

Chapter 1
Residency Management
System, Basic Resident
Registration System, and the
Individual Number System



Saitama's Prefectural Mascot
Kobaton

- 1 Residency Management System
- 2 Basic Resident Registration System
- 3 Individual Number ("My Number") System
- 4 Other Systems

Foreign nationals planning to reside in Japan must obtain an appropriate visa from a Japanese embassy or consulate overseas prior to arrival (although some people may be exempt).

Your "status of residence" and "period of stay" are determined on an individual basis when you arrive in Japan. Once in Japan, procedures regarding your status of residence or period of stay are handled by the Immigration Services Agency of Japan or another agency that has jurisdiction over the district you live in. Foreign nationals who reside in Saitama Prefecture should send inquiries to the Tokyo Regional Immigration Services Bureau or the Saitama Branch Office under the Tokyo Regional Immigration Services Bureau.

Information about procedures regarding your status of residence (Website of the Immigration Bureau /Immigration Services Agency of Japan)

<http://www.immi-moj.go.jp/tetuduki/index.html> (Japanese)

<http://www.immi-moj.go.jp/english/index.html> (English)

<http://www.immi-moj.go.jp/chinese/index.html> (中文(繁体字))

<http://www.immi-moj.go.jp/korean/index.html> (한국 · 조선어)

<http://www.immi-moj.go.jp/spanish/index.html> (Español)

<http://www.immi-moj.go.jp/portuguese/index.html> (Português)

https://www.moj.go.jp/isa/other_languages.html (Other languages)

*The URL of each webpage is subject to change.



Consultation and Inquiries

Place	Telephone	Access	Hours	Languages
Foreign National Residents General Information Center	0570-013904 (IP phone, PHS, international call: 03-5796-7112)	5-5-30 Konan, Minato-ku, Tokyo Take the “Shinagawa Futo Junkan” bus from Konan exit of JR Shinagawa Station and get off at “Tokyo Shutsu Nyukoku Zairyu Kanrikyoku Mae.”	8:30-17:15 Mon-Fri (Except National Holidays and during the New Year's Holiday Period)	Japanese English Chinese Korean Spanish Portuguese, etc.
Tokyo Regional Immigration Bureau	0570-034259 (IP phone, PHS, overseas call: 03-5796-7234)	5-5-30 Konan, Minato-ku, Tokyo Take the “Shinagawa Futo Junkan” bus from Konan exit of JR Shinagawa Station and get off at “Tokyo Shutsu Nyukoku Zairyu Kanrikyoku Mae.”	9:00-16:00 Mon-Fri (Except National Holidays and during the New Year's Holiday Period)	Japanese only
Tokyo Regional Immigration Bureau, Saitama Branch Office	048- 851-9671	Saitama Dai-2 Homu Sogo-Chosha 1F, 5-12-1 Shimoochiai, Chuo-ku, Saitama-shi, Saitama-ken 10 minutes walk from Yonohonmachi Station on the Saikyo line	9:00-16:00 Mon-Fri (Except National Holidays and during the New Year's Holiday Period)	Japanese only
Saitama Information & Support * If you are at a public office (i.e. City Hall) and are having trouble communicating, ask the staff to call this office. The office will provide telephone interpretation.	048-833-3296	Saitama Prefecture Urawa Godo Chosha 3F, within Saitama International Association 5-6-5 Kita Urawa Urawa-Ku, Saitama-shi, Saitama-ken 10 minutes' walk from West Exit of Kita Urawa Sta. on JR Keihin Tohoku Line.	9:00-16:00 Mon-Fri (Except National Holidays and during the New Year's Holiday Period) * In-person consultations about immigration, labor, legal matters and welfare are by appointment only	Japanese English Chinese Spanish Portuguese Korean Tagalog Thai Vietnamese Indonesian Nepali

Place	Telephone	Access	Hours	Languages
Shinjuku Foreigners' Center	03-3202-5535 and	Tokyo-to Kenko Plaza “Hijia” 11F 2-44-1 Kabuki-cho	9:00-16:00 Mon-Fri (Except National Holidays,	Everyday: Japanese, English, Chinese

A Guide to Living in Saitama

Place	Telephone	Access	Hours	Languages
	03-5155-4039 (TEL/FAX)	Shinjuku-ku, Tokyo-to (In the Shinjuku Multicultural Plaza)	during the New Year's Holiday Period and the 2 nd and 4 th Wednesdays of Every Month)	Portuguese (Mon-Wed) Spanish (Mon-Wed), Indonesian (Tues), Vietnamese (Mon, Thu), Tagalog (Fri)

1 Residency Management System

(1) Status of Residence and Period of Stay

Your status of residence and period of stay are approved when you enter Japan, and this information is indicated in your passport. The types of resident status are designated by the Immigration Control and Refugee Recognition Act.

