

Only limited people can apply for the certificates

各種証明書の請求者要件について

When you request to issue of various certificates in the city hall, there is a restriction of the person who can ask them, depending on the type of certificate, as shown in the table below. When you come to the city hall to ask a certificate, taking these points into consideration, please fill in the application form by clarifying your necessity, and ask an official by showing your identification document.

市が発行する各種証明書の請求に際し、証明書の種類により、請求できる人について、下記のテーブルに示すような、制限があります。従い、請求の際は、これらの点を考慮の上、請求様式に必要な情報を明示し、身分証明書を提示の上依頼してください。

As of July 31, 2015

Type of certificate 証明書の種類	Those who can request the issuance of the documents 請求できる人
<p>戸籍関係証明書 (Koseki kankei shoumeisho)</p> <p>Family registration related certificates</p>	<p>The person himself listed in the family registry or their spouse, or those of their lineal ascendants and lineal descendants (father, mother, son, grandfather, grandmother, grandson, etc.).</p> <p>戸籍に記載されている本人、またはその配偶者、またはその直系尊属・卑属の方(父、母、子、祖父、祖母、孫など)</p>
<p>住民票 (Jyumin hyou)</p> <p>Residence record</p>	<p>The person himself or same household members. 本人または同一世帯員</p> <p>Note: There are 2 types of residence record, <u>Jyuuminhyou Touhon</u> (Full resident record) that indicates all the Household members and <u>Jyuminhyou Shouhon</u> (Partial resident record) that shows only a part of the Household members. 世帯全員が記載された住民票謄本と、世帯の一部の方が記載された住民票抄本があります。</p> <p>In addition, you can choose if the document shall include or not the permanent legal residence, the householder name, the relationship to the householder. So, please checks carefully which type and what information are required by the destination. また、本籍、筆頭者、続柄、世帯主の記載の有無を選べますので、提出先にご確認のうえ、ご請求ください。</p>
<p>課税証明書 / 所得証明書 / 非課税証明書 (Kazei shoumeisho, Shotoku shoumeisho, Hikazei shoumeisho)</p> <p>Taxation certificate, Income certificate, Non-taxation certificate</p>	<p>The person himself or the relatives, i.e., those who are connected with the person himself by blood or by marriage, in the same household. 本人または同一世帯の親族</p> <p>Please confirm in advance with City Hall whether a requester is one of the relatives who have a right to ask the certificate or not. 請求者がこの証明書を請求できる親族であるかについては、市役所にて事前にご確認ください。</p> <p>In the cases that a spouse who is not the person's dependent relatives or the person has not declared the income, we cannot issue the certificate. 扶養に入っておらず、申告をされていない場合は交付できません。</p>
<p>納税証明書(Nouzei Shoumeisho)</p> <p>Tax payment certificate</p>	<p>The person himself or the relatives, i.e., those who are connected with the person himself by blood or by marriage, in the same household. 本人または同一世帯の親族</p> <p>Please confirm in advance with City Hall whether a requester is one of the relatives who have a right to ask the certificate or not. 請求者がこの証明書を請求できる親族であるかについては、市役所にて事前にご確認ください。</p> <p>Those who paid taxes recently are suggested to bring a document proving the payment as payment slip or bank book, because the notice of your payment may not be ready for us, since it usually takes some time for processing in the financial institution. 最近納付された方は、通知が届くまで時間がかかり、納付の確認ができない場合がありますので、納付したことがわかる納付書や通帳等をお持ちください。</p>