

### 3. Procedures at Kikoyo Town Office

- (1) Resident registration and certificate of residence
- (2) Notification of family register (birth, death, marriage, divorce)
- (3) Seal registration and certificate of seal impression
- (4) National Health Insurance and Late-Stage Senior Citizen's Health Care System
- (5) Nursing care insurance system
- (6) Pension
- (7) Taxes
- (8) Child Medical Expense Subsidies



## 3– (1) Resident registration and certificate of residence

### (1) Resident registration

If you have an address in Kikuyo Town for more than 3 months with the status of residence under the Immigration Control Act, you must register as a resident at the Kikuyo Town Office (Municipal Division or Western Branch Office) within 14 days from the day you start living in the town.

For each case requiring resident registration, please refer to the following table for what is required for the procedure.

| Matters requiring resident registration             | What is required for the procedure   |
|---|--|
| When moving in from overseas                        | <ul style="list-style-type: none"> <li>Residence card <sup>※1</sup><br/> <sup>※1</sup> If a residence card has not been issued, a passport stating that a residence card will be issued at a later date is valid.</li> <li>Passport (required for all)</li> <li>Documents showing the relationship of the person moving in (for documents filled out in a foreign language, a Japanese translation with the translator's name and signature is required).</li> </ul> |
| When moving in from a municipality outside the town | <ul style="list-style-type: none"> <li>Moving-out certificate (issued by the city, ward, town or village where you have been living)</li> <li>Residence card</li> <li>"My Number" [Individual number] card (if you have one)</li> </ul>  |
| When moving within the town                         | <ul style="list-style-type: none"> <li>"My Number" [Individual number] card (if you have one)</li> <li>Notification of approval of cohabitation (if there is already someone living at the new address)</li> <li>Documents with the address issued by the town <sup>※2</sup> (if you have one)<br/> <sup>※2</sup> National health insurance card, long-term care insurance card, physical disability certificate, etc.</li> </ul>                                    |
| When moving to a municipality outside the town      | <ul style="list-style-type: none"> <li>Residence card</li> <li>"My Number" [Individual number] card (if you have one)</li> </ul>   |

### (2) Certificate of residence


After registering as a resident, the following certificates can be obtained.

| Certificate type   | Contents to be certified / Fee  | What is required for the procedure  |
|--|---|---|
| Certified copy of residence certificate <sup>*1</sup><br><sup>※1</sup> Certificate for all household members     | This document certifies that the applicant lives in Kikuyo Town (registered address, name, date of birth, sex, previous address, etc.).<br>If you wish, you can also prove your residence certification code, "My Number" [individual number], nationality, status of residence, period of stay, and residence card number.<br><Commission fee><br>300 yen per copy | Identification documents (residence card, "My Number" [individual number] card, passport, etc.) |
| Extract of residence certificate <sup>*2</sup><br><sup>※2</sup> Certificate of individuals in the same household |   |   |

| Certificate type  | Contents to be certified / Fee   | What is required for the procedure  |
|---|--|---|
| Certified copy of certificate of items entered in the certificate of residence * <sup>1</sup><br>※1 Certificate for all household members | This document certifies a partial excerpt of information from the resident registration.<br><Commission fee><br>300 yen per copy | Identification documents (residence card, “My Number” [individual number] card, passport, etc.) |
| Extract of certificate of residence * <sup>2</sup><br>※2 Certificate of individual members of the same household                          |  |   |

#### Contact information for the section in charge

Municipal Division, Kikuyo Town Office

**☎096-232-4914**  [chomin@town.kikuyo.lg.jp](mailto:chomin@town.kikuyo.lg.jp)

### 3– (2) Notification of family register (birth, death, marriage, divorce)

A family register registers a person's kinship from birth to death. In the following cases, it is necessary to report your family register to the Kikuyo Town Office (Municipal Division or Western Branch Office).

