

<3> Notification & Formalities

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Identity Verification at Reception Desk

With regard to notification and formalities for which identity verification documents are necessary, your driver's license, passport, Individual (My) Number Card, or other photo identification document issued by the government or a public office is required. If you do not have any photo identification document, two or more non-photo identification documents (such as health insurance card and pension booklet) are necessary.

Notification of Residence Transfer

Citizens' Affairs Division ☎ 23-6129 FAX 27-1158

	Notification	Person required to appear	Items required	Location for notification
City Move-in Notification (From another city to Okazaki)	Within 14 days from the date of moving in	One of the persons moving (and using the same moving-out certificate)	Moving-out Certificate (excluding those who have applied online), identity verification document, My Number Card (if any), basic resident registration card (<i>jūki</i> card) (if any), residence card or certificate of special permanent residence (only for those who have non-Japanese nationality).	Citizens' Affairs Division (1 st floor, East Building), a branch office (<i>shisho</i>), or the Public Service Corner (3 rd floor, Aeon Mall)
City Move-out Notification (From Okazaki to another city)	Within 30 days before or 14 days after moving out	The person moving or a person in the same household in Okazaki City	Identity verification document, My Number Card (if any), basic resident registration card (<i>jūki</i> card) (if any), residence card or certificate of special permanent residence (only for those who have non-Japanese nationality), seal registration card (if already registered)	
Same-city Address Change Notification (within Okazaki)	Within 14 days from the date of moving	The person moving or a person from the same household at the previous address	Identity verification document, My Number Card (if any), basic resident registration card (<i>jūki</i> card) (if any), residence card or certificate of special permanent residence (only for those who have non-Japanese nationality).	
Notification of Household Change	Within 14 days from the date of change	The person changing or a person in the same household	Identity verification document	

※Not all services are possible at the Public Service Corner. For details, please check the city website.

※If you need to complete procedures for National Health Insurance, Medical Care for the Elderly, Child Medical Expenses Subsidy, Disability Certificate, etc. please contact the related division.

Notifications regarding Family Register (Koseki) Citizens' Affairs Division ☎ 23-6135 FAX 27-1158

	Notification	Persons required to appear	Items required	Location for notification
Notification of Marriage		Husband and wife	Identity verification document, personal seal (one for each person (seal of former name)), (for submission of notification to the office of a district where the relevant persons' domiciles are not located) copy of family register (koseki tōhon), My Number Card (if any), basic resident registration card (<i>jūki</i> card) (if any), national health insurance card (if enrolled)	Citizens' Affairs Division (1 st floor, East Building), a branch office (<i>shisho</i>), or the Public Service Corner (3 rd floor, Aeon Mall)
Notification of Birth	Within 14 days	Father and/or mother	Birth certificate, personal seal, maternal health and child health handbook (<i>boshitechō</i>), health insurance card and bank passbook of the child allowance claimer (if any)	
Notification of Divorce		Husband and wife ※Please inquire in advance in the case of a trial, court judgment, divorce mediation, etc.	Identity verification document, personal seal (one for each person), (for submission of notification to the office of a district where the relevant person's family register is not located) copy of family register (koseki tōhon), My Number Card (if any), basic resident registration card (<i>jūki</i> card) (if any), national health insurance card (if enrolled)	
Notification of Death	Within 7 days	Family of the deceased	Death certificate, personal seal, national health insurance card (of the deceased) and passbook of a bank account in the name of the funeral executor. ※For some procedures insurance cards and booklets must be returned. For more information please contact us.	
Notification of Transfer of Family Register		Head of the family and spouse	Personal seal (head of the family and spouse), (when transferring the domicile to or from outside Okazaki) copy of the full family register (koseki tōhon)	

※Not all services are possible at the Public Service Corner. For details, please check the city website.

Seal Registration

Citizens' Affairs Division ☎ 23-6132 FAX 27-1158

Seal Registration

- 【Applicant】** The relevant person or a representative
- 【Where to apply】** Citizens' Affairs Division (1st floor, East Building), a branch office, or the Public Service Corner (3rd floor, Aeon Mall).
- 【Items required】** ① **Registration by the relevant person (Seal registration card can be issued on the same day for complete and appropriate applications.):** personal seal to be registered, identity verification document
 ② **Registration by representative (Seal registration card will be issued at a later date):** letter of authorization, personal seal to be registered, identity verification document of the relevant person's representative

Certificate of Seal Registration※Be sure to bring in your *Seal Registration Card*.

