

1. ADMINISTRATION SERVICES

(1) RESIDENT REGISTRATION

① Resident Registration Div. (Reception Sec.)/*Shiminka Uketsuke kakari*
☎055-934-4721

All persons who live in Japan must register at the local municipal office where they live. Go through procedure at the Resident Registration Division (*Shiminka*) when you move into Numazu city.

Foreign residents who have Resident Cards (*Zairyu Card*)/Special Permanent Resident Certificate (*Tokubetsu Eijusha Shomeisho*) must register as well.

○Moving-in to Numazu from foreign country

Filing period: within 14 days from the day you move in

Person to report: self/ householder (*Setainushi*)

Requirements:

Passport

Resident Card (*Zairyu Card*)/Special Permanent Resident Certificate (*Tokubetsu Eijusha Shomeisho*) if you have

Any documents to confirm the new address where you live

○Notification of Moving-in (*Tennyu todoke*) to Numazu from another city in Japan

Filing period: within 14 days from the day you move in

Person to report: self of householder (*Setainushi*)

Requirements:

Resident Card (*Zairyu Card*)/Special Permanent Resident Certificate (*Tokubetsu Eijusha Shomeisho*)

Certificate of Moving-out (*Tenshutsu Shomeisho*)

(You can get this paper from the municipal office where you lived before.)

Following items that you have

- "My number card(individual number card)"(*Kojin Bango Card*)
- Basic Resident Registration Card (*Jumin Kihon Daicho Card*)
- Seal (*Inkan/hanko*)

○Notification of moving-out (*Tenshutsu Todoke*) from Numazu city to another

Filing period: within 14 days before/after you move out

Person to report: self or householder

Requirements

Resident Card (*Zairyu Card*)/Special Permanent Resident Certificate (*Tokubetsu Eijusha Shomeisho*)

Following items that you have

- "My number card(individual number card)"(*Kojin Bango Card*)
- Basic Resident Registration Card (*Jumin Kihon Daicho Card*)
- National Health Insurance Card (*Kokumin Kenko Hokensho*)
- National Health Insurance Recipient Card for Seniors (*Kokumin Kenko Hoken Korei Jukyushasho*)

- National Health Insurance Card for the latter-stage elderly(*Koki Koreisha Iryoh Hihokensyasho*)
- Nursing care insurance card (*Kaigo Hoken Hihokenshasho*)
- Numazu Citizen's Card(*Numazu Shimin Card*)/Seal Registration Card (*Inkan Torokusho*)
- Seal (*Inkan/hanko*)

*After you receive the “Certificate of Moving-out (*Tenshutsu Shomei*)”, bring it to the municipal office where you will live.

*The person needs to bring something to confirm your identity such as residence card, passport and so on.

*In case the attorney does this procedure, he/she needs the letter of proxy. Please contact each section for details. Sample of POWER OF ATTORNEY...see page 46

○Place and necessary procedure for moving

Type of procedure	Where and what to do	Reference page
Notification of moving-in Notification of moving in/out Notification of moving-out	Resident Registration Division (<i>Shimin ka</i>) Citizen's Registration Office in local areas (<i>Shimin Madoguchi Jimusho</i>)	01
Seal Registration (<i>Inkan Toroku</i>)		05
National Pension (<i>Nenkin</i>)		14
National Health Insurance	○Change of address and enrollment of health insurance at the National Health Insurance Div./Citizens' Registration Office in local area. ○Payment and cancellation at the National Health Insurance Div. (<i>Kokumin kenko Hokenka</i>)	08
Late-stage Medical Care for the elderly (<i>Koki Koreisha Iryo</i>)	National Health Insurance Div. (<i>Kokumin kenko Hokenka</i>)	12
Identification booklet for the disabled person (<i>Shogaisha Techo</i>)	Handicapped person's Welfare Div. (<i>Shogai Fukushima</i>)	18
Child's Allowance (<i>Jido Teate</i>)	Child-Rearing Family Welfare Div. (<i>Kodomo Kateika</i>)	25
Medical Expense Subsidy for Children (<i>Kodomo Iryohi Josei</i>)	Child-Rearing Family Welfare Div. (<i>Kodomo Kateika</i>)	24

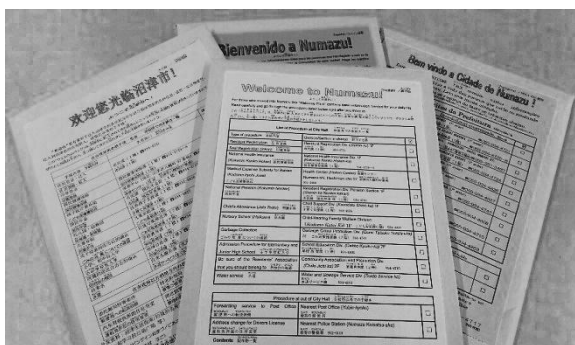
Type of procedure	Where and what to do	Reference page
Nursery School(<i>Hoikuen</i>)/ Kindergarten(<i>Yochien</i>)	Child Support Div. (<i>Kosodate Shienka</i>)	27
Elementary school / Junior High School	School Education Division (<i>Gakko Kyoikuka</i>)	28
Municipal Housing (<i>Shiei Jutaku</i>)	Public Housing Repair and Maintenance Div. (<i>Jutaku Eizenka</i>)	31
Electricity	Tokyo Electric Power Co. Inc., Customer Center (<i>Tokyo Denryoku Customer Center</i>) ☎0120-995-901 Hour : Monday-Saturday 9:00~17:00 (Sunday and national holidays are closed.)	43
Gas	○City gas Shizuoka Gas Co., Ltd, Customer Contact Center (<i>Shizuoka Gas Okyakusama Contact Center</i>) ☎0570-020-161 ○Propane Gas Call your gas company and tell your address and date when you want to use/stop the gas.	42
Water Service	○Moving in from another city to Numazu Fill out the “application for water supply*” and send it by mail (stamp is not necessary.) *It is supposed to be at the entrance or mailbox. ○ Moving within the city/moving out from Numazu to another city. Call Water Service Div. (<i>Suido sabisu-ka</i>) ☎055-934-4853 Inform your “address” or “identification number of water meter” up to 3 days before you are moving.	—

Type of procedure	Where and what to do	Reference page
Garbage	○Dividing up and throwing out garbage Refer to the “Guidebook of how to put out garbage” ○Garbage Collection Day Refer to the “Annual calendar of garbage collection.” You can have it in foreign languages at the Clean Center Management Div.(<i>Clean Center Kanrika</i>) / the Environmental Policy Div.(<i>Kankyo Seisakuka</i>).	30

Type of procedure	Where and what to do	Reference page
Driver's License	Numazu Police Department (<i>Numazu Keisatsusho</i>) ☎055-952-0110 Tobu Driver's Licensing Center (<i>Tobu Unten Menkyo Center</i>) ☎055-921-2000	43
Mail Service	○Forwarding service Mail sent to the previous address can be forwarded to new address for a year. Submit the copy of the “notification of moving-out” to the nearest post office.	—

You can have a “Welcome Bag”

The city provides the “Welcome Bag” to people who move in Numazu, which contains the guide and useful information for living in Numazu. People can have one at the Regional Autonomy Division (*Chiiki Jichi ka*).



<Contents>

- LIVING IN NUMAZU(this booklet)
- Guidebook of how to put out garbage for foreign residents
- Earthquake and Tsunami Response Manual
- Leaflets about Japanese classes etc.

(2)“MY NUMBER (Individual number)”

① Resident Registration Division (Reception Section) / *Shiminka Uketsuke kakari*
☎055-934-4721

“My number (individual number)” is 12-digit numbers assigned to all single residents living in Japan.

It is used in the fields of social security such as tax and employment insurance.

▼Sample of “Individual Number Card(*Kojin Bango Card*)”



Issued to:	Person who applied the “Individual Number Card”
What is it like?	Plastic card with IC chip.
Personal data:	Individual number, photo, name, address, date of birth, gender and expiration date.
Others	It could be the identification, and people can use it for online tax return etc.

○Information about the “Individual Number (My Number)” is available in foreign languages on the following websites or you can call for more details.

Cabinet Office, Government (*Naikaku Kanbo*)

<http://www.cas.go.jp/jp/seisaku/bangoseido/otherlanguages.html>

J-LIS

<https://www.kojinbango-card.go.jp/>

(3) SEAL REGISTRATION (*Inkan Toroku*)

① Resident Registration Division (Reception Section)/*Shimin ka Uketsuke kakari*

☎055-934-4721

The seal (“*Inkan*” or “*Hanko*”) is used in Japan in the same way as signatures are in other countries, and the seal registered at the City Hall called a registered seal (*Jitsuin*) is required depending on procedures.

○Who can register a seal?

Persons aged 15 and older who register in Numazu city

○The seal that can be registered

Handmade seal

(A seal for registration can’t be mass-produced by machine.)

You can register in alphabets and the following method.

<To register the seal in Kanji/ Katakana>

KANJI: Those who have resident card and others with name in Kanji.

Those who have registered their residency with an alias (*Tsusho*) in Kanji.

KATAKANA: Those who have registered their residency with Katakana.

◆ Requirements

Any documents to confirm your identification such as Resident Card (Zairyu Card)/Special Permanent Resident Certificate (*Tokubetsu Eijusha Shomeisho*)

*Please contact us for details about registering an alias (*Tsusho*) and with Katakana.

○How to register

◆ Immediate issuance at City Hall/ Resident Registration Office

Person to apply: the person himself/herself

Requirements: Seal to register

Photo identification (Residence Card etc.)

Fee: 300 yen for registration, 300 yen for the certificate of seal registration

- ◆ When the applicant can't come and apply in person
 - First, the applicant writes the “Notification of Appointment of Proxy (*Dairinin Sennin Todoke*)” and give it to a representative.
 - *“Notification of Appointment of Proxy (*Dairinin Sennin Todoke*)”
 - See page 48
 - The representative brings the above paper to City Hall or Resident Registration Office.
 - Later, City Hall send the “inquiry form (*Shokaisho*)”to the applicant by mail.
 - The applicant himself/herself brings the “inquiry form (*Shokaisho*)”to City Hall or the citizens' information office to pick up the Seal Registration Card (*Inkan Toroku Sho*).
 - If the applicant is not be able to come in person, he/she fill in the “Inquiry form (*Shokaisho*)”and give it to the representative.
 - The representative brings the following things to City Hall or citizens' information office and receive the Seal Registration Card (*Inkan Toroku Sho*).
 - Inquiry form (*Shokaisho*) from City Hall
(It should be completed by the applicant in person.)
 - Seal (*Inkan*) for registration
 - Applicant's ID (Resident Card etc.)
 - the representative's seal

○Seal Registration Card (*Inkan Toroku Sho*)

- ▼Seal Registration Card (*Inkan Toroku Sho*)/ Citizen's Card(*Shimin Kado*)



You can't request the Certificate of Seal Registration (*Inkan Shomeisho*) without this card.

- *To apply for the Certificate of Seal Registration (*Inkan Toroku Shomeisho*), bring your Seal Registration Card (*Inkan Toroku sho*)/Citizen's Card (*Shimin card*), not the registered seal (*Jitsuin*).
- *The Certificate of Seal Registration (*Inkan Toroku Shomeisho*) can be issued to the person who presents the Seal Registration Card (*Inkan Toroku sho*)/Citizen's Card (*Shimin card*). Therefore, keep the card and registered seal safe at home.

(4)KOSEKI AND VARIOUS CERTIFICATES

① Resident Registration Division, Koseki Section (Shimin ka, Koseki Kakari)

☎055-934-4722

Koseki is a record of a person's history from birth to death for Japanese citizens only. Even if foreign residents have no *Koseki*, those who register in Numazu city must report a person's birth and death to City Hall and their own country.

When you apply for *Koseki* of your family and other certificates etc. for a visa, see the lists on page 35.

