

Chapter 5

Affairs of the Municipal Office

Assembly and Election

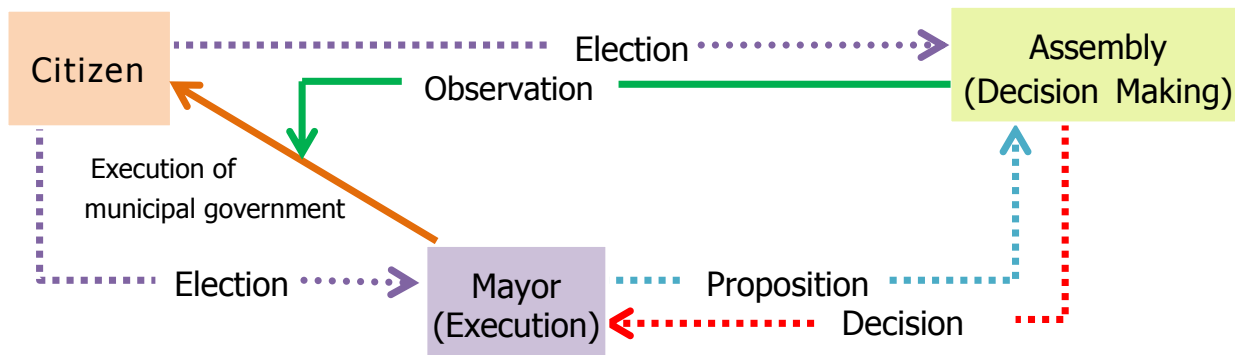
Citizen's interest to
municipal government

◆Citizen and Assembly◆

⇒Congressional Bureau Administration

The assembly members and the city mayor are elected by Citizens' election. Those elected play a central role in running the municipality.

(※The minutes of the assembly are introduced on 「Shigikai Dayori」 and 「Shigikai Website」.)



●Petition・Appeal・Observation

- Petition ⇒City Assembly Secretariat

Any one who has opinions and requests for municipal government etc. can submit it in writing(However, petitions must be filed with an introduction by an assembly member).

※Note of petition

- ・ When you want to submit a petition, please consult with an assembly member for introduction.
- ・ Please submit until 5:15pm the first day of relevant session of the assembly.

- Appeal ⇒City Assembly Secretariat

Appeals can submit without introduction of an assembly member, but we do not issue the decision about it. We send it to presiding board for reference.

- Observation ⇒City Assembly Secretariat, General Affairs Section

Any one can observe the session of assembly. When you want to enter the gallery, please visit the information desk on the 4th floor the gallery's entrance. Also, you can observe the committees (Permission required.) Please visit City Assembly Secretariat on the 3rd floor the day.

◆Election◆

⇒the Board of Elections Secretary Office.

●Voting

When the election is held, the "Voting Entrance Tickets" will be sent. Please bring it with you into the polling place. Even you cannot receive or lost it, you can vote if you are listed in the register of electors. Please ask a reception in the polling place.

●Early Voting/ Absentee Voting

Those falling under the followings can vote before the designated voting day:

- 1) if you have to work or have ceremonial functions on that day.
- 2) if you are schedule to go out of your electoral district (excluding 1))
- 3) if you have difficulty in walking because of sickness, injury, pregnancy or physically

- 4) if you have just move out of Sasebo city
- 5) if you are staying in a hospital or a nursing home for the elderly where you can vote by absentee ballot and have difficulty in walking.
- 6) If you are issued with the booklet for the physically disabled and fall under some requirement- in this case you can vote by mail. Please inquire the election management committee secretary office where you can be issued with certificate of voting by mail.

1), 2) and 3) … Early voting (when you vote inside the city)

5)and 6) …Absentee Voting (when you vote out of the city)

4) …Voters may have some restrictions depending on the polling place, the date of moving out and the voting day. Please ask the election management committee secretary office.

No donation from the politicians!

The politicians are not allowed to give money or gift to the voters.

The voters are not allowed to ask the politicians for money or gift.

The voters are not allowed to receive money or gift from the politicians.

Politicians (candidates or those intend to be candidates, or the incumbent) are not allowed to donate anything , under no matter what name (except for the donation to the relatives, political parties or political bodies).

Also, the voters cannot invite the donation or request toward the politicians.

Exceptionally, the politicians can donate congratulatory gift of money or condolence payment only if he is present with such ceremony.

● Example of interdiction

- Politicians offering the small token of appreciation or drink and food to Community gathering or local festivals.
- voter asking the small token of appreciation or liquor from the Politicians, instead of annual members' fee.
- voter asking offering the small token of appreciation or liquor from the Politicians.
- Politicians offering the small token of appreciation or liquor from the Politicians.
- Gift of flowers at opening a shop, condolence payment, incense sticks, summer gift, winter gift, New years Gift, sympathy money gift, congratulatory gift of the entrance and the graduation and parting gift from the politicians,
- delivery of congratulatory gifts or condolence payment in advance even the politician will participate in the same conference.
- The politician's donation for preparation of the Civic Hall, temples and shrines.
- The politician's donation to those living in the electoral even under the name of his wife
or his secretary even if he is scheduled to be present..
- The politician's donation of something to those living in the electoral district.
The politician's donation to those living in the electoral.
The politician's donation to those living in the electoral even under the name of his wife or his secretary.

