

LOOK INSIDE for Koka City Living Guide Part 3: Notifications & Certificates (Cont.)



KOKA

英語版広報 こうか 12月号



City Hall Closings During New Year's Holidays

- 1) **Last Day: December 28th (Fri)** This day will mostly be for extensive cleaning, but facilities will be open.
- 2) **Opens on January 4th (Fri)**
- 3) **City Services**

Marriage, birth and death registrations are accepted at any time at the city hall reception window.

- 1) Document delivery terminal such as those at convenience stores (for Koseki, Juminhyo, Personal Seal Registration Certificate, Tax Certificates, and Income Certificates) will be **CLOSED** from **December 29th to January 3rd**
- 2) **Other Facilities:**

Facility Name		Closed from
All city nursery schools		December 29th (Sat) to January 3rd (Thur)
All city kindergartens		December 22nd (Sat) to January 6th (Sun)
All city elementary/junior high schools		December 22nd (Sat) to January 6th (Sun)
All city Hoken Centers		December 29th (Sat) to January 3rd (Thur)
All Chiiki Hokatsu Shien Centers		December 29th (Sat) to January 3rd (Thur)
Hospitals/Shinryosho 	Minakuchi Shinryosho	December 29th (Sat) to January 3rd (Thur)
	Shigaraki Chuo Byoin	December 29th (Sat) to January 3rd (Thur)
	Koka Byoin *Please be warned that emergency room visits on January 1st will have a long waiting time due to electronic medical record system maintenance.	December 29th (Sat) to January 3rd (Thur) *Please note that the emergency room will be open, but there will only be a few doctors available. *For children's emergencies, the Pediatric Emergency Medical Service will be available from December 29th (Sat) to January 3rd (Thur), 9 AM to 7 PM



Beware of Unfamiliar Companies / Services

Recently, there have been some incidents of companies claiming to perform plumbing services that were requested by Koka City Hall. However, there have been no such requests from Gesuido Ka at city hall, so please be careful.

Furthermore, proper pipe cleaning is necessary for long term use of sewer systems. If you wish to have your pipes cleaned, please request the service directly from a city designated provider.

Inquiries: Gesuido Ka TEL 0748-69-2228 FAX 0748-69-2295

New Year's Holiday Garbage and Waste Removal Schedule

The garbage and household waste schedule for the New Year's holiday can be found below.

Garbage and waste removal during the new year may be different from the regular pick-up schedule, so make sure to check your garbage calendar. (Please be sure to place your garbage in the collection area on the day of collection before 8 AM).

In addition, companies that empty septic tanks and remove bulk garbage tend to be very busy at the end of the year. If you require these services, please make sure to make an appointment with one of the listed companies before the deadline.

Inquiries: Seikatsu Kankyo Ka TEL 0748-69-2145 FAX 0748-63-4582

		Garbage Collection											
Town	Area	Year-End Schedule	12/26	12/27	12/28	12/29	12/30	New-Year's Schedule	1/4	1/5	1/6	1/7	
			Wed	Thur	Fri	Sat	Sun		Fri	Sat	Sun	Mon	
Minakuchi	Minakuchi			Burnables					Burnables			Burnables	
	Iwagami				Burnables					Burnables		Plastics	
	Kashiwagi				Burnables						Burnables		Plastics
	Ayano			Burnables					Burnables				Burnables
	Kibukawa				Burnables						Burnables		Plastics
	Bantani		Recyclables *1 Non-Burnables *2			Burnables						Burnables	
Tsuchiyama	Ayukawa / Yamauchi				Burnables	Plastics				Burnables			Plastics
	Tsuchiyama				Burnables	Plastics				Burnables			Plastics
	Ono				Burnables	Plastics				Burnables			Plastics
Koka	All Areas		Non-Burnables *2 Spray Cans		Burnables						Burnables		Plastics
Konan	Dai 2 / Kibogaoka		Non-Burnables *2 Spray Cans		Plastics	Burnables				Burnables			Burnables
	Dai 1 / Dai 3 / Chubu		Non-Burnables *2 Spray Cans		Plastics	Burnables				Burnables			Burnables
Shigaraki	Nagano / Nishi/ Eda / Koyama			Plastics	Burnables				Plastics	Burnables			
	Tashiro / Hata			Burnables	Plastics				Burnables	Plastics		Burnables	
	Kumoi / Kohara / Asamiya / Tarao			Burnables	Plastics				Burnables	Plastics		Burnables	
Eco Station			Open	Open	Open	Open	Open		Open	Open	Open	Open	
Non-Burnable Center (Minakuchi/Tsuchiyama/Koka)						Open				Open			
Non-Burnable Center (Konan)										Open			
Non-Burnable Center (Shigaraki)					Open					Open			
Koka Koiki Gyosei Kumiai Eisei Center			Open	Open	Open	Open	Open		Open			Open	

