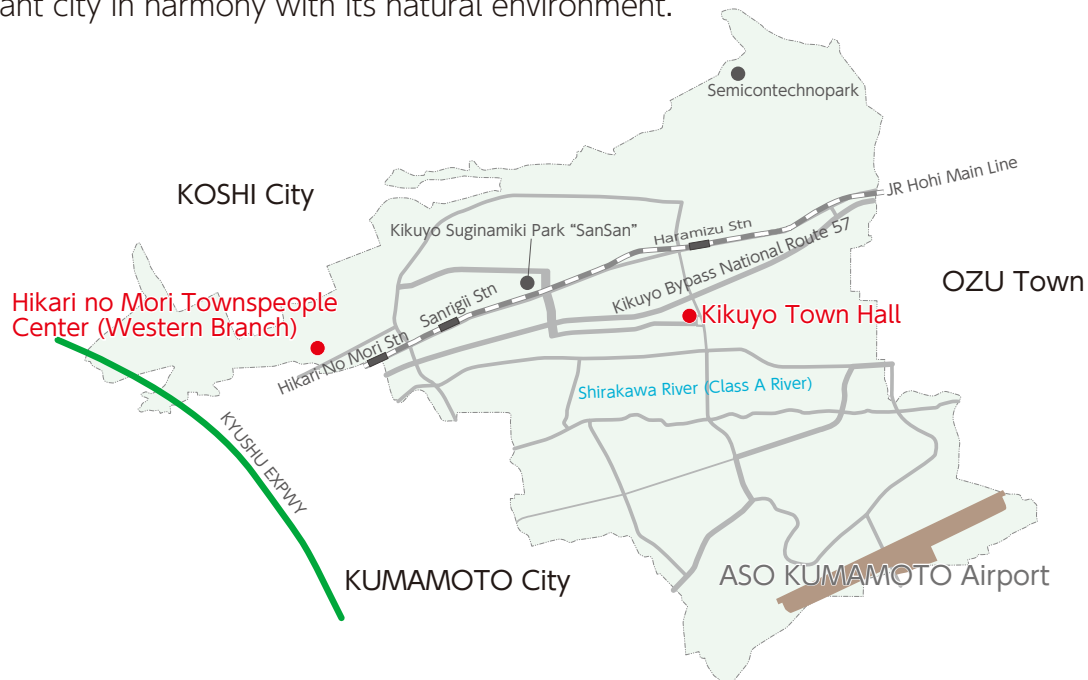


# 1. Introduction of Kikuyo Town

Here is an introduction to Kikuyo Town where you will live!

## (1) Overview of the Town

Kikuyo Town is located northeast of Kumamoto City, 11.8 km from east to west and 9.4 km from north to south, with a total area of 37.46 km<sup>2</sup>. The urban area, including residential and commercial facilities, is surrounded by abundant water and greenery, making it a vibrant city in harmony with its natural environment.



## (2) Population and number of households <as of March 31,2023>.

【Population】 43,673 (Male 21,506 / Female 22,167) people

【Number of households】 18,992 households

## (3) Town Emblem and Town Mascot



The letter “K” in the katakana character is used to write Kikuyomachi (Kikuyo town). It represents a bird of peace and a growing city.

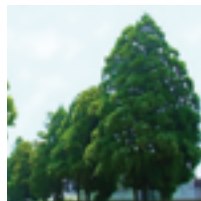


The mascot character is based on the town's specialty, carrots, and is called “Caroppi”.

## (4) Town Flower • Town Tree • Town Bird



Town Flower :  
Chrysanthemum



Town Tree : Cedar



Town Bird : Skylark

### Contact information for the section in charge

General Policy Planning Division, Kikuyo Town Office

☎096-232-2112 ✉ [sogoseisaku@town.kikuyo.lg.jp](mailto:sogoseisaku@town.kikuyo.lg.jp)

## 2. Business Guide for Kikuyo Town Hall

### (1) Kikuyo Town Hall (Main Office)

The Kikuyo Town Hall handles various procedures necessary for the daily life of foreign residents. The office consists of three buildings: the main building, an annex, and the Disaster Prevention Center. A general information desk is located immediately after entering the main entrance of the main building of the office. If anything is unclear, please feel free to contact us.