- The secretaries and the Relatives' presence instead of the politician in the present at wedding ceremony) and hand them out to counterpart.'

◆Public Information Disclosure, etc◆

●Public information ⇒General Affairs Division

You can read about municipal government information through public documents, books, etc. which you want to know. In addition, you are free to browse information of the administration such as statute book, statistics, etc. at government information browse corner (City Office 6F). (You can also make a copy.)

●Personal information protection ⇒General Affairs Division

In order to properly treat personal information which the city has, in principle, you can browse and make a copy of information about yourself.

●Residents' audit request ⇒Audit Bureau

When office staff's illegal or unjust act regarding the public funds etc. is confirmed, you can request audit commissioner to audit affixing the writing to testify about it.

●Direct request ⇒For①, General Affairs Division For②③④, Committee Secretariat

People having the right of voting can directly request the following ①②③④ with countersignatures of more than a certain number. ①Institution, improvement, or elimination of the ordinance ②To hold the referendum if the installation of Assembly Conference for Merger is voted down by the assembly and mayor do not request the referendum to put the conference to a vote. ③Dissolution of the assembly ④De-election of assembly member/mayor. (For①...1/50, for②...1/6, for③④...1/3 or over of people having right of voting.)

Public Relations

**Sending information
to connect citizen and
municipal government**

●Koho Sasebo (The monthly City Report)

⇒Secretary Division, Public Relations Section

We publish the public monthly City report called "Koho Sasebo" on the 1st day of every month and deliver an example to each home through neighborhood association (Chonakai) by about 9th. (It is placed at Branches, Administration Centers, Community Center, and etc.) In this magazine, there are pages like 「Special Topic」 「Municipal Government Communication」 which make known important measures and policies of the city, 「Event Information」 「Facilities' News」 which make known the contents of events are held within Sasebo, 「Civic Place」 which answer the question from citizens, and 「Living and Information」 「Health and Welfare」 which make known information about daily living, parental care, and nursing care.

● Learning through media about 「Sasebo Shisei Dayori (municipal government)」 (As of FY 2012)

○TV

4 commercial broadcasting stations (Every Saturday for 5 minutes)

NBC 9:25am～

NCC 11:40am～

NIB 9:25am～

KTN 11:40am～

○Radio

NBC…………… Every Sunday 9:25am～

FM Nagasaki…………… Every Tuesday 9:05am～

FM Sasebo…………… Every Tuesday 10:30am～

Every Sunday 9:30am～

○Nagasaki Shimbun Newspaper… Every 2nd・4th Tuesday (Advertisement Column)

●City Website

⇒Information Policy Division, Regional Information Section

Through internet at home or with your cell phone, you can get information on Sasebo City such as daily living (How to dispose of garbage), emergency like disaster, topics of Sasebo, etc.

○Main contents

- ・ Information about daily living (Garbage collection information, child parenting support, disaster prevention information, public transportation information, employment assistance)
- ・ Convenient service information on the city (delivery e-mail newsletters, valuable Q&A service, map information retrieval service (Sasebo City Navi), public facilities appointment service,

- etc.)
- Sightseeing information (「Umi Kirara (Aquarium)」, 「Kujukushima zoological and botanical garden」, etc.)
 - You can download various application forms. Please use it for the application.
 - You can recognize at a glance with events calendar that when and what kind of events are held within Sasebo.

Internet Website Address

PC <http://www.city.sasebo.nagasaki.jp/>

Mobile <http://www.city.sasebo.nagasaki.jp/mo>

※You can access with scanning bar-code on the right.

※If you search 「Saseboshi」 with search site, it shows near the top.



● Convenient city service using internet

⇒ Information Policy Division, Regional Information Section

You can use the following services from the city website. (Including mobile version)

① E-mail newsletter delivery service

This is to provide various kinds of information through your PC, text messages such as disaster prevention, parental care, garbage, etc.

○ Delivery contents

Information about disaster prevention, parental care support, extinguishing fire examination/various kinds of lecture, Sasebo Eco Plaza Kaekko Bazaar, garbage collection, consumers, photochemical oxidant emergency, Sasebo public administration of construction, and city master-plan (In the future also, we are planning to add delivery contents.)

○ How to use

To finish application, please access 「Mail Magazine Sasebo」 from city website, register user information, choose and register contents you want to be delivered. Afterward, e-mail newsletter will be automatically delivered to your PC and text messages.

② Valuable Q&A service

This is to search 「Yokuaru Shitsumon (FAQ)」 and this service provides 2,000 cases in the form of Q&A (FAQ) about information which all citizens want to know. 「For 24Hours, 365Days」 「Whenever and Whoever」 can easily search without making inquiries to the city by telephone etc.

○ Search function

You can search by not only keyword (word) but text such as 「I want to know about△△△△」.

○Question posting function

You can make inquiries with this function by e-mail if there is no information that you want to know in Q&A on website.

(3) Map information retrieval service

Sasebo City Navi (map information retrieval service) provides various kinds of information about public facilities and sightseeing spots within Sasebo, public administration, etc. in an easy to understand manner.