○Birth Registration (*Shussho Todoke*)

Reporting period: within 14 days from the date of child birth

Person to report: Father or mother

Requirements:

Birth Certificate (*Shusso Todoke*) issued from a hospital

Maternal and child health handbook

Parents' residence cards or special permanent resident certificates

Parents' passports

Marriage certificate/ Certificate of Legal Capacity to Contract Marriage (*Dokushin Shomeisho*) for Mother

Links:

Registration to the own country...Contact each consulate

VISA...See page 43

Health Insurance (*Kenko Hoken*)...See page 8

Lump-sum allowance for childbirth and nursing (*Shussan Ichijikin*)...See page 11

Child allowance (*Jido Teate*)...See page 25

○Death Notification (*Shibo Todoke*)

Reporting period: within seven days from the day person recognized one's death.

Person to report: Relatives or person involved

Requirements:

Death Notification (*Shibo Todoke*)

Seal

Links:

Registration to the own country...Contact each consulate

VISA...See page 43

○Marriage Registration (*Konin Todoke*)/ Divorce Registration (*Rikon Todoke*)

Person to report: Husband and wife

Requirements:

Necessary documents are different depending on their nationalities and/or the situation. It might be not able to go through procedure at City Hall according to the law of their countries. Please inquiry for more details.

2. HEALTH INSURANCE/ PENSION/ TAXES

(1)HEALTH INSURANCE SYSTEM

All residents in Japan must enroll in Health Insurance and pay the insurance premium. Foreign residents who register in the city are the same. People have to pay 100% medical expenses without the health insurance.

Social Health Insurance (<i>Shakai Hoken</i>)	
Eligible person	Employees of company
Insurance contribution	30%, 20% of medical expenses (depending on the age etc.)
Insurance premiums	It depends on the income of the employee. Pay evenly by both the employer and employee.
Where to apply	Working place *Please ask your working place.

National Health Insurance (<i>Kokumin Kenko Hoken</i>)	
Eligible person	Persons who do not have the health insurance from their working place.
Insurance contribution	30%, 20% of medical expenses (depending on the age etc.)
Insurance premiums	It depends on the family income, properties and number of the family.
Where to apply	National Health Insurance Division (<i>Kokumin Kenko Hokenka</i>) ☎055-934-4725

Medical Insurance System for the Elderly (<i>Koki Koreisha Iryo Seido</i>)	
Eligible person	All persons aged 75years and older (those between 65 years and older with certain disabilities)
Insurance contribution	10% or 30% of medical expenses
Insurance premiums	It depends on the income of the previous year of the enrolled member. It's calculated per capita.
Where to apply	National Health Insurance Div., Medical Care for the Elderly Section (<i>Kokumin Kenko Hokenka, Koreisha Iryo kakari</i>) ☎055-934-4728

(2)NATIONAL HEALTH INSURANCE (*Kokumin Kenko Hoken*)

① National Health Insurance Division (*Kokumin Kenko Hokenka*) ☎055-934-4725

○When to enroll in National Health Insurance

◆When you move into Numazu

Requirements :

“Certificate of moving-out (*Tenshutsu Shomeisho*)” issued from the city hall where you lived before.

Resident Cards (*Zairyu Card*)/Special Permanent Resident Certificate (*Tokubetsu Eijusha Shomeisho*)

Seal (*Hanko/Inkan*)

Any documents with "My number (individual number)".

◆When you withdraw the social health insurance (*Shakai Hoken*).

Requirements :

A document to prove withdrawal from Social Health Insurance (*Dattai Renrakuhyo*).

Resident Cards (*Zairyu Card*)/Special Permanent Resident Certificate (*Tokubetsu Eijusha Shomeisho*).

Seal (*Hanko/Inkan*)

Any documents with "My number (individual number)."

◆When you are not covered by Social Health Insurance of your spouse.

Requirements :

A document to prove withdrawal from Social Health Insurance (*Dattai Renrakuhyo*).

Resident Cards (*Zairyu Card*)/Special Permanent Resident Certificate (*Tokubetsu Eijusha Shomeisho*).

Seal (*Hanko/Inkan*)

Any documents with "My number (individual number)."

◆When you have a baby

Requirements :

Maternal and Child Health Handbook

National Health Insurance Card

Resident Cards (*Zairyu Card*)/Special Permanent Resident Certificate (*Tokubetsu Eijusha Shomeisho*)

Seal (*Hanko/Inkan*)

Any documents with "My number (individual number)"

○When you withdraw the National Health Insurance

◆When you move out of Numazu city/return to your own country without a re-entry permit.

Requirements :

National Health Insurance Card

Resident Cards (*Zairyu Card*)/Special Permanent Resident Certificate (*Tokubetsu Eijusha Shomeisho*)

Seal (*Hanko/Inkan*)

Any documents with "My number (individual number)"

◆When you join the Social Health Insurance at your workplace/covered by the Social Health Insurance of your family.

Requirements :

Social Health Insurance Card/the document to prove that you join the Social Health Insurance (*Kanyu Renrakuhyo*)

National Health Insurance Card

Resident Cards (*Zairyu Card*)/Special Permanent Resident Certificate (*Tokubetsu Eijusha Shomeisho*)

Seal (*Hanko/Inkan*)

Any documents with "My number (individual number)"

◆When the person died

Requirements :

A document to prove the person's death

National Health Insurance Card

Resident Cards (*Zairyu Card*)/Special Permanent Resident Certificate (*Tokubetsu Eijusha Shomeisho*)

Seal (*Hanko/Inkan*)

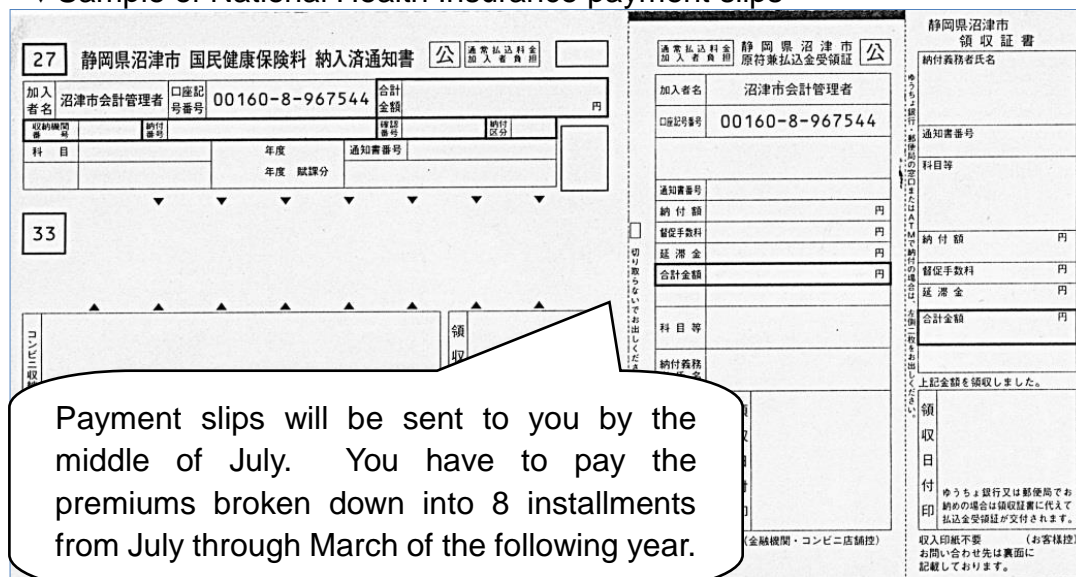
Any documents with "My number (individual number)"

▼Sample of National Health Insurance Card (*Kokumin Kenko Hokencho*)



The color of the card changes every year.

▼Sample of National Health Insurance payment slips



Payment slips will be sent to you by the middle of July. You have to pay the premiums broken down into 8 installments from July through March of the following year.

*If it's hard for you to pay the insurance premium by the deadline, consult the National Health Insurance Division on your payment. It opens at night/on Sunday sometimes for the consultation. Please contact us for more details.

① National Health Insurance Division (*Kokumin Kenko Hokenka*) ☎055-934-4727

○Kinds of Benefits for National Health Insurance Affiliate

① National Health Insurance Division (*Kokumin Kenko Hokenka*) ☎055-934-4725

*You should ask your workplace about the benefits for Social Health Insurance Affiliate.

◆Lump-sum allowance for childbirth and nursing (*Shussan Ikuji Ichijikin*)

Contents:

A person who enrolls in the National Health Insurance and gives a birth in 85 days and after (including stillbirth, premature birth, and miscarriage.)

The lump-sum allowance for childbirth benefit is directly paid from City Hall to a hospital as a general rule (*Chokusetsu Shiharai Seido.*)

Benefit's amount : 420,000 yen (as of the fiscal year 2020)

Others:

Even if the person has a baby in another country, she is eligible to receive the benefit if she is enrolled the National Health Insurance.

*Please inquiry for the details.

◆Lump-sum funeral allowance (*Sosaihi*)

Contents: When the person covered by National Health Insurance dies, a lump-sum funeral allowance will be provided to the person who had a funeral.

Amount: 50,000 yen (as of the fiscal year 2020)

Requirements:

Death Certificate

National Health Insurance Card of the deceased

Resident Cards (*Zairyu Card*)/Special Permanent Resident Certificate (*Tokubetsu Eijusha Shomeisho*)

Seal (*Hanko/Inkan*)

A bankbook of the mourner

◆High Cost Medical Expenses Benefits (*Kogaku Ryoyohi*)

Contents: The total co-payment of the medical expenses exceeds the specified amount for the month, the amount exceeding maximum copayment will be refunded.

The amount of maximum copayment changes according to age and income.

Eligible persons will be notified by the City Hall.

*Please inquiry for the details.

◆Eligibility Certificate for Ceiling-Amount Application (*Gendogaku Tekiyo Ninteisho*)

If the insured person brings this certificate to the hospital, your payment at the hospital will be no more than the specified amount. However, if the person is behind on his/her bills, the certificate will not be issued. *Please inquiry for the details.

◆Overseas Medical Expenses (*Kaigai Ryoyohi*)

Contents:

In case the person who has the National Health Insurance Card receives medical treatment out of Japan, he/ she can be refunded in some cases (except when the person goes abroad for the purpose of receiving medical treatment.)

*Please inquiry for the details.

Requirements:

Attending Physician's Statements (with Japanese translation)

Itemized Receipts at hospital (with Japanese translation)

National Health insurance Card

Passport

Original receipts of medical expenses paid to the overseas medical institution (and its Japanese translations)

Agreement of Authorization*

Resident Cards (*Zairyu Card*)/Special Permanent Resident Certificate (*Tokubetsu Eijusha Shomeisho*)

Seal (*Inkan*)

Bank book of the householder

*There is a format in the National Health Insurance Division (*Kokumin Kenko Hokenka*), and also it is possible to download the formats from the city's website.

◆Special Health Checkups (*Tokutei Kenko Shinsa*)

Contents:

An insured person aged 40 years and older can receive the specific health checkup and advice. (A ticket will be sent for the eligible persons.)

*See page 20

(3)Late-Stage Medical Care System for the Elderly (*Koki koreisha Iryo Seido*)

① National Health Insurance Division (*Kokumin Kenko Hokenka*) ☎055-934-4728

All persons over 75 years old (plus those over 65 years old and have a particular disability) will renounce the National Health Insurance (*Kokumin Kenko Hoken*) or Social Health Insurance (*Shakai Hoken*), and join the “Medical Insurance System for the Elderly(*Koki koreisha Iryo Seido*).” Please contact us for more details.

▼Sample of the Insurance Card for the elderly (*Koki koreisha Iryo Hihokenshasho*)

後期高齢者医療被保険者証	
有効期限	
被保険者番号	
住所	
氏名	
生年月日	
資格取得年月日	
発効期日	
交付年月日	
一部負担金の割合	
保険者番号並びに保険者の名称及び印	静岡県後期高齢者医療広域連合 公印

The color of the insurance card changes every year.