【Address】 2800 Kubota, Kikuyo-machi, 869-1192

【Telephone】 096-232-2111

【Business Hours】 Weekdays (From Monday to Friday) 8 : 30-17 : 15

【Services Available】 Please refer to the table “ Services provided by the Main Office of the Town Hall” on the next page for more details.



Municipality  
Government Office  
Guide Map HP



Kikuyo Town Hall Main Entrance



Disaster Prevention Center

### ■ Sunday opening of the office ( only for issuing certain certificates)

Because some people cannot come to the office on weekdays, some of the reception services are open on Sundays. We issue some certificates and take custody of documents to be submitted\*.

※ Please note that address changes such as moving in, moving out, or relocating cannot be accepted.

【Available Dates】 Every Sunday (Excluding the holiday period from December 29 through January 3.)

【Opening Hours】 9 : 00-13 : 00

【Available Venue】 Town Hall Main Office 1st Floor

At the counter of Municipality Division

【Services Available】 Please check the QR code on the right.



Sunday opening of the office HP  
(Available Services etc.)

### ■ Establishment of an consultation service for foreign residents

In May 2023, a Foreign Resident Consultation Counter will be opened on the first floor of the Town Hall. Chinese and English-speaking interpreters will be available to assist foreign residents with various procedures and advice on daily life. More details will be announced on the Kikuyo Town website after the opening.

【Available Services】 Plans to support all office operations



〈Available Services at the Town Hall〉

Divisions in charge	Name of Sections	Main services
General Affairs Division	General Affairs and Legislation Section	General administration, documents, legislation, parliamentary affairs, general affairs
	Personnel and Secretariat Section	Personnel, staff recruitment, compensation, benefits, secretarial
	Information Management Section	Computer systems, security measures
	DX Promotion Section	Digitalization of operational process of the town office
Crisis Management and Disaster Prevention Division	Fire and Traffic Section	Fire brigade, fire fighting, traffic safety
	Disaster prevention and safety Section	Disaster and disaster prevention measures, vacant house measures
General Policy Planning Division	Policy Planning Section	Town government planning, statistics, public relations, international exchange
	Community Development Section	Public transportation, tour buses, local development
Finance Division	Building Management Section	Government building management, property management, competitive bidding administration
	Finance Section	Budget, finance, local allocation tax, municipal bonds
Human Rights Education and Enlightenment Division	Human Rights Education and Awareness Section	Human rights education and awareness, human rights protection
	Promotion of Gender Equality Section	Promotion of Gender Equal Society
Municipal Division	Municipal Section	Resident registration (resident registration), seal registration, pension, application for "My Number"[individual number] card, issuance of certification
	Family Registration Section	Family registration (birth, death, marriage, divorce)
Tax Division	Tax Collection Section	Collection of municipal tax, collection management
	Inhabitant Tax Section	Imposition of inhabitant tax, National Health Insurance tax and corporate inhabitant tax
	Property Tax Section	Imposition of property tax and light motor vehicle tax
Environmental Life Division	Environmental Life Section	Global warming prevention measures, rabies prevention, Garbage collection, recycling promotion
Health and Insurance Division	Health Promotion Section	Health checkups - medical examinations, vaccinations, health counseling and health education
	Maternal and Child Health Section	Issuance of maternal and child health handbooks, Health Checkups and Consultation for Infants, Visiting all households with infants
	National Health Insurance and Pension Insurance Section	National health insurance, late-stage medical care for the elderly, subsidies for children's medical expenses, pension