Excluding those with Permanent Resident, Spouse or Child of Japanese National, Spouse or Child of a Permanent Resident, and Long-term Resident status, residents are prohibited from engaging in activities other than those allowed under their status of residence.

If you wish to engage in activities other than those permitted under your status of residence, you must first apply for and obtain permission. If you work in Japan without completing the necessary procedures to obtain permission, you may be punished and/or deported.

As a rule, you may only reside in Japan within the granted period of stay, and you may not reside in Japan beyond this period. In the event that you wish to stay beyond the granted period of stay, you will need to obtain a renewal permit in advance.

(2) Residence Card

A residence card is issued upon the receipt of a residency permit, which includes a landing permit, a permit to change residency status, and a permit to renew residency for a mid- to long-term resident.

A mid- to long-term resident is a foreign national who resides in Japan with a residency status under the Immigration Control Act and does not fall under the following six conditions:

- ① Person who holds a residency status of less than 3 months
- ② Person who holds a short-term residency status
- ③ Person who holds a diplomatic or government employee residency status

A Guide to Living in Saitama

- ④ Person with confirmed Special Activity Resident status, employee of a Japanese liaison office of the Association of Taiwan/Japan Relations (Taipei Economic and Cultural Representative Office, etc.) or the General Mission of Palestine resident or family member thereof
- ⑤ Special permanent resident (*)
- ⑥ Person who holds no residency status

(*) Special permanent residents are issued a Special Permanent Resident Identification Card.

● Arrival and Departure Procedures in Japan

A residence card will be issued to foreigners who receive a mid- to long-term resident landing permit stamp on his/her passport upon arrival at New Chitose, Narita, Haneda, Chubu, Kansai, Hiroshima, or Fukuoka Airport.

In the event that one enters Japan via other airports, a residence card will be issued by post after the mid- to long-term resident files his/her location of residence at the counter of his/her local municipal office.

● Municipality Procedures

People who are new to Japan or who have changed addresses must file their (new) address at the counter of his/her local municipal office. This can be done at the same time as filing for Moving In/Moving Out Notification for the Basic Resident Registration System.

Person New to Japan

A person who is issued a residence card at the airport of departure or arrival must bring this residence card to the counter of his/her local municipal office within 14 days of establishing his/her place of residence.

Person Who Has Changed Addresses

If a mid- to long-term resident changes his/her place of residence, he/she must bring his/her residence card to the counter of his/her new local municipal office within 14 days after moving into the new place of residence.

● Regional Immigration Office Procedures

Reporting Changes Aside from Residential Address

In the event that you report or make any of the following requests, please bring your passport, photos, and residence card. In principle, a new residence card will be issued to you on the day of your application.

A Guide to Living in Saitama

① Changing Name, Date of Birth, Sex, Nationality, or Region

In the event of changing one's nationality, region, or surname due to marriage or individually changing one's name, date of birth, sex, nationality, or region, please file these changes within 14 days.

② Renewing Residence Card Validity

Permanent residents and residents under the age of 16 whose residence card expires on his/her 16th birthday must file for renewal before the period of validity expires.

③ Reissuing Residence Card

In the event of loss, theft, destruction, damage or defacement, please apply for a new residence card.

Reporting Spouse and Affiliated Organization Information

Please have your residence card when you make the following reports. Alternatively, you can report to the Tokyo Regional Immigration Bureau of Japan by mail or via the Internet using the agency's Electronic Notification System. After reporting this information, a new residence card will not be issued.

① Regarding Affiliated Organization Information

For a mid- to long-term resident whose work permit type is "Engineer/Specialist in Humanities/International Services," etc. (excluding "Artist," "Religious Activities," and "Journalist") or "Exchange Student," the following changes must be reported within 14 days of occurrence: changes to the name or location of the institution to which he/she belongs (e.g. company or school), if the institution dissolves, the resident's contract with affiliated institution ends, and or the resident starts a new contract.

② Regarding Spouse Information

For a person who is a mid- to long-term resident and has a residency status of "Family Stay," "Spouse or Child of Japanese National," or "Spouse or Child of Permanent Resident," if he/she divorces or becomes widowed, please report this information within 14 days.

