

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



Saitama's Prefectural Mascot  
Kobaton

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Foreign nationals entering Japan must obtain a passport from their country and an appropriate visa from a Japanese embassy or consulate overseas prior to arrival (although some people may be exempt).

Foreign nationals who intend to enter Japan under any status other than Temporary Visitor must first apply for a Certificate of Eligibility for Status of Residence from a regional immigration authority in Japan. After the Minister of Justice verifies that you meet the conditions for landing under that status of residence, a certificate will be issued. After you have received your Certificate of Eligibility for Status of Residence, submit it to your local Japanese embassy, etc. when you apply for your visa.

Your period of stay is determined when you arrive in Japan. Once in Japan, procedures regarding your residency are handled by the Immigration Services Agency of Japan office that has jurisdiction over the area you live in. Foreign nationals who reside in Saitama Prefecture should go to the Tokyo Regional Immigration Services Bureau or the Saitama Branch Office of the Tokyo Regional Immigration Services Bureau for any necessary procedures.

\*You can also submit your application online.

Website of the Immigration Services Agency of Japan:

<https://www.moj.go.jp/isa/index.html>



## Consultations and Inquiries

Place	Phone	Access	Reception Hours	Languages
Foreign Residents General Information Center	0570-013904 (IP phone, 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 Regional Immigration Services Bureau” bus stop.  Website: <a href="https://www.moj.go.jp/isa/consultation/center/index.html">https://www.moj.go.jp/isa/consultation/center/index.html</a>	8:30 - 17:15 Mon - Fri (Excluding National Holidays and the New Year's holiday period)	Japanese, English, Chinese, Korean, Spanish, Portuguese, Vietnamese, Tagalog (Filipino), Nepali, Indonesian, Thai, Cambodian, Burmese, Mongolian, French, Sinhalese, Urdu
Foreign Residents Support Center (FRESC)  *Individual consultations (in-person or online), appointment required	03-5363-3025 *For appointments  Book appointments online: Japanese: <a href="https://www12.webcas.net/form/pub/fresc/youaku-jpn">https://www12.webcas.net/form/pub/fresc/youaku-jpn</a> English: <a href="https://www12.webcas.net/form/pub/fresc/youaku-eng">https://www12.webcas.net/form/pub/fresc/youaku-eng</a>	13F Yotsuya Tower 1-6-1 Yotsuya, Shinjuku-ku, Tokyo  Website: <a href="https://www.moj.go.jp/isa/support/fresc/fresc_2.1.html">https://www.moj.go.jp/isa/support/fresc/fresc_2.1.html</a>	9:00 - 17:00 Mon - Fri (Excluding National Holidays and the New Year's holiday period)	Simple Japanese, English, Chinese, Korean, Vietnamese, Nepali, Indonesian, Filipino, Thai, Portuguese, Spanish *It may be possible to have a consultation in languages other than those listed. Please inquire when you make your appointment.
Tokyo Regional Immigration Bureau	0570-034259 (IP phone, international 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 Regional Immigration Services Bureau” bus stop.	9:00 - 16:00 Mon - Fri (Excluding National Holidays and the New Year's holiday period)	Japanese

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Place	Phone	Access	Reception Hours	Languages
Tokyo Regional Immigration Bureau, Saitama Branch Office	048-851-9671	1F Saitama 2 <sup>nd</sup> Homu Sogo Chosha, 5-12-1 Shimoochiai, Chuo-ku, Saitama-shi, Saitama-ken 8-minute walk from Yono-Hommachi Station on the Saikyo line	9:00 - 16:00 Mon - Fri (Excluding National Holidays and the New Year's holiday period)	Japanese
Saitama Information & Support (SIS)  *If you are at a public office (i.e. City Hall) and are having trouble communicating, ask the staff to call this office. SIS will provide interpreting services over the phone.	048-833- 3296	3F Saitama Prefecture Urawa Godo Chosha, (within the Saitama International Association) 5-6-5 Kita-Urawa, Urawa-Ku, Saitama-shi, Saitama-ken 10-minute walk from West Exit of Kita-Urawa Sta. on JR Keihin Tohoku Line.	9:00 - 16:00 Mon - Fri (Excluding National Holidays and 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 Russian Ukrainian  (appointment required)
Consultation Support Center for Foreign Residents	03-3202-5535 and 03-5155-4039 (Phone/Fax)	11F Tokyo Kenko Plaza Hygeia 2-44-1 Kabuki-cho Shinjuku-ku, Tokyo (In the Shinjuku Multicultural Plaza)	9:00 - 16:00 Mon - Fri (Excluding National Holidays, the New Year's holiday period and the 2 <sup>nd</sup> and 4 <sup>th</sup> Wednesdays of every month)	Mon-Fri: Chinese, English  Mon-Wed: Portuguese, Spanish  Tues: Indonesian  Mon, Wed: Vietnamese  Fri: Tagalog

