

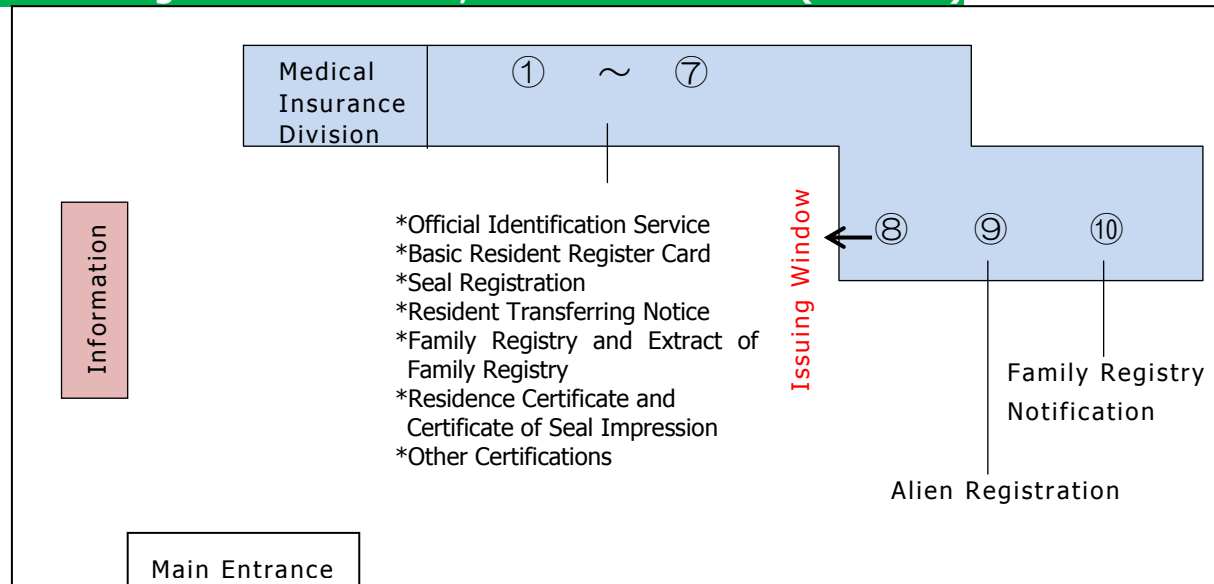
Chapter 4

Various Formalities

Notification and Certification

To Get through the formalities smoothly

■ Civil Registration Division, Teller Information (1st Floor)



■ Branches and Uku Administration Center

Notification and Certification can be implemented not only in Civil Registration Division but also in Branches and Uku Administration Center (Please see P.112~P.121).

◆ Notification of Moving In and Out ◆

⇒ Civil Registration Division

You do need to notify when you move into Sasebo City or move out to other city. You can also apply Notifications, Seal Registry and other certifications to Civil Registration Division, Branch or Administration Centers (Page 139-148). When you come to apply at the window, please bring your ID (Driver's license or Health Insurance Certificate, etc.) for proof of identity.

Type of Notification		Notifying term	Who can apply	What you need for applying
Notification of Moving In	<ul style="list-style-type: none"> When you move into Sasebo 	Within 14 days after moved in	Identical person or Head of house hold	<ul style="list-style-type: none"> * Certification of Change of Previous Address * Inkan (Seal) * Nursing Care Beneficiary, Certificate of Medical Treatment Expense classification for Early-Stage and Latter-Stage Elderly People (If applicable). * Pension Book(Only subscriber)
Notification of Moving Out	<ul style="list-style-type: none"> When you move out to other city 	Within 14 days scheduled date of moving out		<ul style="list-style-type: none"> * National Health Insurance Card(Only subscriber) * Inkan (Seal) * Certificate of Health Insurance for Elderly (If applicable) * Medical Insurance Card for Latter-Stage Elderly (Only beneficiary) * Nursing Care Insurance Card (If applicable)
Notification of Change of Address	<ul style="list-style-type: none"> When you change your address within Sasebo 	Within 14 days after changed to new address		<ul style="list-style-type: none"> * National Health Insurance Card(Only beneficiary) * Inkan (Seal) * Certificate of Health Insurance for Elderly (If applicable) * Nursing Care Insurance Card (If applicable) * Basic Resident Register Card (If applicable)
Notification of Change of Household	<ul style="list-style-type: none"> The head of household changes Separation and joint of your household 	When it happened		<ul style="list-style-type: none"> * National Health Insurance Card(Only beneficiary) * Inkan (Seal) * Certificate of Health Insurance for Elderly (If applicable)

◆ Notifying Family Registry etc. ◆

⇒Civil Registration Division

In Japan, the family registration system acts as a form of registering and authenticating items related to status such as births and marriages. When foreigners who live in Japan give birth or die in Japan, the city office must be notified in accordance with the regulations of the Family Registration Law. Furthermore, as for marriage or divorce in Japan, the city office must also be notified.

