

# Request Form for Issuance of Copy of Certificate of Residence, etc.

## 住民票の写し等交付請求書

To: the Mayor of Joetsu City  
(宛先) 上越市長

Date	YY/MM/DD
令和 年 月 日	

Person 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 YY/MM/DD 明・大・昭・平・令
(Signature or Personal Seal of Applicant 署名又は記名押印)		年 月 日生

Who requires this document? どなたのものが 必要ですか	Address 住所	<input type="checkbox"/> Same as the person who is applying at the 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"/> Other その他 Joetsu City 上越市
	Name 氏名等	<input type="checkbox"/> Same as the person who is applying at the 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"/> Other その他 (□Member of the same household 同一世帯員) (□Third party 第三者) Name 氏名: _____ Date of Birth YY/MM/DD 明・大・昭・平・令 年 月 日生

Number of Copies Required 必要枚数	All members of the household 世帯全員	Specific members of the household 必要な人だけ (Set・Each)	Proof of Recorded Items of Residence Certificate 記載事項証明	copy of a Certificate of Former Residence 除票
	(# of copies) 通	(# of copies) 通	(# of copies) 通	(# of copies) 通

Additional information 追加して記載する項目	<input type="checkbox"/> Head of Household・Relation to head of household 世帯主・続柄 <input type="checkbox"/> Registered domicile・First person on domicile list 本籍・筆頭者 <input type="checkbox"/> Certificate of Residence code 住民票コード <input type="checkbox"/> "My Number" 個人番号 (マイナンバー)	<input type="checkbox"/> Additional Information not required 不要 ※Items without <input checked="" type="checkbox"/> in the left column will be omitted. ※左欄の <input checked="" type="checkbox"/> がない項目は省略されます。
	Foreign Residents 外国人 <input type="checkbox"/> Nationality・Region 国籍・地域 <input type="checkbox"/> Alias 通称履歴 <input type="checkbox"/> Resident's Card Number 在留カード等番号 <input type="checkbox"/> Visa Status 在留情報 …The classification as stipulated in Article 30-45 of the Basic Resident Registration Act, status of residence, period of stay etc, and the date of expiration of the period of stay 法第30条の45に規定する区分、在留資格、在留期間等、在留期間の満了の日	

Reason for Applying etc. 請求理由等	【Reason for requesting a copy of the certificate of residence of the third party entitled to request it (see reverse side for details) 請求権がある第三者の住民票の写しを請求する理由 (詳細は裏面参照)】
	【Reason for fee reduction/exemption (in the case of a third-party claim for pension, this also serves as the reason for the claim) 手数料の減免を受ける理由 (年金の第三者請求の場合、その請求理由も兼ねる)】 <input type="checkbox"/> Public pension benefit 公的年金給付 Unpaid pension 未支給・Surviving family member's pension 遺族・Company Welfare Pension 厚生・National Pension 国民・Other _____ <input type="checkbox"/> Livelihood Assistance 生活保護 ・Submission Address 提出先 (Name of Pension Office 年金事務所・_____) ・Claimant 請求者 (Person applying at the counter 窓口に来た人・Requested by _____ 依頼した人)

### 【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)。  
※A power of attorney is not required when requesting a copy of one's own residence certificate for a member of the same household, etc.  
自身の住民票の写しの請求を同一世帯員に依頼する場合等は委任状不要

Person requesting the document 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 items from (1), please 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.
- ※Not required when requesting a copy of one’s own residence certificate for a member of the same household.
- 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 a copy of the residence certificate 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 your residence certificate. Also state the reason why you need to submit it 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 residence 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.

June 2021