Residency Examination

For the following circumstances, you must file and obtain permission before a new residence card is issued. Permission will take a few days to be granted, and for application processes (1), (3), (4), and (7), mid- to long-term residents will be issued a new Residence Card once permission is granted. Your passport will not be stamped to indicate authorization (however, people other than mid- to long-term residents will have their passports stamped).

① Change of Residency Status

This is done when you wish to change your current residency status (e.g. when an exchange student will work in Japan upon graduation).

② Permit to Engage in Activities That Are Not Permitted Under Residency Status

If you want to maintain your current residency status and intend to engage in activities that are not allowed under this status (working for compensation, operating a business for profit, etc.), you must obtain permission in advance.

③ Residency Status Acquisition

This is needed if you are a foreign national who was born in Japan or a former Japanese national who became a foreign national and will reside in Japan for more than 60 days. This must be reported within 30 days from the day of birth (foreign nationals born in Japan) or from when you became a foreign national (Japanese who are foreign nationals).

④ Residency Period Renewal

This is done when you wish to extend your currently granted period of residency in order to continue performing the same activities. (Applications for renewal are accepted 3 months prior to the residency period expiration date.)

⑤ Work Permit

This documentation certifies that a foreign national who holds residency status is allowed to work in Japan. (Permission to work can be proved by presenting this documentation to the employer.)

⑥ Re-entry Permit

In the event that you will leave Japan temporarily during your permitted residency, a re-entry permit must be obtained in advance. If a re-entry permit is obtained, your visa

(which usually is required) will be waived upon your return to Japan, and your current residency period and status will still be in effect. The validity period of your re-entry permit is 5 years maximum.

However, if you have a valid passport and residence card (or Certificate of Special Permanent Residency), you will also be considered a re-entry permit holder when re-entering Japan within 1 year of departure. (If the residency period expires less than 1 year after departure [two years after departure in the case of Special Permanent Residents], this date will take precedence.)

⑦ Permanent Resident Permit

You must obtain this permit if you wish to reside permanently in Japan.

2 Basic Resident Registration System

The Basic Resident Registration System for non-Japanese residents was introduced on July 9, 2012.

Under this system, a Basic Resident Register is created for each household and lists information such as name, date of birth, sex, and address. This register serves as an administrative base for providing government services.

Procedures concerning the Basic Resident Registration System are carried out at the local municipal office. For details, please inquire at your local municipal office.

(1) Resident Record (*juminhyo*)

Persons who have an address and come under one of the four classifications in the table below will have a resident record created for him/her by his/her municipality of residence. (This excludes short-term residents, tourists, etc.)

A copy of your resident record is provided at the counter of your local municipal office, and this document can be used for various applications as documentation in lieu of the Certification of Registry.

① Same Entries as Japanese Nationals

Name, name of the head of household and relationship with the head of household, date of birth, address, gender, and items related to national insurance and national pension, etc.

② Entries Unique to Foreign National Residents

Nationality/region, date when he/she became a foreign national resident, and items

A Guide to Living in Saitama

described in the classification table below.

※ However, information recorded under the Immigration Control Act, such as an address or place of residence in the country of nationality, place of birth, occupation, and passport number, etc. will not be indicated on the foreign resident record.

Classification	Classification Details	Items Listed on Card
Mid- to long-term Resident (Residence Card Recipient)	Excluding foreign nationals with a residency period of 3 months or less and foreign nationals with a short-term, diplomacy, or government employee residency status	<ul style="list-style-type: none"> • Residency Status, Residency Period, Residency Expiration Date, and Residence Card Number • Mid- to long-term Resident
Special Permanent Resident (Recipient of Special Permanent Resident Identification Card)	Special permanent residents as per the Immigration Exemption Law	<ul style="list-style-type: none"> • Special Permanent Resident Number • Special Permanent Resident
Temporary Refugee Permit Holder or Asylum Permit Holder	Foreign Nationals who obtained a landing permit under Immigration Exemption Law as a temporary refugee, and foreign nationals who are permitted to stay temporarily in Japan with a refugee classification	<ul style="list-style-type: none"> • Landing period (temporary refugee permit) or temporary stay period (asylum permit) • Temporary Refugee or Asylee Status
Person who has resided in Japan since birth or Person who resides in Japan due to loss of nationality	Person who became a foreign national by birth or by loss of Japanese nationality (can reside in Japan without residency status for a maximum period of 60 days from the date of occurrence)	Status as a person who has resided in Japan since birth or a person who resides in Japan due to loss of nationality

(2) Basic Resident Registration System Procedures

① When Entering Japan

When entering Japan with the intention of living in Japan for a long period of time (more than 3 months), please take your residence card to the local municipal office in the city/town where you live within 14 days of moving to Japan.