▼Sample of Health Insurance payment slips for the elderly

静岡県後期高齢者医療保険料納入通知書兼領収証書

納期限

下記の金額を納期限までに沼津市指定(代理)又は収納代理金融機関へ納めてください。

様

通知書番号	納入額
領収日付印	督促手数料(+)
	延滞金(+)
	合計

本書のとおり領収しました。沼津市指定(代理)又は収納代理金融機関

特別会計(後期高齢者医療)

静岡県後期高齢者医療保険料 納入通知書 (14頁)

業務年度 期別 通知書番号 納入額

13

領収日付印

本書のとおり領収しましたから通知します。
沼津市会計管理者宛
沼津市指定(代理)又は収納代理金融機関

延滞金

督促手数料

【沼津市】特別会計(後期高齢者医療) この用紙は金融機関で受取りますので、もしも領収書たりないでください。

Insurance premiums are deducted from the pension or paid by payment slips. The payment slips will be sent around August.

静岡県後期高齢者医療保険料納入通知書兼領収証書

納期限

下記の金額を納期限までに沼津市指定(代理)又は収納代理金融機関へ納めてください。

様

本書の金額を裏面記載の金融機関等へ納めてください。

特別会計(後期高齢者医療)

静岡県後期高齢者医療保険料 納入通知書

納期限

業務年度 期別 通知書番号 納入額

13

領収日付印

本書のとおり領収しましたから通知します。
沼津市会計管理者宛
沼津市指定(代理)又は収納代理金融機関

延滞金

督促手数料

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*If it's difficult to pay the insurance premium, please consult the National Health Insurance Division. For more information, please contact us.

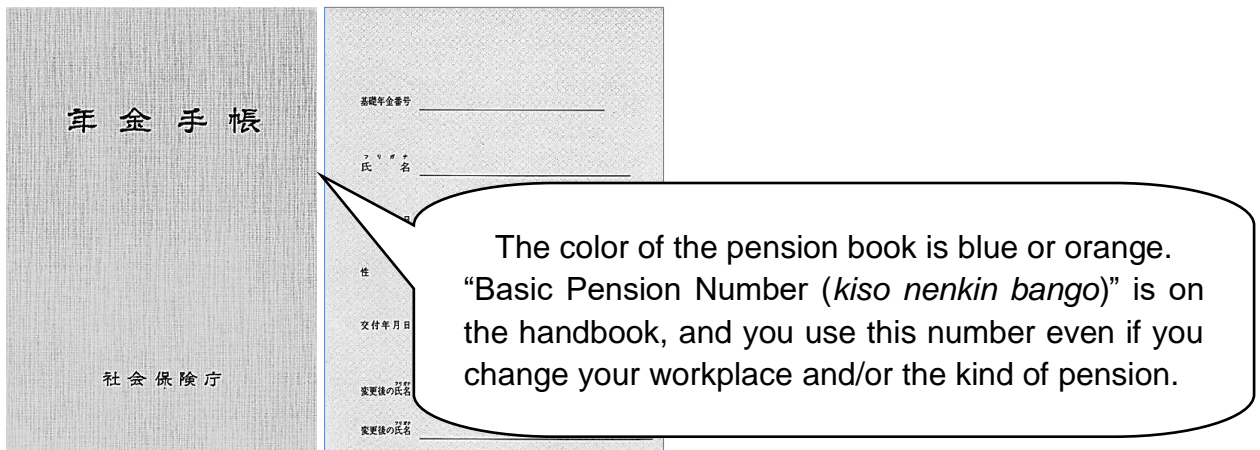
(4)PENSION SYSTEM

All residents in Japan aged 20 years old must join the pension system, pay the pension premiums. Foreign residents who register in Japan must join this system as well. This is a system that guarantees a stable livelihood when you retire at the mandatory retirement age or become disabled through sickness or injury.

Employees' Pension (Kosei Nenkin)	
Eligible person	Employee
Pension premium	It depends on the income of the employee Pay evenly by both the employer and employee
Where to proceed	Workplace *Please ask your employer for the details.

National Pension (<i>Kokumin Nenkin</i>)	
Eligible person	Persons who live in Japan and aged between 20 and 59 years old.
Pension premium	Fixed amount (Reference : 16,540yen/month in fiscal 2020)
Where to proceed	Resident Registration Div., National Pension Section. (<i>Shiminka Kokumin Nenkin kakari</i>) ☎055-934-4724

▼Sample of Pension Handbook (*Nenkin Techo*)



(5)National Pension

①Resident Registration Div., National Pension Section (*Shiminka Kokumin Nenkin kakari*) ☎055-934-4724

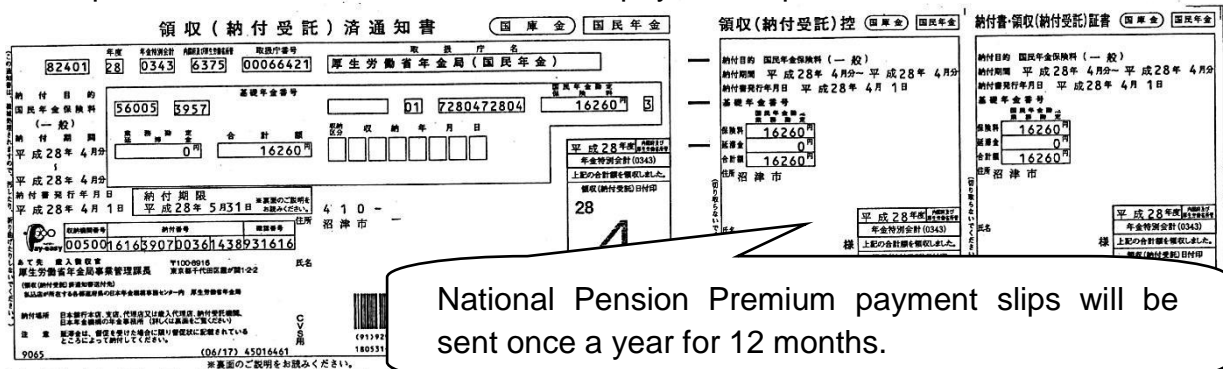
People have to pay the pension premium for the National Pension/ Social Pension for a certain period of time to receive the pension in the future (included the exemption and grace period). *Please contact us for the details.

○Pension Premium Exemption and Postponement System

If you have difficulty paying pension premium, you can apply for the exemption from payments. According to the amount of the previous year's income, all or part of the pension premium will be excused (*Menjo seido*).

People under 50 years old can apply for postponement of the payment (*Nofu yuyo seido*.) Students can apply for the "Special Payment System for Students (*Gakusei nofu tokurei seido*)."

▼Sample of the National Pension Premium payment slips



○Pay-out of Pension

① Japan Pension Service, Numazu Pension Office (*Nihon Nenkin Kiko Numazu Jimusho*) ☎ 055-921-2201/ Resident Registration Div., National Pension Section (*Shiminka Kokumin Nenkin kakari*) ☎ 055-934-4724

People who paid the pension premium for the designated period can request the benefits when they reach 65 years old.

People who reach 60 years old can also request the benefits if they would like to before reaching 65, but the amount of benefits would be reduced.

*For more information, please contact us.

Website of the JAPAN PENSION SERVICE

○ You can see the leaflet about the pension system in foreign languages.

<https://www.nenkin.go.jp/international/index.html>

<https://www.nenkin.go.jp/international/pamphlet/english/index.html>

○Lump-sum Withdrawal Payments (*Dattai Ichijikin*)

① Japan Pension Service, Numazu Pension Office (*Nihon Nenkin Kiko Numazu Jimusho*) ☎ 055-921-2201/ Resident Registration Div., National Pension Section (*Shiminka Kokumin Nenkin kakari*) ☎ 055-934-4724

Foreigners who stay in Japan for a short time can request reimbursement within two years from the date you left Japan. A maximum of five years' worth of payments will be returned to you.

◆ Conditions

Non-Japanese

Persons who paid Social Pension/ National Pension premiums for six months or more.

Persons who don't have residency in Japan.

Persons who are not qualified to receive pension benefits.

*For more information, please contact us.

(6) TAXES

○ Taxes for paying to the city

◆ Residential tax (*Shikenminzei*)

① City Tax Division (*Shiminzei ka*) ☎ 055-934-4735・4736

Person to pay:

Residential tax is imposed on the basis of the previous year's income by City Hall where the taxpayer is living as of January 1st.

How to pay:

① Special Collection (*Tokubetsu Choshu*) :

In case of employees, it will be deducted directly from your salary, and company will pay. It is split into 12 times from June through May of the following year.

② Normal Collection (*Futsu Choshu*) :

People except ① mentioned above will receive the payment slips from the city, and pay in four times: June, August, November and January of the following year.

◆Light motor vehicle tax (*Keijidosha zeī*) (Category-based) (*Shubetsu wari*)

① City Tax Division (*Shiminzei ka*) ☎055-934-4734

Person to pay:

All persons who own motorized bicycles (125cc or less), two-wheeled light motor vehicles (126cc-250cc), two-wheeled motor vehicles (251cc-2000cc) and light cars (660cc or less) as of April 1st are levied by the city.

How to pay: Pay it in June with the payment slip sent from the city by mail.

◆Property tax (*Kotei shisan zeī*)

① Property Tax Division (*Shisanzei ka*) ☎055-934-4737・4738・4739

Person to pay:

All persons who own land, houses or depreciable property as of January 1st are levied by the city.

How to pay: The payment slip is sent to the land owner by the city (property tax "*Kotei shisan zeī*" and city planning tax "*Toshi keikaku zeī*".)

Payments are made in four installments: April, July, October and December.

* You can pay at any banks within the city, post office, and convenience stores with payment slips. You can make a bank transfer as well. Please contact us for details.

▼Sample of tax payment slips

The image shows two sample tax payment forms. The left form is a '納付(納入)済通知書' (Payment Confirmation Slip) from the Shizuoka City Accounting Office. It includes fields for '加入者名' (Addressee Name), '口座記号番号' (Account Number), '合計金額' (Total Amount), '年度' (Fiscal Year), and '課税分' (Taxable Amount). A callout box points to the '税目' (Tax Item) field with the text 'The type of taxes is written here.' The right form is a '領収証書' (Receipt Certificate) from the same office, containing fields for '加入者名', '口座記号番号', '通知書番号', '税額' (Tax Amount), '督促手数料' (Collection Fee), '延滞金' (Penalty), and '合計金額'. It also includes a section for '領収日付印' (Receipt Date Stamp) and a note about the receipt stamp.

*If you have difficulty to pay the taxes by the due date, contact the Tax Collection Division (*Nozei kanri ka*). You can consult on your payment at night sometimes. Please contact us for more details.

① Tax Collection Division (*Nozei kanri ka*) ☎055-934-4732

○Other important taxes

◆Income tax (*Shotoku ze*)

① Numazu Tax Office (*Numazu Zeimusho*) ☎055-922-1560

Person to pay:

It is national tax, and all persons who have income every year from January 1 to December 31.

How to pay:

① Self-employed persons have to file their tax return (*Kakutei shinkoku*) at the Tax Office by the middle of March and pay income tax.

② In case of employees, it is deducted from their monthly income, and the employer usually makes a year-end adjustment for employees (*Nenmatsu Chosei*) in December.

◆Vehicle Tax (*Jidosha ze*)

① Shizuoka Prefectural Taxation Office, Numazu Office (*Shizuoka ken Numazu Zaimu Jimusho*) ☎055-920-2019

Person to pay:

It is prefectural tax, and all persons who own a car as of April 1st must pay vehicle tax.

How to pay: Pay the vehicle tax in May with the payment slip sent from prefecture by mail.

*Please contact each office for any questions about income tax and vehicle tax.

3.WELFARE, MEDICAL CARE AND HEALTH

(1)WELFARE

○Long-Term Nursing Care Insurance (*Kaigo Hoken*)

① Nursing Care Division (*Kaigo Hokenka*) ☎055-934-4836

This is the insurance system for providing nursing care (care prevention) services to persons who need support for their daily life or long-term care in the case that they are bed-ridden or suffering from dementia.

Person to pay	All persons over 40 years old included foreigners registered in the city.
Insurance premium	It depends on the previous year's income of the insured person.
How to pay	①Persons aged between 40 and 64 Pay the premium for the long-term nursing care you're your health insurance premium. ②Persons aged 65 years and older Billing statements will be sent from the city, while the premium is deducted from pension for pension recipients.
Others	*There will be no refund in the event that you return to your home country.

◆How do you receive the services?

Persons will be examined by the Nursing Care Division as to their condition or what level of care (care prevention) they need in advance. For more information, please contact us.

