

Resident Records and Certificates

☺ **What do I need to do when my address changes?**

Note: Notifications of change of address in the case of foreign residents and households with one or more foreign resident are accepted at the Citizen Relations Division or municipal branch offices. (Business hours: Weekdays, 8:30 a.m. to 5:15 p.m.)

Notification		When to file the notification	Who may file the notification	Required documents
Notification of moving in	Moving into Tsu City from another city	On the day of moving in or within 14 days of the date on which the change has occurred	<ul style="list-style-type: none"> You A member of your household A proxy (a letter of attorney is required) 	<ul style="list-style-type: none"> Resident card or special permanent resident certificate Certificate of moving out My Number card or notification card
Notification of change of residence	Change of residence within Tsu City			<ul style="list-style-type: none"> Resident card or special permanent resident certificate My Number card or notification card
Notification of change in household	Change in the head of the household or household members			
Notification of moving out	Moving out from Tsu City to another city (or to one's home country)	From 14 days prior to the planned date of moving out		<ul style="list-style-type: none"> Resident card or special permanent resident certificate If moving abroad, a document that certifies your planned date of leaving Japan (e.g.: air ticket reservation form)

☺ **Notifications to file when you have a baby / when a family member has passed away / when you get married or divorced**

*For details, please inquire with the Citizen Relations Division at Tsu City Hall before filing a notification.

Notification	When to file the notification	Who may file the notification	Required documents
Notification of birth	Within 14 days of the birth of your child	<ol style="list-style-type: none"> Child's mother or father A cohabitant (*only when the child's mother or father cannot file the certificate in person themselves) Child's physician or other individual who was present at the birth of the child (*only when the child's mother or father cannot file the certificate in person themselves) 	<ul style="list-style-type: none"> Birth notification form (with a birth certificate attached) Personal seal of the person filing the notification (a signature is accepted if you do not have a personal seal) Mother and Child Health Handbook
Notification of death	Within 7 days of discovering the death	<ol style="list-style-type: none"> Family members of the deceased A cohabitant of the deceased Landlord, owner, or superintendent of the property where the deceased passed away 	<ul style="list-style-type: none"> Death notification form (with a death certificate attached) Personal seal of the individual filing the notification (a signature is accepted if you do not have a personal seal)
Notification of marriage	Effective from the date the notification is filed	Husband and wife	The required documents vary according to your nationality. Please inquire with the Citizen Relations Division at Tsu City Hall before filing a notification.
Notification of divorce			

☺ **How do I obtain a certificate of residence?**

- You can apply for a certificate of residence at the Citizen Relations Division at Tsu City Hall, as well as at general branch offices and local offices of the municipality and at UST Plaza Office. Please present a proof of identity (resident card or special permanent resident certificate). Each copy will cost a processing fee of 200 yen.
- If you wish to have a proxy (an individual who is not registered as a member of your household) apply for a certificate of residence on your behalf, a letter of attorney is required.
- If you wish to have your nationality and familial relationship included in the certificate of residence, please say so when you apply for the certificate.

☺ **I wish to register my personal seal. / I need to obtain a personal seal registration certificate.**

<About personal seal registration and the personal seal registration certificate >

Registered residents of Tsu City over the age of 15 may register a personal seal. Only one seal per person may be registered. Family members in the same household may not register the same seal.

The personal registration certificate is proof that the seal has been registered.

<Seals that can be registered>

A seal that shows your name in full as registered in the Basic Resident Register (*same notation as your resident card) or that shows either your last name or first name, may be registered. A common name that has already been registered or your name in katakana that you have registered in advance, may also be used on your personal seal. If your seal is significantly chipped or cracked, or produces a clearly indistinct imprint, it may be rejected from being registered. If you have any questions, inquire with the relevant municipal office before purchasing a seal.

<Registering your seal>

- If you can apply for the registration in person

Go to the relevant municipal office, bringing with you an official photo ID (resident card if you are a foreign national) and the seal you wish to register. The seal can be registered on the same day.

- If a proxy will be applying for the registration on your behalf

Have the proxy go to the relevant municipal office, bringing a letter of attorney written by you, proof of identify of the proxy (resident card if the proxy is a foreign national) and the seal you wish to register. After the proxy files an application, you will receive an inquiry form from the municipal office by post mail. Please fill in this form and bring the form and your proof of identity (or the proxy's proof of identity if the proxy will be acting on your behalf) to the relevant municipal office. The seal will be registered on that day.

<When you need a personal seal registration certificate>

After your seal has been registered, you will be issued a personal seal registration card. Whenever you need a personal seal registration certificate, bring the card with you to the relevant municipal office and provide your address, name and date of birth on the application form.

Relevant municipal office	Location	Telephone	Note
Citizen Relations Division, Tsu City Hall	23-1 Nishimarunouchi	059-229-3144	Business hours 8:30 – 17:15 Monday through Friday (excluding national holidays and holidays)
Citizen Relations Division, Hisai General Branch Office	3006 Hisai Shinmachi (in front of Hisai Station)	059-255-8824	
Citizen Welfare Division, Kawage General Branch Office	808 Kawagecho Hamada	059-244-1702	
Citizen Welfare Division, Geinou General Branch Office	6141-1 Geinoucho Mukumoto	059-266-2513	
Citizen Welfare Division, Misato General Branch Office	48-1 Misatocho Misato	059-279-8113	
Citizen Welfare Division, Anou General Branch Office	483 Anoucho Tokan'onji	059-268-5514	
Citizen Welfare Division, Karasu General Branch Office	1878 Karasucho	059-292-4301	
Citizen Welfare Division, Ichishi General Branch Office	593-2 Ichishicho Tajiri	059-293-3002	
Citizen Welfare Division, Hakusan General Branch Office	892 Hakusancho Kawaguchi	059-262-7013	
Citizen Welfare Division, Misugi General Branch Office	5580-2 Misugicho Yachi	059-272-8083	
UST Plaza Office *Notifications of change of address of foreign nationals are not accepted here.	Hadokorocho (Tsu Station East Exit)	059-222-2525	
After-hours Certificate Issuance Counter, Hisai General Branch Office (Porta Hisai) * Notifications of change of address of foreign nationals are not accepted here.	3006 Hisai Shinmachi (in front of Hisai Station)	059-259-0377	17:15 – 21:00 Monday through Friday 8:30 – 18:00 Saturday, Sunday, national holidays, holidays