

# LOOK INSIDE for Koka City Living Guide Part 2: Notifications & Certificates



# KOKA

英語版広報 こうか 11月号



## Minakuchi Shinryosho Flu Vaccine



**Vaccination Period:** Now until December 28th (Fri)

※If the vaccine stock runs out, there will be no more vaccinations.

**Fee:** 1 time. Adults 3,100 yen. Children 2,600 yen.

Minors (under 20 years old) must be accompanied by a guardian (grandparent is also ok) and must bring their Maternity Record Book.

### ① For Those with Reservations

| Time             | Mon  | Tue | Wed | Thur | Fri | Notes  |
|------------------|--|-----|-----|------|-----|--|
| 9 AM to 11:30 AM | 6 months old to junior high school 3rd grade |     |     |      |     | During normal medical treatment times  |
| 4 PM to 4:30 PM  | 13 years old +                               |     |     |      |     | Because it is after hours, there is a shorter wait time and less chance of coming into contact with someone with a cold. |

**To Make a Reservation:** Call the number below weekdays from 1 PM to 4 PM (excluding holidays)

※When capacity is reached, reservations will close.

### ② For Those without Reservations

| Time            | Mon            | Tue | Wed | Thur | Fri | Notes                                 |
|-----------------|----------------|-----|-----|------|-----|---------------------------------------|
| 9 AM to 12 PM   | 16 years old + |     |     |      |     | During normal medical treatment times |
| 2 PM to 3:30 PM |                |     |     |      |     |                                       |

※ Though no reservation is necessary, please note that there may be times when the facility is closed.

**Inquiries:** Minakuchi Shinryosho TEL 0748-62-3346 FAX 0748-63-1728

## Family Support Center for Childcare

Through the Family Support Center, those who need help with childcare (Onegai Kai-in) can receive support from other members (Makasete Kai-in) for a small fee.

**For example:**

- When you need someone to pick up/ drop off your child at nursery school/kindergarten
- When you cannot bring your infant to a ceremonial event.

**Target:** Koka City residents from 6 months old to junior high school 3rd grade

**Fee:** Weekdays from 7 AM to 7 PM: 700 yen per hour

Weekends, after hours, holidays: 800 yen per hour

※Transportation and food expenses are not included

**How to Use:** You must be registered as a member to use this service.

Please call the number below, or go to the City homepage for more information.



**Inquiries:**  
Koka-shi Family Support Center  
TEL 0748-76-3350 FAX 0748-63-2021

# Flu Shots for the Elderly (65 years old +)

Unlike the common cold, the influenza virus can cause not only a cough and runny nose, but also high fevers. In the elderly, the flu can lead to pneumonia and possibly death.

Therefore, to prevent the spread of disease and to protect yourself, please be sure to get your flu vaccine.

**Target:** Those who fall under either ① or ②.

- ① People who are 65 years old or older
- ② People who are 60 to 64 years old with: a heart condition, a respiratory (lung) condition), a kidney condition, an auto-immune disease or a physical disability grade level 1.

**Vaccination Period:** Now until the end of December (details depend on the medical facility)

**Things to Bring:** Your health insurance card or late-stage elderly insurance card

**Fee:** 2,000 yen (pay at the medical facility)

**Fee Exemption:** Those who fall under the following do not have to pay the fee:

- Those on public assistance or welfare
- Those who are exempt from Residence Tax for the 2018 fiscal year (Heisei 30)

If you qualify, please apply before immunization.

**How to Apply for Exemption:** We will send out and receive applications by the process listed below. Please make sure to fill out and submit the application during the application period (no applications will be accepted after receiving the flu shot).

※For those between 60 and 64 years old, please bring your disability handbook (techo) or a copy.

**Application Method:** Please receive an application from Sukoyaka Shien Ka at City Hall or at any Hoken Center or Chiiki Shimin Center. The application can also be downloaded from the Koka City homepage or mailed directly to you, so please call for more information. Once you have filled out the application, please send it back to Sukoyaka Shien Ka (we ask that you pay the postage).

**Application Period:** Before November 30th (Friday)  
(Anytime from 8:30 AM to 5:15 PM)

※If you wish to get vaccinated at a medical facility outside of Koka City, you must consult with Sukoyaka Shien Ka at least 2 weeks before the vaccination.

※ You can also receive the elderly pneumococcal vaccine at the same time. Those who qualify for the 2018 fiscal year (Heisei 30) should receive the vaccination to prevent pneumonia. For more information, please refer to the Health Checkup Calendar.