*1 Recyclables include: glass bottles, cans, spray cans, batteries, lightbulbs, PET bottles, old cooking oils, styrofoam, used paper, and lighters.

*2 Non-Burnables include: Cosmetic bottles, ceramics, razors, cutter blades, non-recyclable glass, nails, needles, mirrors, metals, small electronics, etc.

There is a possibility that the amount of garbage during this time period will be very large and cause a change in pick-up times or route.

Therefore, please be sure to put your garbage in the collection area by 8 AM.

Bulk Garbage Removal			
Area	Company	Application Deadline	Last Collection Date
Minakuchi Shigaraki	Minakuchi Technos TEL 0748-62-5311	12/14 (Fri)	12/21 (Fri)
Tsuchiyama	Hirose TEL 0748-52-0943	12/19 (Wed) at noon	12/20 (Thur)
Koka / Konan	Nichiei Hino TEL 0748-53-3941	12/14 (Fri)	12/20 (Thur)



*Please apply directly to the company in your area

Continued on the next page

Septic Tank Waste Removal					
Company	End-of-Year	Start-of-Year	Town	Area	
	Application Deadline	Start Date			
Minakuchi Technos TEL 0748-62-1959	12/7 (Fri)	1/7 (Mon)	Minakuchi	All Areas	
			Shigaraki	Nagano	Kita Shinmachi, Kitade-cho, Tonyamachi, Tosei-cho, Hiroshiba-cho, Higashi Nihonmaru-cho, Kami Nihonmaru-cho, Shin Nihonmaru-cho, Minorigaokamachi, Ogama-cho, Fukushima-cho, Tsujimachi, Nakamachi, Banba-cho, Honmachi, Motomachi, Suehiro-cho, Yakiya-cho, Asahimachi, Highland-cho, Tsukushigaoka-cho
					Eda, Koyama, Tashiro, Hata
Nichiei Hino TEL 0748-53-3941	12/6 (Thur)	1/8 (Tue)	Tsuchiyama	Ono Gakku	
			Koka	Ohara Gakku (except Sagami and Ohara Ichiba), Aburahi Gakku, Sayama Gakku	
			Konan	All areas	
Hirose TEL 0748-52-0943	12/6 (Thur)	1/8 (Tue)	Tsuchiyama	All areas except Ono Gakku	
			Koka	Sagami Ohara Ichiba	
			Shigaraki	Nagano	Atagomachi, Zaimoku-cho, Taisho-cho, Shinmachi, Matsuo-cho, Minami Matsuo-cho, Sakaemachi

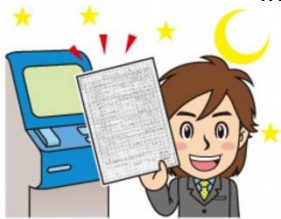
Temporary Shutdown of Convenience Store Document Delivery Service

In order to perform system maintenance, the document delivery service at convenience stores will be shut-down at the following time:

December 5th (Wed) All Day

We are sorry for the inconvenience.

**If you need certificates, please make sure to get them in advance.



Inquiries:

Shimin Ka

TEL 0748-69-2138

FAX 0748-65-6338

For Students Planning on Studying in the Tokyo Area in 2019

The Kokoku Kyokai is an organization that supports students from Shiga Prefecture who wish to study in the Tokyo Area. They are currently looking for students to live in their dormitory. Those who are planning on continuing their education at a university or other school in the Tokyo area, please feel free to apply below.

Location of Dorm: Tokyo-to, Musashino-shi, Nishikubo 2 Chome 15-30

About a 12-minute walk from JR Mitaka Station (Chuo Line)

Target: 18-years-old or older and will be studying at a university, technical school, etc.

