

# Residence Procedures/Re-entry Permit



The Residency Management System began as of July 9th, 2012, and the process for registering foreign nationals in Japan changed.

<Details about the new system>

*The Immigration Bureau's Homepage*

[http://www.immi-moj.go.jp/newimmiact\\_1.index.html](http://www.immi-moj.go.jp/newimmiact_1.index.html)

(Japanese/English/Chinese/Korean/Spanish/Portuguese)

*The Ministry of Internal Affairs and Communications' Homepage*

[http://www.soumu.go.jp/main\\_sosiki/jichi\\_gyousei/c-gyousei/zairyu.html](http://www.soumu.go.jp/main_sosiki/jichi_gyousei/c-gyousei/zairyu.html)

(Japanese, English, Korean)

## Upon entering Japan

At the immigration counter, the immigration officer will stamp your passport with permission to land and give long-term residents their Residence Cards.

\*Foreign residents can only receive a Residence Card at the four major airports that have adopted the new processing (Narita, Haneda, Chubu Centrair, and Kansai International Airports).

## Residence Card

A residence card is a form of identification issued to long-term resident foreigners who have lawfully obtained entry permission, permission to change to long-term residence status, or renewed their long-term residence. Cards are issued at the Sapporo Regional Immigration Bureau.



Residence Card Sample

## When you move to Takikawa

Within 14 days of moving in, please notify the city hall of your address. Following that, any time you change address, please alert city hall. If you have a Residence Card, please bring it with you when you come to file your paperwork.

\*For long-term residents who entered the country by means other than the four major airports and therefore do not have Residence Cards, upon alerting city hall of your

address, provided you have permission to reside in Japan, you will be given your residence card the day after filing your information. Please bring your passport when you come to file your paperwork.

\*If you are a member of a household in which the head of household is also a foreign resident, you must provide proof of your relationship to the head of the household when filing your address. If your proof of relationship document is not written in Japanese, please also bring an official Japanese translation.

*When changing information*

In the event that any of your personal information changes, you must notify either immigration or Takikawa City Hall, depending on the nature of the change. If you send information concerning any changes to the wrong office, you may have to rewrite your paperwork.

Procedures for residence renewal or change of residence status all take place at the immigration office. In the case of renewal, please begin procedures at the Sapporo Immigration Office within three months of your residence card expiration. In the event you must change your residence status, your residency period has no relation to your change, so please promptly submit your paperwork. There is a ¥4,000 fee for renewal or residence status change.

<i>Change in Information</i>	<i>Where to Give Notification</i>
Change of name, date of birth, sex, nationality or national origin	Regional Immigration Bureau (Sapporo residents report to the Sapporo
Change in residence status	Regional Immigration Bureau)
Change of address (Move-in, moving within the city)	City Hall
Change of address (Moving out of the city)	

\*For special permanent residents, you will receive a special permanent record certificate rather than a resident card. For all changes in personal information mentioned above, please report to the Takikawa City Hall.

### Reissuing a residence card

In the event your resident card is lost, stolen, destroyed, severely damaged, or severely stained, please apply for a reissuance at the Sapporo Regional Immigration Bureau.

### Applying for a Re-entry Permit

Long-term Residents and Special Permanent Residents who temporarily leave Japan must apply for a re-entry permit at the Sapporo Regional Immigration Bureau in order to re-enter Japan.

When applying for a re-entry permit at the Sapporo Regional Immigration Bureau, please bring your passport, residence card (or special permanent resident identification card). There is a ¥3,000 processing fee for a one-time use re-entry permit and a ¥6,000 processing fee for a multi-use re-entry permit. This fee must be paid using a revenue stamp (収入印紙 しゅうにゆういんし Shuunyuuinshi) at the time of application.

- Please note that for long-term residents leaving Japan for less than a year (for special permanent residents, less than two years) there is no need to obtain a re-entry permit. (Deemed Re-entry Permit さいにゆうこくきよか Minashi Sainyuukoku Kyoka.) In these cases, please show your residence card to immigration as you exit the country and alert the authorities to your return date.

Please bring your residence card (special permanent resident identification card) through immigration, even if you hold a re-entry permit.

### **Additional Information**

- The longest possible single-issue residence period is five years.
- The previous Alien Registration System has been abolished, and foreign residents will now be recorded on the resident registry.

### **《Those who will be recorded on the resident registry》**

All long-term foreign residents (including permanent residents), special permanent residents, and any foreign residents who do not fall into the following categories:

1. Those who will be residents for less than three months.
2. Those who are registered under “short-term visa” status.
3. Those who are registered under “ambassador” status or “official” status.

4. Those foreigners who do not fall into categories 1-3, but who are also not registered by order of the Ministry of Justice.

*Procedures for switching to a residence card*

Citizens who currently have “Alien Registration Cards” must, once the new system is implemented, exchange their card for a Residence Card (special permanent residents must collect a “Special Permanent Resident Certificate”) within an allotted time period, but during that period, the Alien Registration Card is still regarded as valid, so residents need not immediately change status.

“Alien Registration Cards” will be regarded as valid for the following indicated periods.

\*For those who must renew their Alien Registration Cards before the indicated period, they must act within their visa period.

<i>Residence Status</i>	<i>Age</i>	<i>Validity Period</i>
Permanent Resident	Over the age of 16	Until July 8 <sup>th</sup> , 2015
	Under the age of 16	Until July 8 <sup>th</sup> , 2015 or until 16 <sup>th</sup> birthday, whichever comes first
Designated Activities	Over the age of 16	Until visa expiration or until July 8 <sup>th</sup> , 2015, whichever comes first
	Under the age of 16	Until visa expiration or until July 8 <sup>th</sup> , 2015 or until 16 <sup>th</sup> birthday, whichever comes first
All other residence statuses	Over the age of 16	Until visa expiration
	Under the age of 16	Until visa expiration or until 16 <sup>th</sup> birthday, whichever comes first

※Materials necessary for application can be found at the Sapporo Regional Immigration Bureau’s home page.

◆Sapporo Regional Immigration Bureau (札幌入国管理局)

TEL 011-261-7502

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

URL: <http://www.immi-moj.go.jp/>

(Japanese/English/Chinese/Korean/Portuguese/Spanish)

◆Immigration General Information Center (Tokyo)

がいこくじんざいりゅうそうごう  
(外国人在留総合インフォメーションセンター)

TEL 03-5796-7112

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

**Residence Status Consultation**

Notary Public: Hokkaido Immigration Procedures Consultation works in joint sponsorship with the Sapporo International Communication Plaza Foundation and provides free consultation every year from April to October for foreigners living in Hokkaido in matters pertaining to creating and handling paperwork for change of residence arising from circumstances such as visa renewal and marriage. For further information on operating hours and offices, please see their website.

◆Hokkaido Residential Procedures Administrative Scrivener Council

ぎょうせいしよしほっかいどうざいりゅうてつぎきょうぎかい  
(行政書士北海道在留手続協議会)

URL: <http://www.plaza-sapporo.or.jp/citizen/meikan/131.html>

(Japanese)

11-5, 1 Choume, Akenoshin-chou, Tomakomai-shi

TEL: 0144-57-8144 (9:00~18:00. Closed weekends and holidays.)

FAX: 0144-57-8146

E-mail: kiyono-k@gyosei.or.jp (Japanese)