## Facilities that Offer Flu Shots for the Elderly

|                            | Facility Name                                     | Telephone        | To Receive the Vaccine |
|----------------------------|---|------------------|------------------------|
| Minakuchi                  | Asada Clinic                                      | 0748-69-7755     | Make an appointment    |
|                            | An lin  | 0748-65-6884     | No appointment needed  |
|                            | Iwaya lin   | 0748-62-0053     |                        |
|                            | Ota lin   | 0748-63-3553     |                        |
|                            | Kimura lin  | 0748-62-2143     | Make an appointment    |
|                            | Koka Byoin  | 0748-62-0234     |                        |
|                            | Kondo lin   | 0748-63-0530     | No appointment needed  |
|                            | Shinai Ladies Clinic                              | 0748-63-3321     |                        |
|                            | Tashiro Geka/Sekei Geka lin                       | 0748-62-0635     |                        |
|                            | Tsubasa Clinic                                    | 0748-63-7766     | Make an appointment    |
|                            | Nakagawa Naika lin                                | 0748-65-5410     |                        |
|                            | Hamada Clinic                                     | 0748-65-3737     | No appointment needed  |
|                            | <small>*Only for those who see the doctor</small> |                  |                        |
|                            | Hayami lin  | 0748-65-3211     |                        |
|                            | Hirakawa Clinic                                   | 0748-63-6373     |                        |
|                            | Fukai Clinic                                      | 0748-65-4100     |                        |
|                            | Minakuchi Shinryosho                              | 0748-62-3346     |                        |
|                            | Minakuchi Byoin                                   | 0748-62-1212     |                        |
|                            | Minakuchi Clinic                                  | 0748-63-2100     |                        |
| Murakami Sekei Geka Clinic | 0748-63-7751                                      |                  |                        |
| Yamada Geka lin            | 0748-62-0893                                      |                  |                        |
| Yamamoto Naika Geka Clinic | 0748-62-9559                                      |                  |                        |
| Tsuchiyama                 | Uda lin   | 0748-66-1050     | No appointment needed  |
|                            | Kariyushi Clinic                                  | 0748-67-0155     |                        |
|                            | Kawabata lin                                      | 0748-67-0018     |                        |
|                            | Nakanishi lin                                     | 0748-66-0712     |                        |
| Koka                       | Oki lin   | 0748-88-4072     | No appointment needed  |
|                            | Koka Chuo Shinryosho                              | 0748-88-5106     |                        |
|                            | Furunishi lin                                     | 0748-88-5575     |                        |
|                            | Masuda lin  | 0748-88-2277     | Make an appointment    |
| Konan                      | Imamura lin                                       | 0748-86-2119     | No appointment needed  |
|                            | Konan Byoin                                       | 0748-86-3131     |                        |
|                            | Takeuchi Rheumatism Sekei Geka                    | 0748-86-8205     | Make an appointment    |
|                            | Terai lin   | 0748-86-1112     | No appointment needed  |
|                            | Heart Clinic Kokoro                               | 0748-86-0011     | Make an appointment    |
|                            | Furu Clinic                                       | 0748-86-3135     | No appointment needed  |
|                            | Shigaraki   | Shigaraki Clinic | 0748-82-7833           |
| Shigaraki Chuo Byoin       |   | 0748-82-0249     |                        |
| Shigaraki Byoin            |   | 0748-83-0101     |                        |
| Nozaki lin                 |   | 0748-82-7887     |                        |

**Inquiries:** Sukoyaka Shien Ka TEL 0748-69-2169 FAX 0748-63-4085

## How to Report Injuries Caused by Another Person

If you are injured by someone else and are covered by National Health Insurance (or the Late-Stage Elderly Insurance), the insurance will cover hospital fees. Later, the person who caused the injury will be billed.

Therefore, if you are injured, please contact Hoken Nenkin Ka as soon as you have filed a police report.

### Examples of Incidents That Are Covered by Insurance

1. Traffic accident (including bicycles)
2. Injury due to violence
3. Bitten by another person's pet, etc.

※Before settling the dispute (taking money, etc.) with the other person, you **MUST** call Hoken Nenkin Ka.



**Inquiries:** Hoken Nenkin Ka

National Health Insurance TEL 0748-69-2140 FAX 0748-63-4618

Late-Stage Elderly Insurance TEL 0748-69-2142 FAX 0748-63-4618

## Job Fair for the Elderly and People with Disabilities

Koka City and Konan City will be holding a joint job fair for the elderly and those with disabilities who wish to work. Even if you have no experience or have to bring your children, please feel free to join!



