

## ⑦ Residence Procedures

Nagoya Regional Immigration Services Bureau

(Immigration Office) ☎ 052-559-2150

### ■ Zairyu Card (Residence Card)

Foreign nationals who will be living in Japan for a medium to long term (longer than 3 months) will receive a "Residence Card" (ID card).

This is a very important card.

It contains information such as name, date of birth, address, nationality, status of residence, and period of stay.

If you are 16 years of age or older, you must carry it with you at all times.



### ■ If you lost your Residence Card

Please go to the immigration office to get a new resident card. (You must go there within 14 days.)

<b>What to bring</b>	<ul style="list-style-type: none"> <li>• Passport</li> <li>• One photo</li> <li>• Police report acceptance number etc. (Keisatsu no todokede juri bangou)</li> </ul>	
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### ■ Obtain a residence card for your newborn baby

If your baby is born in Japan and will stay in Japan for longer than 60 days after birth, you must go to the immigration office to obtain a residence card for your baby. (Within 30 days from the date of birth of your baby)

<b>What to bring</b>	<ul style="list-style-type: none"> <li>• A birth certificate or a birth registration certificate.</li> <li>• Certificate of residence for all members of the household. (Setai-zen-in-no-jyuminhyo)</li> <li>• Passport of the baby (if you have one), etc.</li> </ul>	
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<b>Where to consult</b>	<p><b>Information Center for Foreign Residents</b></p> <p>☎ 0570-013904</p> <p>☎ 03-5796-7112 (IP, from abroad)</p> <p>🕒 Mon-Fri 8:30-17:15</p>	
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**⑧ When moving**      Koseki Jumin-ka ☎ 0595-22-9645

■ When moving from Iga City to another city (*Tenshutsu*)

Before moving, you must submit a “Tenshutsu-todoke” (Notification of moving out) to the City Hall. You can submit this form up to 30 days in advance. You will receive a “Tenshutsu-shomeisho” (Certificate of moving out.)

What to bring	<ul style="list-style-type: none"><li>• Passport</li><li>• Zairyu card (Residence Card)</li><li>• My Number Card (if you have one)</li></ul>
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After moving, within 14 days submit the “Tennyu-todoke” (Notification of moving in) to the City Hall of the city where you have moved. Also you will use the “Tenshutsu-shomeisho” (Certificate of moving out) obtained from Iga City.

■ Moving within Iga City (*Tenkyo*)

After moving, submit a “Tenkyo-todoke” (Notification of change of address) to the City Hall. (You must submit it within 14 days.)

What to bring	<ul style="list-style-type: none"><li>• Passport</li><li>• Zairyu Card (Residence Card)</li><li>• My Number Card (if you have one)</li><li>• Qualification Confirmation Documents and Welfare Medical Expense Beneficiary Certificate etc.</li></ul> <p>(The one with the previous address written on it)</p>
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**⑨ When someone has died**      Koseki Jumin-ka

☎ 0595-22-9645

Submit Shibotodoke (a notification of death) to the City Hall within 7 days of learning of the death.

What to bring	<ul style="list-style-type: none"><li>• Death certificate or body certificate</li><li>• Passport (for a deceased person, and the person who files the report)</li></ul>
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※ The deceased person's zairyu card must be returned to the immigration office by either of the following methods.

- Take it to the immigration office near the house.
- Send it by mail along with the necessary documents.

Please read this code. ➡



A seal (*Inkan/Hanko*) is used in place of a signature. A *Inkan* registered with the City Hall is called a “Jitsuin”.

A “Jitsuin” is used for important documents such as when buying a house or registering a car. When you register your Inkan, you will receive a “Inkan Torokusho” (seal registration card).

The “Inkan Torokusho” is used to obtain a “Inkan Toroku Shomeisho” (Seal registration certificate).