- 【Applicant】** The relevant person or a representative
- 【Where to apply】** Citizens' Affairs Division (1st floor, East Building), a branch office, or the Public Service Corner (3rd floor, Aeon Mall).
- 【Items required】** Seal registration card, identity verification document of the person submitting the form
- 【Fee】** 200 yen each

Issuance of Certificates

Citizens' Affairs Division ☎ 23-6528 FAX 27-1158

- 【Applicant】** The relevant person or a representative
- 【Where to apply】** Citizens' Affairs Division (1st floor, East Building), a branch office (*shisho*), or the Public Service Corner (3rd floor, Aeon Mall).
- 【Items required】** Identity verification document of the person submitting the form
- 【Fees】** (per document)
- Certificate of identity: 200 yen
 - Copy or abridged copy of family register: 450 yen
 - Copy or abridged copy of removal from family register: 750 yen
 - Copy of attached record of family register: 200 yen
 - Copy of certificate of residence: 200 yen
 - Validity certificate of entries on certificate of residence: 200 yen

■ Filing a notice by representative?

A letter of authorization filled in by the applicant (application forms available on the city website), and proof of identity for both the applicant and the representative (the person who actually appears at the counter) are required. For more information contact the Citizens' Affairs Division (☎ 23-6528).

My Number Card (Individual Number Card)**Citizens' Affairs Division ☎ 23-6800 FAX 27-1158**

The My Number Card is an IC card equipped with sophisticated security functions. Full name, address, date of birth, gender, and a photo are displayed on the front, and the Individual Number is displayed on the back. Besides serving as a form of identification, using this multipurpose card's built-in digital certification features, users can have certificates issued from convenience stores, apply electronically for administrative services like e-Tax, and make use of various other services.

Photograph and Application Services

- 【Applicant】** The relevant person
- 【Where to apply】** Citizens' Affairs Division (1st floor, East Building), a branch office (*shisho*), or the Public Service Corner (3rd floor, Aeon Mall).
- 【Items required】** Identity verification document of the person submitting the form, Individual Number notification card or other document showing Individual Number), basic resident registration card (*jūki* card)

Issuance

- 【Applicant】** The relevant person or a representative
- 【Where to apply】** Citizens' Affairs Division (1st floor, East Building), or the Public Service Corner (3rd floor, Aeon Mall).
- 【Items required】**
- ① In case of self-pickup:

Notice of Issuance (^{koufu tsuchisho}交付通知書), Identity verification document, Individual Number notification card, basic resident registration card (*jūki* card).
 - ② In case of a representative (certificate will be issued at a later date):

Notice of Issuance (^{koufutsuchisho}交付通知書), Identity verification document for the applicant and the representative, Individual Number notification card, authorization document, documents certifying that it is difficult to come in person, basic resident registration card (*jūki* card).

For more information, please contact us.

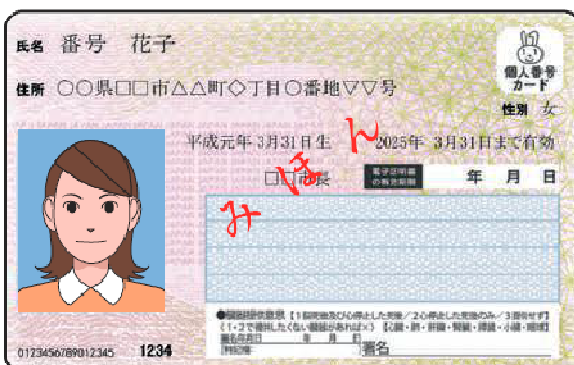
Renewal of Digital Certificates • PIN Initialization

- 【Applicant】** The relevant person or a representative
- 【Where to apply】** Citizens' Affairs Division (1st floor, East Building), or the Public Service Corner (3rd floor, Aeon Mall).
- 【Items required】**
- ① In case of self-renewal/initialization:

Individual Number card
 - ② In case of a representative:

Response letter from the city, the relevant person's Individual Number card, the representative's identity verification documents.

Front:



Back:



Partnership • Familyship System

Diversity Promotion Division ☎ 23-6222 FAX 23-6626

If two people are and will continue living together as life partners, or have committed to doing so, the city will confirm and issue a partnership certificate. Additionally, it is possible to report if there are children living there as part of that family.