**Date:** November 11th (Sun) from 1 PM to 4 PM

**Location:** Hekisui Hall

※Admission is FREE. No reservations necessary.

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

## Have You Applied for the My Number Card?

You can use the My Number Card as personal identification, receive certificates such as the Residence Certificate at convenience stores, and do your taxes online with e-Tax. **It's easy to apply!**

In order to prevent identity theft, the applicant should come pick up the card themselves.

### ① Apply

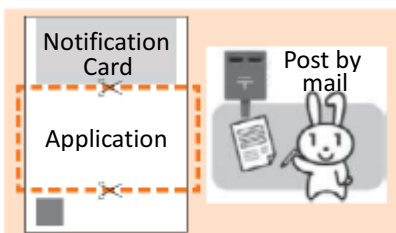
Fill out the application that came with your My Number notification card, attach a picture, and post it in the mail.

### ② After about 1 month, receive a postcard in the mail.

Once the card is ready, you will receive a postcard from City Hall in the mail. Please call the number on the postcard to make an appointment to pick up your card.

### ③ Get your card at City Hall

Bring the postcard from Step ②, your My Number notification card, and personal identification (driver's license, etc.) to City Hall and receive your new My Number Card.



You can take a picture with your smartphone or computer and use it to apply online!



Be sure to come to City Hall yourself so that you can register your PIN number!



※For those who received a My Number Notification Card in October of 2015, the postage on the application envelope is free until May 31<sup>st</sup>, 2019. If you lost your envelope, you can download a new one by going to the J-LIS website (<https://www.j-lis.go.jp/>)

**Inquiries:** Koka City Hall, Shimin Ka TEL 0748-69-2138  
My Number Sogo Free Dial TEL 0120-95-0178

## Why Not Use Generic Medicine?

Generic medicine is made by a different company when the original brand's patent expires. Even though the name is different, generic medications have the same active ingredients, the same effect, and is also approved by the Ministry of Health, Labor, and Welfare. The only difference is that it is cheaper.

If you are worried about the effects of switching to generic medicine, you can do a trial period by consulting with your doctor or pharmacist.

To receive generic medication, please use the "Kibo Shiru" sticker or present the "Onegai Card" at the pharmacy counter. (Both the sticker and the card came inside the envelope when you received your health insurance card).

**Inquiries:** Hoken Nenkin Ka  
For National Health Insurance



TEL 0748-69-2140  
FAX 0748-63-4618

For Late Stage Elderly Medical Insurance  
TEL 0748-69-2142  
FAX 0748-63-4618

## Koka Women's Seminar ~Business Course for Beginners~

This is a seminar made for women who wish to start their own business. Through this course, you will learn the basic knowledge required to run a business from local professionals in an easy-to-understand manner.

**Dates:** November 20th (Tue), 22nd (Thr), 27th (Tue), 29th (Thr), and December 4th (Tue)

From 10 AM to 12 PM

**Location:** Koka-shi Shoko Kaikan

**Capacity:** 20 people

**Target:** Women who can attend all 5 sessions

**Fee:** FREE

**How to Apply:** The application is available via the QR code below.



**Inquiries:** Koka-shi Shokokai  
TEL 0748-62-1676  
FAX 0748-63-1052



## National "Women's Rights Hotline" Promotion Week

**Consultation Number:** 0570-070-810

**Times:** November 12th (Mon) to 18th (Sun) from 8:30 AM to 7 PM  
(On Saturday and Sunday from 10 AM to 5 PM)

**Consult About:** Domestic violence from a husband or partner, bullying at work, sexual harassment, stalkers, or other issues affecting women's rights.

**Consultants:** Legal Affairs Bureau (Homukyoku) staff and members of the Human Rights Defense Committee (Jinken Yogo lin)

※All consultations are free (except for calling fees) and confidential.

**Inquiries:** Otsu Chiho Homukyoku TEL 077-522-4673 FAX 077-522-5317



## National Test of the J-ALERT System on November 21st

The 3rd nationwide warning system(J-ALERT) test will occur on the following:

**When:** November 21st (Wed) at 11:00AM

**Where:** All of Koka City

The announcement test will occur on all audio broadcast terminals and outdoor loudspeakers. It will consist of a chime, an announcement at max volume, and then another chime. The announcement will say something like "Kore wa J-ALERT testo desu." (This is a J-ALERT test).

Thank you for your cooperation.