| Type of notification    | When                                  | What is required for procedure  |
|-------------------------|---------------------------------------|---|
| ① Birth notification    | Within 14 days from the date of birth | <ul style="list-style-type: none"> <li>• Birth certificate (issued by hospital, etc.)</li> <li>• Maternal and Child Health Handbook</li> </ul>  |
| ② Death notification    | Within 7 days of learning of death    | <ul style="list-style-type: none"> <li>• Death certificate (prepared by hospital)</li> </ul>  |
| ③ Marriage registration | When you get married                  | <ul style="list-style-type: none"> <li>• (For marriage) Documents certifying the required conditions for marriage as stipulated by the laws of your country or region (issued by embassy or consulate in Japan or in your own country)</li> <li>• Identification documents (Residence card, “My Number” [Individual number] card, passport, etc.)</li> <li>• Certificate of nationality (passport, etc.)</li> <li>• Copy of family register (for Japanese nationals)</li> </ul> |
| ④ Divorce notification  | When you get divorced                 |   |

(Supplementary information) Documents written in a foreign language must be translated into Japanese with the translator's name and signature.


After registered in the family register, certificates can be issued to publicly certify births, deaths, marriages, divorces, kinship, etc.

| Certificate type  | Contents to be certified  | What is required for request   |
|---|---|--|
| Certificate of all matters registered in the family register (Copy of family register) <sup>※1</sup><br>※1 Certificate for all family members | This document certifies the name, date of birth, parents' names and relationship with them, birth, death, marriage, divorce, and other information of the person listed in the family register. | <ul style="list-style-type: none"> <li>• Identification documents (residence card, “My Number” [Individual number] card, passport, etc.)</li> </ul> <p>※ If the “applicant” and the “person listed in the family register” are different, documents showing the relationship between the two must be presented.</p> <p>〈Commission fee〉<br/>450 yen per copy</p> |
| Certificate of personal matters registered in the family register (extract of family register) <sup>※2</sup><br>※2 Certificate for one person |   |  |
| Certificate of acceptance <sup>※3</sup><br>※3 Only the person who has filed the application can make a request.                               | This document certifies the completion of acceptance of a birth, death, marriage, or divorce registration when it has been submitted and accepted by the town office.                           | <ul style="list-style-type: none"> <li>• Identification documents (residence card, “My Number” [Individual number] card, passport, etc.)</li> </ul> <p>〈Commission fee〉<br/>350 yen per copy</p>   |

| Certificate type   | Contents to be certified  | What is required for request   |
|--|---|--|
| <p>Certificate of the matters stated in the notification form<sup>※4</sup></p> <p>※4 A request may be made only under special circumstances.</p> | <p>This document certifies the contents of a birth, death, marriage, or divorce registration form when it has been submitted and accepted by the town office.</p> | <ul style="list-style-type: none"> <li>• Identification documents (residence card, “My Number” [Individual number] card, passport, etc.)</li> </ul> <p>〈Commission fee〉<br/>350 yen per copy</p> |

#### Contact information for the section in charge

Municipal Division, Kikuyo Town Office


**☎096-232-4914**  [chomin@town.kikuyo.lg.jp](mailto:chomin@town.kikuyo.lg.jp)

## 3– (3) Seal registration and certificate of seal impression

### (1) Seal registration

Seals to be used for contracts and legal procedures are registered. The procedure is carried out at the Kikuyo Town Office (Municipal Division or Western Branch Office).

Foreign nationals may register a seal under the alphabetical name listed in the Basic Resident Registry (registered as a resident). If your name is also written in katakana in the Basic Resident Registry, you can register your seal with the name read in katakana.

| Seal Registration Method and Fee   | What is required for procedure  |
|--|---|
| <ul style="list-style-type: none"> <li>The person who registers the seal must complete the procedure at the counter on his/her own.</li> </ul> <p>〈Commission fee〉 300 yen per case</p>  | <ul style="list-style-type: none"> <li>Seal to be registered</li> <li>Identification documents ※ (Residence card, “My Number” [Individual number] card, passport, etc.)<br/>※ With a face photo</li> </ul> <p>(Seal that cannot be registered)</p> <ul style="list-style-type: none"> <li>Rubber stamps or easily deformable seals</li> <li>The size of the impression that fits into a square with 8 mm in length on each side or does not fit into a square with 25 mm in length on each side</li> <li>Blurred seal impression</li> </ul> |

### (2) Certificate of seal impression

Upon registration of a seal, the following certificates can be obtained.

| Certificate type                 | Contents to be certified and fee   | What is required for request   |
|----------------------------------|--|--|
| Certificate of seal registration | <p>This document certifies the registered seal.</p> <p>〈Commission fee〉<br/>300 yen per copy</p> | <ul style="list-style-type: none"> <li>Seal registration card (blue plastic card)</li> </ul> |



#### Contact information for the section in charge

Municipal Division, Kikuyo Town Office

☎096-232-4914    ✉chomin@town.kikuyo.lg.jp




## 3– (4) National Health Insurance and Late-Stage Senior Citizen's Health Care System

All registered residents in Japan must be covered by one of the following public medical insurance plans. If you are not covered by workplace health insurance, you must go to the Kikuyo Town Office (Health and Insurance Division) to apply for National Health Insurance and pay the National Health Insurance tax.