○How to use

We provide 15 topics of map information at present not only on Sasebo public facilities but maps of emergency evacuation area in a disaster, AED installation, event information, barrier-free etc. In the future also, we are planning to add topics. There are picture drawing and printing functions, so you can insert graphics and characters into the map, print it, and paste in WORD and EXCEL. There is also function to measure the distance and area, so you can figure out general distance and area of the land.

(4) Public facilities appointment service

This service is to make an appointment for public facilities and check vacant conditions.

○Object facilities (as of 17 August, 2010)

Sports facilities, cultural and educational facilities within Sasebo (86 facilities)

- ・ For sports facilities, you can make an appointment for use and apply for drawing by internet.
- ・ For cultural and educational facilities and part of sports facilities, you can check vacant conditions. (You can access URL or with scanning bar-code below to check object facilities.)

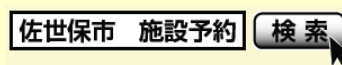
○Note of use

- ・ Any one can check vacant conditions of each facilities.
- ・ When you make an appointment for sports facilities, you need user registration. So please apply for it to the facilities that accept registration near you. Identification is necessary for the application.

[Appointment service for public facilities]

PC <http://yoyaku.city.sasebo.lg.jp/>

※When you search "佐世保市 施設予約" on the internet, it will appear higher up in search engine rankings. You can have access through your smartphone.



Mobile <http://yoyaku.city.sasebo.lg.jp/Mobile/>

※You can have access when you scan the following QR-code by your cell phone.



● **Use of social media**

⇒local information section, Information policy division

① Sasebo City Official Facebook

-Name: Sasebo Municipal Office

-How to use: Everyone can use through Internet. The webpage of the city has a link to the entrance to "Sasebo Municipal Office" on the Facebook.

-information to be published: event information, topics on Sasebo, emergency Information. etc.

-“Like!” button: if you push this in the page “Sasebo Municipal Office” on the Facebook after registration with the Facebook, the updated information will automatically announced to your” News Field”.

【How to find the Sasebo Municipal Office on Facebook】

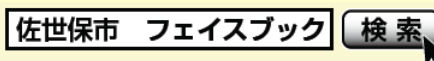
PC

When you search "佐世保市 フェイスブック" on the internet, it will appear higher up in search engine rankings.

You can have access through your smartphone.

Cell

You can access through the webpage of the city for cell.



② Sasebo City Official twitter

-How to use: Everyone can use through Internet. The webpage of the city has a link to the entrance to the twitters.

-information to be published: mainly information on city policy and emergency information, etc. In addition, information on sightseeing and environment will be sectorally provided as follows(we do not follow and reply):

Name	account	Division in charge
Sasebo Municipal Office	@sasebocityhall	Information Policy Div.
Mori Kirara Taro	@morikirara_taro	Zoological Park
Duston-kun	@duston_4r	Environment Dept.
Staff, Sightseeing and local products promotion, Sasbo city	@Sasebokanko	Sightseeing and Local Products Promotion Bureau
Si-chan, min-chan	@shi_min_kyodou	Civic Collaboration Promo R'M
Gamba Ramba Kokutai Sasebo	@Sasebo_kokutai	National Athletic Meet Promo R'm

Public Hearing

To invite opinion from the public to reflect in our city's policies.

1 Under the concept of "Citizens first Policy", Sasebo city is addressing the Public Hearing through which we collect Citizen's opinion and ideas to reflect on the promotion of city policy and Administration service.

- Opinion Box: established in City Hall, Branches, Uku administration center with papers and A4pencils. Please write down your opinion on it and submit. ⇒Secretary Division, Public Hearing Section
- Opinion letter to Mayor: please send your ideas and plans on City Policy. If you can send It through webpage. We also accept on the web, postal mail ⇒Secretary Division, Public Hearing Section

Branches, Contact Office, Sub- Offices(local policy Division)

Feel free to use Reception
service !

◆The Role of the Branch◆

You can apply to Branch for the following description.

- ① Family Registry Notification ・ Resident Transferring Notice ・ Seal Registration.
Application to Issue Public Private Certification (But you need to receive it at Sasebo City Office.)
- ② The issue of certifications
 - Family Registry (Only the case in which your legal address on family registry is in Sasebo.)
 - A Full Copy of Family Register ・ An Extract Copy of Family Register ・ Identification ・ Supplementary Family Register
 - A Copy of Resident Certification, Certificate of Registered Name Seal, a Copy of Family Registry Notification, Certification of Acceptance Family Registry Notification, etc.
 - Income Tax ・ Tax Certification, etc.
 - Verification of Property, Assessment, and Public Dues of Land and House ・ PrOf of No Property.
 - Issuing Ledger of Land/Houses ・ Depreciation Assets Specification ・ Fixed Asset Ledger Transcription
- ③ Application and Notification of National Health Insurance ・ National Pension (Only for the 1st)
- ④ Application and Notification of Healthcare for the Latter-Stage Elderly ・ Medical Welfare ・ Child Allowance ・ Transportation Pass for the Elderly
- ⑤ Notification about Nursing Care Insurance (Application for Approval ・ Renewal ・ Benefits)
- ⑥ Payment of Municipal Tax ・ National Health Insurance Tax ・ Insurance Premium (The Latter-Stage Elderly ・ Nursing Care) ・ Usage Fee, etc.
- ⑦ Application for Cancellation of Motorbikes (50cc~125cc)
- ⑧ Application for Issuing the Mariners Certificates...in Kosaza Branch only
- ⑨ Issuing the Certificates of exploring the four extremities in Mainland Japan ...in Kosaza Branch only
- ⑩ Application and issuing the license to running temporarily an automobile...in Emukae Branch only
- ⑪ Inquiry Counter through TV telephone ...in Yoshii, Sechibaru, Kosaza, Emukae, Shikamachi Branches and Uku Administration Center

Through TV telephone you can consult with the officials in charge or expert staff in Main Building, including those in charge of Child rearing and welfare (7 divisions concerned as of August 2012. Please feel free to contact.)
For more information please ask at the branches.