## 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 status of residence 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 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 apply for renewal in advance.

## **(2) Residence Card**

A residence card is issued to mid- to long-term residents upon being given permission to stay in Japan, which includes landing permission, permission to change status of residence, and permission to renew period of stay.

A mid- to long-term resident is a foreign national who resides in Japan with a status of residence under the Immigration Control Act, and is not a person who:

- ① Holds a status of residence of less than 3 months
- ② Holds a Temporary Visitor status of residence
- ③ Holds a Diplomat or Official status of residence
- ④ Holds a Special Activity status of residence and is an employee of a Japanese office of the Taiwan-Japan Relations Association (Taipei Economic and Cultural Representative Office in Japan, etc.) or of the Permanent General Mission of Palestine, or is a family member thereof
- ⑤ Holds a Special Activity status of residence and is a digital nomad (an individual doing international remote work while living in Japan), or is their spouse or child
- ⑥ Is a Special Permanent Resident (\*)
- ⑦ Does not hold a status of residence

(\*) Special Permanent Residents are issued a Special Permanent Resident Certificate

### • Procedures at Port of Entry and Exit

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

If someone enters Japan via another port of entry, a residence card will be issued by post for mid- to long-term residents after they register their address of residence at their local municipal office.

### • Procedures at Your Municipality

People who recently arrived to Japan or who have changed addresses must register their new address at their local municipal office. This can be done at the same time as submitting your Moving In/Moving Out Notification for the Basic Resident Registration System.

#### Person Recently Arrived to Japan

A person who is issued a residence card at the port of departure or arrival must bring this residence card to their local municipal office within 14 days of establishing their place of residence.

#### Person Who Has Changed Addresses

If a mid- to long-term resident changes their place of residence, they must bring their residence card to their new local municipal office within 14 days after moving into their new residence.

### • Regional Immigration Office Procedures

#### Reporting Changes Aside from Residential Address

In the event that you submit any of the following reports or applications, 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.

#### ① Reporting a Change in Name, Date of Birth, Sex, or Nationality/Region

Changes to name, date of birth, sex, or nationality/region must be reported within 14 days.

#### ② Renewing Residence Card Validity

Permanent residents and residents under the age of 16 whose residence card does not have their photo on it must apply 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 bring your residence card when you report the following in person. 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 status of residence is one that allows them to work, such as "Engineer/Specialist in Humanities/International Services," etc. (excluding "Artist," "Religious Activities," and "Journalist"), or one for study such as "Student," the following changes must be reported within 14 days of occurrence: if the name or location of the organization to which they belong (e.g. company or school) changes, or if it dissolves; if the resident leaves the organization; or if the resident starts a new contract.

#### ② Regarding Spouse Information

For a person who is a mid- to long-term resident and has a status of residence of "Dependent", "Spouse or Child of Japanese National", or "Spouse or Child of Permanent Resident" who divorces or becomes widowed must report this information within 14 days.

### Residence Examination

For the following circumstances, you must submit an application and obtain permission before a new residence card is issued. Permission will take a number of days to be granted. For application processes (1), (3), (4), and (7), mid- to long-term residents will be issued a new residence card once permission is granted, but their 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 Status of Residence

You must change your current status of residence when your purpose of stay in Japan changes (e.g. when an exchange student wants to work in Japan once they have graduated).

#### ② Permission to Engage in Activities Other than those Permitted Under Status of Residence

If you want to maintain your current status of residence 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.

