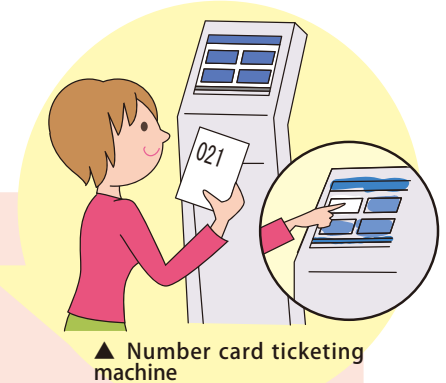
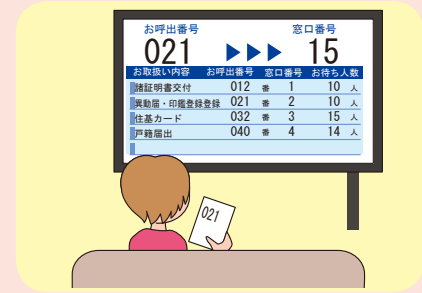


Reception Procedures for Resident Affairs Division Counter



▲ Number card ticketing machine



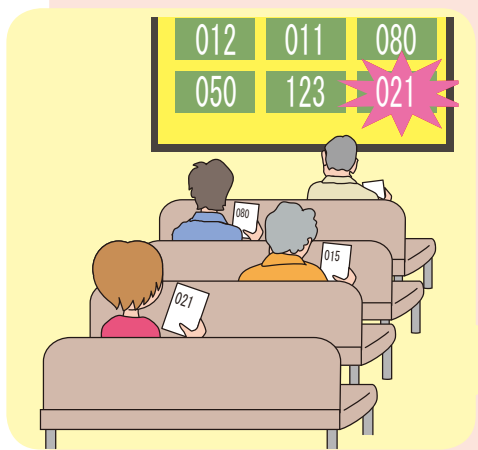
① Take a number card from the ticket machine and please wait in the lobby.

② The large screen displays your number and which counter number to go to. When it is your turn, your number will be called out by the officer.

③ While asking the purpose of your visit, the officer will draw up an application at the counter.
※ Please refer to **"NOTE"**.



④ After going through the contents of the application prepared by the officer, your signature will be required.



⑤ Please wait in the lobby until the service is complete.

⑥ As soon as the document is ready, your number will be displayed on the screen and your number will be called out from the Issuing Counter.
※ Depending on the contents of each application, numbers may not be called in order.



⑦ Upon receiving the document etc., your business at the Resident Affairs Division will be complete.
※ Depending on the contents of each application, numbers may not be called in order.

※ The services for notifications of family registration (such as birth, marriage or death etc.) and other notifications are the same as before in which you have to fill out the application form by yourself and hand it in at the counter. All the services on Sundays and at the local service centers also remain the same.

Available services at the Resident Affairs Division Counter

- ① Copy of resident register, seal registration (seal registration certificate), and other certificates regarding family register.
- ② Taxation certificate, income certificate, tax payment certificate etc.. (In some cases, such as the person not declaring will not be able to follow the procedure at the Resident Affairs Division.)
- ③ The Resident Affairs Division handles the following renewal/re-issue services:
 - National Health Insurance cards
 - Long-term Care Insurance cards
 - People Aged 75 and Over cards
 (Should your case require additional services outside of the Resident Affairs Division, we may ask you to visit another department.)
- ④ Notification of a change in status as a resident. (Move in and out of Kofu, Change of address, etc.,)
- ⑤ Notification of a change in status of family resister. (birth, marriage or death etc.,)

NOTE)

Procedures/services will require an identity verification document (ID), such as driver's license, passport or resident. If you do not have any of these, please talk to the officer in charge at the counter.

.....
Resident Affairs Division