◆The Role of Contact Office

You can apply to Branch for the following description.

- ① Family Registry Notification · Resident Transferring Notice · Seal Registration.
Application to Issue Public Private Certification (But you need to receive it at Sasebo City Office.)
- ② The issue of certifications
 - A Certificate of Registered Name Seal, a Copy of Family Registry Notification, Certification of Acceptance Family Registry Notification, etc.

◆The sub-office, Local Policy Division

The sub-offices are the temporary organizations, which will have been established in the Branches of Yoshii, Sechibaru, Kosaza, Emukae and Shikamachi by the termination of the Townmaking planning; by 2014 in Yoshii and Sechibaru, by 2015 in Kosaza, by 2017 in Emukae and Shikamachi

You can apply to Administration Center for the following description.
(Please contact Administration Center for more information.)

- ① The Area Convention
- ② The Special Project for Townmaking ("machi-ZUkuri")
- ③ Moving in and out of Municipal residences, issuing the certificates
- ④ Initial countermeasure against harmful beasts and birds, application for rewards
- ⑤ Local coordination for promotion of local products
- ⑥ Application of use or occupation of the parks in the jurisdiction, issuing the permission
- ⑦ Encouraging the agricultural products, garden products and agricultural groups, local coordination for agricultural promotion, field validation
- ⑧ Promotion of stockbreeding, local coordination for hygiene management of livestock and its industrial environment and field validation
- ⑨ Local coordination for city-owned forests and privately owned forests
- ⑩ Local coordination for forestry concerned projects and afforestation
- ⑪ Public disclosure of information on the result of National Land Survey (coordinate value-data)
- ⑫ Acceptance of Status quo notice for farmer's pension, establishment of an exploitation right
- ⑬ The conference for use of the surface of the Saza River... only Yoshii and Sechibaru

○ **Haiki Branch** 1-6-38 Haiki TEL38-2121 FAX38-1781

The jurisdiction of Haiki Branch

●A

Uragawachi-cho

Uwabar-cho

●SA

Sakioka-cho

Sanae-cho

Shigeo-cho

Jinnouchi-cho

●HA

1 Haiki

2 Haiki

3 Haiki

1 Hanataka

2 Hanataka

3 Hanataka

4 Hanataka

●WA

Wakatakedai-machi

●KA

Katsuumi-cho

Gonjouji-cho

Gonjouji 1choume

●TA

Tanoura-cho

●NA

Nakahara-cho

Hiramatsu-cho

Hiroda-cho

1 Hirota

2 Hirota

3 Hirota

4 Hirota

○ **Miya Branch** 345 Jouma-cho TEL59-2001 FAX59-2110

The jurisdiction of Miya Branch

●A

Okuyama-cho

●NA

Nagahata-cho

●MA

Miyazu-cho

●SA

Joma-cho

Sedo-cho

●HA

Haenosaki-cho

Hagisaka-cho

○ **Hario Branch** 1538-5 Hario Naka-machi TEL58-3001 FAX58-4755

The jurisdiction of Hario Branch

●HA

Hariokita-machi

Harionishi-machi

Harionaka-machi

Hariohigashi-machi

○ **Egami Branch** 1759 Sashikata-cho TEL58-2001 FAX58-5122

The jurisdiction of Egami Branch

●A

Arifuku-cho

Egami-cho

●SA

Sashikata-cho

●HA

HuisTenBosh-machi

○ **Mikawachi Branch** 289-1 Mikawachi Hon-machi TEL30-8111 FAX30-6225

The jurisdiction of Mikawachi Branch

- | | |
|------------------------|----------------------|
| ●A
Enaga-cho | ●KA
Kihara-cho |
| ●SA
Shiohitashi-cho | KuchinO-cho |
| Shimonoharu-cho | Kuwakoba-cho |
| Shingae-cho | Kokonno-cho |
| Shingyoue-cho | ●MA
Mikawachi-cho |
| ●YA
Yokote-cho | Mikawachi Shin-machi |
| Yoshifuku-cho | Mikawachi Hon-machi |

○ **Hiu Branch** 675-2 Hiu-cho TEL31-6944 FAX31-0533

The jurisdiction of Hiu Branch

- | | |
|--------------------------|----------------------|
| ●A
Otakedai-machi | ●KA
Kurokami-cho |
| Okishin-machi | ●SA
Shiratake-cho |
| Oroshi Hon-machi | ●HA
Hiu-cho |
| ●TA
Daitou-cho | ●YA
Yamato-cho |
| ●MA
Momijigaoka-machi | |