② When Moving to a New Residence

Before moving, please file a Moving Out Notification at your current local municipal

office. Once you are issued a Moving Out Certificate, please submit this certificate and a Moving In Notification at your new local municipal office within 14 days of moving into a new place of residence.

③ When Leaving Japan

When leaving Japan for an extended period (even if you have a re-entry permit and will return to live in the same place), you should inform the local municipal office.

(3) Basic Resident Registration Card

The issuing of Basic Resident Registration Cards (also known as a Juki Cards) ended in December 2015. Since the My Number began in January 2016, My Number Cards are issued instead of Juki Cards. However, if you already have a Juki Card, you can continue to use it until its expiration date. If you want to apply for a My Number Card, please return your Juki Card at your local municipal office before its expiration date and follow the procedures in the section below.

- For details on My Number Card, refer to “3 My Number System”.

3 My Number System

The Social Security and Tax Number System, also known as the Individual Number System and the My Number System, began on October 5, 2015. Under this system, every resident in Japan is assigned his/her own unique 12-digit number. You will need this number at public offices, your workplace, etc. as it is used for social security and tax procedures. This number is formally called an Individual Number and is popularly called "My Number."

Both Japanese and foreign residents with a certificate of residence are assigned an Individual Number.

(1) Individual Number System Procedures

① Individual Number Notification

If you completed resident registration after May 25, 2020, an Individual Number Notification is sent to you by mail to the address listed in the Basic Resident Registration System (the address on your residence card).

If the address on your residence card and address of the place you actually live are different, you may not be able to receive a notification in the mail. Please consult with your local municipal office in this case.

The notification card will list your Individual Number, so please be careful not to lose it. However, this notification cannot be used as a document to prove your individual number.

※ After May 25, 2020, the "Notification Card" changed to the "Individual Number Notification."

② How to Use Your Individual Number

Notify your workplace of your Individual Number. Your workplace will use your Individual Number during procedures for national health insurance and taxes, such as issuing your Statement of Earnings. In order to receive welfare benefits, you must also show your Individual Number to your local municipal office if you apply for welfare benefits.

In some cases, it may be necessary to submit your Individual Number to a stock company or an insurance company for use on legal documents for certain tax-related procedures.

(2) Precautions Regarding Your Individual Number

It is prohibited to use or collect information on anyone else's Individual Number except during procedures regulated by law (such as tax and social insurance procedures). Only share your Individual Number when necessary.

You will be subject to punishment if you obtain or use another person's Individual Number illegally.

(3) My Number Card (Individual Number Card)

① Uses for a My Number Card

Foreign residents who have been issued an Individual Number can apply to receive a My Number Card. My Number Cards show your name, address, date of birth, and sex as recorded in the Basic Resident Registration System, as well as a facial photo and your Individual Number. You can use this card as a form of personal ID.

Additionally, My Number Cards contain an IC chip with excellent security, and can be used for government-related procedures such as filing tax returns on the internet.

Items recorded in the IC chip include the information written on your My Number Card and an electronic authorization certificate used when completing procedures on the internet. Other private personal information such as your income is not recorded in the IC chip.

② How to Apply for a My Number Card

There are multiple ways to apply for a My Number Card. One way is to attach a facial photo (taken within the past 3 months) to the application sent with the Notification Card and submit the photo/application by mail. You can also apply online using a smartphone or

computer.

For details about the Individual Number System, use the contacts below:



Consultation and Inquiries

Contact	Phone Number	Hours	Languages
Toll-Free Individual Number System Information Line (Questions regarding the Individual Number System and Individual Number Portal)	0120-0178-26	Monday to Friday: 9:30~20:00 Sat. Sun. Holiday: 9:30~17:30 (Excluding Dec. 29 to Jan. 3)	English, Chinese, Korean, Spanish, Portuguese
Toll-Free Notification Card and Individual Number Card Information Line (Questions regarding Individual Number Notification, Individual Number Card, online certificate, temporary suspension of use due to loss or theft, etc.)	0120-0178-27	Monday to Friday, 9:30~20:00 Sat. Sun. Holiday, 9:30~17:30 (Excluding Dec. 29 to Jan. 3)	English, Chinese, Korean, Spanish, Portuguese
Questions related to the policy for using the My Point system	0570-0100-76 (charges apply)	Monday to Friday: 9:30~20:00 Sat. Sun. Holiday: 9:30~17:30 (Excluding Dec. 29 to Jan. 3)	English, Chinese, Korean, Spanish, Portuguese