**■When registering Inkan / Hanko**

Who can register	Persons 15 years of age or older (※Sometimes, even if you are 15 years old or older, you may not be able to register.)
Inkan that can be registered	Your original or registered name (Tsushomei) written on certificate of residence, or a katakana notation of how the name is read.
What to bring	Inkan to be registered and Zairyu Card(Residence Card)
Cost	300 yen

**■When obtaining a Inkan registration certificate**

What to bring	Inkan registration card and Zairyu Card(Residence Card)
Cost	300 yen per a certificate

All registered residents have a number called *My Number* (personal identification number).

It is a 12-digit number. This number is different for each person.

■ When you need “My Number”

**Banks, securities companies, etc.**



- When sending money to a foreign country
- When receiving money from a foreign country
- When opening an account etc.

**City Hall**

- When submitting social insurance or tax forms
- When applying for allowances such as child allowance
- When applying for things like daycare enrollment etc.

**Employed companies and stores**

- When you start working, etc.

■ My Number Card

- You can get a “My Number card” by applying for it at the City Hall.
- The card is made free of charge (0 yen).
- The My Number card can be used as your ID.
- The card can be used at convenience store’s xerox copy machine nationwide to issue your resident certificate, seal (Inkan) registration certificate, and other documents.
- The validity period of the My Number card for those with a residence period is the same as the residence period.

## ⑫ Garbage

■ Dispose of garbage at the designated collection point. Separate the garbage by type and dispose of it on the designated day.

<p>Types, Ways &amp; Garbage Disposal Calendar</p> 	<p>The day of garbage disposal is determined by the district in which you live. Please check the garbage calendar or the garbage app.</p>  <p>Portuguese, Spanish, Chinese, English and Vietnamese translation is available.</p>   <p>iPhone      Android</p>
<p>Places of Garbage Disposal</p>	<p>If you are a member of a neighborhood association (Jichikai), please check with the leader of the association or your neighbors. If you live in an apartment, please check with the management company or landlord.</p>
<p>Where to consult</p> 	<p>Sakura Recycle Center (Outside Aoyama area) ☎ 0595-20-9272 Iga Southern Clean Center (Aoyama area) ☎ 0595-53-1120</p>

■ If you want to take your garbage directly to a waste treatment facility ※Ask the facility directly for fees.

(For residents outside Aoyama area)

Where to bring it	Types of Garbage
<p>Sakura Recycle Center (3547-13, Hatta, Iga City) ☎ 0595-20-9272</p>	<p>combustible waste, recyclable, or bulky waste, etc. *Necessarily separate garbage by type and bring it with you. *Some waste materials cannot be disposed of, such as roofing materials, pillars, flooring materials, exterior wall materials, and car parts.</p>
<p>Noncombustible Waste Disposal Site (4631 Nishitakakura, Iga City) ☎ 0595-23-8991</p>	<p>Blocks, tiles, sand, etc. *Some waste materials cannot be disposed of.</p>

(For residents from Aoyama area) ※Ask the facility directly for fees.

Where to bring it	Type of waste
<p>Iga Southern Clean Center</p> <p>☎ 0595-53-1120</p>	<p>combustible waste, non-combustible waste, plastic containers and packaging, recyclable garbage, bulky waste</p> <p>You must always separate your garbage by type and take it with you.</p>

## ■How to dispose of bulky waste (Sodai-gomi)

For bulky waste such as wardrobes, beds and bicycles, they will come to the front of your house or near the apartment to pick them up. Reservations are required.