○ **Yunoki Branch** 2088-2 Yunoki-cho TEL46-1111 FAX46-0091

The jurisdiction of Yunoki Branch

- | | |
|-----------------------|----------------------|
| ●KA
Kamiyunoki-cho | ●SA
Satoyoshi-cho |
| Kawatani-cho | Shimoudo-cho |
| Kugurugi-cho | ●TA
Takahana-cho |
| Kofune-cho | Tsutsui-cho |
| ●YA
Yunoki-cho | Togakura-cho |
| Yunoki Moto-machi | |

○ **Ono Branch** 13-29 Tabaru-cho TEL49-4301 FAX49-3337

The jurisdiction of Ono Branch

- | | |
|--------------------|---------------------------------|
| ●A
Ono-cho | ●KA
(A part of) Kusunoki-Cho |
| ●SA
Setogoe-cho | ●TA
Tabaru-cho |

1 Setogoe
 2 Setogoe
 3 Setogoe
 4 Setogoe4
 ●YA
 Yamine-cho

Chikenji-cho
 ●HA
 Harubun-cho
 ●MA
 Matsuse-cho
 Matsubara-cho

○ **Nakazato Kaize Branch** 1228-1 Kamimotoyama-cho TEL49-2114 FAX49-2001

The jurisdiction of Nakazato Kaize Branch

●A
 Ogawachi-cho
 Odoriishi-cho
 ●SA
 Shimomotoyama-cho
 Shiranita-cho
 ●NA
 Nakazato-cho
 Nonaka-cho
 ●MA
 Makinoji-cho

●KA
 Kaize-cho
 Kamimotoyama-cho
 Kusunoki-cho ※Except for a part.
 Komoda-cho
 ●TA
 Takeno-cho
 Tomonno-cho
 ●HA
 Hachinokubo-cho
 ●YA
 Yoshioka-cho

○ **Ainoura Branch** 3-10 Kinomiya-cho TEL47-2101 FAX47-7655

The jurisdiction of Ainoura Branch

●A
 Ainoura-cho
 Asago-cho
 Atago-cho
 Ogata-cho
 Ono-cho
 ●SA
 Shiinoki-cho
 Shinden-cho
 Seiwadai-machi
 ●HA
 Hikari-cho
 Hino-cho
 Hougaura-cho
 (A part of) Funakoshi-cho

●KA
 (A part of) Kashimae-cho
 Kamiainoura-cho
 Kawashimo-cho
 Kinomiya-cho

 ●TA
 Takashima-cho
 Takebe-cho
 Tanagata-cho

○ **Kuroshima Branch** 3175 Kuroshima-cho TEL56-2001 FAX56-2088

The jurisdiction of Kuroshima Branch

●KA
 Kuroshima-cho

○ **Tsukumo Contact Center** 306-7 Shimo Funakoshi-cho TEL28-0216

Certification Issue Only

- Family Register, Identification, Supplementary Family Register
(Only for those having their legal residence in Sasebo)
- Resident Certification, Seal Registration Certificate, Copy of Notification Form, Acceptance Certificate of Notification, etc.

- **Yoshii Branch** 457-5 Tateishi, Yoshii-cho
TEL0956-64-3111 FAX0956-64-4286

The jurisdiction of Yoshii Administration Center

●A

Itabi, Yoshii-cho
Owatari, Yoshii-cho
Otsuishio, Yoshii-cho
Odorise, Yoshii-cho

●KA

Kajikoba, Yoshii-cho
Kamiyoshida, Yoshii-cho

●SA

Shimobaru, Yoshii-cho
SounO, Yoshii-cho

●TA

Takamine, Yoshii-cho
Tateishi, Yoshii-cho
Tabaru, Yoshii-cho

●NA

Naoya, Yoshii-cho

●HA

Hashikawachi, Yoshii-cho
Hashiguchi, Yoshii-cho
Haruake, Yoshii-cho
Fukui, Yoshii-cho

●MA

Maedake, Yoshii-cho

●YA

Yoshimoto, Yoshii-cho

- **Sechibaru Branch** 246-1Kurimukae, Sechibaru-cho
TEL0956-76-2211 FAX0956-76-2550

The jurisdiction of Sechibaru Administration Center

●A

Akakoba, Sechibaru-cho
Iwayaguchi, Sechibaru-cho
Uenohara, Sechibaru-cho
Ota, Sechibaru-cho

●KA

Kaisaku, Sechibaru-cho
Kiurabaru, Sechibaru-cho
Kitagawachi, Sechibaru-cho
Kurimukae, Sechibaru-cho

●NA

Nagatashiro, Sechibaru-cho
NakadOri, Sechibaru-cho
Nishinotake, Sechibaru-cho

●YA

Yanaze, Sechibaru-cho
Yabitsu, Sechibaru-cho
Yarimaki, Sechibaru-cho

- **Kosaza Branch** 172-3 Nishikawachi, Kosaza-cho
TEL0956-41-3111 FAX0956-41-3117

