

Request Form for Issuance of Copy of Family Register, Identification Card, etc. 戸籍謄抄本・身分証明書等交付請求書

to the Mayor of Joetsu City (宛先) 上越市長

Date YY/MM/DD
令和 () 年 () 月 () 日

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| 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 | Date of Birth 生年月日 | |
| | Name 氏名 (Signature or Personal Seal 署名又は記名押印) | 明・大・昭・平・令 YY/MM/DD 年 月 日生 | |

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| Who requires the document? どちらの方が必要ですか | Registered Domicile 本籍 | Joetsu City 上越市 |
| | First Name on Family Register 筆頭者 | ※Even if the first person on the list has died, use his/her name Name 氏名: _____ Date of Birth of first person on the list 明・大・昭・平・令 年 月 日生 |
| | Extracts, etc. Whose info. needed? 抄本等は対象者 | <input type="checkbox"/> Same as person 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"/> Other person その他 (Name 氏名 _____) |
| | Relation 関係 | <input type="checkbox"/> Applicant 本人 <input type="checkbox"/> Spouse 配偶者 <input type="checkbox"/> Other person その他 <input type="checkbox"/> Lineal Ascendant/Descendant 直系尊属・卑属 …Parents, Grandparents, Children, Grandchildren 父母、祖父母、子、孫等 |
| | Details 詳細 | <input type="checkbox"/> Birth 出生・() ~ Death 死亡・() <input type="checkbox"/> Parent & Child 親子・Husband & Wife 夫婦・_____ Proof of Relationship _____'s 関係を証明 |

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| Number of Copies Required 何を何通必要ですか | Family Register 戸籍 | Certification of everyone's information 全部事項証明 (# of copies) _____ 通 Selected individual's info. 個人事項証明 (# of copies) _____ 通 | Partial Certification 一部事項証明書 (# of copies) _____ 通 Identification/Proofs 身分証明書 (# of copies) _____ 通 |
| | Removal of family name from register 除籍 | Certification of everyone's information 全部事項証明 (# of copies) _____ 通 Selected individual's info 個人事項証明 (# of copies) _____ 通 | Acceptance Certificate (Birth・Death・Marriage・Divorce) 受理証明書 (# of copies) _____ 通 Date of Submission 年 月 日届出 Certificate of Registered Matters (Birth・Death・Marriage・Divorce) 記載事項証明書 Date of Submission 年 月 日届出 (# of copies) _____ 通 |
| | Original Family Register 原戸籍 | Certification of everyone's information 全部事項証明 (# of copies) _____ 通 Selected individual's info. 個人事項証明 (# of copies) _____ 通 | <input type="checkbox"/> Certificate of Single Status 独身証明書 <input type="checkbox"/> Other () _____ 通 |

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| Reason for request 請求理由等 | 【If relationship is listed as "other", please give reasons for the request (see reverse side for details)】 |
| | 【Reduction or exemption of fees for public pension benefits (In the case of a third-party claim, it also serves as the reason for the claim.)】 Pension Type 年金種別 (Unpaid 未支給・Surviving Family Member's Pension 遺族・Company Welfare Pension 厚生・National Pension 国民) 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・Individual who requested the document 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).
 ※See reverse side for examples where a power of attorney is not required.

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| 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 明・大・昭・平・令 年 月 日生 | |

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| 減免根拠 本人確認書類 | 手数料条例 第5条 第1項 第 _____ 号 免・バ・在・番・住・保・聞・その他 () | |
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Please note the following:

請求に当たっての注意事項

Please inquire separately for the Acceptance Certificate and Certificate of Registered Matters.

■ 受理証明書、記載事項証明書については、別途お問合せください。

- Identification documents of the person applying at the counter (either 1 or 2 below)
 - 1 Licenses, permits, certificates, etc. with photo issued by govt.
 - "My Number" card, Basic Resident Registration Card, passport, driver's license, etc.
 - 2 If you cannot provide the above, please provide one of the items from list 1 and one of the items from list 2 OR two items from list 1.
 - ① Health insurance card or nursing care insurance card, various pension certificates, etc.
 - ② Student ID card, corporate-issued ID card, etc. with photo

※ If you cannot provide 1 or 2 above, please contact us.
 - 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 within 3 months of issuance
(If you cannot provide these 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. issued within the last 3 months

※ If you are requesting your own family register, etc. from your spouse or a lineal ascendant/descendant and the relationship can be confirmed with the family register of the city, 1 and 2 above are not required (except for identification/proofs).
 - The following are required when a corporate representative requests a family register, removal of name from family register, or original family register:
 - Power of attorney prepared by a representative of the corporation
 - Certificate of eligibility of the representative of the corporation
 - Reason for request to be stated when a third party requests a family register, removal of name from family register, or original family register
 - 1 When making a request for the exercise of rights or the performance of obligations
 - Please describe in detail the cause or nature of the rights or obligations and the reason why confirmation of the family register, etc. is required to exercise the rights or fulfill the obligations.
 - 2 When submitting to national or local government agencies
 - Please state the name of the national or local government agency submitting the family register, etc.
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 family register and other information and the reason why such use is necessary.

※ If the reason for the request is not clear from the information provided in the request form, we may request that you provide documentation.

※ Identification/proofs and certificates confirming one's single status cannot be requested by third parties.
 - Penalties for family registers, removal of names from family registers, and original family registers
 - Any person who has received a family register, etc. by deception or other wrongful means shall be subject to a penalty (a fine of up to 300,000 yen).
- ※ Please contact us if you have any questions.
※ The personal information provided will not be used for any purposes apart from these procedures.

June, 2021