**Inquiries:** Kiki Kanri Ka TEL 0748-69-2103 FAX 0748-63-4619

## **For Consultations about Dementia, Come to the Chiiki Hokatsu Shien Center!**

Do you think that a family member or loved one may have dementia? If so, feel free to consult with the Regional Comprehensive Support Center (Chiiki Hokatsu Shien Center). Learn more about the center through the Q&A below.



**Q:** My family member may have dementia. What should I do?

**A:** Visit a medical facility or consult with a Chiiki Hokatsu Shien Center. When it comes to dementia, it is important to know the facts and not to worry alone.

**Q:** Do I have to visit the center for a consultation?

**A:** No. We also offer at-home and phone consultations.

**Q:** Is there a place where I can learn more about dementia?

**A:** There is a Dementia Supporter Training Course.

For more information, please contact the numbers on the right

**Q:** My family member has dementia, and I am worried that they will wander around and get lost/hurt. Is there something I can do?

**A:** In Koka City, there is a registration list for those who are prone to wandering and a protection program called Mimamori Jigyo.

For more information, please call Choju Fukushi Ka at 0748-69-2164.

**Q:** How can I prevent dementia?

**A:** It is important to start dementia prevention early. It is said that brain lesions that cause dementia can develop 15-20 years before the actual symptoms. Therefore, it is imperative that not only the elderly but also young people take interest in dementia prevention.

|  |                  |
|--|------------------|
| Minakuchi Chiiki Fukushi Katsudo Center  | TEL 0748-62-8085 |
| Tsuchiyama Chiiki Fukushi Katsudo Center | TEL 0748-66-2001 |
| Koka Chiiki Fukushi Katsudo Center       | TEL 0748-88-2942 |
| Konan Chiiki Fukushi Katsudo Center      | TEL 0748-86-6035 |
| Shigaraki Chiiki Fukushi Katsudo Center  | TEL 0748-82-8031 |

|   |                  |                  |
|---|------------------|------------------|
| <b>Inquiries:</b> Minakuchi Chiiki Hokatsu Shien Center | TEL 0748-65-1170 | FAX 0748-63-4591 |
| Tsuchiyama Chiiki Hokatsu Shien Center                  | TEL 0748-66-1610 | FAX 0748-66-1564 |
| Koka Chiiki Hokatsu Shien Center                        | TEL 0748-88-8136 | FAX 0748-88-6557 |
| Konan Chiiki Hokatsu Shien Center                       | TEL 0748-86-8034 | FAX 0748-86-5974 |
| Shigaraki Chiiki Hokatsu Shien Center                   | TEL 0748-82-3180 | FAX 0748-82-3138 |

## **Libraries that Anyone Can Use**

In Koka City, there are 5 libraries with over 720,000 books. Each year, the libraries lend about 650,000. All of the libraries are “barrier free” and offer the following for free:

- Books, newspapers, and magazines
- Foreign books and picture books
- CDs and other recording materials
- Audio of the bi-monthly Koka newsletter “Koho”
- Braille books, large print books
- DVD and internet corner & more!

There are also 2 mobile library vehicles that allow for monthly visits to schools, nursing homes, and welfare facilities.

Through these services, we hope that everyone will have easy access to information, and thus lead happy lives.



|                                      |                  |                  |
|--------------------------------------|------------------|------------------|
| <b>Inquiries:</b> Minakuchi Toshokan | TEL 0748-63-7400 | FAX 0748-63-4737 |
| Tsuchiyama Toshokan                  | TEL 0748-66-1056 | FAX 0748-66-1067 |
| Koka Toshokan                        | TEL 0748-88-7246 | FAX 0748-88-7005 |
| Konan Toshokan                       | TEL 0748-86-1504 | FAX 0748-86-1505 |
| Shigaraki Toshokan                   | TEL 0748-82-0320 | FAX 0748-82-3921 |
| Jinken Suishin Ka                    | TEL 0748-69-2148 | FAX 0748-63-4554 |



# November Events & Information



## 2018 Koga-ryu Ninja Festival

**Date:** November 11th (Sun) from 10 AM to 4 PM

(Cancelled in the case of heavy rain)

**Location:** Kafuka Yume no Mori Koen

(Koka-cho, Okubo 507-2)

**Admission:** FREE!

**Details:**

- ① Protect the town's treasure from the ninja!  
"Ninja Escape"  
(Applications closed due to full capacity)

- ② Ninja Food
- ③ Ninja Show
- ④ Ninjaemon Birthday Party
- ⑤ Ninja Mochimaki
- ⑥ Minakuchi Okayama Castle balloon
- ⑦ Ninja Discovery

~Come in contact with the history and experiences of ninja!~



For more information, please go to the homepage:

