

### 3. Notifications

#### (1) City Hall and General Branch Offices

Citizens Registration Management Division TEL : 0985-21-1752

mail : 07simin@city.miyazaki.miyazaki.jp

	Reception Desk	Business Hours	Services
City Hall	Miyazaki City Hall Citizens Registration Management Division (TEL)0985-21-1752 Address: 1-1-1 Tachibanadorinishi, Miyazaki City	Mon to Fri 8:30 to 17:15 Closed on Sat, Sun, public holidays, and New Year holidays	<ul style="list-style-type: none"> <li>■ Notification and certification of change of residence</li> <li>■ Reissue applications for Individual Number (My Number) Cards</li> <li>■ Registration and certification of births, deaths, etc.</li> <li>■ Seal registration and certification</li> <li>■ Temporary operation permits</li> <li>■ Issuance of health handbooks</li> <li>■ Certification related to city taxes</li> <li>■ Application and issuance of Individual Number (My Number) Cards</li> </ul>
	Sadowara General Branch Office Community Welfare and Services (TEL)0985-73-1112 Address: 20660 Shimotajima, Sadowaracho		Note: The City Hall is the Individual Number Card Promotion Office (1st floor of the Second Government Building)
General Branch Offices and Sub-Branches	Sadowara Sub-Branch Office (TEL)0985-74-1111 Address: 8387-2 Kamitajima, Sadowaracho		Note: Does not include sub-branch offices
	Tano General Branch Office Community Welfare and Services (TEL)0985-86-1112 Address: 2818 Tanocho Ko		
	Takaoka General Branch Office Community Welfare and Services (TEL)0985-82-1112 Address: 2887 Uchiyama, Takaokacho		
	Takaoka General Branch Office Mukasa Sub-Branch Office (TEL)0985-82-1052 Address: 69-2 Oyamada, Takaokacho		

Regional Centers	<p>Kiyotake General Branch Office Community Welfare and Services (TEL)0985-85-1103 Address:1-1 Nishishinmachi, Kiyotakecho</p>		<p>Foreign resident notifications and seal registrations are only accepted at the Citizen's Registration Management Division and each General Branch Office.</p>
	<p>Akae Regional Center (TEL)0985-51-4274 Address: 5730-3 Tayoshi, Oaza</p>		
	<p>Kibana Regional Center (TEL)0985-58-1111 Address: 591 Kumano, Oaza</p>		
	<p>Aoshima Regional Center (TEL)0985-65-1231 Address: 2-1 Aoshimanishi</p>		
	<p>Sumiyoshi Regional Center (TEL)0985-39-1314 Address: 7409-1 Shimanouchi, Oaza</p>		
	<p>Ikime Regional Center (TEL)0985-48-1111 Address: 3000-1 Ukida, Oaza</p>		
	<p>Kita Regional Center (TEL)0985-41-1111 Address: 3909-40, Uryuno, Oaza</p>		

Reception Desk		Business Hours	Services
Regional Offices and Citizen Service Corners	Higashi Omiya Regional Office (TEL)0985-26-1111 Address: 1346-1 Shimanomae, Murasumicho	Mon to Fri 8:30 to 17:15 Closed on Sat, Sun, public holidays, and New Year holidays	<ul style="list-style-type: none"> <li>■ Copies of certificate of residence</li> <li>■ Copies of individual family registry</li> <li>■ Seal certificates</li> <li>■ Issuance of health handbooks</li> <li>■ Certification related to city taxes (Some may not be able to be issued)</li> </ul>
	Oyodo Regional Office (TEL)0985-50-1111 Address: 2211-1 Nishimutsuki, Otsubocho		
	Otsuka Regional Office (TEL)0985-54-2222 Address: 2296-3 Kamagasako, Otsukacho		
	Aoki Regional Office (TEL)0985-28-1111 Address: 265-1 Edabaru Ko, Yoshimuracho		
	Otsukadai Regional Office (TEL)0985-47-1111 Address: 2-18-1 Otsukadainishi		
	Chuo Higashi Regional Office (TEL)0985-27-7871 Address: Miyazaki Nanairo East Bldg. 8F, 3-10-32 Tachibanadorinishi	Mon to Fri 10:00 to 18:00 Sat 10:00 to 13:00 Closed on Sundays, public holidays, and New Year holidays	
	Miyako City Citizens Service Corner (TEL)0985-51-0778 Address: Miyako City 1F, 4-6-28 Oyodo	Mon to Fri 10:00 to 18:00 Closed on Saturdays, Sundays, public holidays, and New Year holidays	
	Tobu Citizens Service Corner (TEL)0985-61-7567 Address: AEON MALL Miyazaki 2F, 862-1 Eguchi, Shinbeppucho		

<p>Convenience Stores, etc. At Seven-Eleven, Lawson, Family Mart, Ministop, and Aeon Kyushu stores with multi-copy machines</p>	<p>6:30 to 23:00 For certified copies of the entire family registry and annexes, Mon to Fri 9:00 to 17:00 except public holidays and New Year holidays Note: Excludes maintenance days</p>	<p>With an Individual Number (My Number) Card or Basic Resident Registry Card, you can obtain copies of your certificate of residence, seal registration certificates, etc.</p>
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(2) Various Notifications

Citizens Registration Management Division TEL : 0985-42-6381

mail : 07simin@city.miyazaki.miyazaki.jp

When making notifications, please bring identification like a driver's license or a residence card that includes a photo.