Dorm Fee: 60,000 yen per month (for a 2-person room)

Fee includes 2 meals per day (breakfast and dinner)

✂Utility fees (electricity and water) are separate.

Moving-in in the middle of the year is also possible.

How to Apply: Via telephone/FAX (Hours: Weekdays from 10 AM to 4 PM) or

Via the homepage below (QR code)



Inquiries/Applications:

Kokoku Kyokai

TEL/FAX 0422-55-1135

HP: <http://www.kokokuryo.com>



Consultations in Your Local Area ~ Minsei-iin and Jido-iin ~

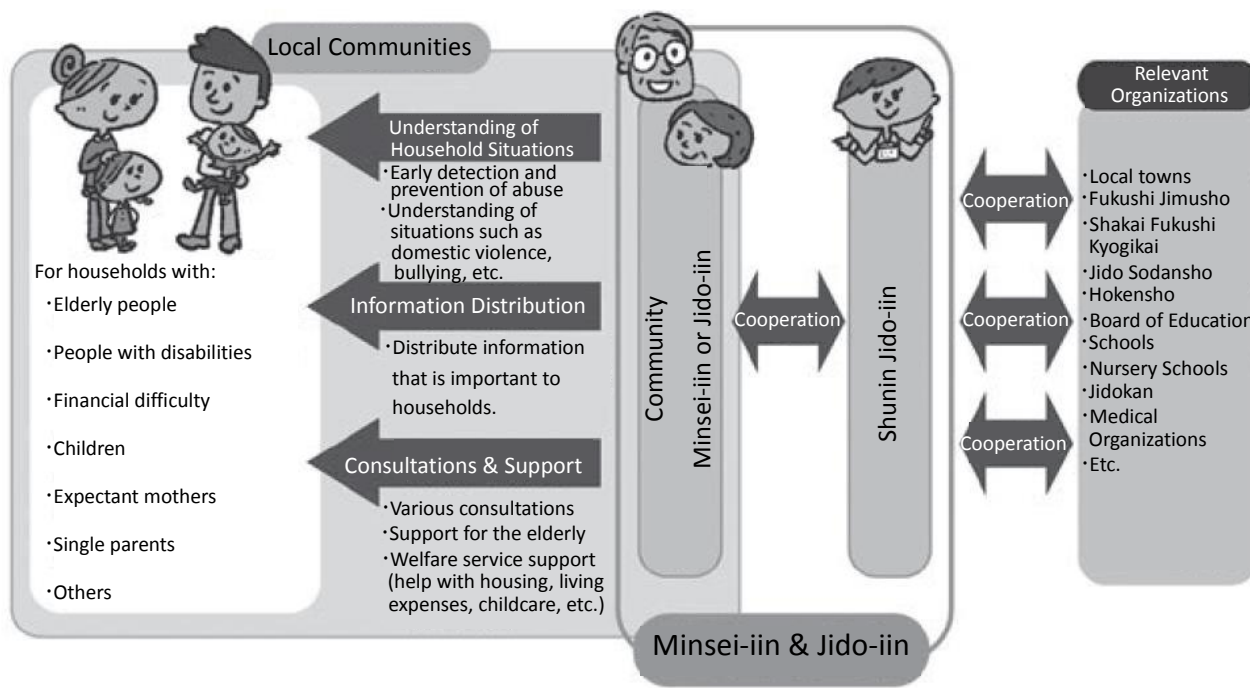
Did you know that in your local community there are people called “Minsei-iin” and “Jido-iin”?

Minsei-iin are people who are appointed by the Minister of Health, Labor, and Welfare to provide consultations and support activities for the general welfare of the local community. In addition, all Minsei-iin are also qualified as Jido-iin and can provide consultations about or support with childcare. There is also a professional Shunin Jido-iin who is in charge of issues concerning childcare. These people all conduct a wide range of activities catered to the welfare and needs of their specific communities.

Minsei-iin, Jido-iin, and Shunin Jido-iin have a duty of confidentiality and will keep your secrets safe, so please consult them without worry.

This month’s main activity is the sending out of support packages to those who are in need of support during the New Year’s holidays. All of the money for the support packages was provided by generous donations from the local communities. Thank you very much for your support and cooperation.