○Social Welfare

① Numazu Consultation Center for Independence Support Center (*Numazu shi Jiristu Sodan Shien Center*) ☎055-922-1620 (Numazu shi Hinode cho 1-15 2F Sun-Wel Numazu)

◆You can consult on problems in everyday life (economic problem and work etc.) Bring someone who can speak Japanese.

① Social Welfare Division (*Shakai Fukushi ka*) ☎055-934-4822

◆You can consult on problems in everyday life (domestic violence by spouse etc.)
See page 37

○Welfare Service for Persons Disabilities

① Handicapped Person's Welfare Division (*Shogai Fukushika*) ☎055-934-4829

◆It is possible to apply for Identification Booklet for the physically disabled person (*Shintai shogaisha techo*) and Rehabilitation Service (*Ryoiku techo*)

○Social Welfare for aged person

① Longevity Welfare Division (*Choju Fukushika*) ☎055-934-4865

◆You can consult on your problems or concerns that the elderly people and their family have. You can also get different kinds of information.

*Please see page 37 for other consultation.

(2)MEDICAL SERVICES

○Numazu City Hospital (*Shiritsu Byoin*)

Reception: 7:45~12:00 (11:00a.m. for anesthesiology)

Non-consultation day: Saturdays, Sundays, Holidays, Year-End and New Year's Holidays.

Numazu shi, Higashi Shijji, Aza Haru no Ki 550 ☎055-924-5100

○Heda Health Clinic (*Heda Shinryo jo*)

Reception: 8:00~12:00、14:00~17:00 (all the morning on Thursday and Saturday)

Non-consultation day: Sundays and Holidays

Numazu shi Heda 916-3 ☎0558-94-3720

○Nighttime Emergency Medical Center (*Yakan Kyukyu Iryo Center*)

Specialties: Internal medicine physician, pediatrician and surgeon

Hours: 20:30~7:00 on the following morning for weekdays.

18:00~7:00 on the following morning for weekends, national holidays and regular closing days included the holidays between Dec. 29 and Jan.3.

Numazu shi Hinode cho 1-15 Sun-Wel Numazu, East side of the 1st floor

☎055-926-8699

○Doctors on duty for emergency

①Daytime on holidays and regular closing days

Internal medicine physician, pediatrician and surgeon 8:00~18:00

Gynecologist, ophthalmologist, otolaryngologist, and dentist 8:00~17:00

②Saturday

Internal medicine physician, pediatrician and surgeon 12:00~18:00

③Nighttime on weekdays

Internal medicine physician, pediatrician and surgeon 17:00~21:00

*You can check the name, address and phone number of the doctors on duty from the Numazu Newsletters (*Koho Numazu*) and the following website.

○Japanese <http://www.city.numazu.shizuoka.jp/kyouryokui/index.htm>

○Foreign languages "Numazu Newsletter (*Koho Numazu*)"

English

http://www.city.numazu.shizuoka.jp/living_in/english/newsletter/index.htm

Chinese

http://www.city.numazu.shizuoka.jp/living_in/chinese/koho/index.htm

Spanish

http://www.city.numazu.shizuoka.jp/living_in/spanish/koho/index.htm

Portuguese

http://www.city.numazu.shizuoka.jp/living_in/portuguese/koho/index.htm

*Doctors on duty for emergency are subject to change. Please be sure to check by phone before visiting.

*See page 32

(3)HEALTH

○Various health checkups

① Numazu Health Center (*Hoken Center*) ☎055-951-3480

【For adults】

Special Health Checkup (<i>Tokutei Kenko shinsa</i>)	
Eligibility	Those who are enrolled the National Health Insurance (aged 40 years and older)
Place	Medical institutions offering the checkup etc.

Health Checkup (<i>Kenko shinsa</i>)	
Eligibility	Those who enrolled the Late-Stage Medical Care System for the Elderly.
Place	Medical institutions offering the checkup etc.

Checkup for prostate cancer (<i>Zenristusen gan kenshin</i>)	
Eligibility	Men aged 50 years and older
Place	Medical institutions offering the checkup etc.

Checkup for Lung Cancer (<i>Haigan kenshin</i>)	
Eligibility	Persons aged 40 years and older
Place	Medical institutions offering the checkup etc.

Checkup for stomach cancer (<i>Igan kenshin</i>)	
Eligibility	Persons aged 35 years and older
Place	Medical institutions offering the checkup etc.

Checkup for hepatitis (<i>Kanen virus kenshin</i>)	
Eligibility	Persons who have never undergone the checkup (aged 40 years and older).
Place	Medical institutions offering the checkup etc.

Checkup for Intestinal Cancer (<i>Daichogan kenshin</i>)	
Eligibility	Persons aged 40 years and older
Place	Medical institutions offering the checkup etc.

Checkup for Breast Cancer (<i>Nyugan kenshin</i>)	
Eligibility	Women aged 40 and older who have not undergone the breast cancer screening in the previous year.
Place	Medical institutions offering the checkup etc. *Women aged 40 years as of April 1 st can use the free coupon for the breast cancer screening (mammography.)

Exam of Uterus Cancer (<i>Shikyu keigan kenshin</i>)	
Eligibility	Persons aged 20 years and older
Place	Medical institutions offering the checkup etc. *Women aged 20 years old as of April 1 st can use the free coupon (for the uterus cancer screening.)

Tuberculosis Testing (<i>Kekkaku kenshin</i>)	
Eligibility	Persons aged 40 years and older
Place	Examination Van

Periodontal Disease Testing (<i>Shishubyo kenshin</i>)	
Eligibility	Persons aged 20 years and older
Place	Health Center(<i>Hoken Center</i>) etc.

*Please check and see the details about dates and contents for each exam.

*Refer to the “Numazu Health Guide.” You can get one at the Health Center (*Hoken Center*) or Resident Registration Division (*Shiminka*), Numazu City Hall.

【For children】

	Eligibility	Place
Health Consultation for 7-month-old babies	A notification will be sent to all eligible children.	Numazu Health Center (Numazu shi Hachiman-cho 97) ☎055-951-3480
Health Check-up for one-and-a-half-year-old children		
Dental Check-up for 2-year-old children		
Health Check-up for 3-year-old children		
Health Check-up for infants (4-month and 10-month-babies)	A registration card is attached to the Maternal and Child Health Handbook.	Medical institutions offering the checkup

*There are various consultations on health and classes for child care. Please contact us for more information.

○Vaccinations (*Yobo sesshu*)

① Numazu Health Center (*Hoken Center*) ☎055-951-3480

【For adults】

	Eligibility	Place
Influenza	①Persons aged 65 years and older A notification will be sent to all eligibility persons. ②Persons aged between 60 and 64 years and who want the vaccination, call the Health Center.	Medical institutions offering the checkup etc.

Pneumococcus	<p>①Persons aged over 65 years old who have not undergone the vaccination. A notification will be sent to all eligibility persons.</p> <p>②Persons aged between 60 and 64 years and who want the vaccination, call the Health Center.</p>	Medical institutions offering the checkup etc.
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【For children】

HIB (Haemophilus Influenzae Type B)		
When	1 st dose Two-month-old babies Booster 11-month-old babies	
Place	Medical institutions offering the vaccination etc.	

Streptococcus pneumonia (Shoni Haien kyukin wakuchin)		
When	1 st dose Two-month-old babies Booster 12-month-old babies	
Place	Medical institutions offering the vaccination etc.	

Rotavirus (Rota Uirusu wakuchin)		
When	Two-month-old babies	
Place	Medical institutions offering the vaccination etc.	

Hepatitis B (HBV) (B-gata Kanen wakuchin)		
When	Two-month-old babies	
Place	Medical institutions offering the vaccination etc.	

B C G		
When	Three-month-old babies	
Place	Medical institutions offering the vaccination etc.	

DPT-IPV (Diphtheria, Pertussis, Tetanus, and Polio)		
When	1 st dose of the 1 st term Three-month-old babies 1 st term booster One-and-a-half-year-old babies	
Place	Medical institutions offering the vaccination etc.	

MR (Measles and Rubella)		
When	1 st term One-year-old babies 2 nd term A year before elementary school (last year of preschool)	
Place	Medical institutions offering the vaccination etc.	

Varicella (Mizuboso)		
When	One-year-old babies	
Place	Medical institutions offering the vaccination etc.	

DT (Diphtheria and Tetanus)	
When	2 nd term 11-year-old children
Place	Medical institutions offering the vaccination etc.

Japanese Encephalitis (<i>Nihon noen</i>)	
When	1 st dose of the 1 st term Three-year-old babies 1 st term booster Four-year-old children 2 nd term Nine-year-old children
Place	Medical institutions offering the vaccination etc. Children born between April 2 nd , 1995 and April 1 st , 2007, and who want to vaccinate, call the Health Center (<i>Hoken Center</i>).

Cervical Cancer (<i>Shikyu Keigan</i>)	
When	School girl of the first grade of junior high school
Place	Medical institutions offering the vaccination etc.

*Vaccination tickets will be sent to all eligible children. If you lost the tickets, please come to the Health Center (*Hoken Center*) with the Maternal and children Health Handbook (*Boshi Kenko Techo*).

*Expiring date (municipal share) is different according to the type of vaccinations. Please check the date printed on the tickets.

*Please contact us for the details.

4. CHILD-RAISING

(1)MATERNAL AND CHILD HEALTH HANDBOOK (*Boshi Kenko Techo*)

① Numazu Health Center (*Hoken Center*) ☎055-951-3480

Once a doctor diagnosis you as a pregnant, you will receive the “Pregnancy Notification (*Ninshin todokede sho*)” from the hospital, then go and receive the Maternal and Child Health Handbook (*Boshi Kenko Techo*) at the Health Center (*Hoken Center*).

The Maternal and Child Health Handbook is the health report for mother and children recording their health conditions, child’s development and vaccinations. There are the handbooks in foreign languages.

(2)HEALTH CHECK-UP AND CONSULTATION FOR INFANTS, VACCINATION FOR CHILDREN Please see page 21 for details.

(3)SUBSIDIES

○Medical Expense Subsidy for Children
(*Kodomo Iryohi josei*)

① Child-Rearing Family Welfare Division (Kodomo Kateika) ☎055-934-4827

Eligibility: Children registered in Numazu City and enrolled in the Health Insurance Program.

Contents of subsidy: Children aged 0 years to the third year of high school are free of charge for copayments both outpatient and hospitalization.

*Standard obligation fee for meals is covered.

“Medical Expenses Beneficiary Certificate for Children (*Kodomo Iryohi Jukyusha-sho*)” is required to receive the subsidies.

Bring your child’s Health Insurance Card (*Kenko Hokencho*) and seal (*Inkan*) to the Child-Rearing Family Welfare Division (*Kodomo Kateika*) to apply for the “Medical Expenses Beneficiary Certificate for Children (*Kodomo Iryohi Jukyusha-sho*).” It is renewed in October of each year.

When you see a doctor, you must always present the “Medical Expenses Beneficiary Certificate for Children (*Kodomo Iryohi Jukyusha-sho*)” and the Health Insurance Card (*Kenko Hokencho*) to the reception desk.

*Please contact us for more information.


○Medical subsidy for nursing premature infant (*Mijukuji yoiku Iryohi josei*)

① Numazu Health Center (*Hoken Center*) ☎055-951-3480

Eligibility:

Children who are identified as premature babies by a doctor, and those children and parents must be registered in Numazu City.

▼Medical Expenses Beneficiary Certificate for children (*Kodomo Iryohi Jukyusha-sho*)

こども医療費受給者証		
公費負担番号	83220038	
受給者番号	000000000000	
〒410-8601 沼津市御幸町16 沼津 太郎		
見本 様		
受給者	氏名	沼津 花子 女
	生年月日	平成30年4月2日
有効期限	令和2年10月1日 から	
	令和3年9月30日 まで	
自己負担額	入院	無料
	通院	[食事療養費標準負担額も助成対象]
摘要		
令和2年10月1日		
		沼津市長 

Content of subsidy:

Medical expenses concerning treatment and hospitalization for premature babies would be subsidized until the treatment have completed.