The following website explains the My Number system (Cabinet Office, Government of Japan):

<https://www.cao.go.jp/bangouseido/foreigners/index.html>

(English, Chinese, Korean, Spanish, Portuguese, Arabic, Bengali, Burmese, Khmer, Filipino/Tagalog, French, German, Hindi, Indonesian, Lao, Malay, Mongolian, Persian, Russian, Thai, Tibetan, Turkish, Urdu, Uzbek, Vietnamese, Nepali)

For details about Notification Cards and My Number Cards, refer to the following website

A Guide to Living in Saitama

(Japan Agency for Local Authority Information Systems):

<https://www.kojinbango-card.go.jp/index.html>

(English, Chinese, Korean, Spanish, Portuguese)

※ Select language at the upper right side of the screen.

4 Other Systems

(1) Foreign Nationals Acquiring Japanese Citizenship

① Naturalization

Foreign nationals can obtain Japanese citizenship by applying for naturalization to the Minister of Justice and if permitted by the Minister of Justice.

② Acquiring Citizenship

Foreign nationals under 20 years of age with at least one Japanese parent, or foreign nationals under 20 years of age with addresses in Japan who have lost (failed to retain) Japanese citizenship, may acquire Japanese citizenship by submitting a Notification of Acquisition of Citizenship to the Minister of Justice.

(2) Choosing a Nationality

Individuals possessing a dual/multiple citizenship (Japan and another country) must choose one nationality by the age of 22. If dual/multiple citizenship is obtained after turning 20, this choice must be made within two years of the date dual/multiple nationality was obtained. If a choice is not made, you risk losing your Japanese nationality.



Consultation and Inquiries

Application for naturalization and obtaining Japanese nationality within the jurisdiction of Saitama District Legal Affairs Bureau used to be processed at a relevant branch according to the applicant's place of address, but since January 4, 2016, it is handled only at the Family Registration Division of the Saitama District Legal Affairs Bureau.

Consultation is provided based on reservation. Please make a reservation by phone.

Family Registration Division of the Saitama District Legal Affairs Bureau

Tel: 048-851-1000 (Main Phone) Navi Dial No. 5

Address: Saitama 2nd Legal General Government Building, 5-12-1, Shimo-ochiai,
Chuo-ku, Saitama-shi

Opening hours: Monday to Friday (excluding holidays) 8:30 to 17:15

An explanation about nationality procedures can be found on the Legal Affairs Bureau website below. (Japanese)

http://houmukyoku.moj.go.jp/homu/static/goannai_index_kosekikokuseki.html

(3) Family Registry System

In Japan, there is a family registry system in which identification information including an individual's date of birth, death, and marriage is registered for generating certified public documents. Foreign nationals must also register this information in the Family Registry in cases where the foreign national is married to a Japanese citizen, etc. Notifications submitted are recorded, stored, and become documents for certifying an individual's identity.

Notification Type	Place of Submission	
Birth	Family Registry	Please consult your local municipal office for questions concerning deadlines and materials for submission
Death	Counter at your local municipal office	
Marriage		
Divorce		

These notifications must also be submitted to the Immigration Services Agency of Japan or your country's embassy (consulate-general). For details, please consult the Immigration Services Agency of Japan or your country's embassy (consulate-general).

(4) Name Seal Registration

Generally, name seals or *inkan/hanko* are used instead of signatures in Japan. Seals registered at municipal or ward offices are known as *jitsuin* (registered seal). The document certifying this seal is known as an *inkan toroku shoumeisho* (seal registration certificate). In Japan, both a registered seal and a seal registration certificate are required when entering any legally binding contract.

① Name Seal Registration Application

Foreign nationals who are 15 years of age or older (with the exception of those who do not have a high enough mental capacity) and are included in the Basic Resident Registry can register a name seal.

Many municipal offices require the seal to be a minimum of 8mm x 8mm and a maximum of 25mm x 25mm; however, since regulations vary, it is important to check this at your local office.

Also, the seal must represent the same name as that shown on your Resident Record. (Please note that only one seal can be registered per person.) When registering your name seal, you will need your residence card or other valid documentation and the seal that will be registered. Seals that do not show all or part of your legal name or name you are commonly known by, or are made of rubber and other flexible materials, cannot be registered.

Japanese seal registration is processed at the local municipal office of your residence.

If you move to a new municipality, you must register this seal again.

② Name Seal Registration Card

When you register your name seal, a seal registration card will be issued to you. This card must be shown to the registration subdivision of your local municipal or ward office in order to receive a seal registration certificate.