

6. Family Register

Contact Information : Hida City Hall Citizen's Health Section, Citizen's Welfare Department

☎ : +81-577-73-7464

Foreign nationals, like Japanese nationals, must create a certificate of residence and *register as a resident. Once you register as a resident, you can receive services from Hida City. You will then receive a copy of your resident registration certificate that proves your address.

*Resident Registration: Notify the City Hall that you and your family members are living in Hida City.

▪ Persons registering as residents

Those who live in Japan longer than 3 months must register as a resident. Sightseeing people who come to the city do not register as residents.

▪ When should you submit notification to City Hall?

You must submit notification to City Hall according to things written in the table below.

You are responsible for submitting the notification yourself. If you are unable to do so, a substitute may do so.

When the substitute submits the notification, please bring a power of attorney (a piece of paper showing that you have asked the substitute to do so).

*Notification: Notifying City Hall on a piece of paper that your situation has changed.

When	Name of Notification	By when	What to bring
When you move to Hida City from another city or town	notification of moving in	14 days from the date of arrival in Hida City.	(1) moving-out certificate (You will get it from the city hall of your previous residence) or my number card. (2) Residence card or special permanent resident certificate.
When I moved within Hida City.	notification of one's change address	14 days from the date you moved	(1) Residence card or special permanent resident certificate. (2) my number card.
When a family member living with you or the head of the family household changes.	Notification of Change of Household	14 days from the time of the change of household	(1) Residence card or special permanent resident certificate. (2) my number card.

◆My number system

Each registered resident in Japan has his/her own unique number (My Number). When you register as a resident, you will have your own number, including foreigners. The number has 12 numbers. My number is used for various procedures at city hall and other public offices.

※It is also used when submitting social security and tax documents. First-time visitors to Japan will be notified of their My Number by mail after submitting their notification of moving in at the city hall.

※Social Security : This is a system in which the government and others help you when you have difficulties in your daily life.

Recipient	Duration of use
(1) permanent resident (2) Special Permanent Residents (3) Highly Specialized Professionals No. 2	10 years for those over 20 years old 5 years for those under 19 years old
(1) technical intern trainees (2) mid-to long-term residents (3) provisional residence permit (4) temporary asylum seekers etc.	Same period as the period of stay

◆Copy of certificate of residence

A certificate of residence is "proof by city hall that you are living in the location.

The resident card includes "name," "date of birth," "address," "date moved to Hida City," and "people living with you. This is a paper copy of your Residence Record. You can get it from the city hall when you need it. If you use your My number card, you can also get it at a convenience store. When you get it, you need to pay for it.

◆Residence card, etc.

The resident card certifies (for others to understand) the purpose of your stay in Japan and the last date (expiration date) that you can be in Japan. Your status of residence determines what you can do in Japan. For example, if your status is "College Student," you can study. If your status is "working," you can work. You must have your residence card with you at all times.

(1) Special Permanent Resident Certificate

When you make a new Special Permanent Resident Certificate, you will go through the procedures at the city hall. If you have any questions, please consult with the city hall.

(2) Resident card

You cannot go to the city hall or other places for procedures with an overdue residence card. To obtain a new resident card, please go to the Nagoya Immigration and Residence Office, Nagoya Immigration and Residence Office Gifu Branch or the Nagoya Immigration and Residence Office Toyama Branch.

※Nagoya Immigration and Residency Office

〒455-8601

Address: 5-18Shoho-cho, Minato-ku, Nagoya City, Aichi Prefecture

Phone: +81-570-052259

Hours: 9:00 -16:00 (except Saturdays, Sundays, and holidays)

※Nagoya Immigration and Residency Office Gifu Branch Office

〒500-8812

Address: Gifu Legal Affairs General Building Annex 4F, 2-7-2Mieji-cho, Gifu City, Gifu Prefecture

Phone: +81-58-214-6168

Hours: 9:00 -12:00, 13:00 -16:00 (except Saturdays, Sundays and holidays)

※Nagoya Immigration and Residency Office Toyama Branch Office

〒939-8252

Address: 1F Domestic Terminal Building, University of Toyama, 30Akigashima, Toyama City,
Toyama Prefecture

Phone: +81-76-495-1580

Hours: 9:00 -12:00 and 13:00 -16:00 (Saturday and Sunday)