*Please contact the hospital or Numazu Health Center for details.

(4)ALLOWANCES

① Child-Rearing Family Welfare Division (*Kodomo Kateika*) ☎055-934-4827

○Child's Allowance (*Jido teate*)

Eligibility:

A family who is bringing up children aged 15 years or younger and live in Japan.

Amount of allowance: 5,000 yen-15,000 yen per month

(It changes according to the age and number of children.)

Month of payment: October (June, July, August and September for 4 months)

February (October, November, December and January for 4 months)

June (February, March, April and May for 4 months)

Requirements:

Residence Card (*Zairyu Card*)/ Special Permanent Residents Certificate (*Tokubetsu Eijusha Shomeisho*) of applicant (either father or mother)

Residence Card/ Special Permanent Residents Certificate of child

Bankbook of applicant

Applicant's seal (*Inkan*)

Applicant's Health Insurance Card (only for those who enrolled in the Social Health Insurance)

Certificate of annual income/tax certificate

"My Number Card (Individual Number Card)"/"My Number Notification (*Tsuchi Card*)" of the applicant and his/her spouse.

* Other documents might be required as necessary. For more information, please contact us.

Others:

A person who receives the child allowance needs to go through a renewal procedure (*Genkyo Todoke*) in June of each year. If you don't present the required documents, you can't receive the allowance. When your situation changes (such as address, phone number, leaving Japan or anything), be sure to notify City Hall.

○Child-Rearing Allowance (*Jido Fuyo Teate*)

Eligibility:

As a general rule, a single mother/father who is registered in Japan and bringing up a child aged 18 years old within the fiscal year can receive the Child-Rearing Allowance. In case one of the parents is the severely disabled, and a family who receives the public pension might not receive the allowance, so please inquiry for details.

Amount of allowance: It changes the previous year's income and number of children.

Month of payment:

January (November and December for 2 months)

March (January and February for 2 months)

May (March and April for 2 months)

July (May and June for 2 months)

September (July and August for 2 months)

November (September and October for 2 months)

Requirements:

Single Status Certificate (*Dokushin Shomeisho*) and its translation of the applicant Certificate of Single-parent Family Status (*Boshi-Fushi Katei shomei*) issued by social worker (*Minsei lin*)

"My Number Cards (Individual Number Cards)" of an entire family.

Residence Card (*Zairyu Card*)/ Special Permanent Residents Certificate (*Tokubetsu Eijusha Shomeisho*)

Bank passbook

Pension Handbook (Items that show the Basic Pension Number)

Seal, etc.

* Other documents might be required as necessary. For more information, please contact us.

Others:

Recipients of this allowance receive a declaration of current situation (*Genkyo Todoke*) in August of each year. If you don't go through the procedure, the allowance is not provided. When your situation changes (such as marriage, starting living with a partner, changing address and phone number, renewing of the period of stay or anything), be sure to notify City Hall.

○Medical Expense Subsidy for Single-Parent Families (*Boshi katei to Iryohi Josei*)

Eligibility: Mother/father of single-parent families who live in Japan and have non-taxable income tax and children under the age of 20.

Contents of subsidy:

The medical expenses which are covered by health insurance will be returned later.

Requirements:

Residence Card (*Zairyu Card*)/Special Permanent Residents Certificate (*Tokubetsu Eiju Sha Shomei Sho*)

Health Insurance Cards (*Hoken sho*) of mother/father and all their children

Bank passbook

Seal (Hanko/ *Inkan*)

Others:

When you see a doctor, present your Health Insurance Card as well.

Medical expenses uncovered by the Health Insurance will not be subsidized.

Please be sure to notify the City Hall when you are no longer a single-parent family

(living with a partner, receiving money, etc.) and you move. If you continue to use the “Medical Expenses Beneficiary Certificate for Single Parent (*Boshi katei to Iryohi Joseikin Jukyusha-sho*)” after the qualifications are no longer applicable, you must make restitution to the city.

*For more details about each subsidy, please contact the division concerned.

(5) NURSERY SCHOOL (*Hoikuen*) AND KINDERGARTEN (*Yochien*)

The city of Numazu has institutions where care for and educate preschool children, and people take on different institutions according to the purpose.

① Nursery School (*Hoikuen*) and Small Scale Childcare Facilities (*Shokibo Hoiku shisetsu*)

Facilities to care for children from 0-year-old until age of just before elementary school (between 0-year and 2-year-old children for Small Scale Facilities) for reasons mentioned below:

Reasons to need childcare:

When parents and guardians registered in the city work/have a sickness and can't take care of their children during the daytime.

Example: Both parent work (more than 64 hours per month), a mother is pregnant, before and after childbirth, or illness, psychosomatic disease, or they have someone requiring 24-hour-care, etc.

② Kindergarten (*Yochien*)

Where to educate children from 3-year-old (as of April) until age of just before elementary school (Some kindergarten can have children reached their 3rd birthday. For more information, please contact each kindergarten.)

③ Certified Preschool (*Nintei Kodomo en*)

Where have both functions of nursery school and kindergarten.

○Where to apply:

◆Nursery schools, Small Scale Childcare Facilities and Certified Preschool

① For Nursery schools, Certified Preschools (nursery school department) and Small Scale Childcare Facilities: Child Support Division (*Kosodate Shienka*) ☎055-934-4826/
Certified Preschool (kindergarten department): Each Certified Preschool

Reception of application : Admission from April...from October

Admission from/after May...by the 15th(*) of previous month

*If it's holiday, bring in by another weekday before 15th.

Requirements :

Application form: *Shisetsu riyō moushikomisho ken Jido daicho ken Genkyo Todoke*

Application form: *Shisetsugatakyufuhi Chiikigata Hoiku Kyufuhito Shikyu Nintei Shinseisho*

Documents to prove the situation requiring nursery care (such as employment certificate/ *Kinmu shomeisho*, etc.)

Questionnaire about Child's Health Condition (*Jido no jokyō chosahyo*)

Resident Card (*Zairyu Card*)/ Special Permanent Residents Certificate (*Tokubetsu*

Eijusha Shomeisho) for an entire family

*You might be required other documents. Please contact us for details.

Others :

The priority is determined through the examination.

If there is no vacancy, children can't enter.

The monthly payment changes according to family's income.

*Please contact us for more information.

◆Kindergarten (*Yochien*)

① Each kindergarten

Reception : From October

Requirements : Inquire at each kindergarten directly for further details.

(6)ELEMENTARY (*Shogakko*) AND JUNIOR HIGH SCHOOL (*Chugakko*)

① School Education Division (*Gakko Kyoikuka*) ☎055-934-4808

All foreign children can go to the designated municipal elementary and junior high school in his/ her living area.

○Transferring into the school (*Tennyu*)

The school year begins in April in Japan. In case a child came to Japan in the middle of a year, the child can attend the local public elementary and junior high school from the day when he/she is registered.

As a general rule the child gets into the age-appropriate grade regardless of how much he/she can understand Japanese. Go through the procedure at the School Education Division (*Gakko Kyoikuka*) after the child register at the Resident Registration Division (*Shiminka*).

Requirements: Bring your child's Residence Card (*Zairyu Card*)/ Special Permanent Residents Certificate (*Tokubetsu Eijusha Shomeisho*) and yours.

○Transferring to other school (*Tenko*)

Please be sure to complete procedures for transferring when you move within the city as same as you move out of Numazu city. You have to contact the school that your child is attending in both situations. First, you should talk to the child's school, then go through procedure at the Resident Registration Division (*Shiminka*) and the School Education Division (*Gakko Kyoikuka*.)

Requirements: Bring your child's Residence Card (*Zairyu Card*)/ Special Permanent Residents Certificate (*Tokubetsu Eijusha Shomeisho*) and yours.

○Advisor and Interpreter for Foreign Students (*Gaikokujin jido-seito Sodan in, Shido kyoryokusha*)

There is a system to send an advisor and an interpreter for foreign students who can't speak Japanese well. The school makes a request the support, so ask the child's home room teacher if your child needs the support.

Japanese Class for both foreign parents and children

“Oyako de Manabu Nihongo Hiroba”

Place

① *Daigo Chiku Center (Numazu shi Satsuki cho15-1)*

Sundays 13:30 ~ 15:00

② *Imazawa Chiku Center (Numazu shi Imazawa 527-21)*

Sundays 9:30 ~ 11:00

*Dates of classes are different depending on the places. Check the calendar of each class to the Regional Autonomy Div. (*Chiiki Jichika*)

◆ *After-School Children's Club (Hokago Jido Kurabu)*

① *Child Support Division (Kosodate Shienka)* ☎055-934-4842

Elementary school students whose guardians are not at home due to work etc. for 15 days or more in a month during after-school hours can spend time at the club, and it's available until 6:00 p.m.

You can apply for each club directly.

To join a club, you will be responsible for expenses such as teaching charge, after-school snack, course materials, etc.

5. INFORMATION FOR DAILY LIFE

(1)GARBAGE COLLECTION

- ① Clean Center Management Division (*Clean Center Kanrika*) ☎055-933-0711
Clean Center Collection Division (*Clean Center Shushuka*) ☎055-933-0768

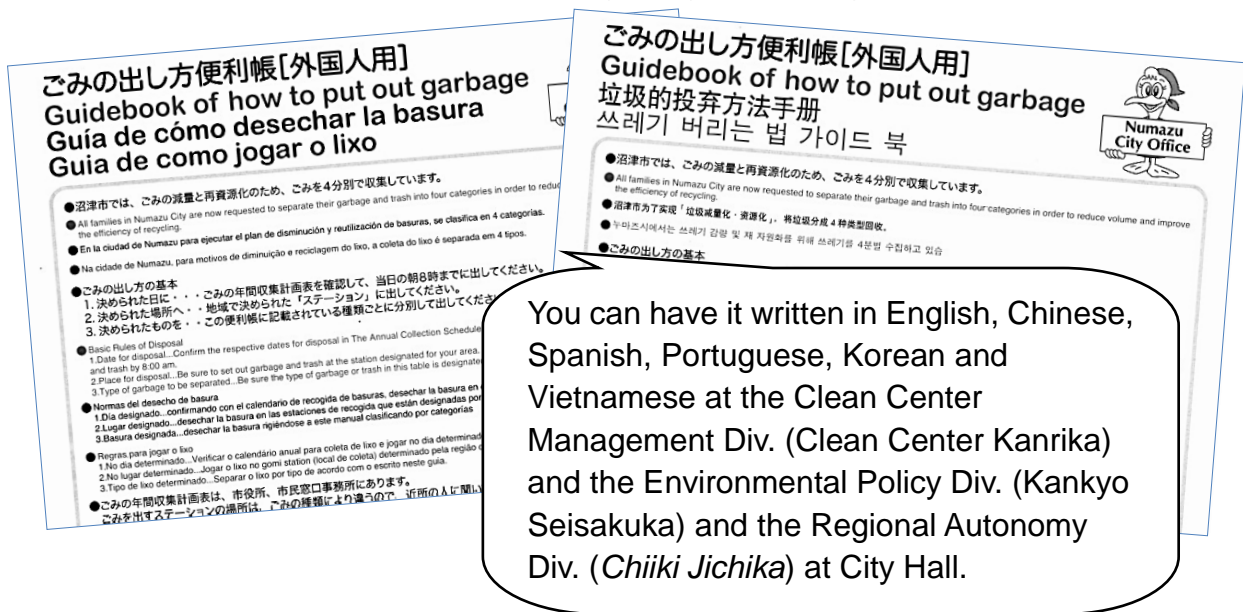
In Numazu city, garbage is classified and collected in order to reduce waste and recycle it.

○How to classify garbage

There are four categories: “Burnable garbage”, “Plastic containers and packages”, “Landfill garbage” and “Recyclable garbage”. Also, there is garbage that the city can’t collect. Please refer to the “Guidebook of how to put out garbage.”

You must put your garbage into “city-approved bags (*Numazu-shi Shitei Bukuro*)” before you throw it away. Other bags won’t be collected.

▼Guidebook of how to put out garbage (for foreign residents)



○Dates and Place for Garbage Collection

Each residential area determines a garbage collection site. If you don’t know when or where to put your garbage out, ask your neighbors who can speak Japanese for help.