How to make an appointment	<ol style="list-style-type: none"> <li>① Call the bulky waste Reception Center.</li> <li>② Give your address, name, telephone number, the number and name of items to be picked up. Ask for the date on which they will come to pick up the garbage and where they will put it out.</li> <li>③ Buy an 「bulky waste disposal ticket」 (sticker) at the service counter of a City Hall or a large supermarket.</li> <li>④ Write your name on the bulky waste disposal ticket and affix it to the garbage.</li> <li>⑤ Put out your garbage by 9am (8:30am in the Aoyama district) on the day they come to collect it.</li> </ol>
Money to be paid, etc.	<ul style="list-style-type: none"> <li>• You can apply for up to five pieces of garbage per booking.</li> <li>• A bulky waste disposal ticket costs 200 yen per ticket.</li> <li>• You must make a reservation before buying a disposal ticket for the same number of items as you have applied for. (The money from unused tickets will not be returned.)</li> </ul>
Where to consult	<p>Northern Iga bulky waste Reception Center (outside Aoyama area)</p> <p>☎ 0595-20-1255</p> <p>Southern Iga bulky waste Reception Center (Aoyama area)</p> <p>☎ 0595-64-8700</p>


## ⑬ Interactions with your neighbors

- Greet your neighbors when you meet them.
- If you have any questions, ask your neighbors.



### ■ Neighborhood Association (Jichikai)

The neighborhood association is a group of people who gather together and engage in a variety of activities to make the community a safe and comfortable place to live. Join a neighborhood association and participate in a variety of activities. Become a member of your community.






<p>To join a neighborhood association</p>	<ul style="list-style-type: none"> <li>• Consult with the leader of the community association.</li> <li>• If you do not know who the leader is, ask your neighbors or the City Hall.</li> </ul> <p>Chiki Seisaku-ka ☎ <a href="tel:0595-22-9639">0595-22-9639</a></p>
<p>Good points of a neighborhood association</p> 	<ul style="list-style-type: none"> <li>• We can help each other with people in the neighborhood.</li> <li>• You can learn about notices from the city hall and other information through the community bulletin board "KAIRANBAN" (a notice that neighbors take turns reading).</li> <li>• You can drop off your garbage at the garbage collection point of your neighborhood association.</li> </ul>
<p>Jichikaihi (Residents' association fee) Payment of fees</p>	<ul style="list-style-type: none"> <li>• The fee is different for each community association.</li> <li>• Ask the leader of the community association.</li> </ul>
<p>Activities of a neighborhood association</p>	<ul style="list-style-type: none"> <li>• Manage garbage collection sites.</li> <li>• Maintain local parks and roads.</li> <li>• Disaster prevention training (training to escape safely in the event of a disaster or to extinguish a fire)</li> <li>• They will hold events such as festivals.</li> </ul>

## ⑭ When you have a dog

Kurashi Anzen-ka

☎ 0595-41-0931

When keeping a dog, submit an “Application for Dog Registration” (Inu no toroku shinseisho) to City Hall.

Dog to be registered	Dogs born more than 90 days after the date of birth
Registration cost	3,000 yen per a dog
Vaccination	Once a year, your dog must be vaccinated to prevent rabies. (You will receive a postcard about it from the City Hall.)
<p>To protect</p> 	<ul style="list-style-type: none"> <li>• When walking your dog, put the dog feces in a plastic bag and carry it back home.</li> <li>• When keeping a dog outside the house, attach a leash to the dog.</li> </ul>
If your dog dies	<p>When your dog dies, you must submit a death registration of the dog to the City Hall. You can also do it from here.  </p>
When you move out	<p>When you move out, your dog must also change his/her address.</p> <p>■ Inside Iga City: You can do the procedure at Iga City Hall. </p> <p>■ Outside of Iga City : Please take the dog tags you received when you registered your dog to the City Hall of the city you moved to and complete the necessary procedures.</p>
If your dog escapes	<p>If your dog escapes, contact a public health center.</p> <p>Public Health Center Iga Hokenjyo  0595-24-8080</p>