When you join the National Health Insurance system, you will be issued an insurance card, and if you present your insurance card when you receive medical treatment at a medical institution, you will be partially reimbursed for your medical expenses.

Those aged 75 or older are covered by the Late-Stage Senior Citizen's Health Care System.

### 〈Three public health insurance plans〉

|   |   |
|---|---|
| <p>① Health Insurance</p>                                  | <ul style="list-style-type: none"> <li>■ This insurance is for people who work for a company, etc., and the procedure must be completed at the place of employment.</li> <li>■ Please ask your employer for more information.</li> </ul>  |
| <p>② National Health Insurance</p>                       | <ul style="list-style-type: none"> <li>■ Those who are not enrolled in “ ① Health Insurance ” are required to enroll in National Health Insurance.</li> <li>■ You must complete the enrollment procedures at the town office (Health and Insurance Division) and pay the National Health Insurance tax*.</li> </ul> <p>※ For National Health Insurance Tax, please check page 18.</p> |
| <p>③ Late-Stage Senior Citizen's Health Care System</p>  | <ul style="list-style-type: none"> <li>■ People aged 75 or older are eligible to join.</li> <li>■ People who are aged 65 or older and have disabilities are also eligible to join.</li> <li>■ You must complete enrollment procedures at the town office (Health and Insurance Division) and pay premiums for late-stage medical care for the elderly.</li> </ul>                     |

### 〈Subsidy and Refund Procedures〉

Members of ② National Health Insurance and ③ Late-Stage Senior Citizen's Health Care may be eligible to receive subsidies or refunds if they go through the procedures in the following table at the town office (Health and Insurance Division). Identification (driver's license, passport, residence card, etc.) and an insurance card are required for the procedure.


| Cases of procedure        | Documents required for the procedure                    |
|---------------------------|---|
| When a child is born      | Written agreements with hospitals, receipts, bank books |
| When a family member dies | Funeral gift certificates, bankbooks                    |

| Cases of procedure  | Documents required for the procedure |
|---|--------------------------------------|
| When the money paid to the hospital is too high                               | Receipts, bank books                 |
| With corsets and other therapeutic orthotics that a physician deems necessary | Doctor's note, receipts, bankbook    |

#### 〈How to pay premiums〉

Premiums can be paid by direct debit from a bank account reported in advance, or at a bank, post office, convenience store, or at the town office using a payment slip sent by the town.

#### Contact information for the section in charge

Health and Insurance Division, Kikuyo Town Office  
**☎096-232-4914**    [chomin@town.kikuyo.lg.jp](mailto:chomin@town.kikuyo.lg.jp)