Minsei-iin, Jido-iin, & Shunin Jido-iin Activities



Inquiries: Shakai Fukushi Ka TEL 0748-69-2157 FAX 0748-63-4085

Monetary Assistance for Those Who Rent Houses

Koka City will assist those who rent houses for private residence by paying up to 20,000 yen a month towards their rent.

Application Period: December 3rd (Mon) to December 27th (Thur)

Number of Applications Accepted: 5 applications

*If there are too many applicants, there will be a lottery system.

Target: Those who reside in a rented house and meet public housing criteria

How to Apply: We will distribute information and applications at Jutaku Kenchiku Ka.

*Please look to the city homepage for more information.

Inquiries: Jutaku Kenchiku Ka TEL 0748-69-2212 FAX 0748-63-4601

You don't have to worry alone! Let's think of solutions together!

Seikatsu Shien Madoguchi (Living Support Desk)

TEL 0748-69-2158

(Open Monday to Friday from 9 AM to 5 PM [closed on New Year's and national holidays])

Seikatsu Shien Ka at City hHll has created a "Seikatsu Shien Madoguchi" or Living Support Desk to help those who have troubles in their daily lives.

Please do not worry alone! Consult with us before the problem becomes too serious or complicated. If you cannot make it to the consultations, our support staff will come to you.

Getting Help: From Consultation to Support

(Do you worry about the following?)

- I want to work, but I don't have confidence
- I can't pay my rent and now I have to move out
- I can't manage my household's finances
- I tend to withdraw at home
- I am not confident with other people

Consult with the Seikatsu Shien Madoguchi

Our staff will listen to your troubles and help you to come up with a solution.

- ① **First, speak to the consultant about your troubles.**
- ② **The consultant will help you organize the problem and find solutions.** Depending on the issue, they will give you information and connect you with other organizations that can help.
- ③ **Organize your life's problems together**
- ④ **Create a solution (life plan) together**
- ⑤ **Provide assistance for resolution** We will help support your new life plan
- ⑥ **Continue to provide support** We will regularly check-in with your situation and provide support when necessary. Even after your problems are solved, we will continue to support you so that you may live your life at ease.

Support Menu for Solving Life's Problems

Secure Housing Payment Support

We will help pay rent for those who have lost their homes (or have a high risk of losing their home) due to lack of work, etc., and are currently looking for a job (there is an income limit)

Household Finances Improvement Support Program

Understand household circumstances, create support plans, connect to relevant organizations, provide loans when necessary, and support household financial improvements so you can manage your own household finances better

Work Preparation Support Program

For those who cannot work immediately, we distribute information about working and work experience opportunities

Children's Learning Support Program

For children to get support for learning, creating good lifestyle habits, living, etc.

Temporary Living Support Program

We provide temporarily housing for those who currently have no place to stay (there is an income limit).

For more information about any of these programs, please contact us below.

Inquiries:	Seikatsu Shien Ka	TEL 0748-69-2158	FAX 0748-63-4085
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Looking for People to Live in Public Housing

Starting December 3rd, Jutaku Kenchiku Ka and the main Chiiki Shimin Centers (Koka-Ohara, Tsuchiyama, Konan Daiichi, and Shigaraki) will be accepting applications for public housing.

For more information, please go to the city homepage.

Application Period: December 3rd (Mon) to December 17th (Mon)

How to Apply: Receive an application and send it to Jutaku Kenchiku Ka at city Hall.



Inquiries:	Jutaku Kenchiku Ka	TEL 0748-69-2212	FAX 0748-63-4601
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Town Meeting

Let's talk with the mayor about Koka City's Future!

The city is holding a "Town Meeting" so that citizens can meet with the mayor to discuss problems facing the community as well as plan for the future of Koka City.

The theme for this Town Meeting will be "Public Finance" and "The State of Public Facilities".

Town Meeting Times and Locations

- December 15th (Sat), 10 AM to 11:30 AM at Kaede Kaikan
 - December 16th (Sun), 2 PM to 3:30 PM at Minakuchi Shakai Fukushi Center
 - December 18th (Tue), 7:30 PM to 9 PM at Shigaraki Dento Sangyo Kaikan
 - December 23rd (Sun), 10 AM to 11:30 AM Minakuchi Shakai Fukushi Center
- *No reservation necessary! Just come to the listed facility on the day of the meeting.
*Please feel free to participate at any of the listed meetings.