- 【Applicants】** The two persons forming a partnership.
- 【Where to apply】** Diversity Promotion Division (2nd floor, East Building)
- 【Items required】** Identity verification documents, etc.
 ※For details on what else to bring, please inquire by phone.

Okazaki City Crematorium

☎ 46-2688 FAX 46-5151

Cremation

- 【Open】** 9:00am-5:30pm
- 【Closed】** January 1, and *tomobiki-no-hi* (“friend pulling days”, marked “友引” on calendars — considered bad luck for funerals.)
- 【Application】** Apply at the crematorium.
- 【Usage fee】** When the address of the deceased or the kin of the deceased who provided notification of the death is located in Okazaki, the fee is waived.

Pet cremation services

- 【Reception】** 9:00am-5:00pm
- 【Closed】** January 1, and *tomobiki-no-hi*
- 【Application】** Apply to the crematorium.
- 【Usage fees】** **15kg or more:** 5,500 yen each
5kg - 15kg: 4,120 yen each
Under 5 kg: 2,750 yen each

※ It is not possible to gather an individual pet’s bones because multiple pets are cremated together.

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Services available when City Hall is Closed (Nighttime, Holidays, etc.)

Documents may be submitted at the Night-duty Room (1st floor, East Building)

Citizens’ Affairs Division ☎ 23-6135 FAX 27-1158

- 【Hours】** Weekdays: 5:15pm-8:30am the next morning
 Weekends, national holidays, year-end holidays: All day
- 【Services】** Notification regarding family register, including notification of marriage, birth, and death.

※This service covers document submission only. When the submitted document is incomplete, the division in charge will contact the submitter at a later time. In some cases, documents may not be accepted. Please call the phone number above for inquiry during weekday office hours.

※Cremation permit applications are not accepted at night (from 5:15pm-8:30am the next morning).

Application & Receipt by Mail

- 【Services】** With respect to copies of certificate of residence and certificates regarding family

register, application and receipt by postal mail are available.

【Items required】 Application form (downloadable from the city homepage), a copy of an identity verification document, postal money order with a fixed amount equivalent to the certificate issuance fee, a return envelope.

Application through the Homepage

【Services】 Application for issuance of certificates is available through electronic application on the front page of the Okazaki website. (Digital certificate is necessary.) Notification and application forms are available from the City website.

Certificate Issuing Service at Convenience Stores

【Certificates】 Copy of certificate of residence (¥150 each), certificate of seal registration (¥150 each), copy / abridged copy of family register (¥450 each), copy of attached record of family register (¥200 each)

【Hours】 6:30am-11:00pm (Except maintenance days, and December 29th to January 3rd.)

【Items required】 My Number Card

※4-digit PIN number needed at time of use

【How to use】 On a multi-purpose copy machine located in a convenience store select “administrative services” (行政サービス) from the main menu, and follow the instructions on the screen.

【Available at】 Aeon, 7-Eleven, Lawson, Family Mart, Mini stop, and others.

※Certificates issued at a convenience store cannot be refunded or exchanged.

※May not be obtainable in some cases, such as in the middle of processing a change of address or change to family registry, etc.

※If your registered domicile is in Okazaki but your current address is not in Okazaki, you need to register as a user on a terminal in a store prior to obtaining family registration documents.

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Animal Center / Animo

Higashi Park, Kakemachi ☎ 27-0444 FAX 27-0422

Closed Mondays (except holidays, in which case it will be closed the next weekday)

The Animal Center provides the following services: sheltering/picking up dogs and cats, consultation on how to keep and train pets, and consultation on removal of wild bee nests. Events and seminars are held throughout the year.

Dog Registration

Registration is mandatory within 30 days of keeping a dog – or, for younger dogs, within 30 days of when the dog turns 90 days old. When the dog’s owner changes address, it is necessary to re-register the dog.

Rabies Vaccination

It is necessary for dogs 91 days old or older to receive a rabies vaccination once a year. Vaccination is available at animal hospitals and mass vaccination venues which are held in Okazaki each spring.

(Information on mass vaccination schedule will be provided to individual dog owners and is available on the Okazaki website.)

The Animal Center does not provide vaccinations or medical services.

Hornet & Honeybee Removal

Hornet or bee's nest removal service is provided in order to keep people from harm. The basic expenses for the removal are covered by the City. However, the individual requesting the service shall prepare necessary tools such as ladders, and shall remove structures which may be a hindrance to the nest removal.

※Insects other than the above, such as paper wasps, are not eligible for removal.