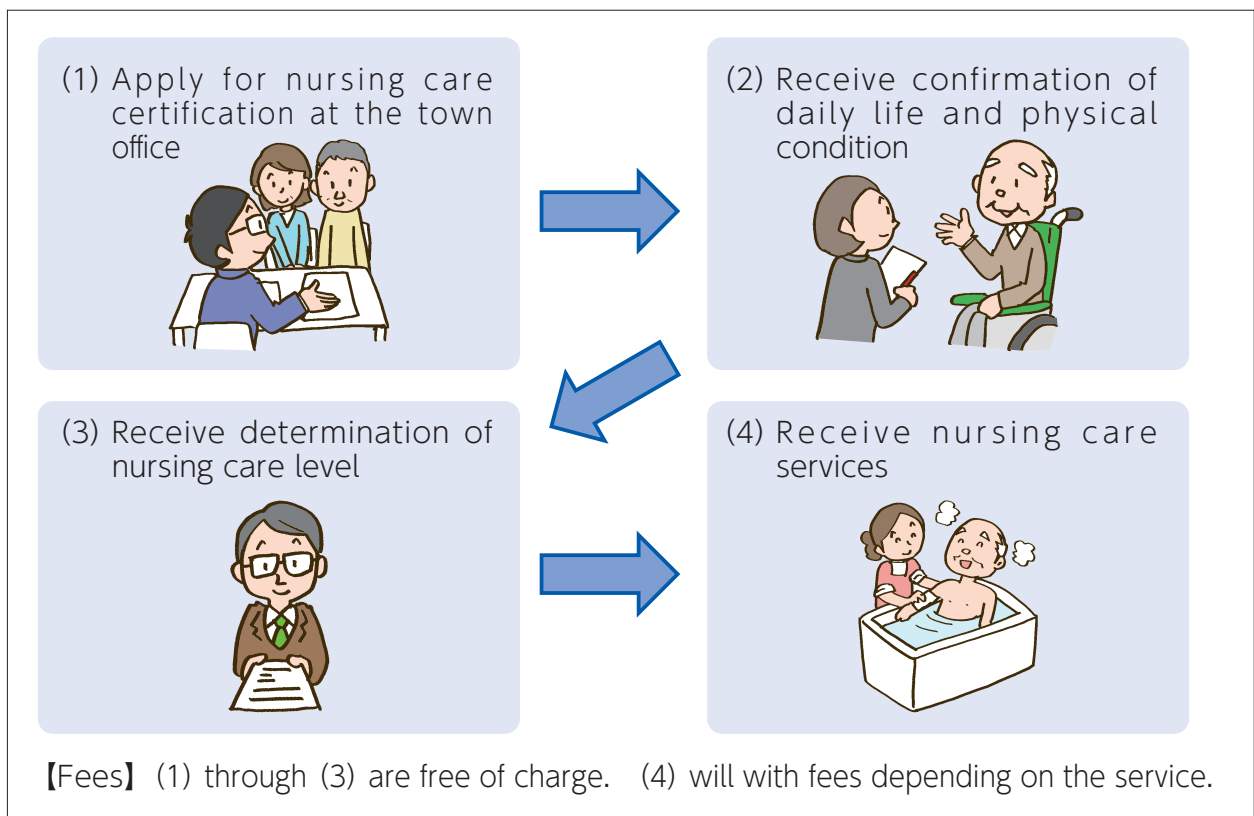


### 3– (5) Nursing care insurance system

Registered residents of Kikuyo Town aged 65 years and older \* can receive nursing care services appropriate for their physical and mental conditions by applying for nursing care certification at the Kikuyo Town Office (Nursing Care Insurance Division) when they need nursing care due to illness or injury.

\* Residents aged over 40 years old may also be eligible, depending on the cause of the need for nursing care.

#### 〈Procedure Flow〉



#### (Example of care services)

- Home caregivers come to the house and help with bathing.
- Install handrails in the hallways of the house.
- Spend time at the facility during the daytime or other times when family members are not present.



Even if you do not apply for long-term nursing care, anyone aged 65 years or older who feels that they have lost their physical fitness should consult with the office. We may be able to refer you to preventive care exercises and other activities.

### 〈Nursing care insurance premiums〉


All persons aged 65 or older are required to pay long-term nursing care insurance premiums. Premiums should be paid either ① by direct debit from the bank account you have reported or ② with the payment slip sent by the town.

【Place of payment】 Convenience stores, banks, post offices, and town hall

\*For details, please inquire at the town office (Nursing Care Insurance Division).

### Contact information for the section in charge

Nursing Care Insurance Division, Kikuyo Town Office

**☎096-232-2508**  [kaigohoken@town.kikuyo.lg.jp](mailto:kaigohoken@town.kikuyo.lg.jp)

## 3– (6) Pension

### (1) Public pension system

In Japan, people aged 20 to under 60 years old must enroll in the public pension system. Public pensions include the National Pension Plan and Employees' Pension Plan, and insured persons are divided into 3 categories.