The jurisdiction of Kosaza Administration Center

●A

Usunoura, Kosaza-cho

●KA

Kusudomari, Kosaza-cho

Kuroishi, Kosaza-cho

Kosaka, Kosaza-cho

●TA

Takenokoba, Kosaza-cho

Tabaru, Kosaza-cho

Tsuzura, Kosaza-cho

●NA

Nishikawachi, Kosaza-cho

●HA

Hirabaru, Kosaza-cho

●YA

Yadake, Kosaza-cho

- **Emukae Branch** 263 Nagasaka, Emukae-cho
TEL0956-66-2111 FAX0956-65-3860

The jurisdiction of Emukae Administration Center

●A

Akasaka, Emukae-cho

Iirazaka, Emukae-cho

Inotsuki, Emukae-cho

Umetate, Emukae-cho

Ebirao, Emukae-cho

Okugawachi, Emukae-cho

●KA

Kajinomura, Emukae-cho

Kamigawachi, Emukae-cho

Kitada, Emukae-cho

Kitahira, Emukae-cho

Kurikoshi, Emukae-cho

Kogawachi, Emukae-cho

●SA

Shitonouji, Emukae-cho

Suetachibana, Emukae-cho

●TA

Tanomoto, Emukae-cho

●NA

Nakao, Emukae-cho

Nagasaka, Emukae-cho

Nanakai, Emukae-cho

Nebiki, Emukae-cho

●MA

Umiura, Emukae-cho

Midarebashi, Emukae-cho

- **Shikamachi Branch** 290-2 Shimoutagaura, Shikamachi-cho
TEL0956-77-5111 FAX0956-77-4604

The jurisdiction of Shikamachi Administration Center

●A

Oya, Shikamachi-cho

●KA

Kamiutagaura, Shikamachi-cho

Kujuukushima, Shikamachi-cho

Kuchinosato, Shikamachi-cho

●SA

Shikamachi, Shikamachi-cho

Shimoutagaura, Shikamachi-cho

Shinfukae, Shikamachi-cho

●TA

Doinoura, Shikamachi-cho

●NA

Nakano, Shikamachi-cho

Nagushi, Shikamachi-cho

●HA

Fukae, Shikamachi-cho

Fukaegata, Shikamachi-cho

Funenomura, Shikamachi-cho

Uku Administration Center Reception Service in Uku, an isolated island

You can apply to Administration Center for the following description.
(Please contact Administration Center for more information.)

Type
① Family Registry Notification · Resident Transferring Notice · Seal Registration · Grant Application for Basic Resident Register Card (However, you can receive it only at City Office)
② Certifications Issue etc. <ul style="list-style-type: none"> ●Resident Certification (Only for those holding their legal residence in Sasebo) · Family Register · Extract of Family Register · Identification · Supplementary Family Register ●Resident Certification, Seal Registration Certificate, Family Registry Notification, Acceptance Certificate of Family Registry, etc. ●Income Taxation · Tax Payment Certificate, etc. ●No Asset Verification · Asset · Extent · Public Dues Verification of Land/Houses ●Issuing Ledger of Land/Houses · Depreciation Assets Specification · Fixed Asset Ledger Transcription · Attached Map
③ Application and Notification of National Health Insurance · National Pension (Only for the 1 st)
④ Application and Notification of Healthcare for the Latter-Stage Elderly · Medical Welfare · Child Allowance · Transportation Pass for the Elderly, etc. ※New approval application for medical welfare is received only at City Office. (However, except for infants)
⑤ Childcare (Preschool) Entering Application
⑥ Notification about Nursing Care Insurance (Application for Approval · Renewal · Benefits)
⑦ Payment of Municipal Tax, Usage Fee, etc.
⑧ Reception of Application for Registry and Cancellation of motorbikes (50cc~125cc), Midget Special Automobile etc.
⑨ Various Applications for Senior Welfare Pension, Status quo Notification of National Pension for the Disabled
⑩ Reissue Application and Acceptance of Change/Return Notification for Physical Disability Certificate
⑪ Reception of Request for Road and River
⑫ Reception of Financial Incentive for Mowing and Weeding of City Road
⑬ Reception of Application for Municipal House (Move-In and Out, Cohabiter Acceptance, Parking, and Income Declaration Card)
⑭ Reissue Payment Notice of Municipal House and Parking Rent
⑮ Issue Certification of Municipal House's Rent, Move-Out, Application for Car Parking Space, etc.
⑯ Reception of Park Licensing Application
⑰ Reception of Application for City Singularity Assistant Project such as New Construction/Reconstruction/Pave/Drought Damage Permanent Measures of Agricultural Road
⑱ Reception of Extraordinary Accident of Agricultural Land and Institutions
⑲ Issue Mariner's Certificate
⑳ Reception of Consultation and Application for Agricultural Land Diversion, Existing Conditions Notification of Farmer's Pension
㉑ Reception of Building Certification, Issue and Reception of Ledger Terms Certificate
㉒ Consultation/Interview for Welfare Public Assistance Issue/Reception of the Application
㉓ Notification on Dogs
㉔ Reception of Grant Application for the Official Designation as Hibakusha(a survivor of an atom-bombing)

25	Reception of Unemployment Insurance
26	Medical Care for Farm Animal
27	Consultation through TV telephone

※Through TV telephone you can consult with the officials in charge or expert staff in Main Building, including those in charge of Child rearing and welfare (7 divisions concerned as of August 2012. Please feel free to contact.)