<http://koka-soramame.jp/ninja/>

**Inquiries:**

Ninja Daimatsuri Jikko linkai (Koka-shi Shoko Kai)  
TEL 0748-62-1676 FAX 0748-63-1052

## Clean Center Shiga

### Thanksgiving Event

**Date:** November 10th (Sat)

from 10 AM to 3 PM

**Location:** Inside Clean Center Shiga

(Koka-cho, Kami 645)

**Details:** 1) Model rocket making and launch  
(Sign up from 9:30AM to 11AM.)

Limited to 30 people. FREE)

2) Children's electric car experience

3) Caricatures

4) Local specialty: cooked rice and pork stew

※Gifts will be given out to those who come (subject to change)

For more information, please go to the website listed below.

**Inquiries:** Shiga-ken, Kankyo Jigyo Kosha

TEL 0748-88-9191 FAX 0748-88-6322  
<http://www.shiga-kj.com/>

## Koga-Ryu Nin Nin Fireworks Rescheduled!

**Date:** December 1st (Sat)

(If it rains, the fireworks will be rescheduled to Sunday, December 2nd)

**Start Time:** 6 PM

**Location:** By the side of the Yasu River (near Minakuchi-bashi [bridge])

**Contents:** An event unique to Koka City with "Ninjaemon" fireworks.

For more information, please see the "Koga-ryu Nin Nin Fireworks" page on the Koka-shi Kanko Guide homepage.



**Inquiries:** Koga-Ryu Nin Nin Daihanabi Jikko linkai (Koka-shi Kanko Kyokainai)

TEL 0748-60-2690 FAX 0748-60-2362

## 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

**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





## Free Admission During Kansai Culture Day!

Kansai Culture Day is a time when people can appreciate the thriving culture of the Kansai region. In celebration, the following locations will have free admission on November 17th (Sat) and 18th (Sun).

(Locations marked with \* are always free).

- Minakuchi Rekishi Minzoku Shiryokan  
(Folk History Museum)  
TEL 0748-62-7141 FAX 0748-63-4737
- Minakuchi-jo Shiryokan  
(Minakuchi Castle Archives)  
TEL 0748-63-5577
- Minakuchi Kodomo no Mori Shizenkan  
(Children's Nature Hall)  
TEL 0748-63-6712 FAX 0748-63-0466
- \*Tsuchiyama Rekishi Minzoku Shiryokan  
(Folk History Museum)  
TEL 0748-66-1056 FAX 0748-66-1067  
Exhibition: Yamauchi area's folding screen  
"Treasure Box of Memories"  
(Kioku no Tamatebako)  
Until Sunday, January 27th, 2019
- \*Tokkaido Tenmakan  
TEL/FAX 0748-66-2770
- \*Konan Fureai no Yakata  
TEL/FAX 0748-86-7551
- \*Shigaraki Dento Sangyo Kaikan  
(Traditional Crafts Center of Shigaraki)  
TEL 0748-82-2345 FAX 0748-82-2551  
Exhibition: "Shigaraki-ware Designated  
Intangible Cultural Properties"  
(Shigaraki-yaki Shitei Muken  
Bunkazaiten)  
Until November 19th (Mon)

**Inquiries:** Call the above facilities directly or  
Visit the Kansai Bunka no Hi homepage:  
<http://www.kansaibunka.com>

## Walking the Path of Japanese Heritage ~Concert in Koka~

We will perform masterpieces by the Czech composer, Smetana, Japanese children's songs, and other songs.

**Date:** November 23rd (Fri) from 2:30 PM

**Location:** Kafuka Shogai Gakushukan

**Performers:** Violin: Rika Fujiwara (Kansai Philharmonic)  
Cello: Takeshi Omachi (Kansai Philharmonic)  
Piano: Hideko Mitsunaga

**Admission Fee:** 500 yen (700 yen at the door. Children younger than 1st grade may not attend)

**Where to buy tickets in advance:** Kafuka, Shogai Gakushukan, Ai Koka Shimin Hall, Shinobi no Sato Purara, Aino Tsuchiyama Bunka Hall, AI Plaza Minakuchi, and others.



**Inquiries:** Ai Koka Shimin Hall  
(Closed on Mondays)  
TEL 0748-62-2626 FAX 0748-62-2625

## Recreation Class

Let's move our bodies with some fun, easy recreation!

