

- ① Date of application
- ② Please write the address of the person who requires the certificate
- ③ Please write the name of the person who requires the certificate
(for foreigners, write it in Alphabet)
- ④ Please write the date of birth of the person who requires the certificate
(for foreigners, write it in western -style calendar)
- ⑤ If you need a residence certificate that includes list of all the members of the household, please write the copies needed.
- ⑥ If you need a residence certificate that list only a particular people in the household, please write the copies needed.
- ⑦ If you need a residence certificate that does not include previous adress, please write the copies needed.

- ⑧ Put a check mark ☒ on the required item. It will be removed if there is no check mark ☒.
- ⑨ Relationship
(head of the household, child, wife and other related relationship to the head of the household)
- ⑩ Permanent address (permanent address, name of the head of household)
Foreign nationality ・ Region
- ⑪ Medium to Long term resident or special permanent resident
- ⑫ Residence card ・ Special permanent resident certificate number
- ⑬ Residence status ・ period of stay ・ expiration date of stay
- ⑭ Others: resident record code ・ personal number ・ name histor

For foreigners that will submit the document to the Immigration Bureau, mark everything from ⑨~⑬ with ☒.

To renew a driver's license mark ⑩ permanent address with ☒.

To submit documents included in filling a tax return, mark ⑭ Other with ☒, then write your personal number

For those who will take the national exam mark ⑭ Other with ☒, then write the resident registration code

- ⑮ Please write the address of the person who came to the counter. If it is the same as in ②, then put a check mark ☒
 ※ A proxy from other household requires an authorization letter.
- ⑯ Please write the name of the person who came to the counter. If it is the same as in ③, then put a check mark ☒
- ⑰ Please write the phone number of the person who came to the counter
- ⑱ Please write where the documents will be submitted or used .
 Example : Company, Bank, Immigration Bureau, Embassy