Notification Name	Notification Period	Notifying Individual	Place for Notification	Items Needed for Notification
Notification of Birth	Must be submitted within 14 days of birth, including the day of birth	Father or mother of the child	The registry office responsible for issuing the child's family registry, place of birth, or notifying individual's place of residence	<input type="checkbox"/> Notification of Birth (issued by the hospital, etc., after a doctor or midwife fills out a birth certificate) <input type="checkbox"/> Maternal and child health handbook
Notification of Death	Must be reported within 7 days from the day you learn about the death	Family members, cohabitants, etc.	Registry office responsible for the notifying individual's place of residence, place of death, or deceased's family registry	<input type="checkbox"/> Death notification (provided by the hospital after a doctor fills out a death certificate)

Seal Registration	Optional	Individual or representative	Citizen's Registration Management Division and each General Branch Office's Community Welfare Division	<input type="checkbox"/> Seal <input type="checkbox"/> Photo ID <input type="checkbox"/> Fee: 300 yen If a representative is applying, registration may take several days, so please inquire.
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- For family registry notifications other than births and deaths, requirements may differ based on nationality. Please inquire at the Citizen's Registration Management Division or each General Branch Office.

- For other notifications or if a representative is making the notification, please inquire at the Citizen's Registration Management Division or each General Branch Office.

- Notification forms are available at the Citizen's Registration Management Division or each General Branch Office.

### (3) Moving

Citizens Registration Management Division TEL : 0985-21-1756

mail : 07simin@city.miyazaki.miyazaki.jp

For foreign residents, procedures related to moving are only accepted at the Citizen's Registration Management Division or each General Branch Office.

	Notification Name	Notification Period	Notifying Individual	Required Items
Moving to Miyazaki City from another city	Move-in Notification	Within 14 days of moving	-Individual -Household members -Representative	<input type="checkbox"/> Move-in notification form <input type="checkbox"/> Move-out certificate (issued by your previous municipality) <input type="checkbox"/> Residence Card/Special Permanent Resident Certificate (either one) <input type="checkbox"/> Individual Number Card/Basic Resident Registry Card (if you have one)
Moving to Miyazaki		Within 14 days of		<input type="checkbox"/> Residence Card/Special Permanent Resident Certificate

City from another country		arriving in Japan		(either one) <input type="checkbox"/> Passport
Moving within Miyazaki City	Change of Address Notification	Within 14 days of moving		<input type="checkbox"/> Residence Card/Special Permanent Resident Certificate (either one) <input type="checkbox"/> National Health Insurance Card (if you have one) <input type="checkbox"/> Individual Number Card/Basic Resident Registry Card (if you have one)
Moving from Miyazaki City to another city	Move-out Notification	From 14 days before moving to another city		<input type="checkbox"/> Residence Card/Special Permanent Resident Certificate (either one) <input type="checkbox"/> National Health Insurance Card (if you have one)
Moving from Miyazaki City to another country	Move-out Notification (Moving Overseas)	From 14 days before moving to another country		<input type="checkbox"/> Residence Card/Special Permanent Resident Certificate (either one) <input type="checkbox"/> National Health Insurance Card (if you have one) <input type="checkbox"/> Individual Number Card/Basic Resident Registry Card (if you have one)

- If the notifier is a representative, bring a letter of authorization.
- If you are a foreign resident moving to Miyazaki City or changing address, please bring Residence Cards/Special Permanent Resident Certificates for all relevant individuals.
- When there are multiple foreign residents or new household members, you may need documents to confirm relationships.

#### (4) Various Certificates

Citizens Registration Management Division TEL : 0985-21-1752

mail : 07simin@city.miyazaki.miyazaki.jp

You can apply for various certificates. Please bring your proof of identity.

