

The Family Register “Koseki” Certificate can be sent via postal mail.

The request for the certified copy for the Family Register Certificates and others can be issued at the municipal office of the permanent domicile. Therefore, Ota City cannot issue these documents unless the permanent domicile is in the jurisdiction of Ota City. If you cannot go directly to the administrative office of your permanent domicile, you can request for it by mail. However, you are required to request for it yourself to the administrative office referred because the city cannot make the request on your behalf.

You need to mail your request, enclosed in an envelope, and you will be required to send a handling fee “*Tesuuryou*,” etc., requests by telephone or postcard are not accepted.

- 1. Fill in the Family Register Certificate Request Form (on the right side).**
Please fill in thoroughly.
- 2. Purchase the fixed amount postal order “*Teigaku Kogawase*” at the post office.**
(Postal orders might not be accepted as a form of payment at some municipalities, so please inquire beforehand from your municipality permanent domicile office.)
- 3. Attach a copy of a personal identification which shows the address of the requester.**
(A photocopy of the resident “*Zairyu*” card, driver’s license, Basic Resident Registration Card with face photograph, etc.)
- 4. Provide a self-addressed stamped envelope.**
Note that the standard delivery fee cost ¥84. However, depending on the number of certificates ordered, it can increase to ¥94 or more.

Place the items 1 - 4 mentioned above in an envelope and send through postal mail to the municipal office addressed. The issuance of the documents will be processed once the municipal office receives the request form.

Note:
The issuance of documents is denied in some cases when the permanent domicile or the name of the person who is first listed “*Hittousha*” on the family register has not been written correctly, so be sure to write them accurately.
In principle, the documents are mailed to the requester’s address.
• In some cases, the issuance is denied due to the relationship or the reasons concerning the type of family register-related document needed and the person requesting the documents.
• Only the person himself / herself is eligible to request for a copy of their Certificate of Identification “*Mibun Shoumeisho*.”

The handling fee varies according to the municipality, please inquire beforehand with the municipal office of your permanent domicile.

Please apply for it in advance, with sufficient time before you need the documents. If in a hurry, use express delivery mail “*Sokutatsu*.”

By the Article 133 of the Family Registration Law; a person who has been issued a copy of a family register / abridgment certificates, etc., through deception or by other illegal means shall be punished by a fine of maximum 300,000 yen.

Address of municipality: 送付先 市区町村役場記入メモ Memo filled in by the Municipal Office
〒 _____

TEL () _____

太田市役所 市民課・「戸籍に関する証明書は、郵送で取り寄せることができます。」・英語版

戸籍に関する証明書（戸籍謄抄本等）の交付請求書
APPLICATION FOR THE ISSUANCE FOR A CERTIFIED COPY OF THE FAMILY REGISTER CERTIFICATE
(Certificates for the Family Register / Abridged Family Register and others)

(提出先) To:

市区町村長 あて(Municipal Office)

令和 _____ 年(Year) _____ 月(Month) _____ 日(Day)

Registered Domicile “ <i>Honseki</i> ” 本 籍			
Name of the First Author “ <i>Hittousha</i> ” 筆 頭 者 氏 名			
Name of the person requesting the documents ほしい人の氏名			
Mark a “○”circle on the documents required and fill in the quantity you need. 必要な書類を○で囲んで、通数を記入してください。			
“ <i>Koseki Touhon</i> ” (Entire Family Register) 全部事項証明書 (戸籍謄本)	通 No. of copies	“ <i>Kaiseigen Koseki Touhon</i> ” 改製原戸籍謄本	通 No. of copies
“ <i>Koseki Shouhon</i> ” (Individual Family Register) 個人事項証明書 (戸籍抄本)	通 No. of copies	“ <i>Kaiseigen Koseki Shouhon</i> ” 改製原戸籍抄本	通 No. of copies
“ <i>Joseki Touhon</i> ” (除籍謄本)	通 No. of copies	“ <i>Koseki no Fuhyou</i> ” (Complete / Individual) 戸籍の附票 (全部・個人) <input type="checkbox"/> Show Permanent Domicile and Name of the First Author (Please check in the box if you wish to show it.) <input type="checkbox"/> 本籍・筆頭者を記載する (記載希望は <input type="checkbox"/> にチェック)	通 No. of copies
“ <i>Joseki Shouhon</i> ” (除籍抄本)	通 No. of copies		
“ <i>Mibun Shoumeisho</i> ” (Certificate of Identification) 身分証明書	通 No. of copies		通 No. of copies
Purpose of Use 必要事項 使いみち			
Person requesting document(s) 請求者	Address 住所		
	Name and <i>Inkan</i> -seal 氏名	印	
	Relationship between the person listed on the Family Register Certificate to the person requesting the document(s) ほしい人との関係	<input type="checkbox"/> 本人 Self <input type="checkbox"/> 夫 Husband <input type="checkbox"/> 妻 Wife <input type="checkbox"/> 子 Child <input type="checkbox"/> 孫 Grandchild <input type="checkbox"/> 父母 Parents <input type="checkbox"/> 祖父母 Grandparents <input type="checkbox"/> その他 Others(_____)	
Contact number that can be reached during the day 昼間連絡の取れる電話番号	Phone number: 電話	(_____)	

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