

# Seal Registration



## What is an Inkan (印鑑)?

In Japan, in order to validate contracts with banks, cell phone companies, etc. as well as other important documents, individuals often need a personal seal (印鑑 Inkan). In some cases, for very important applications or contracts, you may need a registered seal (実印 Jitsuin).

## To register your personal seal

Personal seals can be registered at Takikawa City Hall (滝川市役所 Takikawa Shiyakusho) or at Ebeotsu Branch Office (江部乙支所 Ebeotsu Shisho).

Registration costs ¥200 in registration fees. (Re-registration is ¥500.)

Type	Applicant	Necessary Items
Seal Registration (印鑑登録 Inkan Touroku)	• Applicant • Proxy	1. The seal you intend to register (One seal per person, between 8 and 25 mm, with name clearly carved in a material that is difficult to alter) 2. An ID verification document (Passport, residence card, driver's license, etc.)

## Proof of Seal Registration (印鑑登録証明書 Inkan Touroku Shoumeisho)

If you have registered your personal seal, you can obtain documented proof of this registration from Takikawa City Hall or Ebeotsu Branch Office. There is a ¥450 processing fee for each proof issued. When applying for proof, the applicant must bring the Proof of Seal Registration (印鑑登録証明書 Inkan Touroku Shou) issued when he or she first registered his or her seal. In the event that a proxy applies for information, if the proxy brings this Proof of Seal Registration, he or she is not required to have a Letter of Authorization (委任状 I'ninjou).



Example of Takikawa's Proof of Seal Registration Card