Notification of marriage or birth for family registry, please check what you need for procedure and notify as soon as possible. In addition, in notifying family registry, we will ask you for your ID(Driver's license etc.) issued from government for proof of ID. (Intended notification : Marriage notification, Uncontested divorce* notification, Adoption notification, Uncontested dissolution, Affiliation notification), in order to prevent fake registry. Even we couldn't proof your ID, you can notify but we will send you notice "We accepted the family registry notification" later on.

* **Uncontested Divorce (or divorce by consent);** in Japan, **only if you can agree on conditions by mutual consent and the notification is accepted at the municipality, the divorce will be established.** Please be aware that this system is quite different from other countries including the United States.

Type	Who can apply	Notification term	Notification Place	What you need for notification	Others
Birth Notification	Father or Mother, Housemate, Doctor, Midwife and other witness	14 days after birth	the municipal office which holds permanent address or present presidency registration of either father or mother's Or, the municipality office of baby's birth place	*1 Notification *Birth Certificate (They are right side of Birth Notification) *Maternity Record Book *National Health Insurance Card (member only) *Notifying person's Inkan (Seal)	
Marriage Notification	Husband and Wife	valid from the day when you notified.	Either husband or wife's family registry address or municipal place where you live	*1 Notification *Family Register or Extract of Family Register when you don't have Family Registry at municipal where you notifying *Both husband and wife's Inkan (Seal)	*2 over age witnesses *Need parent's permission if they are under age
Divorce Notification	Husband and Wife Petitioner when divorced at court Either husband or wife when 10 days after determination day	valid from the day you notified. Within 10 days from determination date when divorced at court.	the municipal office which holds either husband or wife's family registry address or present presidency registration.	* 1 Notification * Family Register when you don't have Family Registry at municipal where you notifying * Both husband and wife's Inkan (Seal) * When divorced at the court, you need transcript of arbitration record. When divorced by Judge or Court decision, you need its transcript and settlement certification(Petitioner's seal)	*2 over age witnesses (No need when you divorce at court)
Notification for Carrying Last Name when Divorce	The person who are trying to carry last name when divorced	Within 3months from the date of your divorce	Family registry address or municipal where you live	*1 Notification * Family Register when you don't have Family Registry at municipal where you notifying *Notifying person's Inkan (Seal)	
Family Registry Notification	The person who is Married (Legal Representative when their age are under 15)	valid from the day you notified.	Married person's family registry place or municipal where you live.	*1 Notification *Each Family Register when you don't have it at municipal where you notify. *Notifying person's Inkan (Seal) *Permission from family court	
Notification of Transfer of Family Register	Head of a family reregister or its spouse	It is valid from the day you notified.	Place of transfer of family registry or Permanent address, Municipal office where you live.	*1 Notification *1 copy of Family Register (No need when you move in and out within the city) *Notifying person's Inkan (Seal)	
Death Notification	Family, Housemate, Landlord, Estate owner, Manager of property, Conservator, Warrantee, Assistant person, Arbitrary conservator	Within 7 days after found out.	The municipal office holding the permanent address of dead person, Notifying person's address or municipal place where he/she died.	*1 Notification *Death Certificate (Right side of Death Notification) *National Health Insurance Card (member only) *Pension Book *Notifying person's Inkan (Seal)	
Cremation-Burial Permission Application	Notifying person for Death Notification	When notifying Death Notification	Municipal where you notified Death Notification	*Application form (When you have cremation outside of the city, please confirm name of cremation place and address) *Applicant's Inkan (Seal)	

◆ Registering Seals ◆

● How to register your seal [Inkan]

⇒ Civil Registration Division

○ New registration of seal

Registration eligibility: those aged over 15 and registered in the Basic Resident Register. If you register the passcode in your **Sasebo Citizen Card [certificate of seal registration]**, you can use the automatic machine for issuing.

