

**Request Form for Issuance of a Copy of the Certificate of Address History of Family Register
戸籍の附票の写し交付請求書**

to the Mayor of Joetsu City
(宛先) 上越市長

Date YY/MM/DD 令和 年 月 日

Person who is applying at the counter 窓口に来た人 ※I.D. required ※請求には窓口に来た人の本人確認書類が必要	Address 住所	Phone number 電話番号 ()
	Your name in katakana フリガナ	
	Name 氏名	Date of Birth 明・大・昭・平・令 年 月 日生
(Signature or Personal Seal 署名又は記名押印)		

Who requires the document? どなたのものが 必要ですか	Registered Domicile 本籍	Joetsu City 上越市 <input type="checkbox"/>	
	First Name on Family Register 筆頭者	※Even if the first person on the list has died, use his/her name. ※筆頭者は亡くなくても変わりません。 Date of Birth YY/MM/DD 明・大・昭・平・令 Name 氏名 : 年 月 日生 <input type="checkbox"/>	
	Whose info. is needed? 対象者	※If all of the persons listed are not required, please indicate only those who are required. 記載者全員が必要ではない場合、どなたのものが必要か記入してください。	
		<input type="checkbox"/> Same as applicant at counter 窓口に来た人と同じ <input type="checkbox"/> Same as the person who requested it. 依頼した人と同じ <input type="checkbox"/> Same as the first name on the family register 筆頭者と同じ <input type="checkbox"/> Other その他 Date of Birth YY/MM/DD 明・大・昭・平・令 Name 氏名 : 年 月 日生	
Relation to first name on the family register 筆頭者から見てあなたは <input type="checkbox"/> Same individual 本人 <input type="checkbox"/> Spouse 配偶者 <input type="checkbox"/> Other その他 <input type="checkbox"/> Lineal ascendants/descendants 直系尊属・卑属…Parents 父母、Grandparents 祖父母、Child 子、Grandchild 孫等 etc.			

Number of Copies Required 必要枚数	All those listed 記載者全員 (# of copies) 通	Only those who require it 必要な人だけ (Set・Each) (セット・各) (# of copies) 通	Address history of everyone who has been removed from the family register 除票：記載者全員 (# of copies) 通	Address history of specific individuals who were removed from the family register 除票：必要な人だけ (Set・Each) (セット・各) (# of copies) 通
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Registered Domicile and first name on the family register must be listed 本籍・筆頭者氏名の記載が必要
 Place of registration of overseas electors must be listed (only for those who have registered to vote from overseas 在外選挙人登録地の記載が必要 (登録のある方のみ)
 ※If not checked, it will not be listed. チェックが無い場合は記載されません

Reason for Request 請求理由	【If relationship is "other", please state reason for request (see reverse side for details)】 関係がその他の場合、請求理由 (詳細は裏面参照)
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**【Power of Attorney】
【委任状】**

Signed or stamped with the name and personal seal of the person making the request (for corporations, the seal of the representative etc. is required). 依頼した人が署名又は記名押印してください (法人は代表者印等の押印必要)。
 ※See reverse side for examples where a power of attorney is not required.
 ※ 委任状が不要な事例については裏面参照

Individual making the request 依頼した人 If a corporation, include office address, name of representative and name of corporation	Address 住所	Phone number 電話番号 ()
	Name 氏名	Date of Birth YY/MM/DD 明・大・昭・平・令 年 月 日生

減免根拠	手数料条例 第5条 第1項 第 号
本人確認書類	免・パ・在・番・住・保・診・キ・聞・その他 ()

Please note the following:
請求に当たっての注意事項

- Identification documents of the person applying at the counter (either 1 or 2 below)
 - 1 Licenses, permits, certificates, etc. with photo issued by the govt.
 - "My number" card, Basic Resident Registration Card, passport, driver's license, etc.
 - 2 If unable to provide the above, provide two of the following documents:
 - Health insurance or nursing care insurance cards, various pension certificates, bankbooks (cash cards), employee ID cards of private companies, etc.
- ※ Please contact us if you are unable to provide items from either (1) or (2).
- Necessary if the request is made by a proxy (either 1 or 2 below)
 - 1 A power of attorney signed or stamped with the name and personal seal of the person making the request
 - 2 Documents proving that the applicant is a legal representative
 - Person with parental authority: A copy of the family register or other document that confirms parental authority (If you cannot bring this document, please contact us).
- ※ Not required if the information can be verified in the family register of this city.
 - Legal Adult Guardian: Certificate of Registered Matters etc.
- ※ When requesting a copy of the certificate of address history of family register from one's spouse or lineal ascendant/descendant, 1 and 2 above are not required if the relationship can be confirmed in the family register of the city.
- Please state reason for request if the request is made by a third party
 - 1 When making a request to exercise a right or fulfill an obligation
 - Please describe in detail the cause or nature of the rights or obligations and the reason why confirmation of the copy of the certificate of address history of family register is required for the exercise of such rights or performance of such obligations.
 - 2 When submitting to national or local government agencies
 - Please state the name of the national or local government agency to which you are submitting a copy of the certificate of address history of family register.
Please also state the reason why the submission is required to be made to that institution.
 - 3 If the request is made for other reasons
 - Please describe the purpose and method of use of the copy of the certificate of address history of family register and the reason why such use is required.
- ※ If the reason for the request is not clear from the information provided on the form, we may ask you to provide documentation.
- Penalties
 - Any person who has received the certificate by deception or other wrongful means shall be subject to a penalty (a fine of up to 300,000 yen).
- ※ If you have any questions please contact us.
- ※ The personal information provided here will not be used for any purpose apart from these procedures.

January, 2022