Inquiries: Seisaku Suishin Ka TEL 0748-69-2106 FAX 0748-63-4554

Nickname Contest for the New Koka City Community Activity Center **A place where everyone can easily meet to exchange ideas!**

Koka City has been building a new community activity center on the north side of Koka Police Station. The Koka-shi Machizukuri Katsudo Center (temporarily named: Koka-shi Machizukuri Core Station) will be a facility used to promote citizens' activities and town planning. We need your help to come up with a good nickname that will allow all our citizens to be able to know and use the facility with ease!

Deadline: By December 21st (Fri)

Requirements: Must be submitted by a person who lives, works, or studies within Koka City

Nickname Conditions:

- A nickname that is friendly and easy to remember
- A nickname that represents a place where citizens can gather, exchange ideas, learn and create something new
- A nickname that is not already in use elsewhere and does not infringe upon copyrights

How to Submit:

- Receive a submission sheet from Chiiki Community Suishin Ka at City Hall or any Chiiki Shimin Center (also downloadable from the city homepage) and submit it via fax, email, or post to the address below.
- Only 1 entry per person is allowed
- Please describe your nickname in 200 characters or less.

Results Announcement:

- The winner of the contest will be announced on the city homepage and Koho Newsletter. That person will also be recognized at the facility's opening ceremony.
- For more information, please go to the city homepage.

Inquiries: Chiiki Community Suishin Ka
〒528-8502 Koka-shi, Minakuchi-cho, Minakuchi 6053
TEL 0748-69-2113 FAX 0748-63-4554
Email: koka10044000@city.koka.lg.jp





December Events & Information



International Festival 2018 in Koka! "Beat! Meet! Eat!"

Come enjoy music, people, and food from many different countries!

Date: December 9th (Sun) from 11 AM to 4 PM (Opens at 10:30 AM)

Location: Hekisui Hall in Minakuchi

Details: Stage performances, food stalls, information booths, experiences, goods market

Admission Fee: FREE! (However, food and other goods are not free)



Inquiries: Koka International Society

TEL 0748-63-8728

Junior Dance Festa Vol. 7

Date: December 16th (Sun), 2PM

Place: Aikoka Shimin Hall in Minakuchi

Details: A joint presentation of dance groups active in Koka City

Groups: D fan Studio

BOUNCE BACK ~ image create

Dance studio Line

MIX JAM

WARABE DANCE STUDIO

Tsuchiya Junior Dance School

Entrance Fee: FREE



Inquiries: Aikoka Shimin Hall
(closed on Mondays)

TEL 0748-62-2626 FAX 0748-62-2625

Yozora Tabito Astronomical Society

Come see a meteor shower in winter!

Date: December 14th (Fri) from 8 PM to 10 PM

Place: Kafuka Shogai Gakushukan

Details: Observation of the Gemini meteor shower

Application: From December 1st (Sat) 9 AM

How to Apply: Call the number listed below.

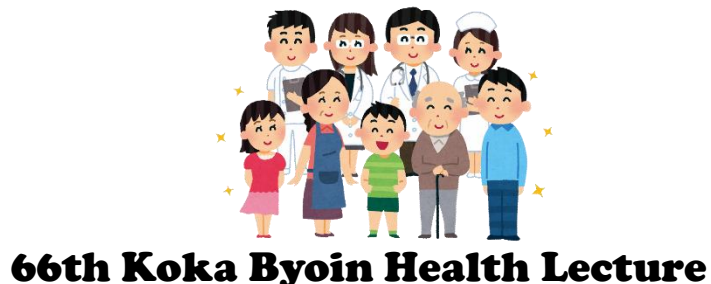
Capacity: 20 people

Deadline: December 13th (Thur) at 5 PM

*This event will be cancelled in the case of bad weather or too few applications.