The dates of collection are also determined according to the categories of the garbage. Check the “Annual Calendar of Garbage Collection”, which is delivered at the Clean Center Management Division (Clean Center Kanrika) or the Environmental Policy Division (Kankyo Seisakuka). You can receive the calendar in foreign language. For more information, please contact us for more details.

○Please use the app “3-R (San-ahru)” for garbage separation!

Please visit the QR code below for installation.



App Store



Google play

○When you bring in garbage yourself

① Clean Center Management Division (Clean Center Kanrika) ☎055-933-0711

When you move to somewhere or return to your country, you can pay and carry your trash and waste into the “Clean Center” by yourself.

There are some trashes and wastes the Clean Center can't take it. Please check the guidebook before you bring them in.

(2)MUNICIPAL HOUSING

① Public Housing Repair and Maintenance Division (*Jutaku Eizenka*)
☎055-934-4792

Municipal housing is housing with low rent for those who have a relatively low income and are having trouble finding where to live. Conditions apply.

Municipal Housing	
Recruitment	About once every three months
Requirement for application	Should meet all conditions of 1 to 8. ①a person who has a family member to live with (Even a single person may be able to move in.) ②a person who urgently needs a house ③a person who has a residency or a workplace in Numazu ④a person who doesn't fail to pay taxes ⑤ If the person lived in public housing before, with no delinquency in rent or caused any trouble. ⑥a person who is not a gang member (including people who you live with) ⑦a person who can offer a cosigner ⑧a person who's income and family's income are less than the criteria
How it will be decided	In the event there is a large amount of applicants, we will hold a public lottery.
Where to apply	Public Housing Repair and Maintenance Division (<i>Jutaku Eizenka</i>) ☎055-934-4792

※If the person is applying for the first time, please consult the Public Housing Repair and Maintenance Division. For more information, please contact the Public Housing Repair and Maintenance Division (*Jutaku Eizenka*)

○In addition to this, there are prefectural housing. For recruitment and conditions, please contact the Prefectural Office of Public Housing (*Shizuokaken Jutaku Kyokyu Kosha Tobu shisho*).

① Prefectural Office of Public Housing (*Shizuokaken Jutaku Kyokyu Kosha Tobu shisho*)
☎(055)920-2271

(Numazu shi Takashima honcho 1-3 Tobu Sogo chosha Honkan 2F)

(3) DISASTER PREVENTION (Bosa)

○Contact number for an emergency

Incident/ accident	No prefix/ free 110
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Fire/ Emergency/ Rescue	No prefix/ free 119
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!! APPROPRIATE USE OF AMBULANCE !!

Call 119 immediately in the following situation:

- Unconsciousness
- Not breathing/ difficulty in breathing
- Extremely severe headache, stomachache or chest pain
- Continuing spasm
- Severe bleeding
- Severe burns etc.

Please refrain from calling 119 in the following situation:

- A person has a small cuts.
- A person thinks he can get the priority to see a doctor when taken to the hospital by ambulance.
- A person uses an ambulance as a taxi service because taking a taxi is expensive.
- A person doesn't know which hospital he should go to at night or on holidays.

Nighttime Emergency Medical Center (*Yakan Kyukyu Iryo Center*) Internal medicine/ physician/ pediatrics and surgery ☎055-926-8699 (Only during business hours)

See page 19 for the doctor's hours.

Telephone service offering advice on emergency care for children (*Shizuoka Kodomo Kyukyu Denwa Sodan*) (When you want to talk about your children's sudden illness or injury at night.)

☎ #8000 (available between 18:00~8:00 in the following day, all year)

*A nurse or pediatrician will advise you.

○Earthquake (*Jishin*)

Japan is one of the countries that have the greatest number of earthquakes in the world. A large earthquake called "Nankai Trough Earthquake" is expected to occur along the *Tokai* region in which Numazu city is located.

Prepare for the earthquake on a routine basis.

▼Earthquake and Tsunami Response Manual (Numazu shi Jishin-Tsunami Manual)



It is useful information about what to do and prepare for earthquake and tsunami on a daily basis. It is written in English, Chinese, Spanish, Portuguese and Japanese, and you can get this in the Regional Autonomy Div, City Hall 2F (Chiiki Jichika)

▼Numazu Evacuation Map for Each District (Numazu shi HINANJO Map)



No.	マップ	施設名	住所	電話番号
1	第一中学校	Daiichi Shogakko	川原町1-1 Hiramatsu-cho 1-1	055-962-0551
2	第二中学校	Daini Chugakko	本町1-1 Honmachi-cho 1-1	055-962-1551
3	沼津公園	Chuo Koen	大町1-15-4 Oomachi 1-15-4	
4	沼津青年センター	Sangen Jyūjo	沼津2-2-3 Numazu 2-2-3	055-962-0530 055-962-0530
5	第二中学校	Daini Chugakko	本町1-15-18 Honmachi-cho 15-18	055-962-1552
6	沼津市立沼津南高等学校	Namatsu Numazu Nishi Kōtō	沼津南1-1-3 Numazu Minami 1-1-3	055-962-0345
7	沼津青年センター	Namatsu Chūjō	沼津1-1-1 Numazu 1-1-1	055-962-1556

You can see where the evacuation shelter is near your house and where the higher places are to evacuate from tsunami. It is written in English, Chinese, Spanish, Portuguese and Japanese, and you can get this in the Regional Autonomy Div, City Hall 2F (Chiiki Jichika.)

○ Disaster Prevention Guidebook for Foreign Residents (Shizuoka Prefectural Preparedness Education Center/ Shizuoka ken Jishin Bosai Center)

◆ You can read the information about disaster prevention in foreign languages.
http://www.pref.shizuoka.jp/bousai/e-quakes/shiraberu/hondana/foreign_language/index.html



- ◆Earthquake Disaster Prevention Guidebook (*Jishin bosai Guide Book* in foreign languages)

<http://www.pref.shizuoka.jp/bousai/e-quakes/center/guidebook/index.html>



- ◆Official Disaster Prevention App for Shizuoka Prefecture

<http://www.pref.shizuoka.jp/bousai/application.html>



(4) Neighborhood association (*Jichikai*)

- ① Regional Autonomy Division, Regional Promotion Section (*Chiiki Jichika Chiiki Shinko kakari*) ☎055-934-4716

Let's join the neighborhood association!

When you join the neighborhood association, you will be able to get to know your neighbor.

You will also be able to receive help for getting used to life in Japan.

Please see the website for details.

- Numazu City's official website (Neighborhood association (*Jichikai*) ・ Local community(*Chiiki Community*))

<https://www.city.numazu.shizuoka.jp/kurashi/kyodo/jichikai/index.htm>



6. OTHERS**(1)LIST OF PUBLIC CERTIFICATES**

- ① Resident Registration Division, Certificate Section (*Shiminka Shomei kakari*)
☎055-934-4723

*You can apply for some certificates at the Resident Registration Office in your living area (*Shimin madoguchi Jimusho*). Please Contact us for more information.

Please see page 39 for the place of the resident registration offices.

Type of Certificate	Requirements	Cost
①Residence Certificate (<i>Juminhyo</i>)	Form of identification of the person who comes to the window.	¥300
②Taxation/ income certificate (<i>Kazei/ shotoku shomei</i>)	Power of Attorney (<i>Ininjo</i>) from the applicant is required in case a person who is not same household (a representative) applies instead of the applicant.	¥200
③Tax Payment Certificate(<i>Nozei shomei</i>)		¥200
④Certificate of light motor vehicle tax payment for car inspection (<i>Keijidosha Shaken yo Nozei shomei</i>)	Form of identification of the person who comes to the window. Copy of vehicle inspection certificate	No Cost
⑤Certificate of seal registration (<i>Inkan Toroku shomeisho</i>)	Seal Registration Card (<i>Inkan Toroku shol Shimin Card</i>), address, name and date of birth of the applicant.	¥300
⑥Certificate of moving-out (<i>Tenshutsu shomei</i>)	See page 01	No Cost
⑦Proof of registration (<i>Juri shomeisho</i>) Birth (<i>shussho</i>), marriage (<i>kon in</i>), Death (<i>shibo</i>),etc.	Form of identification of the person who comes to the window. Power of Attorney (<i>Ininjo</i>) is required in case the applicant is not the person who submitted the registration to City Hall.	¥350
⑧ Copy of certificate (<i>Kisai jiko shomei</i>) Birth (<i>shussho</i>), marriage (<i>kon in</i>), Death (<i>shibo</i>),etc.	*Contact us for more details.	¥350
⑨Koseki tohon (<i>Zenbujiko shomei</i>)	Form of identification of the person who comes to the window. Power of Attorney (<i>Ininjo</i>) from the applicant is required in case a representative applies the document instead of the applicant. *See page 36 if you request the documents by mail.	¥450
⑩Koseki shohon (<i>Kojin jiko shomei</i>)		¥450
⑪Koseki no fuhyo		¥300
⑫Joseki tohon Joseki shohon		¥750
⑬Kaisei gen koseki / shohon		¥750

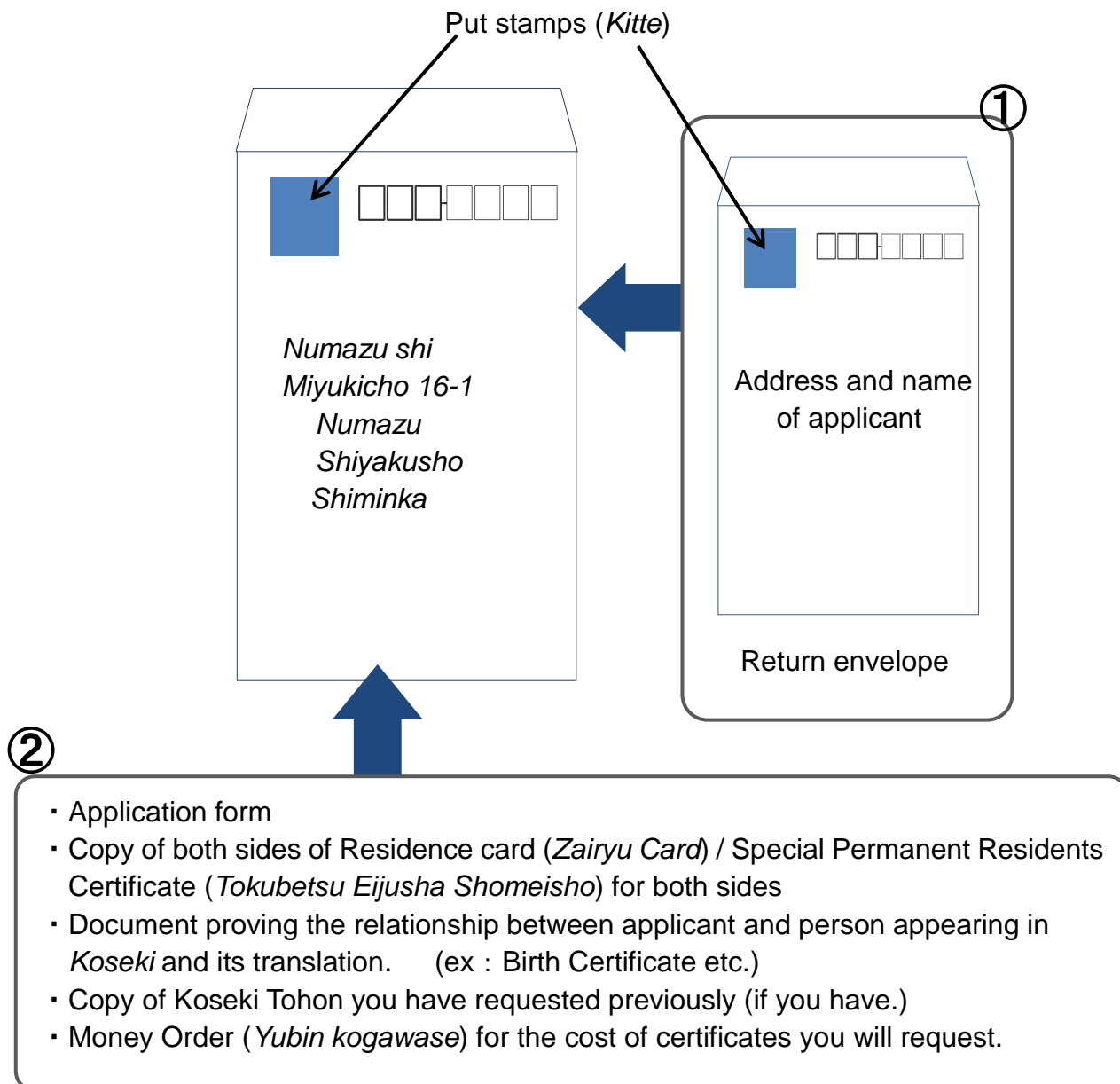
○How to request *Koseki* by mail

You can acquire the *KOSEKI TOHON* or *SHOHON* only from the municipal office, in which the registered domicile (*Honseki**) is. Please refer the following things mentioned below for proceeding.