How to apply	registration and issuing	Items required
the Principal presents the seal and a valid ID card with photo image of your face issued by the authority, and self identification was performed.	can be registered	<ul style="list-style-type: none"> • a Seal to be registered. • ID card (driver's licence, passport, resident card and an valid Basic resident register, with photo issued by public authorities
The Principal bring his seal with him and identification was performed through certificate of guarantor.		<ul style="list-style-type: none"> • a Seal to be registered. • guarantor's certificate of seal registration and the seal to register. Gurantar 2 divertissement
The Principal applies without ID with photo images.	a few days required	a seal to be registered. For identification we will send an inquiry. You can register bringing the reply, seal and certificate of health insurance. You have to register within 2 weeks.
Application by the agent (because of illness, etc.)	a few days required	Seal to be register,. Guarantor's seal of approval, autograph letter of commission For confirmation the document will be sent .The guarandor will bring their. You have to register within 14 days.Do not forget agent's ID like Driver's llicence.

○ Please note that only one seal can be registered for one person and that some seals may not be registered (please contact us for more detail).

○ When you lost Seal or Seal Registration Certificate

When you lost your Registered Seal or the Seal Registration Certificate

⇒ Please notify the abolishment of Seal Registration at the window of Civil Registration Division, Branches, or Administration Centers. Then, you can re-register a new seal.

◆ Basic Resident Register Card ◆

● What is Basic Resident Register Card (Juki Card) . . .

This is the IC card with a good security system to make issuing process easier at the municipality where you live. There are 2 types: one with photo or without photo. The one with photo can serve as your official ID. In addition, whoever has this card can have less process when moving in and out. Also you can hold Electronic service for official private certification.

● **How to apply** ⇒ Civil Registration Division

You can apply at City Office, Civil Registration Division, Branches, or Uku Administration Centers from 9:00am to 5:00pm during weekdays except for Saturdays, Sundays, holidays, the end and beginning of the year. (Issuing is only at City Office, Civil Registration Division)

You need Inkan (Seal), Photo of your face (if you want one with picture), your pictured ID issued at the public office, handling fee (500 yen) to apply. Its expiration term is 10 years.

*If you want to get it within the day, you (In person) need to come to Civil Registration Division at City Office with your pictured ID (Driver's license, passport or pictured ID issued from the public office). Otherwise, you wouldn't be able to receive it on same day.

*When you cannot apply in person with no choice, your substitute can apply it for you.

For more information, please ask City Office, Civil Registration Division.

◆ Official Identification Service ◆

● **What is the Official Identification service** . . .

It is the service that you can use the online application procedures etc. through internet by using IC card.

※You need Card Reader/Writer to use this service.

● **Issuing Procedure** ⇒ Civil Registration Division

You can apply at the City Office, Civil Registration Division from 9:00am to 5:00pm during weekdays except Saturdays, Sundays, the end and beginning of the year. (We do not accept at Branches and Administration Centers.)

You need to bring your Basic Resident Register Card, your pictured ID issued at the public office, handling fee (500yen) to apply. Its expiration term is 3 years.

- (1) You can apply at the municipality where you have Resident Certificate.
- (2) If you want it to be issued within the day, identical person must come to the window and apply with your ID (Basic Resident Register Card, Driver's license, Passport or Pictured ID issued by the public office). Otherwise, you would not receive it within the day.
- (3) When you apply, you need to set password.
(4 alphanumeric characters)
- (4) We will store electrical certification in your Basic Resident Register Card and will give you User's Handbook etc.
- (5) When you cannot apply in person with no choice, your substitute can apply it for you. For more information, please ask City Office, Civil Registration Division.

※When your address (Include moving within the city) or name is changed, it is going to be invalidated and you will need to reapply. (Fee required.)

◆ Issuing Certifications ◆

● Procedure of issuing certifications

⇒ Civil Registration Division

You can apply at the window when you need a copy of Resident Certificate, a copy of Family Registry/extract of Family Registry and other certifications.

※ You need pictured ID (Driver's license, Passport, etc.) for identity verification who is applying at the window.

Certification	Precautions	Handling fee
Resident Certification	* Need Inkan (Seal) * Need a Power of Attorney when same household member applies	300yen/per copy
Family Register/ extract of Family Register	* Need Inkan (Seal)	450yen/per copy
Supplementary Family Register ・ Whole data ・ An extract	① The person in Family Register, its spouse or lineal relatives (Parent, Grandparent, Child, Grandchild etc.) ② Lawful privy ③ one who will submit it to the public office like court. ④ one who need the proof of inheritance relations. The above ①②③④ can apply for these certifications.	300yen/per copy
Removal from the register ・ Whole data ・ An extract Old Family Register ・ Whole data ・ An extract	* When other people apply, they need a Power of Attorney of the person in the Family Register.	750yen/per copy
Registration matter of Resident Certificate	* Need Inkan (Seal) ・ Please bring Registration Matters Form	300yen/per copy
Seal Registration Certificate	・ Need Seal Registration Certificate (Cannot issue without it) ・ When representative apply, you need registrant's Seal Registration Certificate, address, and name.	300yen/per copy
Identification	* Need Inkan (Seal) * When representative apply, you need identical person's Power of Attorney * You can only apply at municipal of your permanent residence address.	300yen/per copy

※ If the applicant registers, no seal is required.