Certificate	Certificate Type	Fee
Seal registration-related	Seal registration certificate	1 copy: 300 yen
Certificate of residence-related	Copy of certificate of residence, certificate of items stated in the certificate of residence, etc.	1 copy: 300 yen
Family registry related	Full family registry certificate, closed family registry certificate etc.	1 copy: 450 yen
Various certificates	Non-resident certificate, proof of identity, etc.	1 copy: 300 yen
Tax and income related	Proof of tax payment, certificate of no debt on tax payment, proof of income, etc.	1 copy: 300 yen

(5) Documents Required for Verifying Identity

Citizens Registration Management Division TEL : 0985-21-1752

mail : 07simin@city.miyazaki.miyazaki.jp

When submitting notifications for moving in/out or obtaining various certificates, we must verify the identity of the person who comes to the counter.

Please bring **one** document from **Identity Verification Document A**, or if you don't have one, bring **two** from **Identity Verification Document B** or **one** from each of **Identity Verification Document B and C**.

Note: The required types of Identity Verification Documents B and C differ for family registry, seal registration, and Individual Number related matters. For details, please inquire at the Citizen's Registration Management Division or each branch office.

Identity Verification Document A	Identity Verification Document B	Identity Verification Document C
<u>Residence Card, Passport, Special Permanent Residence Certificate, Driver's License, Individual Number Card, Basic Resident Registry Card (with photo), Disability Certificate, etc.</u>	National Health Insurance Card, Latter Stage of Life Elderly Insurance Card, Long-Term Care Insurance Card, Health Insurance Card, Pension Booklet, Pension Certificate, Basic Resident Registry Card (without photo), etc.	Student ID, Employee ID, etc.

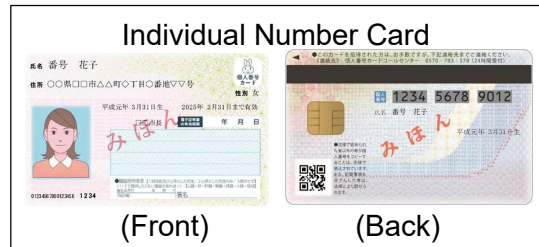
(6) Individual Number (My Number)

My Number Card Promotion Office TEL : 0985-42-2036

mail : 03myna@city.miyazaki.miyazaki.jp

① What is an Individual Number?



A 12-digit number used in the fields of social security, tax, and disaster response. Foreign residents with a certificate of residence in Japan will also be assigned an Individual Number. After entering Japan and registering your residence, an



Individual Number notification with your personal number will be mailed to you within about three weeks. If you wish, you can also apply for an Individual Number Card with a photo and IC chip.

[About the Individual Number system and Card]

Please refer to the following websites for each system and application methods.

Content	URL	QR Code
How to apply for and use an Individual Number Card (Immigration Services Agency)	<a href="https://www.moj.go.jp/isa/support/portal/mynumbercard.html">https://www.moj.go.jp/isa/support/portal/mynumbercard.html</a>	
Individual Number Card Site (Japan Agency for Local Authority Information Systems)	<a href="https://www.kojinbango-card.go.jp">https://www.kojinbango-card.go.jp</a> -This is a multilingual website that provides information about Individual Number Cards and notification cards.	

You can use your Individual Number Card as a photo ID, and it can also serve as a health insurance card. Additionally, if you have an Individual Number Card, you can apply for residence procedures online. For details, please check the above websites.

[Individual Number Toll-Free Helpline]

For inquiries by phone, please call the following number.

Note: Support hours may vary depending on the language.

	<b>About the Individual Number System</b> <b>0120-0178-26</b>	<b>About Individual Number Cards, etc.</b> <b>0120-0178-27</b>
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English Chinese Korean Spanish Portuguese	Monday to Friday 9 : 00 ~ 20 : 00 Saturday, Sunday, Public Holidays 9 : 00 ~ 17 : 30 (excluding New Year's holidays)	9 : 30 ~ 20 : 00
Thai Nepali Indonesian	-	9 : 00 ~ 18 : 00
Vietnamese Tagalog	-	10 : 00 ~ 19 : 00

② Applying for an Individual Number Card

To apply for an Individual Number Card	Receive notification letter	Receive Individual Number Card
Fill out the necessary information on the application form sent with the individual number notification letter and mail it back in the enclosed return envelope. You can also apply online via a smartphone, etc.	About 1.5 to 2 months after the application, a notification letter (postcard) will be sent to your home. Please check the location and required documents for receiving the card.	Bring the necessary items listed on the postcard to the designated counter, where you will set a series of PIN numbers, and receive your Individual Number Card.

③ For Those Who Already Have an Individual Number Card

- If your residence period has been extended, you must also extend the validity period of your Individual Number Card. Please apply for an extension at the Citizen's Registration Management Division on the day you receive your residence card or at the My Number Card Promotion Office on the following day or later.

- If you cannot extend the validity period within the effective period or if the card is lost or stolen, a reissuance fee (1,000 yen) is required.

- Please inquire if your Individual Number Card's expiration date is approaching and you are in the process of renewing your residence period.