Inquiries: Kafuka Shogai Gakushukan
TEL 0748-88-4100 FAX 0748-88-5055



66th Koka Byoin Health Lecture

Date: December 15th (Sat) from 2 PM to 3:30 PM

Place: Minakuchi Shakai Fukushi Center

Details: Lecture: "Knowing is Better – Anti-Cancer Drug Treatments"

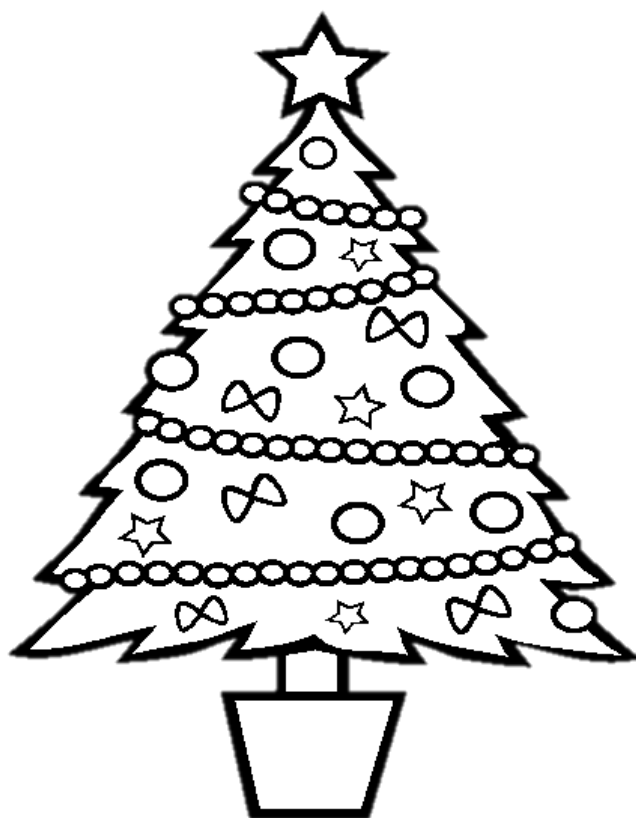
Capacity: 120 people

Fee: FREE

How to Apply: Call or FAX the number listed below.

Inquiries: Koka Byoin, Chiiki Iryo Renkei Bu

TEL 0748-62-0234 FAX 0748-62-5273



December Taxes (12 がつ の ぜい きん)

- Fixed Property Tax 固定資産税 (こていしさんぜい)
- National Health Insurance Tax 国民健康保険税 (こくみんけんこうほけんぜい)
- Nursery School Fee 保育料 (ほいくりょう)
- Kindergarten Fee 幼稚園使用料 (ようちえんしゅうりょう)
- Nursing Care Insurance Fee 介護保険料 (かいごほけんりょう)
- Late-Stage Elderly Medical Insurance Fee 後期高齢者医療保険料 (こうきこうれいしゃいりょうほけんりょう)
- Water Fee 水道料金 (すいどうりょうきん)

Due date for tax payments:
January 4th (Fri)

CLASSES FOR NEW MOTHERS - DECEMBER

Offered to parents of 2 to 3-months old infants. This class aims to provide information on child development, hazard prevention, vaccinations, and mother's health management. A mixer will be held as well.

No reservation is required.

Eligibility	Parents with 2- to 3-months-old infant(s)
Time	10:00 to 11:30am (Check-in from 9:45am to 10:00am)
Things to Bring	Maternity record book, the Health Check Calendar, a bath towel, the Sukoyaka Set you received upon submitting the Notice of Birth
Staff	Public health nurse

Date	Location	For babies born in
Dec. 5 (Wed)	Kokomori	October 2018
Dec. 18 (Tue)	Minakuchi Hoken Center	

HEALTH CHECKUP FOR INFANTS & TODDLERS -- DECEMBER

No appointment required!

Visit your nearest Hoken Center directly.

For more details, refer to the Health Checkup Calendar.