〈Types of public pensions and categories of insured persons〉

| Category                         | Insured person No. 1   | Insured person No. 2   | Insured person No. 3  |
|----------------------------------|--|--|---|
| Types of public pension          |  | Welfare pension<br>(Persons under the age of 70 working for companies or businesses) |   |
|                                  | National pension (basic pension)<br>(All persons aged 20 to under 60 years old)  |  |   |
| (Eligible persons)               | Self-employed, agriculture, forestry, fishing, part-time, unemployed, student, etc.  | Working at companies, offices, etc.  | Dependent spouse of insured person No. 2                                      |
| Venue for enrollment procedure   | Kikuyo Town Office<br>(Health and Insurance Division)  | Your workplace   | Workplace of insured person No. 2   |
| Items required for the procedure | Please check with the Health and Insurance Division before the procedure.<br>• Documents showing the pension number (such as Pension Handbook, Basic Pension Number Notification)<br>• My number card and passport for people who do not have a pension number | Please check with your workplace before the procedure.                               | Please check with the workplace of insured person No. 2 before the procedure. |
| How to pay insurance premiums    | Select one of the following payment methods and complete the procedure at the Health and Insurance Division of the town.<br>• Payment slip<br>• Bank transfer<br>• Credit card   | Insurance premiums are deducted from salary.   | Insurance premiums are deducted from the salary of insured person No. 2.      |
| Others                           | There are special exceptions to the National Pension Insurance premiums, such as exemptions and payment deferral.  |  |   |

### 〈Details of the public pension system and procedures〉

Please check the website by scanning the QR code on the right for details.



Public pension website  
(available in 14 languages)

### (2) Private pension

Private pensions include corporate pensions and iDeCo, where premiums are paid separately from public pensions, and benefits are provided in addition to public pensions. For more information, check our website by scanning the above QR code.

#### Contact information for the section in charge

Health and Insurance Division, Kikuyo Town Office

**☎096-232-4912** ✉ [kokuho@town.kikuyo.lg.jp](mailto:kokuho@town.kikuyo.lg.jp)

### 3– (7) Taxes

Taxes pay for public services such as health care, roads, education, and police. In order to support each other and build a better society together, we all need to fairly share this cost.



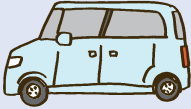

There are two types of taxes: national tax, which is paid to the national government, and local tax, which is paid to Kumamoto Prefecture and Kikuyo Town.

#### 〈Major Taxes〉

| Type         | Items of taxation                          | Outline  | Contact information   |
|--------------|--|--|---|
| National tax | Income tax                                 | <ul style="list-style-type: none"> <li>■The government levies tax on individual income from January to December of the current year.</li> <li>■If you work for a company or business, income tax is deducted from your monthly salary.</li> <li>■Self-employed and other individuals must submit their tax returns to the tax office between February 16 and March 15.</li> </ul>  | Kikuchi Tax Office<br>☎0968-25-2121   |
| Local taxes  | Inhabitant tax <sup>①</sup>                | <ul style="list-style-type: none"> <li>■Kikuyo Town levies tax on individual income from January to December of the previous year for those who have addresses in the town as of January 1.</li> <li>■Those who work for a company or business will have resident tax deducted from their monthly salary.</li> <li>■Income from the previous year must be reported between February 16 and March 15 (not required for those who are self-employed or have filed a tax return, or whose company or business has submitted a payroll report to the town).</li> <li>■Those who do not have the amount deducted from their salary will receive a payment slip by mail from the town around June, so please pay at a convenience store or at a bank counter.</li> </ul> | Kikuyo Town Hall<br>Tax Division<br>☎096-232-4911<br>In charge of ①<br>: Inhabitant Tax Section<br>In charge of ②<br>: Property Tax Section |
|              | National Health Insurance Tax <sup>①</sup> | <ul style="list-style-type: none"> <li>■Kikuyo Town levies tax on individual income from January to December of the previous year for National Health Insurance subscribers.</li> <li>■The taxpayer is the head of the household. The town will mail a payment slip around June, so please pay at a convenience store or at a bank counter.</li> </ul>   |   |
|              | Property Tax <sup>②</sup>                  | <ul style="list-style-type: none"> <li>■The tax is levied on individuals and corporations that own land, houses, and depreciable assets (e.g., business machinery and equipment) in the town as of January 1.</li> <li>■Persons operating businesses in the town are required to report their assets as of January 1 to the town by January 31.</li> <li>■The town will mail a payment slip around May, so please pay at a convenience store or at a bank counter.</li> </ul>  |   |

