

Request form by postal mail

郵 送 請 求 用

英語

Application form for issuing a copy of family register (Koseki tohon) or a residence certificate (Jumin hyou), an income certificate (Shotoku shomei sho), etc. 戸籍・住民票の写し・所得証明書等交付請求書

Date 作成 (y 年/m 月/d 日): / /

Requester 請 求 者	〒 —
	Address 住所
	Full name 氏名
	Birthdate 生年月日 (y 年/m 月/d 日): / /
	Phone number 電話番号 () —
	(A cell phone number is accepted.) (携帯可)
	※Please surely write the number that allow daytime contact on week days. ※平日の昼間の連絡先を必ずお書きください。
	※If requester is a corporate body, a representative's seal stamp is required. ※法人が請求する場合は代表者印の押印が必要です。

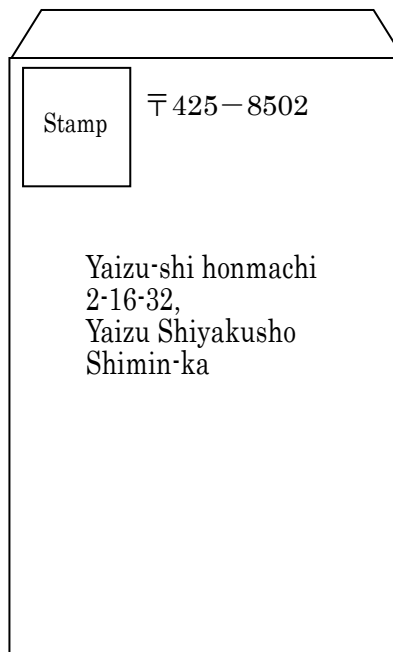
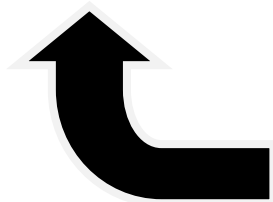
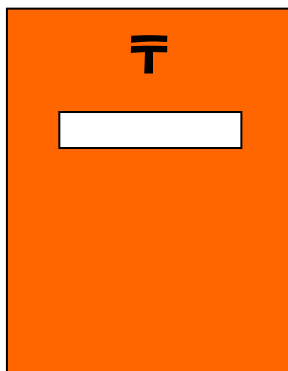
Please fill in the blanks, put a check mark ☒ on the certificate you need; write the quantity of it, purpose of use, and your relationship with the person to be proved.

必要な証明書にレ点[●]をし、通数・使用目的・証明が必要な人との関係を記入してください。

<p>◆Certified Copy of Complete (Individual) Record of Family Register (Koseki zenbu (kojin) jiko shoumei) (450 Yen)</p> <p>戸籍全部(個人)事項証明 (450円)</p> <p>Permanent address (Honseki)本籍(,Yaizu city 焼津市)</p> <p>Head of the Family (Hittosha) 筆頭者 () (Birth date 生(y 年/m 月/d 日): / /)</p> <p><input type="checkbox"/> Copy (Tohon) 謄本 (Complete record of family register 戸籍に記載されている全員のもの)</p> <p><input type="checkbox"/> Excerpt (Shohon) 抄本 (Individual record of family register 戸籍に記載されている一部の人の分)</p> <p>Full name of person to be listed 必要人の氏名 []</p>	<p>Qty: 通: 通:</p>
<p>◆Family register before revision/Closed family register (Kaisei gen koseki/Joseki) (750 Yen)</p> <p>改正原戸籍・除籍 (750円)</p> <p>Permanent address (Honseki)本籍(,Yaizu city 焼津市)</p> <p>Head of the Family (Hittosha) 筆頭者 () (Birth date 生(y 年/m 月/d 日): / /)</p> <p><input type="checkbox"/> Copy (Tohon) 謄本 (Complete record of family register 戸籍に記載されている全員のもの)</p> <p><input type="checkbox"/> Excerpt (Shohon) 抄本 (Individual record of family register 戸籍に記載されている一部の人の分)</p> <p>Full name of person to be listed 必要人の氏名 []</p>	<p>Qty: 通: 通:</p>
<p>◆Supplementary family register (Koseki no fuhyou) (300 Yen) 戸籍の附票 (300円)</p> <p>Permanent address (Honseki)本籍(,Yaizu city 焼津市)</p> <p>Head of the Family (Hittosha) 筆頭者 () (Birth date 生(y 年/m 月/d 日): / /)</p> <p><input type="checkbox"/> Copy (Tohon) 謄本 (Complete record of family register 戸籍に記載されている全員のもの)</p> <p><input type="checkbox"/> Excerpt (Shohon)抄本 (Individual record of family register 戸籍に記載されている一部の人の分)</p> <p>Full name of person to be listed 必要人の氏名 []</p> <p>※Please put a circle to the following requirement(s) to be listed: 記載が必要な事項を○で囲んでください。</p> <p>Statement of permanent address (Head of the family) 本籍(筆頭者)の記載</p> <p>/ Statement of a local government place for you to have registered as an overseas election voter 在外選挙登録地の記載</p>	<p>Qty: 通: 通:</p>
<p><input type="checkbox"/>Family register before revision/Closed family register (Kaisei gen koseki/Joseki), etc. to be required for inheritance 相続等に必要な改製原戸籍・除籍等</p> <p>※What the timeframe from () to () do you need as to an inheritee's Certified copy of Family Register?</p> <p>For example, it is from childbirth to death.</p> <p>※被相続人のいつからいつまでの戸籍謄本が必要ですか? ()から()まで 例 (出生) から (死亡) まで</p> <p>Full name of the inheritee 被相続人の氏名 () (Died on 死亡日 (y 年/m 月/d 日): / /)</p> <p>Permanent address (Honseki) 本籍(,Yaizu city 焼津市)</p> <p>Head of the Family (Hittosha) 筆頭者()</p>	<p>Set(s) セット:</p>

