan, international residents can use their signature in most cases. However, one's registered seal is required in certain situations, such as when purchasing a car or signing a real estate contract. To have your seal registered, file an application presenting your seal you have had made at shops nearby and residence card at City Hall's Jumin Madoguchi (citizen's information) Center, City Hall branches, regional City offices, -Ekimae Shiyakusho (City Hall near Himeji Station), sub-branches or service centers. Upon completing the procedure, your Inkan Torokusho (Seal Registration Card) will be issued. To have an Inkan Shomei (seal registration certificate) issued, submit a request at the above municipal offices or service centers, presenting your Seal Registration Card a fee of 300 yen for each certificate requested. City Hall also offers an automated service for issuing seal registration certificates.

<To create your own seal>

It takes approximately two weeks to have your own seal created if you order it at a hanko (seal) shop. For seal registration, you must have your name indicated on the seal in Roman letters, katakana or hiragana. Contact The Seal Registration division (079-221-2365) of the Jumin Madoguchi (citizen's information) Center at City Hall for further information. You can use unregistered seals for transactions such as opening a bank account. It is recommended that you have two seals to use for different purposes: a registered one for legal or other important procedures, and an unregistered one for daily use such as bank transactions.

●住民票の提出を求められたとき

契約や受験など、さまざまな場面で身分や住所の証明を要求されることがあります。このような場合、「住民票」を請求してください。市役所の住民窓口センターまたは近くの支所、地域事務所、駅前市役所、出張所、サービスセンターで請求できます。ただしこの証明書を請求できるのは本人か、同居の家族に限られています。友人や同居していない家族に依頼するときには「住民票」の必要な本人が委任状を作成し、それを代理人に託してください。請求する際には、窓口へ来られる方の在留カード等の身分証明書と手数料(1通300円)等が必要です。

●在留カードまたは特別永住者証明書を紛失したり、汚してしまったときは

紛失したり、盗難にあった場合、または汚れたり破れてしまった場合は再交付申請が必要です。

- 申請期間 紛失、盗難にあったことを知った日から14日以内
- 必要なもの パスポート、写真1枚(4×3cm)(16歳未満の方は不要) 破損したり、汚れた在留カードまたは特別永住者証明書、紛失・盗難の場合は、警察署が発行する遺失届出証明書など
- 申請場所 在留カードは **大阪出入国在留管理局神戸支局姫路港出張所 ☎079-235-4688**
 特別永住者証明書は **市役所の住民窓口センター、支所・地域事務所・駅前市役所・出張所・サービスセンター ☎079-221-2355**

●不動産の契約や車の購入には印鑑登録が必要です

日本では契約等に印鑑を使用しますが、外国人の方の場合、たいていはサインで済ませることができません。しかし自動車の購入や不動産の契約時には公的に登録された個人の印鑑が必要です。印鑑を登録する場合は、まず近くの印判店で印鑑を作り、市役所の住民窓口センターか、支所・地域事務所・駅前市役所・出張所・サービスセンターに登録する印鑑と在留カードまたは特別永住者証明書を持参してください。手続きが完了すると印鑑登録証が発行されます。印鑑登録をしていることの証明書(印鑑証明)が必要な場合は印鑑登録証と手数料(1通300円)を持って上記いずれかの窓口にお越しください。

<印鑑をつくるときは>

印判店に注文すれば2週間くらいでつくることができます。登録できる印鑑は、アルファベット又はカタカナやひらがなで氏名の読みを表したものになります。詳しくは住民窓口センター印鑑登録担当(079-221-2365)にお問い合わせください。銀行などの登録印は印鑑登録したものでなくてもかまいません。印鑑登録した印鑑は大切な書類用に、銀行など普段の生活で使用するものと使い分けておいた方が安全です。



大阪出入国在留管理局神戸支局姫路港出張所 地図 P.20
市役所の出先窓口 P.81~85