

Certificates for Income and Tax

■ Types of Certificates that are issued at the Municipal Inhabitant Tax Division

Certificate	Items Required for at Counter	Fee
- Income Certificate <i>Shotoku Shoumei</i> - Tax Certificate <i>Kazei Shoumei</i> - Tax Exemption Certificate <i>Hikazei Shoumei</i> - Income and Taxation <i>Shotoku Kazei Shoumei</i>	①ID of person applying ※A Letter of Proxy (written by person concerned) if individuals besides the person concerned or relatives (living in the same household) visiting. ②Application form (The form is available at the city website and the counter.)	¥300 per copy
Tax Exemption Certificate for use Light Motor Vehicle Inspection	①ID of person applying ②Car Inspection Certificate <i>Shakenshou</i> (Photocopy of the certificate is accepted.) Note: For digital car inspection certificate, both the certificate and Matters Recorded on Car Inspection Certificate <i>Jidousha Kensashou Kiroku Jikou</i> are required. ③Application form (for Renewal) (The form is available at the counter.)	Free
Certificate of Location	①ID of person applying ※A Letter of Proxy (written by person concerned) if individuals besides the person concerned or relatives (living in the same household) visiting for application of certificate of business operation or certificate of business establishment/closure. ②Application Form (The form is available at the city website and the counter.)	¥300 per copy
- Certificate of Business Operation - Certificate of Business Establishment / Closure		
(Corporate) Certificate issued following change in town names <i>Choumei</i>		

■ Documents that may be used for ID

1. **Verification with 1 document:** Photo ID documents issued by the country or municipality such as a Residence *Zairyu* Card; My Number Card; passport; driver's license; or other ID with photo issued from National or Municipal office (Must be valid.)
2. **Verification with 2 documents:** Health Insurance Card *Kenkou Hokensho*, Pension Account Book *Nenkin Techou*, Nursing Care Insurance Card *Kaigo Hokenshou*, etc.

■ Other Establishments that Issue Official Certificates / Documents in the city

Location	Income and Taxation Certificate	Certificate of Location	Tax Exemption Certificate for Light Motor Vehicle Inspection
Convenience Stores (※)	Required My Number Card	Unavailable	Unavailable
East/West Service Centers	Available	Available	Unavailable
Community Centers* *Excl. Ota Community Center	Available	Available	Available

※Please note that issuance at convenience stores have some restriction.

Contact Information Regarding Issuance of Certificate:

Ota City Hall (2F, Counter 22),

Municipal Inhabitant Tax Division *Shiminzei-Ka Shozai-Kakari*

Address: 〒373-8718 Ota-Shi, Hama-Cho 2-35

TEL: 0276-47-1931 / 0276-47-1932 / 0276-47-1818