<div><div><div>□ Identification (Mibun shomeisho) 身分証明書</div><div>(A document which municipalities prove that a person concerned has not been registered as any of the followings: declaration of an incompetent or quasi-incompetent, registration as having a Guardianship Registration, and notice as having a bankruptcy. 市が該当者について禁治産または準禁治産の宣告、後見の登記、破産宣告に関する通知を受けていないことを証明する書類)</div></div><div><div>□ Single status certificate (Dokushin shomeisho) (300 Yen) 独身証明書(300円)</div><div>※If any other person than applicant himself/herself applies, proxy is required.</div><div>※本人以外の人が請求する場合は委任状が必要です。</div></div><div><div>Permanent addresses (Honseki) 本籍() ,Yaizu city 焼津市)</div><div>Head of the Family (Hittosha) 筆頭者() (Birth date 生(y年/m月/d日): / /)</div></div></div> <td>Qty.:通: Qty.:通:</td>	Qty.:通: Qty.:通:
<div><div>◆ A copy of residence certificate (Jumin hyo) or Deleted residence record (Johyo) (300 Yen) 住民票/除票の写し (300円)</div><div>Address (Jusho) 住所 () ,Yaizu city 焼津市)</div><div>Full name of person to be listed 必要な人の氏名 []<div><div>□ Residence certificate (Jumin hyo) only listing the target person 住民票 本人分のみ</div><div>□ Residence certificate (Jumin hyo) listing all the family members 住民票 世帯全員が載ったもの</div><div>□ Deleted residence record (Johyo) only listing the target person 除票 本人分のみ</div></div></div><div><div>※Please put a circle to the following requirement(s) to be listed: 記載が必要な事項を○で囲んでください。</div><div>Permanent address (Head of family) 本籍(筆頭者)/ Relation (House holder) 続柄(世帯主) / Foreigner-related items 外国人に関する事項/ My number マイナンバー (マイナンバーの提出先[]) (Submission recipient of My number:[]))</div><div>※As for the copy of a Residence certificate with My number listed, it will be mailed to the target person by return post, if it is applied by other than the target person to be listed or her/his same household relative member. マイナンバー入りの住民票の写しは、本人または同一世帯の親族以外からの申請の場合、本人宛に返送します。</div></div></div> <td>Qty.:通: Qty.:通: Qty.:通:</td>	Qty.:通: Qty.:通: Qty.:通:
<div><div>◆ Tax certificates (Zei shomeisho) 税証明書</div><div>Address (Jusho)住所() ,Yaizu city 焼津市)it</div><div>Full name of person to be listed 必要な人の氏名 []</div><div><div>□ Income certificate (Shotoku shomeisho) of Year () 所得証明書()年度分</div><div>Income certificate from Jan. to Dec. previous year (300 Yen) 前年の1月～12月の所得額の証明。300円</div><div><div>□ Residence tax certificate (Juminzei kazei shomeisho) of Year () 住民税課税証明書 ()年度分</div><div>Certificate showing both the income from Jan. to Dec. previous year and the residence tax of relevant fiscal year (300 Yen) 前年の1月～12月の所得額と、当該年度の課税内容の証明。300円</div></div><div><div>□ Tax payment certificates (Nozei shomeisho) of Year () 納税証明書()年度分</div><div>300 Yen per tax item. 50 Yen will be added for one more tax item. 項税目300円、1税目増すごとに50円加算。 Please put a circle to the following tax item(s). 必要な税目に○をつけてください。 City prefectural tax (Shi kenmin zei)市県民税 National health insurance tax (Kokumin kenko hoken zei)国民健康保険税 Other その他 ()</div></div></div><td>Qty.:通: Qty.:通: Qty.:通:</td></div>	Qty.:通: Qty.:通: Qty.:通:
<div><div>◆ Other certificate その他の証明書</div></div>	Qty.:通:
<div><div>Purpose of use 使用目的</div><div>(Please specify it including where to submit etc.) (提出先など具体的にお願いします)</div><div>Relationship between the requester and a person to be proved 請求者と証明が必要な人との関係</div><div>* Certificate about family register 戸籍関係証明<div><div>□ Applicant himself/herself or spouse 本人又は配偶者</div><div>□ Direct relatives 直系親族</div></div><div>* Copy of residence certificate 住民票の写し<div><div>□ Applicant himself/herself or relative from the same household 本人又は同一世帯の親族</div><div>□ Other (creditor etc.) その他（債権者など）</div></div>※An explanation document is necessary.※説明書類が必要</div><div>* Tax certificate 税証明書<div><div>□ Applicant himself/herself or relative from the same household 本人又は同一世帯の親族</div></div>※If you do not have a resident registration in Yaizu city at present, a proxy written by applicant himself/herself or a copy of residence certificate which can proves that you and the applicant are in the same household is necessary. ※現在焼津市に住居登録がない場合は、ご本人が記載した委任状又は現在同一世帯であることが確認できる住民票の写しが必要です。</div></div></div>	

