

# ① Resident Registration for Non-Japanese residing in Honjo



For inquiries:

Civic Affairs Division(Shimin-ka), Honjo City Hall ☎ 0495-25-1113

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## 1 Resident registration for non-Japanese

Non-Japanese residents who meet either condition below are also covered by Basic Resident Register System in the same way as the Japanese residents. By completing resident registration, they are eligible to receive the services provided by Honjo City.

- ① medium- to long-term resident living in Japan for over months
- ② Special Permanent Resident
- ③ person granted permission for temporary refuge or provisional stay
- ④ person staying in Japan due to birth or loss of nationality

## 2 Address Change

When you change your residential address, you must go to the city office to complete the notification procedure. In case you are unable to do it yourself, you must write a letter of attorney and send the attorney with the letter.

### ○ Moving into Honjo

When you move into Honjo City from a foreign country or other city or town in Japan, you must complete the moving-in notification procedure at the city office within 14 days from the moving date.

< Moving in from a foreign country >

Please bring the following documents.

- ① Residence Card(Zairyu card) or Special Permanent Resident Certificate
- ② passport

- ③ marriage certificate, birth certificate, or an official document that proves parent-child or marital relationship
  - ✧ In case the official document is written in a foreign language, its Japanese translation is required to be attached.

< Moving in from other city or town in Japan >

Please bring the following documents.

- ① moving-out certificate or Individual Number (My Number) Card issued by the city or town of your previous address
- ② the notification card of Individual Number in case you do not have Individual Number Card
- ③ Residence Card or Special Permanent Resident Certificate

○ Notification of Address Change

When you change your address within Honjo City, you must notify it of the City as well. Please complete the procedure at the city office within 14 days from the date of change.

〈Required documents〉

- ① Residence Card or Special Permanent Resident Certificate
- ② Individual Number Card or the notification card of Individual Number Card

○ Moving out of Honjo

When you move out of Honjo City to other city or town in Japan, you must complete the procedure and receive the certificate of moving out at the city office.

The certificate of moving out issued by Honjo City must be handed in to the municipal office of your new address.

〈Required documents〉

- ① Residence Card or Special Permanent Resident Certificate
- ② Individual Number Card

○ Change in household members or their status

In case of a change in household members or their status, please complete the procedure at the city office within 14 days from the date of change.

〈Required documents〉

- ① Residence Card or Special Permanent Resident Certificate
- ② marriage certificate, birth certificate, or an official document that proves parent-child or marital relationship
- ※ In case the official document is written in a foreign language, its Japanese translation is required to be attached.

### 3 Certificate of residence (Juminhyo)

When you need to obtain a copy of the certificate of residence, you yourself or your household member can apply for it at the city office.

〈Required document〉

Resident Card, etc

### 4 Other information

#### ○ Residence Card

For renewing Residence card, please go to either Immigration Services Agency of Japan as below.

##### ■ Tokyo Regional Immigration Services Bureau

Saitama Branch office

5-12-1, Shimo ochiai, Chuo-ku, Saitama-shi, Saitama 338-0002

First floor, Saitama Legal General Government building

**T** 048-851-967

##### ■ Tokyo Regional Immigration Services Bureau

Takasaki Branch office

26-5, Takamatsu-cho, Takasaki-shi, Gunma 370-0829

First floor, Takasaki Legal Compliance office building

**T** 027-328-1154

#### ○ Special Permanent Resident Certificate

For updating Special Permanent Resident Certificate, please go to the city office. Please contact Civil Affairs Division, Honjo City Hall or Immigration Services Agency of Japan for further details and required documents.