Divisions in charge	Name of Sections	Main services
Nursing Care Insurance Division	Nursing Care Insurance Section	Imposition and collection of long-term care insurance premiums, certification of long-term care needs, subsidies for home modification for the elderly
	Nursing Care Prevention Section	Community comprehensive support centers, admission to nursing homes for the elderly, support for preventive care for the elderly
Welfare Division	Regional Welfare Section	Needy, public assistance, special child support allowance, medical expense subsidies for the severely physically and mentally handicapped
	Disability Welfare Section	Disability welfare, medical care for services and supports for persons with disabilities, daycare support for children with disabilities
	Children's General Consultation Section	Counseling for children, measures against withdrawal, measures against suicide
Child-rearing Support Division	Nursing Care Section	Entrance and exit from daycare centers, imposition, and collection of user fees
	Child-rearing Support Section	Childcare for school children, child allowance, child support allowance, medical expense subsidies for single parents, child abuse prevention
	Musashigaoka Children's Center	Activities of the Children's Hall (in the Seibu Community Center)
Agricultural Administration Division	Agricultural Administration Section	Agriculture, livestock and forestry promotion, agricultural pest control
	Agricultural Land Management Section	Agricultural land accumulation and intensification, maintenance of agricultural roads and facilities
Commerce and Industry Promotion Division	Commerce and Industry Promotion Section	Commercial and industrial support, business attraction, tourism promotion
	Business Location Support Section	Development of industrial parks, support for business location
Construction Division	Construction Section	Road planning in general, new construction and reconstruction of roads, flood prevention
	Maintenance and Management Section	Maintenance, management, occupancy, collection of rental fees for municipal housing, maintenance of town roads and bridges
City Planning Division	City Planning Section	Determination of urban planning, district planning, seismic retrofit projects for houses and buildings
	Land readjustment section	Rezoning projects, surveying and design
	Public Park Section	Maintenance of parks
Sewer Division	Engineering Section	Sewerage planning, maintenance and management of public sewers, agricultural community drainage, and stormwater control ponds
	Operations Section	Imposition and collection of user fees, management of water meters
Accounting Division	Accounting Section	Cashiering, fund management

Divisions in charge	Name of Sections	Main services
School Affairs Division	General Affairs Section	Teachers' and staffs' service, acquisition and management of educational equipment, appointment and dismissal of school and town-funded employees, and other personnel affairs
	School Education Section	School education, educational consultation, school enrollment administration for students, school enrollment assistance, dispatch of junior high school students overseas
Facility Maintenance Section	Facility Section	Development and maintenance of school facilities
Lifelong Learning Division	Lifelong Learning Section	Social education, promotion of cooperative activities in local schools, coming-of-age ceremony
	Cultural Promotion Section	Promotion of culture and art, protection, and designation of cultural assets
Sports Promotion Division	Sports Promotion Section	Sports promotion, maintenance, and management of the municipal gymnasium
	Gymnasium Section	Management of the gymnasium
Congress Secretariat		Council operation, council public relations, auditing
Agriculture Committee		Permission and notification under the Agricultural Land Law, mediation of agricultural land
Election Commission		Elections, voter education, preparation of voter lists

## (2) Hikari no Mori Townspeople Center (Western Branch)

At the Hikari no Mori Townspeople Center, Western Branch Office, various procedures necessary for daily life can be performed. It also handles various notifications and issues various certificates.

【Address】 2-1-1 Hikarinomori, Kikuyo-machi, 869-1108

【Telephone】 096-237-6555

【Business Hours】 Weekdays (From Monday to Friday) 8:30-17:15

【Available Services】 Family Register, Resident Registration and Residence Certificate, Seal Registration and Certification, Burial and Cremation Permits,



Various Certificates, Notification of National Pension, Notification of National Health Insurance, Social Welfare Affairs (A single-parent family, Child, Elderly, Disabled), Collection of Municipal Taxes and Insurance Premiums, Procedures for Motorized Bicycles, etc.



Western Branch  
Office HP

### Contact information for the section in charge

General Affairs Division, Kikuyo Town Office

☎096-232-2111 ✉somu@town.kikuyo.lg.jp