* *Honseki*...Permanent address mentioned on the top of *Koseki*. *Koseki* (household registration) is kept in the municipal office in which the permanent address is registered.

【In case the registered domicile is in Numazu City】

Put ① and ② into an envelope, and mail it.



【In case the domicile is registered out of Numazu City】

For more information, please contact the municipal office where the domicile is about requirements and address to be sent.

(2)LIST OF CONSULTATIONS

You can consult a specialist in places mentioned below about your problems. You need to bring someone who can speak Japanese to the place in which there is no translation service.

○Daily Consultation

Consultation for Foreign Residents	
Contents	Consultation on living conditions such as administrative procedures for foreigners English, Chinese, Spanish and Portuguese interpreters are available. Online interpreter service is also available for 19 languages.
Supported language	Interpreter: English, Chinese, Spanish and Portuguese Online interpreter service and others: English, Chinese, Spanish, Portuguese, Vietnamese, Filipino, Korean, Thai, Nepali, Hindi, Indonesian, French, Russian, Mongolian, German, Italian, Burmese, Khmer and Japanese (For the operating hour of each language, please contact the Regional Autonomy Div.)
Hours	8:30~17:00 (except weekends and holidays)
Place	Regional Autonomy Div. (<i>Chiiki Jichika</i>) ☎055-934-4717

Consultation for consumer	
Contents	Regarding consumers' issues.
Hours	8:30~17:15 (except weekends and holidays)
Place	Community Safety Div., Consumer's Center (<i>Seikatsu Anshinka Shohi Seikatsu Center</i>) ☎055-934-4841

Consultation about traffic accidents	
Contents	Regarding traffic accidents.
Hours	8:30~17:00 (except weekends and holidays)
Place	Community Safety Div., Citizen's Consultation Center (<i>Seikatsu Anshinka Shimin Sodan Center</i>) ☎055-934-4700

Consultation on daily life and consultation for women	
Contents	Public assistance and domestic violence etc.
Hours	8:30~17:15 (except weekends and holidays)
Place	Social Welfare Div., Public Assistance Section 1 and 2 (<i>Shakai Fukushima Seikatsu Hogo 1・2 kakari</i>) ☎055-934-4822・4823 Life Support Section (<i>Seikatsu shien kakari</i>) ☎055-934-4863・4825

Consultation about children	
Contents	Child care, development, disability of child, family relationship, and report of child abuse etc.
Hours	8:30~17:15 (except weekends and holidays)
Place	Child-Rearing Family Welfare Div., Counseling Room for Child and Family (<i>Kodomo Kateika Katei Jido Sodanshitsu</i>) ☎055-934-4828 *Emergency consultation Child guidance center abuse response dial ☎189 (toll free)

Municipal administration and general consultation	
Contents	General consultation, requests and complaints regarding a job with the city.
Hours	8:30~17:15 (except weekends and holidays)
Place	Community Safety Div., Citizen's Consultation Center (<i>Seikatsu Anshinka Shimin Sodan Center</i>) ☎055-934-4700

○Appointment is needed for consultation

Legal consultation on human rights	
Contents	Human rights and legal issues.
Hours	1st and 3rd Wednesday 13:00~16:00
Place	Community Safety Div., Citizen's Consultation Center (<i>Seikatsu Anshinka Shimin Sodan Center</i>) ☎055-934-4700

Educational Counseling (interview)	
Contents	Consultation regarding youth such as school life, human relationship, child development, child-raising, career guidance, juvenile delinquency, non-attendance at school, etc.
Hours	9:00~17:00 (except weekends and holidays) * <i>Yamabiko</i> telephone counseling (<i>Yamabiko Denwa</i>) ☎055-951-7330) 10:00~19:00(except weekends and holidays Reservation is not required)
Place	Consultation Center of Youth Education (<i>Seishonen Kyoiku Center</i>) ☎055-951-3440

Comprehensive consultation for foreign residents	
Contents	Legal issues (with a lawyer), labor issues (with a certified social insurance labor consultant), immigration procedure and administrative procedure (with city clerk). Interpreter of English, Chinese, Spanish and Portuguese are available. Please inquire for other languages.
Hours	Three times a year (Contact us about time and dates.) *Reservation is not required, but people with an advance reservation are given priority.
Place	Regional Autonomy Div. (<i>Chiiki Jichikai</i>) ☎055-934-4717

Health Consultation (interview)	
Contents	Physical measurement, consultation regarding child care and nutrition.
Hours	Monday-Friday 9:00~16:30 *Reservation required in advance by phone.
Place	Numazu Health Center (<i>Hoken Center</i>) ☎055-951-3480

(3)CITY'S ESTABLISHMENTS

OResident Registration Office (*Shimin madoguchi Jimusho*)






Available services: resident registration, request of certificate, procedure of National Health Insurance (*Kokumin Kenko hoken*) and National Pension (*Nenkin*) etc.

	Name of Resident Registration Office	Address/ Phone number
1	<i>Ukishima Shimin madoguchi Jimusho</i>	<i>Numazu shi Hiranuma 375-1</i> 055-966-2009
2	<i>Hara Shimin madoguchi Jimusho</i>	<i>Numazu shi Hara 1200-3</i> 055-966-1001
3	<i>Ashitaka Shimin madoguchi Jimusho</i>	<i>Numazu shi Higashibara 358-1</i> 055-966-2490
4	<i>Katahama Shimin madoguchi Jimusho</i>	<i>Numazu shi Ozuwa 46-1</i> 055-962-2083
5	<i>Kanaoka Shimin madoguchi Jimusho</i>	<i>Numazu shi Ebara cho 3-1</i> 055-921-2084
6	<i>Ooka Shimin madoguchi Jimusho</i>	<i>Numazu shi Ooka 2357-1</i> 055-921-2085
7	<i>Ohira Shimin madoguchi Jimusho</i>	<i>Numazu shi Ohira 2197-1</i> 055-934-3290
8	<i>Shizuura Shimin madoguchi Jimusho</i>	<i>Numazu shi Shihihama 34</i> 055-931-3004
9	<i>Uchiura Shimin madoguchi Jimusho</i>	<i>Numazu shi Uchiura Mito 249-3</i> 055-943-2044
10	<i>Nishiura Shimin madoguchi Jimusho</i>	<i>Numazu shi Nishiura Tachibo 22-1</i> 055-942-2002
11	<i>Heda Shimin madoguchi Jimusho</i>	<i>Numazu shi Heda 1294-3</i> 0558-94-3111









OCommunity Center (Chiku Center)

	Name of Community Center	Address / Phone number
1	<i>Ooka Chiku Center</i>	<i>Numazu shi Ooka 2357-1 055-924-0299</i>
2	<i>Ohira Chiku Center</i>	<i>Numazu shi Ohira 2197-1 055-934-3980</i>
3	<i>Nishiura Chiku Center</i>	<i>Numazu shi Nishiura Tachibo 22-1 055-942-2700</i>
4	<i>Ukichima Chiku Center</i>	<i>Numazu shi Hiranuma 375-1 055-968-1322</i>
5	<i>Daiichi Chiku Center</i>	<i>Numazu shi Hachiman cho 65-1 055-963-5088</i>
6	<i>Hara Chiku Center</i>	<i>Numazu shi Hara 1200-3 055-966-0084</i>
7	<i>Daiyon Chiku Center</i>	<i>Numazu shi Yoshida cho 20-1 055-933-4411</i>
8	<i>Shizuura Chiku Center</i>	<i>Numazu shi Shishihama 34 055-933-2510</i>
9	<i>Kanaoka Chiku Center</i>	<i>Numazu shi Ebara cho 3-1 055-924-5070</i>
10	<i>Daigo Chiku Center</i>	<i>Numazu shi Satsuki cho 15-1 055-925-8686</i>
11	<i>Katahama Chiku Center</i>	<i>Numazu shi Ozuwa 46-1 055-964-0926</i>
12	<i>Daisan Chiku Center</i>	<i>Numazu shi Shimokanuki aza Yanagihara 750-4 055-934-8003</i>
13	<i>Ashitaka Chiku Center</i>	<i>Numazu shi Higashibara 358-1 055-966-5301</i>
14	<i>Kadoike Chiku Center</i>	<i>Numazu shi Okaisshiki 788-7 055-929-0770</i>
15	<i>Imazawa Chiku Center</i>	<i>Numazu shi Imazawa 527-21 055-969-0610</i>
16	<i>Uchiura Chiku Center</i>	<i>Numazu shi Uchiura Mito 249-3 055-946-1100</i>
17	<i>Heda Chiku Center</i>	<i>Numazu shi Heda 1294-3 0558-94-5100</i>
18	<i>Daini Chiku Center</i>	<i>Numazu shi Hon aza Senbon 1910-219 055-954-1022</i>

Other municipal establishment

-  Event and Exhibition Facility
-  Cultural Facility
-  Sports Facility
-  Youth Facility
-  Hospital, Health and Welfare Facility

	Name of institution	Address / Phone number
	<i>Kiramesse Numazu (in Plaza Verde)</i>	<i>Numazu shi Otemachi 1-1-4 055-920-4100</i>
	Cultural Center (<i>Shimin Bunka Center</i>)	<i>Numazu shi Miyuki cho 15-1 055-932-6111</i>
	City Library (<i>Shiritsu Toshokan</i>)	<i>Numazu shi Sanmaibashi cho 9-1 / 055-952-1234</i>
	<i>Heda Library (Heda Toshokan)</i>	<i>Numazu shi Heda 845-2 0558-94-4420</i>
	Museum of Historia and Folklore (<i>Rekishu Minzoku Shiryokan</i>)	<i>Numazu shi Shimokanuki Togo 2802-1 / 055-932-6266</i>
	<i>Meiji Historical Museum (Meiji Shiryokan)</i>	<i>Numazu shi Nishi Kumando 372-1 / 055-923-3335</i>
	<i>Heda Shipbuilding and Local Data Museum (Heda Zosen Kyodo Shiryō Hakubutsukan)</i> Suruga Bay Deep Sea Creature Museum (<i>Surugawan Shinkai seibutsukan</i>)	<i>Numazu shi Heda 2710-1 0558-94-2384</i>
	WAKAYAMA BOKUSUI Memorial Museum	<i>Numazu shi Hon aza Sembon gorin 1907-11 / 055-962-0424</i>
	Numazu City Art Museum Mon Musée Numazu	<i>Numazu shi Hon aza Shimo icchoda 900-1 / 055-952-8711</i>
	SERIZAWA KOJIRO Memorial Museum	<i>Numazu shi Ganyudo Mandagahara 517-1 055-932-0255</i>
	Cultural Center (<i>Bunkazai Center</i>)	<i>Numazu shi Shige 530 055-935-5010</i>
	City Gymnasium (<i>Shimin Taiikukan</i>)	<i>Numazu shi Takashima honcho 1-4 / 055-922-7200</i>
	Tennis Court in Ooka Park (<i>Ooka koen Tennis court</i>)	<i>Numazu shi Ooka 1305-5 055-922-7200</i>
	Tennis Court in Ashitak Athletic Park (<i>Ashitaka Undo koen Tennis court</i>)	<i>Numazu shi Ashitaka 201-1 055-934-4795</i>
	Heda B&G Community Sports Center (<i>Heda B&G Kaiyo Center</i>)	<i>Numazu shi Heda 2053 0558-94-3501</i>
	Citizen' s Forest Park (<i>Shimin no Mori</i>)	<i>Numazu shi Nishiura Kouchi aza Dozan 506 / 055-942-3103</i>