Inquiries:
Sukoyaka Shien Ka (すこやか しえんか) at 0748-69-2168

Health Checkup	For Children Born In	Exam Date	Location	Reception Hours	Items to Bring
4 months	August 2018	12/5 (Wed)	Koka HC	1:00pm~ 1:30pm	Maternity record book(ほしてちょう), questionnaire (しつもんひょう), towel, diapers, change of clothes, formula if necessary.
		12/20 (Thr)	Minakuchi HC		
10 months	January 2018	12/5 (Wed)	Koka HC	1:00pm~ 1:30pm	Maternity record book(ほしてちょう), questionnaire (しつもんひょう), towel, diapers, change of clothes, formula if necessary.
		12/13 (Thr)	Minakuchi HC		
1 year and 8 months	April 2017	12/6 (Thr)	Koka HC	1:00pm~ 1:30pm	Maternity record book(ほしてちょう), questionnaire (しつもんひょう), diapers
		12/12 (Wed)	Minakuchi HC		
2 years and 6 months	May 2016	12/3 (Mon)	Koka HC	1:00pm~ 1:30pm	Maternity record book(ほしてちょう), questionnaire (しつもんひょう), survey for your child's hearing ability (ささやきこえけんしん)
		12/26 (Wed)	Minakuchi HC		
3 years and 6 months	May 2015	12/6 (Thr)	Koka HC	1:00pm~ 1:30pm	Maternity record book(ほしてちょう), questionnaire (しつもんひょう), Additional questionnaire distributed at 2 years and 6 months checkup
		12/17 (Mon)	Minakuchi HC		

English interpreter is available from 8:30 AM to 5:15 PM

Phone: 0748-69-2114

English translation of city information is available:
<http://www.city.koka.lg.jp/en/>



Check out our video about Koka City!



Koka City Living Guide Part 3

Notifications & Certificates (Part 2)

Personal Seal Registration / 印鑑登録 / Inkan Toroku

Issuance of the registered seal identification card (Koka Shimin Card)

Classification	Required Materials	Notes
When You Apply In Person	1) Personal Seal to register 2) Identification (Driver's license, My Number Card, Jumin Kihon Daicho Card (with photo), passport, Zairyu Card, Special Permanent Residence Certificate, etc.)	If your identity cannot be confirmed, identification processes will be done through mail and it will take a few days to register the personal seal ※1
When a Representative Applies for You	1) Applicant's personal seal 2) Proxy form 3) Representative's personal seal 4) Representative's identification	It will take a few days to register the personal seal because documents are mailed to the applicant for verification. ※1

- ※1
- 1) Apply for registration.
 - 2) An inquiry/response letter is mailed to the applicant.
 - 3) Press the personal seal to be registered on the response letter and bring it to City Hall.
 - 4) After checking the response letter, a Personal Seal Registration Certificate will be given.

Important!

You cannot register the following personal seals:

- 1) A personal seal without your last name, given name, or a part of your last name or given name.
- 2) A personal seal with your occupation, qualifications, or other items listed together
- 3) A personal seal made of rubber or any other personal seals that are subject to changes in shape
- 4) A seal whose impression fits within the 8mmX8mm square or does not fit within the 25mmX25mm square
- 5) A blurry impression of the personal seal or an impression with letters that are difficult to read.
- 6) Besides personal seals listed above, personal seals determined by the mayor as unfit for registration.

Cancellation of Personal Seal Registration

If you lose your Koka Shimin Card or the registered personal seal, you can cancel your registration.

Changing Your Registered Personal Seal

Please submit a Cancellation of Personal Seal Application for the old seal as well as a Personal Seal Registration Application for the new one at the same time.

Damage or Loss of Koka Shimin Card

If your card is lost or severely damaged, you can exchange it for a new one. Please submit a Cancellation of Personal Seal Application and a Personal Seal Registration Application at the same time.

Address Displays / 住居表示 / Jukyo Hyoji

*Only for residential areas

*For areas that end in 「〇番〇号」 (___ ban ___ go)

In the following cases, please follow the procedures for changing an address. If you do not follow the procedures, postal items may not arrive which may interfere with your daily life. There are some cases where no change is necessary, so please inquire if you are unsure.

- 1) When building a new house or apartment
- 2) When renovating an existing house or apartment
- 3) When the building has not changed, but the access point to a public road has changed.

Change of Address Displays Certificate/住所表示変更証明書/Jusho Hyoji Henka Shomeisho

In the case of a separation or merger of districts, the city will issue of Change of Address Displays Certificate free of charge. For those who need this Certificate, please request one when filing a Change of Address Displays Application at city hall's Shimin Ka or at any of the following Chiiki Shimin Centers; Tsuchiyama, Koka-Ohara, Konan Daiichi, or Shigaraki.

