



Birth, Death, Marriage, Divorce

Japan has a family registry system which it uses to record and prove birth, death, age, family relations, and other information. When foreign residents give birth or pass away, the City Hall Citizen's Support Division (市役所市民課 *Shiyakusho Shiminka*) or Ebeotsu Branch Office (江部乙支所 *Ebeotsu Shisho*) also needs to be notified of that information.

※After hours, weekend, or holiday notifications can be submitted to the watch office (当直室 *Touchokushitsu*) on the first floor of city hall.

Please make further inquiries with the Sapporo Regional Immigration Bureau or the Immigration General Information Center. For information relating to your home country's procedures, please make inquiries with your embassy or consulate

In the event of childbirth

<i>Procedures</i>	<i>Notification Deadline</i>	<i>Necessary Documents</i>
Notice of Childbirth 出生届 (Shutodoke)	Within 14 days of birth	<ul style="list-style-type: none"> • Notice of childbirth (obtain paperwork at city hall) • Maternity passbook (母子健康手帳 <i>Boshi kenkou techou</i>) • Birth certificate issued by doctor or midwife • National health insurance card (for those enrolled) • Mother or father's personal seal (This seal is not required for foreign residents)

In the event of death

<i>Procedures</i>	<i>Notification Deadline</i>	<i>Necessary Documents</i>
Notice of death 死亡届 (Shiboutodoke)	Within 7 days of death	<ul style="list-style-type: none"> • Notice of death (obtain paperwork at city hall) • Death certificate (attached to notice of death) • Notifier's personal seal (This seal is not required for foreign residents.) • National health insurance card (for those enrolled) • Nursing-care insurance card (for those enrolled) • National pension book (for those enrolled in national pension) • Senior citizens' health insurance card (for those enrolled)

※If the deceased held a Residence Card, that card must be returned within 14 days of the death to the Sapporo Regional Immigration Office in Person or sent to the Tokyo Immigration Office via the following address:

Tokyo Immigration Bureau, Odaiba Office, Tokyo Port Bay Joint Office 9F, 2-7-11, Aomi, Koto-ku, Tokyo-to 〒135-0064

In the event of marriage

<i>Procedures</i>	<i>Necessary Documents</i>
Notice of marriage 婚姻届 こんいんとどけ (Kon'intodoke)	<ul style="list-style-type: none">• Notice of marriage (obtain paperwork at city hall)• An Affidavit of Competency to Marry issued by your home country's embassy or consulate• An official translation of the above document (the translator must provide a signature or personal seal)• The foreign partner's passport• The Japanese partner's official family register copy (those registered in Takikawa may skip this paperwork)• Both partners' personal seals (Seals are not necessary for applying foreign citizens)

In the event of divorce

<i>Procedures</i>	<i>Necessary Documents</i>
Notice of divorce 離婚届 りこんとどけ (Rikontodoke)	<ul style="list-style-type: none">• Notice of divorce (obtain paperwork at city hall)• The Japanese divorcees official family registry copy (those registered in Takikawa may skip this paperwork)• Both divorcees personal seals (Seals are not necessary for applying foreign citizens)

Sapporo Regional Immigration Bureau

TEL: 011-261-7502

Sapporo Regional Immigration Bureau, Sapporo Third Joint Government Bldg, Odori-nishi 12 Chome, Chuo-ku, Sapporo City, Hokkaido

Immigration General Information Center (Tokyo)

TEL: 03-5796-7112

(Japanese/English/Chinese/Korean/Portuguese/Spanish/Thai/French/Burmese)