**When:** December 6th, 13th, and 20th (all Thursdays)  
from 1:30 PM to 2:30 PM

**Where:** Iwagami Taiikukan

**Led by:** A city sports instructor

**Open to:** People over the age of 18 who live, work, or study in Koka City (not including high school students)

**Capacity:** 20 people

**Participation Fee:** 900 yen (includes insurance fee)

**Application Deadline:** November 29th (Thr)

**Where to Apply:** Minakuchi Taiikukan, Konan B&G Kaiyo Center, Shigaraki Taiikukan, or Bunka Sports Shinko Ka at Koka City Hall

**Inquiries:** Bunka Sports Shinko Ka  
TEL 0748-69-2249 FAX 0748-69-2293



## November Taxes (11 がつ の ぜい きん)

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)  
 Sewerage fee 公共下水道使用料 (こうきょうげすいどうしりょう)  
 Agricultural Sewerage fee 農業集落排水使用料 (のうぎょうしゅうらくはいすいしりょう)

Due date for tax payments:  
**November 30<sup>th</sup>**  
**(Fri)**

## CLASSES FOR NEW MOTHERS - NOVEMBER

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 bathtowel, the Sukoyaka Set you received upon submitting the Notice of Birth |
| Staff           | Public health nurse  |

| Date            | Location               | For babies born in |
|-----------------|------------------------|--------------------|
| Nov. 7th (Wed)  | Kokomori               | September 2018     |
| Nov. 30th (Fri) | Minakuchi Hoken Center |                    |

## HEALTH CHECKUP FOR INFANTS & TODDLERS -- NOVEMBER

**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       | Eligible Child | Exam Date   | Location     | Reception Hours   | Items to Bring   |
|----------------------|----------------|-------------|--------------|-------------------|--|
| 4 months             | July 2018      | 11/14 (Wed) | Koka HC      | 1:00pm~<br>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.             |
|                      |                | 11/27 (Tue) | Shigaraki HC |                   |  |
|                      |                | 11/29 (Thr) | Minakuchi HC |                   |  |
| 10 months            | December 2017  | 11/14 (Wed) | Koka HC      | 1:00pm~<br>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.             |
|                      |                | 11/22 (Thr) | Minakuchi HC |                   |  |
|                      |                | 11/27 (Tue) | Shigaraki HC |                   |  |
| 1 year and 8 months  | March 2017     | 11/2 (Fri)  | Koka HC      | 1:00pm~<br>1:30pm | Maternity record book(ほしてちょう), questionnaire (しつもんひょう), diapers  |
|                      |                | 11/21 (Wed) | Minakuchi HC |                   |  |
| 2 years and 6 months | April 2016     | 11/7 (Wed)  | Koka HC      | 1:00pm~<br>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)                 |
|                      |                | 11/12 (Mon) | Minakuchi HC |                   |  |
| 3 years and 6 months | April 2015     | 11/2 (Fri)  | Koka HC      | 1:00pm~<br>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 |
|                      |                | 11/26 (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 2



## Notifications & Certificates / 届出・証明 (Part 1)

とどけで しょうめい

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Questions: Shimin Ka

TEL 0748-69-2139

## Family Register Notifications / 戸籍の届出 / Koseki no Todokede

### When a Child is Born — Birth Registration / 出生届 / Shussei Todoke

| When to Submit          | Who Can Submit   | Submit to   | Required Materials   |
|-------------------------|--|---|--|
| Within 14 days of birth | <ol style="list-style-type: none"> <li>1) Father or mother</li> <li>2) Legal representative</li> </ol> | <p>Submit to the municipality of any of the following:</p> <ol style="list-style-type: none"> <li>1) The parents' permanent residence</li> <li>2) Notifier's current residence</li> <li>3) The birthplace of the child</li> </ol> | <ul style="list-style-type: none"> <li>• A birth registration form</li> <li>• Birth Certificate (same form as birth registration and completed by a doctor or midwife)</li> <li>• Personal seal</li> <li>• Maternity Record book and its separate volume</li> <li>• National Health Insurance Card (if enrolled)</li> </ul> <p>*Child's name must be in Joyo Kanji, Jinmeiyo Kanji, Hiragana or Katakana</p> |

### When a Person Passes Away — Notification of Death / 死亡届 / Shibo Todoke

| When to Submit  | Who Can Submit  | Submit to  | Required Materials  |
|---|---|--|---|
| Within 7 days from the date you are notified of death | <ol style="list-style-type: none"> <li>1) Family in same household</li> <li>2) Family who does not live in same household</li> <li>3) Housemate</li> <li>4) Property Manager or Landlord</li> </ol> | <p>Submit to the municipality of any of the following:</p> <ol style="list-style-type: none"> <li>1) Notifier's current address</li> <li>2) Permanent domicile of the deceased</li> <li>3) Place of death</li> </ol> | <ul style="list-style-type: none"> <li>• Notification of death</li> <li>• Certificate of death (same form as notification of death: completed by the physician)</li> <li>• Personal seal (of notifier)</li> </ul> |