| Type | Items of taxation                    | Outline  | Contact information  |
|------|--------------------------------------|--|--|
|      | Light Motor Vehicle Tax <sup>②</sup> | <ul style="list-style-type: none"> <li>■ The town levies a tax on people who own light vehicles and motorized bicycles (motorcycles) as of April 1.</li> <li>■ The town will mail a payment slip around May, so please pay at a convenience store or at a bank counter.</li> <li>■ In the following cases, license plate procedures are also required (see Appendix). <ul style="list-style-type: none"> <li>① When acquiring a vehicle</li> <li>② When moving in from out of town</li> <li>③ When moving out of the town</li> <li>④ When scrapping the vehicle</li> </ul> </li> </ul> | <p>Kikuyo Town Hall<br/>Tax Division<br/><b>☎096-232-4911</b></p> <p>In charge of ②<br/>: Property Tax<br/>Section</p> |
|      | Automobile Tax                       | <ul style="list-style-type: none"> <li>■ The prefectural government levies a tax on those who own a car as of April 1 (if the car is purchased after April 1, the tax is levied at a monthly rate).</li> <li>■ The Prefecture will mail a payment slip, so please pay at a convenience store or at a bank.</li> </ul>  | <p>Kumamoto<br/>Prefectural Motor<br/>Vehicle Tax Office<br/><b>☎096-368-4020</b></p>                                  |

〈Vehicles subject to the Light Motor Vehicle Tax and license plate processing locations〉

| Type of Vehicle  |   | Place of procedure   |
|--|---|--|
| Motorized bicycle<br>(Motorcycle)<br> | Total displacement: 50cc or less to 125cc or less<br>Three wheels or more: 50cc or less | Kikuyo Town Hall, Tax Division<br><b>☎096-232-4911</b>   |
| Small special motor vehicle<br>       | Tractors, combines, and forklifts, etc.   |  |
| Light motor vehicle<br>               | Three wheels  | Kumamoto Prefecture Light Vehicle Inspection Association<br>16-3, Higashi-honmachi, Higashi-ku, Kumamoto City<br><b>☎050-3816-1758</b> |
|  | Four wheels or more<br>Passenger and cargo (business and private use)                   |  |
| Compact car<br>                     | Motorcycle (over 125cc and 250cc or less)   | Kumamoto District Transport Bureau<br>4-14-35, Higashimachi, Higashi-ku, Kumamoto City<br><b>☎050-5540-2086</b>                        |
|  | Motorcycles (over 250cc)  |  |

〈Other taxes (consumption tax)〉

A 10% consumption tax is imposed on purchases of goods and services in Japan. It is paid together with the payment for goods or services.

Contact information for the section in charge

Tax Division, Kikuyo Town Office

**☎096-232-4911**    [zeimu@town.kikuyo.lg.jp](mailto:zeimu@town.kikuyo.lg.jp)

## 3– (8) Child Medical Expense Subsidies

Kikuyo Town subsidizes medical expenses for children aged 0 to 18.

When you visit (or re-visit) a medical institution in Kumamoto Prefecture, submit your “Hikarikko Card” and “Health Insurance Certificate” at the counter of the medical institution to receive free medical care for your child. You can receive a “Hikarikko Card” by going through the procedures at the town office.

### 〈People eligible〉

Children aged 0 to 18 who are registered residents in Kikuyo town

※ Until March 31st of the first year after turning 18 years old



### 〈Subject medical expenses〉

Medical expenses covered by insurance

### 〈“Hikarikko Card” procedure〉

Please bring the child's “insurance card”, the parent's “bankbook” and “personal seal” to the town office.

### 〈How to receive children's medical expenses when the “Hikarikko Card” is not accepted.〉

If you are hospitalized or visit a medical institution outside Kumamoto Prefecture, please pay the medical expenses temporarily at the counter of the medical institution (you cannot use your “Hikarikko Card”).

Later, you can receive subsidies for medical expenses by going through the procedures at the town office.

- The procedure must be completed within one year from the following month following of when the medical treatment was provided.
- Please bring your “hospital receipt” and personal seal.
- Child medical expenses are calculated on a monthly basis.



### Contact information for the section in charge

Health and Insurance Division, Kikuyo Town Office

**☎096-232-4912**    [kokuho@town.kikuyo.lg.jp](mailto:kokuho@town.kikuyo.lg.jp)