●The other main role of Uku Administration Center

- ① The Area Convention
- ② The Head of a Ward Meeting (Cooperation of the Administration)
- ③ Disaster prevention measures
- ④ Administrative wireless system for disaster prevention
- ⑤ Fire brigade
- ⑥ The management of public property (Within the jurisdiction.)
- ⑦ Townmaking projects for the progress of Sasebo
- ⑧ City owned and private forests and paths through a forest
- ⑨ The promotions for agriculture, forestry and fisheries
- ⑩ Commerce and industry
- ⑪ Tourism
- ⑫ Extermination of harmful beasts and birds, Etc.

- **Uku Administration Center** 2581-5 Taira, Uku-machi
TEL0959-57-3111 FAX0959-57-2412

The jurisdiction of Uku Administration Center

● **A**

Iira, Uku-machi
Okubo, Uku-machi
Odae, Uku-machi
Obama, Uku-machi

● **KA**

Konoura, Uku-machi
Koba, Uku-machi

● **TA**

Taira, Uku-machi
Terashima, Uku-machi

● **NA**

Nogata, Uku-machi

● **MA**

Motoiira, Uku-machi

- **City Office Main Building** 1-10 Hachiman-cho
TEL24-1111

The jurisdiction of Sasebo City Office

● **A**

Aioi-cho
Akagi-cho
Akasaki-cho
Ionoura-cho
Ishizaka-cho
Izumi-cho
Inari-cho
Imabuku-cho
Udogoe-cho
Umeda-machi

● **KA**

Kashimae-cho
※Except for a part.
Kasuga-cho
Katsutomi-cho
Kamikyou-machi
Kamishima-cho
Gion-cyo
Kikaze-cho
Kyounotsubo-cho
Kumano-cho

Uwa-machi
Eboshi-machi
Omiya-cho
Orihashi-cho

Kogetsu-cho
Koten-cho
Kosasebo-cho
Kojima-cho
Kobata-cho
Konpira-cho

●SA

Sakae-machi
Sakibe-machi
Sakuragi-cho
Shiohama-cho
Shiomi-cho
Shimanose-cho
Shimanji-cho
Shimizu-cho
Shimokyou-machi
Shimofunakoshi-cho
Shiraki-cho
Shirahae-cho
Shiroyama-cho
Shinminatomachi
Susa-machi
Sudao-cho
Juuroushin-machi
Sonoda-machi

●NA

Nagao-cho
Nagasaka-cho
NakadOri-cho
Nakiri-cho
NishiOkubo-cho
Nozaki-cho

●MA

Maehata-machi
Matuura-cho
Matsukawa-cho
Matsuyama-cho
Mantoku-cho
Miura-cho
Minato-machi
Minenosaka-cho
Mifune-cho
Miyazaki-cho
Miyaji-cho
Miyada-machi
Motoshima-cho
Moto-machi

●TA

Daikoku-cho
Takasago-cho
Takanashi-cho
Tashiro-cho
Tategami-machi
Tanigou-cho
Tawaragaura-cho
Tawara-machi
Tenjin-cho
Tenjin1choume
Tenjin2choume
Tenjin3choume
Tenjin4choume
Tenjin5choume
Tenman-cho
Tokiwa-cho
TonO-cho

●HA

Hachiman-cho
Hanazono-cho
Hamada-machi
HigashiOkubo-cho
Higashihama-cho
Higashiyama-cho
Hizukushi-machi
Hirase-machi
Hira-machi
Fukuishi-cho
Fukuda-machi
Fujiwara-cho
Funakoshi-cho ※Except for a part.
Hotate-machi

●YA

Yadake-cho
Yamagata-cho
Yamazumi-cho
Yamate-cho
YokO-cho
Yorozu-cho

●WA

Wakaba-cho

Consultation

**Feel free to use.
Let's solve the problem
with us together!**

◆Kinds of Consultation◆

●Citizen's Consultation

⇒Citizen's Consultation Room (City Office 12F)

You can consult about various problems and concerns in your daily living. We surely keep your privacy, so please feel free to consult.

In addition, appointment is necessary for legal and real-estate transaction consultation.

●General Consultation

Mondays~Fridays 8:30am~5:15pm

●Legal Consultation

Mondays・Thursdays 1:00pm~4:00pm

You can consult with a lawyer about everyday legal problem.

(Appointment is necessary after receiving the content.)

●Real-Estate Transaction Consultation

Every 1st・3rd Friday 1:00pm~4:00pm

You can consult with an expert consultant about troubles with real-estate transaction.

※There are general information and consulting services provided by dispatched consultants. We will notify you about the schedule by 「Koho Sasebo (Monthly Report)」 and leaflets.

●Consultation deal with Social Welfare Council

⇒Social Welfare Council

●『The Elderly ANSHIN (Relief) Center』

(Mondays~Fridays 10:00am~5:00pm) TEL22-1020

At this center, you can consult with an expert consultant about advocacy for the elderly, the intellectually disabled, and mental disorder, aid for welfare service use, keeping track of daily finances.