## Procedures to Use Koka Saien / 甲賀斎苑の利用手続き / Koka Saien no Riyo Tetsuzuki

Requests to use the incinerator and/or funeral hall can be made with Shimin Ka at City Hall or at any of the following Chiiki Shimin Centers: Tsuchiyama, Koka-Ohara, Konan Daiichi, or Shigaraki

Requests to use the incinerator, animal incinerator, and mortuary can be made at Koka Saien.

| Classification     |                                     | City Resident | Non-City Resident |
|--------------------|-------------------------------------|---------------|-------------------|
| Incinerator        | Adult (above 12 years old)          | ¥ 20,000      | ¥ 60,000          |
|                    | Child (below 12 years old)          | ¥ 10,000      | ¥ 30,000          |
|                    | Fetus of 4 months pregnancy or more | ¥ 5,000       | ¥ 15,000          |
|                    | Reburial of remains                 | ¥ 5,000       | ¥ 15,000          |
| Funeral Hall       | Funeral (9am-4pm)                   | ¥ 30,000      |                   |
|                    | Wake (4pm-9am)                      | ¥ 30,000      |                   |
| Incinerator        | Body parts                          | ¥ 5,000       | ¥ 15,000          |
|                    | Placenta (below 20kg)               | ¥ 5,000       | ¥ 15,000          |
| Animal Incinerator | Small animal (below 50kg)           | ¥ 3,000       |                   |
| Mortuary           | Within 24 hours                     | ¥ 5,000       |                   |

◇ Funeral hall, animal incinerator, and mortuary can only be used by Koka City residents

◇ Mortuary is unavailable when the funeral hall is in use.

## Getting Married — Marriage Registration / 婚姻届 / Konin Todoke

\*Necessary documents vary by applicant's nationality. Please consult with Shimin Ka.

| When to Submit   | Who Can Submit   | Submit to   | Required Materials   |
|--|------------------|---|--|
| Marriage will be valid on the day of submission (No submission period) | Husband and wife | Submit to the municipality of either:<br>1) Permanent residence of husband or wife<br>2) Current address of husband or wife | <ul style="list-style-type: none"> <li>▪ A marriage registration (requires signatures of 2 witnesses. For marriage between minors, consent by parents is required.)</li> <li>▪ Copy of Family Register (not required if permanent residence is in Koka City)</li> <li>▪ Personal seal (both husband and wife)</li> <li>▪ National Health Insurance Card (if enrolled)</li> <li>▪ National Pension Handbook (if enrolled)</li> <li>▪ Notification of Moving-Out is required if also submitting a Notification of Moving-In</li> </ul> <p>*If you are changing address or household, you must submit the proper paperwork.</p> |

## Getting Divorced — Divorce Notification / 離婚届 / Rikon Todoke

| When to Submit   | Who Can Submit   | Submit to   | Required Materials  |
|--|------------------|---|---|
| Divorce by consent will be valid on the day of submission (No submission period) | Husband and wife | Submit to the municipality of either:<br>1) Permanent residence of husband or wife<br>2) Current address of husband or wife | <ul style="list-style-type: none"> <li>▪ A divorce registration (requires signatures of 2 witnesses)</li> <li>▪ Copy of family register (not required if permanent residence is in Koka City)</li> <li>▪ Personal seal (both husband and wife)</li> <li>▪ National Health Insurance Card (if enrolled)</li> <li>▪ National Pension Handbook (if enrolled)</li> </ul> <p>*If you are changing address or household, you must submit the proper paperwork.</p> <p>*For divorce involving a minor, consent by parents is required.</p> <p>*Last name can be kept even after divorce (additional procedures are required)</p> |

\*Please consult in the case of a judicial divorce or an arbitrated divorce.