## ⑮ When renting an apartment, etc. (Lease contract)

### ■ Necessary money

Rent (Yachin)	<ul style="list-style-type: none"><li>• This is the money you pay every month.</li><li>• In Japan, most of them are paid in advance.</li></ul>
Security deposit (Shikikin)	<ul style="list-style-type: none"><li>• A security deposit is paid when a house is leased.</li><li>• The amount of the deposit is the same as the rent for one to three months.</li><li>• It is used by the landlord (the person who rents out the house) to repair broken or dirty parts of the house when the rent is not paid or after moving out</li><li>• Unused money will be returned to you.</li></ul>
Key money (Rei-kin)	<ul style="list-style-type: none"><li>• This is a thank-you fee paid when a house is leased.</li></ul>
Brokerage Fee	<ul style="list-style-type: none"><li>• This is the fee paid to the real estate agency that introduced the house to you.</li></ul>
Management fee (common-area maintenance fee)	<ul style="list-style-type: none"><li>• This is the fee paid for electricity and cleaning of staircases, corridors, and other areas used by everyone.</li></ul>
Renewal fee	<ul style="list-style-type: none"><li>• A renewal fee is a fee paid separately from the rent when you continue to live in the same house after the lease contract ends without moving out. (Most rental contracts are for a period of two years.)</li></ul>

## ■ Private housing

- Rent from a landlord.
- Go to a real estate agency (a store that introduces a variety of houses to people who want to rent or buy a house) and search for a house.

## ■ Public housing

- There are two types of public housing: municipal housing (Apartments rented by the city) and prefectural housing (Apartments rented by the prefecture).
- The rent is cheap and can be rented by those who are in need of a place to live and who do not have a lot of money.
- There are various rules and regulations for renting an apartment.

	Municipal housing	Prefectural housing
When recruiting	July, January	April, July, October, January
Where to consult	Jutaku Seisaku-ka ☎ 0595-22-9737	Iga South Real Estate Cooperative Association ☎ 059-221-6171

## ■ Rules for Apartment Residences

- Do not live in an apartment with other people or rent an apartment to other people without informing the landlord.
- You must not make repairs to the room or create holes without permission.
- Do not make loud noises or voices. (especially 8:00pm to 7:00am)

For example

- × Talking loudly.
- × Listening music or watching TV with loud volume,
- × Have parties sing and dance.
- × Playing a guitar or other instruments

## ⑩ Electricity, gas, water (Sewer), cell phone (smartphone)

### ■ Electricity

Please ask your real estate agent or landlord about using electricity.

You can view information about power outages.

👉 Chubu Electric Power Power Outage Information



### ■ Gas


• There are two types of gas used in homes: 'city gas' and 'propane gas.' The type of gas differs depending on where you live."

• It is dangerous if the type of gas and the gas appliances do not match. Be sure to confirm with the real estate company or landlord."

### ■ Water supply (Sewer)

When you move out or in, you must notify us of the start or stop of your water supply at least 2 to 3 days before you move.

When to use	▶ Call the Water Supply and Sewerage Customer Center and inform them that you will be using the water supply (sewerage).
When to stop using the water	• Call the Water and Sewage Customer Center and inform them of your intention to stop using the water supply and Sewer. ※If you do not contact the center after you stop using the water, you will be charged a fee.

<b>How to Pay Fees</b>	<p>Payment can be made in one of the following ways</p> <p>① Account transfer Payment will be made by debiting money from your account. (You can apply for this service at a bank or post office.)</p> <p>② Payment slip Payment slip will be sent to you. Payment can be made at banks, post offices, convenience stores, smart phone apps, etc.</p> <p>③ Credit card You can pay by your credit card. (You can apply for credit card payment from your PC or smartphone.)</p>
<b>Where to consult</b>	<p><b>Jyoge Suido Okyakusama Center</b> (Water Supply and Sewage Customer Center)</p> <p> <b>0595-24-0013</b></p>

### ■ Cell phone (Smart phone)

<b>Necessary items for contract</b>	<ul style="list-style-type: none"> <li>• Zairyu card (Residence Card)</li> <li>• Bank account or credit card</li> </ul> <p>(※ You may also need your passport in some cases)</p>
<b>Rules</b>	<p>Do not give or sell a smartphone that you have signed a contract with in your own name to another person. It is a crime!</p>
<b>Where to consult</b>	<p>Please check the website of the telephone company.</p>