● Please use Out-of-Hours Box

Reception boxes (public phone box-formed) are set at 13 sites, such as City Office, **Branches**, and next to Shimanose Police Box in which you can apply for grant for Resident Certification etc. even on weekends, holidays and at nighttime.

○ How to apply

Please put in dedicated envelope in which provided application form, handing fee, and a return envelope with a stamp is inserted. The application form, return envelopes, and dedicated envelopes are always ready in the box. The

applicant needs to prepare a stamp.

○ **Eligible applicant**

① Resident Certification

— The person listed in the Resident Certification

② Family Register · extract of Family Register

— The person has Family Register in Sasebo and is listed in it

In addition, the reception of Birth Notification, Marriage Notification, and Death Notification is conducted in City Office, Janitor’s Room on weekends, holidays, and at nighttime.

● **You can apply for a copy of Family Register · Resident Certification by mail.**

You can apply for a copy of whole data or an extract of Family Register, Resident Certification, etc. by mail. Please enclose the application form, Handling fee (money order), identity verification document (A copy of Driver’s license · Insurance Card, etc.), and a return envelope and send to Civil Registration Division.

● **You can receive a copy of Seal Registration Certificate · Resident Certification out of hours.**

Beforehand, the eligible applicant is required to make an appointment by telephone within the open time of the City Office.

Available certification for issue	Eligible person for issue	What you need for receipt
① Seal Registration Certificate	Registrant only	<ul style="list-style-type: none"> • Identity verification document (Promised document at the appointment by telephone) • Seal Registration Card • Handling fee
② Resident Certification	Identical person and the same household members	<ul style="list-style-type: none"> • Identity verification document (Promised document at the appointment by telephone) • Handling fee
③ Certification of Taxes and Public Dues, Asset Verification Form such as Land and Building, Transcript of Public Ledger	Identical person only	<ul style="list-style-type: none"> • Identity verification document (Promised document at the appointment by telephone) • Handling fee

- Time of acceptance the appointment by telephone
 - Weekdays 8:30am~4:30pm
- Place of acceptance the appointment by telephone

- for ①, ② ⇒ Civil Registration Division
- for ③ ⇒ Residential Tax Division, Certification Window
[TEL0956-24-1111](tel:0956-24-1111)
- Where to receive
 - Janitor's Room (next to North Exit, 1F), Sasebo City Office
- Time of issue
 - Weekdays 5:30pm~8:00pm
 - Saturdays · Sundays · Holidays 9:00am~5:00pm
 - ※Except Dec. 29th ~ Jan. 3rd

Taxes

To Acquaint yourself with the City Tax

Foreigners have to pay taxes just like Japanese. The taxes include the National Taxes (Such as the Income Tax collected by the national government) and the Regional Taxes (Such as the Residents Taxes collected by metropolitan, prefectural, municipal, town or village authorities). Depending on the form of taxation, they are divided into direct and indirect taxation. Direct taxation are "Income Tax" and "Residents Tax" deducted from incomes, and indirect taxation are "Consumption Taxes" paid when products are purchased.

◆Tax Types◆

- About City Taxes** ⇒Municipal Tax Division
 ⇒Property Tax Division
 ⇒Tax Payment Division
 ⇒Insurance Premium Division

●Tax types

City Tax will be used for family registration, resident registration, social welfare, waste and night-soil treatment, prevention for disease and pollution, school education, maintenance for the street and parks to make resident's living smooth, etc. The followings are subject to taxation in Sasebo City.

Types of City Tax

General Tax	Residential Tax	Private Residential Tax	Private Tax applied to income in previous year. (Per capita basis and per income levy)
		Corporate Residential Tax	Tax based on Corporate Tax applied to corporate income. (Per capita basis and per income levy)
	Property Tax	Tax applied to land, house and depreciable property.	
	Light Motor Vehicle Tax	Tax applied to Motorbike, two-wheeled motorcycle, Kei Car and compact special automobile etc.	
	City Cigarette Tax	Tax applied to "Cigarettes" which cigarette manufacturer, specific dealer or wholesaler sold them to retail shop in Sasebo City.	
	Special Land Holding Tax	Tax applied to your land if it is beyond a certain area, or if you bought, receive land.	
Tax for specific purpose	Special Land Holding Tax	Tax applied to land and house in urbanization promoting area.	
	Bathing Tax	Tax applied to bath in mineral spring.	
	National Health Insurance Tax	Tax which National Insured Person bear a part of its cost.	