## Transferring Permanent Residence

### Notification of Transfer of Family Register / 転居届 / Tenkyo Todoke

\*Necessary documents vary by applicant's nationality. Please consult with Shimin Ka.

| When to Submit  | Who Can Submit                    | Submit to  | Required Materials   |
|---|-----------------------------------|--|--|
| Permanent residence will be changed on the day of submission (No submission period) | Head of a family and their spouse | Submit to municipality of:<br>1) Current permanent residence<br>2) New permanent residence<br>3) Current address | <ul style="list-style-type: none"> <li>▪ A notification of transfer of family register</li> <li>▪ Copy of family register (not required if permanent residence is in Koka City)</li> <li>▪ Personal seal (both head of family and their spouse)</li> </ul> |

### Other Notifications

●Adoption Registration ●Dissolution of Adoption Registration ●Affiliation Registration ●Registration of Name Change ●Registration for Reversion of Surname ●Family Register ●Segregation from Family Register ●Registration for Keeping Surname After Dissolution of Adoption ●Registration for Keeping Surname After Divorce ●Registration of Parental Authority ●Registration of Guardianship of Minor ●Notification of Acquisition of Nationality ●Notification of Establishment of Family Register

※Identification (driver's license, My Number Card, Jumin Kihon Daicho Card, passport, etc.) is required if submitting Marriage Registration, Divorce Notification, Adoption Registration, Dissolution of Adoption Registration, or Affiliation Registration.

## Notification for Moving In/Out or Change of Address / 住民票の届 / Juminhyo no Todoke

### When Moving Into Koka City From Another City / Notification of Moving In / 転入届 / Tennyu Todoke

| When to Submit              | Who Can Submit            | Required Materials  |
|-----------------------------|---------------------------|---|
| Within 14 days of moving in | Self or Head of Household | 1) Personal Seal      2) Notification of Moving Out<br>3) National Pension Handbook (if enrolled)<br>4) Consent form from the head of household (if needed)<br>5) My Number Card (or notification card) or Jumin Kihon Daicho Card<br>6) Zairyu Card or Special Permanent Residence Certificate |

### When Moving Into Koka City from Abroad / 国外転入 / Kokugai Tennyu

| When to Submit                                | Who Can Submit            | Required Materials  |
|---|---------------------------|---|
| Within 14 days of moving to Japan (Koka City) | Self or Head of Household | 1) Passport (Something that can confirm your return to your country)<br>2) My Number Card (or notification card) if you have one<br>3) Family Register Certificate and Family Register Supplement (not required if permanent residence is in Koka City)<br>4) National Pension Handbook (if enrolled) |

**When Moving Within Koka City – Notification of Change of Address / 転居届 / Tenkyo Todoke**

| When to Submit           | Who Can Submit            | Required Materials   |
|--------------------------|---------------------------|--|
| Within 14 days of moving | Self or Head of Household | 1) Personal Seal      2) National Health Insurance (if enrolled)<br>3) Medical Insurance for the Elderly (if applicable)<br>4) Receipt for the Medical Card for Severely Handicapped (if applicable)<br>5) Certificate of Long-Term Care Insurance (if applicable)<br>6) Consent form from the head of household (if needed)<br>7) My Number Card (or notification card) or Jumin Kihon Daicho Card<br>8) Zairyu Card or Special Permanent Residence Certificate |

**When Moving out of Koka City – Notification of Moving Out / 転出届 / Tenshutsu Todoke**

| When to Submit                           | Who Can Submit            | Required Materials   |
|--|---------------------------|--|
| Accepted about 2 weeks before moving out | Self or Head of Household | 1) Personal Seal      2) Koka Shimin Card (if applicable)<br>3) My Number Card (or notification card)/Jumin Kihon Daicho Card (When moving to another country)<br>4) National Health Insurance (if enrolled)<br>5) Medical Insurance for the Elderly (if applicable)<br>6) Receipt for the Medical Card for Severely Handicapped (if applicable)<br>7) Certificate of Long-Term Care Insurance (if applicable) |

**When the Head of Household and/or Family Structure changes**

**Notification of Change of Head of Household / 世帯主変更届 / Setainushi Henko Tokdoke**

**Notification of Separating Households / 世帯分離届 / Setai Bunri Todoke**

**Notification of Combining of Households 世帯合併届 / Setai Gappei Todoke**

| When to Submit           | Who Can Submit            | Required Materials   |
|--------------------------|---------------------------|--|
| Within 14 days of change | Self or Head of Household | 1) Personal Seal<br>2) National Health Insurance (if enrolled)<br>3) Consent form from the head of household (if needed) |

\*Identification (driver's license, My Number Card, Jumin Kihon Daicho card or passport etc) is required for the person who submits the application.

\*A proxy form is required if a representative is the one to submit the notification

\*Proxy and consent forms are required if the notification is submitted by anyone other than the head of household

\*You may be asked for documents which prove your relationship with the Head of Household

**TO BE CONTINUED IN THE NEXT ISSUE**