② Acquire Status of Residence

Foreign nationals born in Japan and former Japanese nationals who became foreign nationals while in Japan must acquire a status of residence if they will reside in Japan for more than 60 days. You must apply for this within 30 days of the date of birth or from the date of becoming a foreign national.

④ Extension of Period of Stay

This is done when you wish to extend your current period of stay in order to continue engaging in the same activities. (Applications for renewal are accepted 3 months prior to the period of stay's expiration date.)

⑤ Certificate of Employment Qualification

This documentation specifies what kind of work a foreign national may engage in. However, whether the foreign national is allowed to work is determined by their type of status of residence and whether or not they have obtained permission to engage in work other than permitted by their status of residence. Therefore, the Certificate of Employment Qualification itself is not a work permit, and a foreign resident is not required to have a Certificate of Employment Qualification in order to work.

⑥ Re-entry Permit

In the event that you will leave Japan temporarily during your permitted period of stay, 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 period of stay and status of residence will still be in effect. A reentry permit is valid for a maximum of up to 5 years (6 years for Special Permanent Residents).

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 under the Special Re-entry Permit system when re-entering Japan within 1 year of departure. (If the period of stay 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 Foreign 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 the basis for providing government services.

Procedures concerning the Basic Resident Registration System are handled by the local municipal office. For more information, please inquire at your local municipal office.

### (1) Resident Record (*juminhyo*)

Persons who have an address and fall under one of the four classifications in the table below will have a resident record created for them by their municipality of residence. (This excludes short-term residents such as tourists.)

You can obtain a copy of your resident record from your local municipal office and use it in lieu of the Certification of Registry for various applications.

#### ① Same Entries as Japanese Nationals

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

#### ② Entries Unique to Foreign Residents

Nationality/region, date when they became a foreign resident, and items 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 resident record.

Classification	Classification Details	Items Listed
Mid- to long-term resident (received a Residence Card)	Excluding foreign nationals with a period of stay of 3 months or less and foreign nationals with a Temporary Visitor, Diplomat, or Official status of residence	<ul style="list-style-type: none"> <li>• Status of Residence, Period of Stay, Expiration Date, and Residence Card Number</li> <li>• Status of Mid- to Long-term Resident</li> </ul>
Special Permanent Resident (received a Special Permanent	Special Permanent Resident as per the Special Act on the	<ul style="list-style-type: none"> <li>• Special Permanent Resident Certificate Number</li> </ul>



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Classification	Classification Details	Items Listed
Resident Certificate)	Immigration Control of, inter alia, Those who Have Lost Japanese Nationality Pursuant to the Treaty of Peace with Japan	• Status of Special Permanent Resident
Temporary Refuge Permit holder or Provisional Stay Permit holder	Foreign Nationals who obtained a landing permit under the Immigration Control and Refugee Recognition Act as a temporary refugee, and foreign nationals who applied for refugee status who have received provisional permission to stay in Japan	• Landing period (temporary refugee permit) or temporary stay period (asylum permit) • Temporary Refuge or Provisional Stay 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 a status of residence 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 an extended period of time, please submit a Moving In Notification at 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 submit a Moving Out Notification at your current local municipal office and receive 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, you should submit a Moving Out Notification at your 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 Individual Number System, also known as 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 apply for a My Number Card, you will need to return your Juki Card to your local municipal office, even if it has not expired yet.

- For details on the My Number Card, refer to “3 Individual Number ("My Number") System”.

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## **3 Individual Number ("My Number") System**

The social security and tax number system, the Individual Number System (commonly known as the My Number System), began on October 5, 2015. Under this system, every resident in Japan is assigned their own unique 12-digit number. This number is required for social security and tax related purposes at public offices and your workplace.

Foreign residents with a residence record, like Japanese residents, are assigned an Individual Number.

### **(1) Individual Number System Procedures**

#### **① Individual Number Notification**

If you registered as a resident after May 25, 2020, you will be mailed an Individual Number Notification to the address listed on your residence record in the Basic Resident Registration System.

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

The notification will list your Individual Number. 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 health insurance and taxes, such as issuing your Statement of Earnings. 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 brokerage firm 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 under the law if you obtain another person's Individual Number illegally.