●Medical Consultation

●Medical Safety Support Center

(Chuo Health and Welfare Center 5F, Health Welfare Policy Division)

TEL25-9323

Consultation time/Mondays~Fridays 8:30am~5:15pm

(Except holidays・end and beginning of the year)

We give counsel to patients and the families about their worries for medical care such as 「I don't know any medical institution because I just moved in Sasebo.」, 「Can I ask my doctor this sort of thing?」, etc.

・How to apply/Telephone, Visiting etc.

ATTENTION:

- We cannot give counsel about the trouble with medical measures because it is supposed to be negotiated with your doctor.
- We cannot judge right or wrong about medical act and presence or absence of negligence.
- We cannot introduce specific medical institution.
- We introduce the relevant section about medical consultation which other section is in charge of.

● **Mental health, medical nursing care consultation**

⇒ Disabled Welfare Division

You can consult with psychiatrist, health nurse, and occupational therapist about social living, at-home interpersonal distress, and mental disorder.

● **Living Consultation**

● **Consumers' Consultation** ⇒ Consumers' Center TEL22-2591

● **National Tax Consultation** ⇒ Sasebo Tax Office TEL22-2161

About Income Tax, Corporation Tax, Consumption Tax, Inheritance Tax, and Gift Tax

● **Prefectural Tax Consultation**

⇒ Nagasaki Prefecture Northern Promotion Bureau, Tax Department TEL23-1386
About Prefectural Tax, Business Tax, Real Estate Acquisition Tax, Car Tax

● **Pension Consultation**

⇒ Sasebo Pension Office, Customers' Counseling ROM TEL34-1145

● **Invention Consultation** ⇒ Industrial Promotion Division

Every 2nd Fridays 10:00am~3:00pm

(When the day is Japanese holiday, it will be the next Tuesday)

Lawyers give counsel about patent application, etc.

● **Job Consultation**

⇒ Hello Work Sasebo TEL34-8609

You can consult about not only employment placement, information service, employment advisement but job training, housing and living fund.

Mondays~Fridays 8:30am~5:15pm

(Until 7:00pm for employment placement)

Saturdays 10:00am~5:00pm

(Only employment placement)

※Except Holidays for both

⇒ Hello Work Sasebo Work Plaza TEL24-0810

There are various services at this plaza as local agency of Hello Work Sasebo, such as employment placement, information service, and employment advisement for not only general job seeker but part-time employed person, lone-female parent, female caring for children. Also, there are 「Mothers' corner」 to support females who want to deal with their job and nurturing at the same time and 「Part bank」 to provide employment placement for those want to have part-

time job.

Mondays~Fridays 8:30am~5:00pm (Except Holidays)

●Employment Consultation

⇒Fresh Work Sasebo TEL24-7431

There are counseling, various seminars, and employment assistance such as provision of information on job offer, etc. for job seekers aged under 39 years. Also, we provide advice after you got job.

Mondays~Fridays 10:00am~6:00pm

Saturdays 1:00pm~5:00pm ※Except Holidays for both.

⇒Nagasaki Prefecture Re-Employment Support Center TEL24-1090

There are counseling, various seminars, and employment assistance such as provision of information on job offer, etc. for job seekers aged over 40 years. Also, we provide advice after you got job.

Mondays~Fridays 10:00am~6:00pm

Saturdays 1:00pm~5:00pm ※Except Holidays for both.

⇒Nagasaki Prefecture North Area Employment/Living Support Center TEL62-3844

Working together with employment and welfare institutions, each persons in charge work in collaboration to support integrated employment and living.

Mondays~Fridays 9:00am~5:00pm (Except Holidays)

●Living · Work Consultation

⇒Job Seekers General Support Center Sasebo TEL29-0208, 0120-122-924

We provide advice for job seekers about 「Living fund」 「Job search」 「Housing」 「Ability development」 and counsel according to consultation contents.

Mondays~Fridays 9:00am~5:00pm (Except Holidays)

●Self-Support · Job Assistance

⇒Young People Support Station Sasebo TEL22-5090

We comprehensively support toward young unemployed people aged under about 39 years like NEET, withdrawal, etc. through such as individual consultation with psychological and career counselor, group counseling, and job assistance.

Mondays~Fridays 10:00am~4:00pm (Except Holidays)

●Information Service

⇒Sasebo Area Job Information Website

<http://www.sasebo-cci.or.jp/debuter/>

Sasebo Chamber of Commerce and Industry Website shows job information in Sasebo and on outlying companies and associations for new graduates set out to start working in Sasebo.

●Industrial Consultation

●Business and Financial Consulting of Commerce and Industry

⇒Industrial Promotion Division

●Firm Location Consultation

⇒Firm Location-Tourism Production Promotion Bureau, Firm Location Group

● **Consultation for Women**

● **Women's Consultation Room**

⇒ City Office 12F (Human Rights Gender Equality Division) TEL24-6180

Open time / 8:30am~5:00pm

Do not bother over female distress by yourself. Let's think together with female counseling staff about your family, husband and wife, relationship, violence, etc.

● **Submission of opinions about gender equality**

⇒ Human Rights Gender Equality Division TEL23-3846

We accept opinions and grievances about gender equality measures and policies of the city and proposals about rights infringement based on gender.

● **Various consultation about child and child parenting**

⇒ Child Rearing Support Center

This is general consultation window for children and child rearing like nurturing, the development of a child, abuse, education, etc.