	Name of institution	Address / Phone number
	City Hospital (<i>Shiritsu Byoin</i>)	<i>Numazu shi Higashi shiiji aza Harunoki 550 / 055-924-5100</i>
	Consultation Center for Youth Education (<i>Seishonen Kyoiku Center</i>)	<i>Numazu shi Hachiman cho 97 055-951-3440</i>
	Numazu Health Center (<i>Hoken Center</i>)	<i>Numazu shi Hachiman cho 97 055-951-3480</i>
	Health Center, <i>Heda</i> Office (<i>Hoken Center Heda bunkan</i>)	<i>Numazu shi Heda aza Maeda 916-2 / 0558-94-3970</i>
	Sun-Wel Numazu	<i>Numazu shi Hinode cho 1-15 055-922-1500</i>
	<i>Sembon</i> Plaza	<i>Numazu shi Hon aza Senbon 1910-206 / 055-962-3313</i>
	Nighttime Emergency Medical Center (<i>Yakan Kyukyu Iryo Center</i>)	<i>Numazu shi Hinode cho 1-15 055-926-8699</i>
	City Nursing School (<i>Shiritsu Kango Semmon Gakko</i>)	<i>Numazu shi Ozuwa 46 055-951-3500</i>

(4) LIST OF INSTITUTIONS CONCERNED

Name of institution	Address/ Phone number
JAF Shizuoka Office (Japan Automobile Federation Shizuoka Shibu)	<i>Shizuoka shi Suruga ku Magari- kane 6-4-8 (054)654-1515</i>
NHK Japan Broadcasting Corporation (<i>Nihon Hoso Kyokai</i>)	(For NHK Broadcasting Receiving Contract) 0120-151515 (Broadcasting fee) 0570-077-077
Light Motor Vehicle Inspection Organization Shizuoka Office, Numazu branch (<i>Keijidosha Kensa Kyokai Shizuoka Jimusho Numazu shisho</i>)	<i>Numazu shi Otsuka aza Michi Ue 27-2 050-3816-1778</i>
Shizuoka Gas Co., Ltd., East Regional Branch (<i>Shizuoka Gas Tobu shisha</i>)	<i>Numazu shi Okaisshiki 809 055-927-2811</i>
Prefectural Office of Public Housing (<i>Shizuoka ken Jutaku Kyokyu Kosha Tobu shisho</i>)	<i>Numazu shi Takashima honcho 1-3 Shizuokaken Tobu Sogo chosha Honkan 2F / 055-920-2271</i>

Name of institution	Address/ Phone number
District Legal Affairs Bureau of Shizuoka, Numazu Branch (<i>Shizuoka Chiho Homukyoku Numazu shikyoku</i>)	<i>Numazu shi Sugizaki cho 6-20/ 055-923-1201</i>
Tokyo Electric Power Co. Shizuoka Office (<i>Tokyo Denryoku Shizuoka soshisha</i>)	<i>Numazu shi Otemachi 3-7-25/ 0120-995-901</i>
Tobu Driver's Licensing Center (<i>Tobu Unten Menkyo Center</i>)	<i>Numazu shi Ashitaka aza Onoue 241-10 055-921-2000</i>
Nagoya Immigration Services Office, Shizuoka Branch (<i>Nagoya Shutsunyukoku Zairyu Kanrikyoku Shizuoka shucchojo</i>)	<i>Shizuoka shi Aoi ku Tenma cho 9-4 Ichise Center Building 6F 054-653-5571</i>
Japan Pension Service, Numazu Office (<i>Nihon Nenkin kiko Numazu Nenkin Jimusho</i>)	<i>Numazu shi Hinode cho 1-40 055-921-2201</i>
Immigration Services Agency of Japan Immigration Information Centers (<i>Shutsunyukoku Zairyu Kanricho Gaikokujin Zairyu Sogo Information Center</i>)	<i>0570-013904 (within Japan) 03-5796-7112 (for PHS / international call from abroad)</i>
Numazu Police Department (Numazu Keisatsu sho)	<i>Numazu shi Hiramachi 19-11 055-952-0110</i>
Numazu Notary Public Office (<i>Numazu Koshonin Godo Yakuba</i>)	<i>Numazu shi Otemachi 3-6-18 Sumitomo Seimei Numazu Building 5F 055-962-5731</i>
Numazu Finance Office, Automobile Tax Division (Numazu zaimu jimusho jidosha zeika)	<i>Numazu shi Takashima honcho 1-3 Shizuokaken Tobu Sogo Chosha Honkan 5F 055-920-2019</i>
Automobile Inspection and Registration Office of Numazu (<i>Numazu Jidosha Kensa Toroku Jimusho</i>)	<i>Numazu shi Hara Aza Furuta 2480 050-5540-2051</i>

Name of institution	Address/ Phone number
Numazu Tax Office (<i>Numazu Zeimusho</i>)	<i>Numazu shi Yoneyama-cho 3-30</i> 055-922-1560
Numazu Labor Standards Supervision Office (<i>Numazu Rodo Kijun Kantokusho</i>)	<i>Numazu shi Ichiba cho 9-1</i> <i>Numazu Godo Chosha 4F</i> 055-933-5830
Employment Agency (Hello Work Numazu)	<i>Numazu shi Ichiba cho 9-1</i> <i>Numazu Godo Chosha 1F</i> 055-931-0145

付録
APPENDICES

※必ずすべて委任者が記入して下さい。

* In person, the mandator must fill in this form.

委任状 (POWER OF ATTORNEY)

Year.....年, month.....月, day.....日

委任者 (Mandator): 住所 (Address)

氏名 (Name)

㊞ (seal)

生年月日 (Date of Birth) Year.....年, month.....月, day.....日

電話番号 (Telephone)

私は下記の者を代理人と定め、下記の事項を委任します。

(I, HEREBY DECLARE THAT THE ABOVE-MENTIONED CAN ACT AS MY ATTORNEY IN REGARD TO THE FOLLOWING.)

受任者 (Attorney): 住所 (Address)

氏名 (Name)

㊞ (seal)

生年月日 (Date of Birth) Year.....年, month.....月, day.....日

電話番号 (Telephone)

委任事項：次の書類の交付請求・受領に関する件

Affairs entrusted: Concerning request and receipt of the following document (s).

住民票の写し

Residence Certificate "Jumin hyo"()通 Piece(s)

世帯全員 For entire family

世帯の一部 Only for specified person of (name:)のもの

除票 Revised history of a residence record of (name:)のもの

※世帯主・続柄を Name of the household and relationship with him:

入れる It's necessary 省略する It's not necessary.

所得証明 Income Certificate

"Shotoku shomei" of the year (年分)()通 Piece(s)

市民税課税証明 Taxation Certificate

"Kazei shomei" of the fiscal year (年度)()通 Piece(s)

市民税納税証明 Tax Payment Certificate

"Nozei shomei" of the fiscal year (年度)()通 Piece(s)

住所異動の届出

Registration of changing address

転入届 (市外から) Notification of Moving-in to Numazu from another city

転居届 (市内で) Notification of Moving within Numazu city

転出届 (市外へ) Notification of Moving-out from Numazu city to another

その他 Others ()

戸籍謄本などの郵送請求書
(Application related to *Koseki* by mail)

Year.....年, month.....月, day.....日

Dear Honorable Mayor of 長様

○申請者 (Applicant):

住所 (Address).....

氏名 (Name)..... (印) (seal)

生年月日 (Date of Birth) Year.....年, month.....月, day.....日

電話番号 (Phone number).....

筆頭者との関係 (Relationship between applicant and householder mentioned in *Koseki*)

本人 Applicant himself/herself 配偶者 Spouse 子 Child 孫 Grandchild

父母 Father/Mother 祖父母 Grandfather/grandmother その他 Others

()

○本籍 (*Honseki*= Registered domicile): According to the attached copy of *Koseki*
別添コピーのとおり

○筆頭者 (*Hittosha*= Householder of Titular de *Koseki*): According to the attached copy of
Koseki 別添コピーのとおり

○使用目的 Purpose of use:

住民登録 Resident registration ビザ申請 Visa その他 Others ()

○申請する書類 Requesting document(s):

戸籍謄本 *Koseki tohon*.....¥450 × ()通 piece(s) =¥.....

戸籍の附票 *Koseki no fuhyo*.....¥300 × ()通 piece(s) =¥.....

除籍謄本 *Joseki tohon*.....¥750 × ()通 piece(s) =¥.....

その他 Others ()..... ¥__ × ()通 piece(s) =¥.....

○同封書類 (Enclosed documents):

切手を貼った返信用封筒 Self-addressed stamped envelope for return

定額小為替 Money Order (*Teigaku kogawase*)

以前取り寄せた戸籍のコピー Copy of *Koseki* which you requested before

在留カードなどのコピー Copy of the Residence Card (*Zairyu Card*)

戸籍にのっている人との関係がわかる書類

Documents to verify the relationship between applicant and person who is in *Koseki*.

出生証明書とその翻訳 Copy of birth certificate with its translation

婚姻証明書とその翻訳 Copy of marriage certificate with its translation

その他 Others ()

代理人選任届

(Notification of Appointment of Proxy)

代理人 Representative	住所 Address			
	氏名 Name			
	生年月日 Date of Birth	明治 <i>Meiji</i> ・大正 <i>Taisho</i> 昭和 <i>Showa</i> ・平成 <i>Heisei</i>	年 (year)	月 (month)

私は、上記の者を代理人に選任し、下記の権限を委任したのでお届けします。

I HEREBY DECLARE THAT THE ABOVE MENTIONED CAN ACT AS MY REPRESENTATIVE
IN REGARD TO THE FOLLOWING.

記

1. 印鑑登録申請 Application of Seal Registration (*Inkan*).
2. 印鑑登録証亡失届 Notification for lost Seal Registration Card
3. 印鑑登録廃止申請 Application for cancellation of Seal Registration

年 月 日
year month day

(あて先) 沼津市長

(Address to) Mayor of Numazu City

本人 Applicant	住所 Address	沼津市			登録印鑑 Seal for registration
	氏名 Name				
	生年月日 Date of Birth	明治 <i>Meiji</i> ・大正 <i>Taisho</i> 昭和 <i>Showa</i> ・平成 <i>Heisei</i>	年 (year)	月 (month)	

(注意 Notes)

- 1 必ず登録者ご本人が自署して下さい。(本人欄・代理人欄とも)
The applicant in person must fill in (for both boxes in self and representative.)
- 2 黒いボールペン(消せるボールペンは不可)で記入してください。
Please fill in with a black pen. Do not use an erasable pen.
- 3 印鑑登録廃止申請で「印鑑亡失」の場合、「登録印鑑」については認印を押してください。
When you lost your registered seal and would like to cancel your seal registration,
bring your other seal for the proceedings (*Mitome-In*).

PUBLIC RELATIONS of NUMAZU CITY 沼津市広報

○Numazu Newsletter 広報ぬまづ

<https://www.city.numazu.shizuoka.jp/shisei/pr/kohonumazu/index.htm>

Japanese 日本語



English 英語



Chinese 中国語



Spanish スペイン語



Portuguese ポルトガル語



○Numazu City Official HP 沼津市公式 HP

<https://www.city.numazu.shizuoka.jp/>



○A list of Numazu City Official SNS (In the Numazu City website.)

沼津市公式 SNS 一覧 (沼津市 HP 内)

<https://www.city.numazu.shizuoka.jp/numazutopics/index.htm>



○Numazu Living Facebook Information for Foreigner “Oshiete Numazu”

沼津市外国人生活情報「おしえて ぬまづ Oshiete Numazu」

<https://www.facebook.com/OshiNuma/>

① Public Relations Division (Chiiki Jichika)

地域自治課 ☎055-934-4717

Mascot Character of Oshiete Numazu マスコットキャラクター

“Nu” and “Ma” 「ぬう」と「まあ」