List of Certificates / 各種証明 / Kakushu Shomei**Family Register / 戸籍 / Koseki****Basic Resident Register / 住民基本台帳 / Jumin Kihon Daicho****Personal Seal Registration / 印鑑登録関係 / Inkan Toroku Kankei**

Document Type	Required Materials	Fee (per copy)
Copy/Abstract of family register	1) Personal Seal (Inkan) 2) Identification of the person applying	¥450
Copy/Abstract of Removed Family Register		¥750
Certificate of Items Mentioned in Family Register		¥350
Certificate of Items Removed from Family Register		¥450
Family Register Receipt, Certificate of Non-Acceptance, Certificate of Mentioned Items		¥350 or (¥1400 for high quality paper)
Copy of Residence Certificate		¥300
Certificate of Items Mentioned in Residence Certificate		¥300
Access to the Basic Resident Register (View only)		¥300
Copy of the Supplementary Family Register		¥300
Identification Card		¥300
Seal Registration Certificate for Approved Regional Organizations		¥300
Seal Registration Identification Card (Seal Registration)		¥300
Certificate Related to Registered Seal (Seal Registration Certificate)		¥300
Handling Fee to Apply for Temporary Operation of a Motor Vehicle		Liability certificate, inspection certificate, certificate of disposal, personal seal
Burial/Cremation certificate	Personal Seal (Inkan)	¥300
Other certificates	Personal Seal (Inkan)	¥300

*A proxy form may be required if the application for a certificate is not submitted directly by the applicant.

*Applicant must bring an ID when submitting the application (Driver's license, My Number Card, Basic Resident Register Card (with photo), passport, etc).

Issuance of Certificates from a Convenience Store

With the My Number Card, you can receive various certificates at any convenience store. It is very useful because you can receive the certificates even early in the morning or late at night.

[Service is Available] 6:30am to 11:00pm

Document Type	Who Can Apply	Fee (per copy)
Copy of Residence Certificate	Self or someone from the same household	¥200
Certificate of Items Mentioned in Residence Certificate		
Personal Seal Registration Certificate	Self	
Copy of the Family Register (Tohon)	Self or someone from the same family register (Only for those whose address and permanent residence are within Koka City)	¥350
Extract Copy of the Family Register (Shohon)		
Copy of Koseki Fuhyo		¥200
Income Certificate, Income Certificate for Child Allowance, Taxation Certificate, Tax Exemption Certificate	Self (Income and tax related certificates are only for the current year)	¥200

*It is ¥100 cheaper than when receiving certificates at city hall or Chiiki Shimin Centers

*If you are a minor below 15 years of age or if you have not registered a PIN number, you cannot receive documents at a convenience store

Request by mail

When requesting the Residence Certificate or the Family Register by mail, please include the application for mailing, handling fee(s), a self-addressed envelope, and identity verification document(s). For further information, please contact Shimin Ka.

Extended Front Desk Hours

Front desk hours are extended until 7:00pm every Tuesday.

Extended Day	Every Tuesday From 5:15pm to 7:00pm Excluding holidays and 12/29 to 1/3
Location	Shimin Ka at Koka City Hall
Services	1:Requests for certificates Copy of residence certificate, certificate of items mentioned in Residence Certificate, Copy/Abstract of Family Register, Copy of Supplementary Family, tax related Certificates (income, taxation, tax exemption, various fixed assets) 2:Registration for Personal Seal Certificate of Registered Seal, Seal Registration (Koka Shimin Card)

Please note:

- Notifications for moving in, moving out, or change of address are not accepted during the extended hours.
- ID (driver's license, My Number Card, Basic Resident Registration Card (with photo), passport, etc.) is required when visiting during extended hours.

My Number Card

Questions: Shimin Ka

TEL 0748-69-2139

Receiving the My Number Card /まいなんばーカードのこうふ交付/ My Number Card no Kofu

If you applied for a My Number Card, you can receive it at city hall's Shimin Ka or at any of the following Chiiki Shimin Centers; Tsuchiyama, Koka-Ohara, Konan Daiichi, or Shigaraki. When you receive a postcard stating that your My Number Card is ready for pickup, please call and make an appointment to receive it. My Number Cards are created by the Japan Agency for Local Authority Information Systems. It takes about 1 month to receive your card after you apply.