General Tax:

There is no limit of revenue use and the city can use it as general expense.

Tax for specific purpose:

This revenue is to use for specific purpose and cannot be used for general expense; Special Land Holding Tax is for promoting city planning project, National Health Insurance Tax for National Health Insurance Service, and Bathing Tax for maintenance of sightseeing facilities, fire station facilities, etc.

○ **Other taxes**

National Tax : ①Income Tax ②Corporation Tax ③Consumption Tax
④Inheritance Tax ⑤Gift Tax etc.

Advice for National Tax ⇒ Sasebo Tax Office TEL22-2161

Prefectural Tax : ①Prefectural Tax ②Corporation Tax
③Real Estate Acquisition Tax
④Automobile Tax etc.
(Whoever own car of 661cc displacement to be taxed.)

Advice for Prefectural Tax ⇒ Northern Promotion Bureau, Tax Division
TEL23-1386

◆Certification Regarding City Tax, Transcription Issuing and Browsing◆

⇒Residential Tax Division

You can apply to City Office, Branches, and Administration Centers for certification regarding City Tax, transcription issuing and browsing. (Except for part of transcription issuing and browsing) A form of identification (Alien Registration Certificate, Driver's License, Health Insurance Card) is necessary for the application.

● **Who can ask for certification issuing and browsing**

- ①Identical person (Including co proprietor)
- ②One who is asked by identical person and has letter of consent or proxy

● **Type of certificate · fee**

- Income Taxation Verification · Tax Payment Certification — 300yen/copy
- No Delinquency Verification — 300yen/copy
- No Asset Verification — 300yen/copy
- Asset · Extent · Public Dues Verification — 300yen/each
- ※However, if a land or a building increases, 100yen is added for each.
- Transcription issuing, browsing of Attached Map — 300yen/copy (/book for browsing)
- Transcription issuing, browsing of Public Ledger — 300yen/copy
- Residential Building Verification for Act on Special Measures Concerning Taxation — 1,300yen/each

For inquiries or information, please contact **Municipal Tax Division, Verification Teller.**

◆Exemption and Postponement of Municipal Tax◆

- **When am I exempt from Municipal Tax?** ⇒ Municipal Tax Division
 ⇒ Property Tax Division
 ⇒ Insurance Premium Division

When you have difficulties with your living because of disasters etc. or start receiving welfare public assistance, you may be exempt from Municipal Tax by the application.

- **When can I be granted a postponement of tax payment?**
 ⇒ Tax Payment Division
 ⇒ Insurance Premium Division

When you can hardly pay Municipal Tax payment with disasters etc., you can be granted a temporary postponement of tax payment or pay it in several installments.

- **If I pay tax double, what can I do?** ⇒ Tax Payment Division
 ⇒ Insurance Premium Division

If you pay Municipal Tax too much or pay it double, we return the excess as soon as possible. We will send a refund notice, so please receive it at Shinwa Bank near you within a month. If a month passes, please visit Tax Payment Division (2F) or Administration Centers. (About National Health Insurance, please visit Insurance Premium Division (1F) or Administration Centers.)

● How to pay tax

Please pay tax at financial institution such as bank using designated payment notice. For Income Tax and Residential Tax, there is account transfer system in which the tax is automatically deducted from your account.

● We recommend that you pay Municipal Tax by account transfer not to forget.

- ⇒ Tax Payment Division
- ⇒ Insurance Premium Division

Municipal Tax will be automatically deducted from your account by financial institution. You can apply to any financial institution and post office within Sasebo, City Office, Tax Payment Division or Insurance Premium Division, Branches and Administration Centers.

- How to apply---Please apply to the bank of your account and bring payment notice, bank passbook, and seal of your account with you.
- Available tax items---Municipal/Prefectural Tax (Individual ordinary collection) ・ Fixed Asset Tax ・ Light Vehicle Tax ・ National Health Insurance Tax

● Municipal Tax Payment Calendar

Kinds of tax	Municipal/Prefectural Tax (Ordinary collection)	Fixed Asset Tax・ City Planning Tax	Light Vehicle Tax	National Health Insurance Tax
Payment month	June/Aug./Oct./Jan.	Apr./July/Sep./Dec.	May	Every month June~March.