- As for the afore-mentioned the Certified Copy of Complete (Individual) Record of Family Register, Family register before revision/Closed family register, Supplementary family register, Identification, and Single status certificate, they are for those who have Japanese nationality.
戸籍全部（個人）事項証明、改製原戸籍・除籍、戸籍の附票、身分証明書、独身証明書については、日本国籍の人の証明書です。
- As for issuing fee, please use a fixed amount postal money order in a post office. Please confirm the issuing fee to a municipal office you will apply for in advance, if you apply for issuing a certificate to other than Yaizu city, because an issuing fee for various certifications differs depending on a municipality.
手数料は、郵便局の定額小為替を利用してください。なお各種証明書の交付手数料は市区町村によって違いますので、焼津市以外に請求する時は、請求先の市区町村役場へ事前に確認してください。
- A Supplementary family register (Koseki no Fuhyo) can be issued only from a municipality you have your permanent address. It may not be issued, if there is an incomplete description.
戸籍の附票は、本籍地の市区町村でのみ取得できます。本籍等の記載に不備があると交付できない場合がございます。
- When requesting a family register certificate, etc., if the family relationship between the requester and the person listed in the family register cannot be confirmed in the municipality where the request is made, please also enclose a copy of the family register certificate, etc. that clarifies the family relationship. Please enclose a birth certificate or marriage certificate and its Japanese translation to prove your relationship with the applicant. In the translation document in Japanese, the translator herself or himself ①must sign or write her/his name, ②must put his/her personal seal, and also ③the translator's address must be written.
戸籍証明等を請求する場合、請求先の市区町村で、請求者と戸籍に記載されている人との親族関係が確認できないときは、親族関係を明らかにする戸籍証明等の写しも同封してください。請求者との関係を証明する出生証明書、婚姻証明書とその日本語訳を同封してください。日本語の翻訳文には、翻訳者の氏名（翻訳者本人が署名または記名と捺印）と住所の記載が必要です。
- Please enclose a reply envelope pasted with a stamp. Please write a reply-to address on the reply envelope. The reply-to address is limited to only the address registered at City Hall.
郵便切手を貼った返信用封筒を同封してください。返信用封筒には返信先の宛先を記入してください。返信先は住所地に限ります。
- Please enclose a copy of ID documents including My number card, Residence card, Driver's license, and Passport, etc.
身分証明書（マイナンバーカード、在留カード、運転免許証、パスポートなど）のコピーを同封してください。
- If you receive the certificate by deception or other illegal means, you may be subject to a fine.
偽りその他不正な手段によって交付を受けたときは、過料に処されることがあります。



Please enclose the documents below and post it.

下記の書類を同封のうえ、請求してください。

① Reply envelope 返信用封筒

Stamp 〒000-0000

Please write your address registered at City Hall here!

Please write your name here!

② (Request form by postal mail 郵便請求用)

Application form 請求書

(For postal mail 郵便用)

Request form for family register or a residence certificate, etc.
戸籍・住民票その他証明書の請求書

Application form
請求書

③ Issuing fee 手数料

(Cash registered mail is also OK. 現金書留でも可)

A fixed amount postal money order
定額小為替
(Total fee amount 手数料合計金額分)

(It is sold at post offices or Japan Post Bank Company, Limited)
(郵便局・ゆうちょ銀行で販売しています。)

④ Copy of identity verification documents

本人確認書類のコピー

- ◆ Document that can meet the requirement alone:
1点でよいもの
Such ID cards issued by government offices with face photo as My number card, Residence card, Driver's license, etc.
マイナンバーカード、在留カード、運転免許証等の官公署発行の顔写真付身分証明書
- ◆ Document that can meet the requirement by two kinds or more: 2点以上必要なもの
Long-term Care Insurance Certificate with a masking on insurance identification number, Student ID Card, Eligibility Confirmation Certificate for health insurance, Passport, etc.
介護保険証（被保険者番号をマスキングしたもの）、学生証、健康保険資格確認証、パスポート等