## **(3) My Number Card (Individual Number Card)**

### ① Uses for 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 your 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 certificate used when completing procedures on the internet. Other personal information such as your income is not recorded in the IC chip.

### ③ 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 photo (taken within the past 3 months) to the application sent with the Notification Card and submit the application by mail. You can also apply online using a smartphone or computer.

For details about the Individual Number System, contact the services below:



## Consultations and Inquiries

Contact	Phone	Reception Hours	Languages
Toll-Free Individual Number System Information Line (Questions regarding the Individual Number System and Individual Number Portal, etc.)	0120-95-0178 (free)	Monday - Friday: 9:30 - 20:00 Saturday, Sunday, National Holidays: 9:30 - 17:30 *In the case of loss or theft, reception for temporary suspension of card is open 24 hours a day all year.	Japanese
My Number Card Foreign Language Information (My Number System, My Number Portal, etc.)	0120-0178-26 (free)	Monday - Friday: 9:30 - 20:00 Saturday, Sunday, National Holidays: 9:30 - 17:30 (Excluding Dec. 29 - Jan. 3)	English, Chinese, Korean, Spanish, Portuguese, Vietnamese, Thai, Indonesian, Tagalog, Nepali
My Number Card, Electronic Certificate Individual Number Notification and Notification Card and Temporary suspension of use due to loss or theft	0120-0178-27 (free)	24 hours *20:00 - 8:30 the following morning: Only for inquiries regarding the temporary suspension of services due to the loss or theft of a My Number Card, or a smartphone equipped with an Electronic Certificate	English, Chinese, Korean, Spanish, Portuguese
		9:00 - 18:00	Thai, Nepali, Indonesian Vietnamese, Tagalog

For details about the My Number System, refer to the following website (Japan Agency for Local Authority Information Systems, My Number Card Site):

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

(Japanese, English, Chinese, Korean, Spanish, Portuguese)

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

## 4 Other Systems

### (1) Acquisition of Japanese Citizenship by Foreign Nationals

#### 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 18 years of age with at least one Japanese parent, or foreign nationals under 18 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 dual/multiple citizenship (Japan and another country) must choose one nationality by the age of 20. If dual/multiple citizenship is obtained after turning 18, this choice must be made within two years of the date dual/multiple citizenship was obtained. If a choice is not made, you risk losing your Japanese nationality.



### Consultations and Inquiries

Applications for naturalization and obtaining Japanese nationality for foreign residents living in Saitama Prefecture are processed at the Nationality Affairs Division of the Saitama District Legal Affairs Bureau.

Consultations are provided based on reservation. Please make a reservation by phone.

Nationality Affairs Division of the Saitama District Legal Affairs Bureau

Phone: 048-851-1000 (Main Phone) Navi Dial No. 5 → 2

Address: Saitama 2<sup>nd</sup> Homu Sogo Chosha, 5-12-1 Shimo-ochiai,  
Chuo-ku, Saitama-shi

Reception Hours: Monday to Friday (excluding holidays) 9:00 - 17:00

An explanation about nationality procedures can be found on the following websites.

- Legal Affairs Bureau (Japanese):

[https://houmukyoku.moj.go.jp/homu/static/goannai\\_index\\_kosekikokuseki.html](https://houmukyoku.moj.go.jp/homu/static/goannai_index_kosekikokuseki.html)

- Saitama District Legal Affairs Bureau (Japanese):

[https://houmukyoku.moj.go.jp/saitama/category\\_00005.html](https://houmukyoku.moj.go.jp/saitama/category_00005.html)

### (3) Family Registry System

In Japan, there is a family registry system in which registers and officially certifies identification information including an individual's date of birth, death, and marriage. 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 official documentation for the individual.

Notification Type	Place of Submission	
Birth	Family Registry counter at your local municipal office	Please contact your local municipal office for questions concerning deadlines and materials for submission
Death		
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 the sufficient capacity to make their own decisions) and are included in the Basic Resident Register 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 because regulations vary, please check this at your local municipal office.

Also, the seal must represent the same name as that shown on your Resident Record. (If your Resident Record also lists a name you are commonly known by, you may also use that name.) 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 easily altered 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 is required in order to receive a seal registration certificate.