



Registration and Certificate

とどけ で しょう めい
届出・証明

Foreign Resident Registration

Foreign Resident Registration Subsection (Nerima City Office) is in charge of any applications concerning Foreign Resident Registration. The details of those applications are as follows.

Inquiries Foreign Resident Registration Subsection

Website <http://www.city.nerima.tokyo.jp/kumin/kosekizyumin/gaikokuzintouroku/etop.html> (*In English only)

For those without any Alien Card

Anyone who plans to leave Japan within 90 days after landing does not have to apply for Foreign Resident Registration.

新規登録 入国してから90日以内に出国する方は、外国人登録の必要はありません。

外国人登録

外国人登録に関する申請は、すべて区役所の外国人登録係で受け付けます。申請の要領は、下表のとおりです。

問い合わせ 外国人登録係

ホームページ (*英語のみ)

<http://www.city.nerima.tokyo.jp/kumin/kosekizyumin/gaikokuzintouroku/etop.html>

Who	Papers Necessary For The Application	When To Apply
Visitors from abroad	<ul style="list-style-type: none"> •Passport •2 photos(4.5×3.5cm)※ 	It is required to apply within 90 days after landing
Birth (Only for babies born in Japan)	<ul style="list-style-type: none"> •Birth Certificate or Maternity book 	It is required to apply within 60 days after the birth of the child

If your card is missing or stolen, please log on to our website or call the Foreign Resident Registration Subsection for further information.

For Those Who Need To Change Personal Info. 変更登録

Change	Papers Necessary For The Application	When To Apply
Name or Nationality	<ul style="list-style-type: none"> •Alien Card •Passport or Paper which verifies the change •2 photos (4.5×3.5cm)※ 	It is required to apply within 14 days after the change
Status(including Extention)※※	<ul style="list-style-type: none"> •Alien Card •Passport or Paper which verifies the change 	
Job, Company or its Adress (Except those with permanent status)		<ul style="list-style-type: none"> •Alien Card •Passport or Paper which verifies the change
Passport Number / Householder Personal Info. on Family members		
Address <ul style="list-style-type: none"> •Moved into Nerima •Moved within Nerima •Moved out of Nerima ※※※ 	<ul style="list-style-type: none"> •Alien Card 	It is required to apply within 14 days after the change

Renewal Of Alien Card 確認(切替)

Who	Papers Necessary For The Application	When To Apply
16 years old and over with plastic card	<ul style="list-style-type: none"> •Alien Card •Passport(Not required for those who don't own their passports) •2 Photos (4.5X3.5cm)※ 	It is required to apply within 30 days after the date written on the Alien Card
Turning 16 years old with paper card		It is required to apply within 30 days after the 16th birthday

※Photos must be taken within 6 months before the application. Applicants under 16 are not required to bring photos.

※※For further info. please call Tokyo Regional Immigration Bureau at 5796-7112(5-5-30 Konan, Minato City, Tokyo)

※※※In this case, citizens from abroad are not required to report the move to Nerima City Office. (Office in Charge: City Office in charge of the new address)

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Family Registration

Foreign citizens are required to register births and deaths.
Please feel free to make inquiries about the registration of marriage and divorce.

【Office in Charge】Family Registration Section1 (Nerima City Office)
Family Registration Section2 (Shakujii Branch Office)

Inquiries Family Registration Section1 (Nerima City Office)

☎ 3993-1111 (switch board)

Family Registration Section2 (Shakujii Branch Office)

☎ 3995-1105

To Obtain Certificates for Citizens with Foreign Nationality

Certificate of Registered Information for Citizens with Foreign Nationality

【Required Documents】Applicants are required to bring their Alien Card.

【Application】Foreign Resident Registration Subsection, Hikarigaoka Residents Offices, Shakujii Residents Offices, Oizumi Residents Offices, and each branch City Office.

【Cost】300 yen per certificate

Seal Registration

Foreign Resident Registration Subsection (Nerima City Office) is in charge of Seal Registration Card for citizens with foreign nationality.

【Required Documents】Applicants are required to bring their Alien Card and Seal.

【Registration】Foreign Resident Registration Subsection

【Cost】 50 yen

Seal Registration Certificate

Seal registration is required beforehand.

【Required Documents】Applicants are required to bring their Seal Registration Card.

【Application】Foreign Resident Registration Subsection, Hikarigaoka Residents Offices, Shakujii Residents Offices, Oizumi Residents Offices, and each branch City Office.

【Cost】 300 yen per certificate

Inquiries Foreign Resident Registration Subsection

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戸籍の届出

外国籍の人も、出生や死亡の届出をしなければなりません。
婚姻、離婚の届出については、お問い合わせください。

【届出先】戸籍第一係（区役所内）、
戸籍第二係（石神井庁舎内）

問合せ 戸籍第一係（区役所内）

☎ 3993-1111 (代表)

戸籍第二係（石神井庁舎内）

☎ 3995-1105

証明書・印鑑登録

外国人登録原票記載事項証明書

【必要なもの】外国人登録証明書

【請求先】外国人登録係、光が丘区民事務所、石神井区民事務所、大泉区民事務所、各出張所

【発行手数料】1通300円

印鑑登録

印鑑登録証を発行します。

【必要なもの】外国人登録証明書、印鑑

【登録場所】外国人登録係

【登録手数料】50円

印鑑登録証明書

事前に印鑑登録が必要です。

【必要なもの】印鑑登録証

【請求先】外国人登録係、光が丘区民事務所、石神井区民事務所、大泉区民事務所、各出張所

【発行手数料】1通300円

問合せ 外国人登録係

税の証明書 ⇒ P 13