

Family Register Issue Request

◎ Required Family Register Records 必要な戸籍等の表示

Date: _____, _____ (month/day/year)

Permanent Domicile	Edogawa City, Tokyo street address _____ district _____
Name of Family Head (even if deceased)	Date of Birth _____, _____ (month/day/year)
Name of Applicant	Date of Birth _____, _____ (month/day/year)

◎Type of Required Certificate 必要な証明書の種別

1	Certificate of All Records (family register certified copy) 戸籍 全部事項証明書【戸籍謄本】	copies 通	14	Family Register Digital Certificate Issue ID Code 戸籍電子証明書提供用識別符号	copies 通	
2	Certificate of All Deleted Records (deleted family register certified copy) 除籍 全部事項証明書【除籍謄本】	copies 通	15	Deleted Register Digital Certificate Issue ID Code 除籍電子証明書提供用識別符号	copies 通	
3	Original Certified Copy Prior to Deletion/Revision *Before digitalization 除籍・改製原謄本 *コンピュータ化前	copies 通	16	Deleted Register Digital Certificate Issue ID Code *Before digitalization 除籍電子証明書提供用識別符号 *コンピュータ化前	copies 通	
4	Certificate of Family Register Personal Records (extracted from family register) 戸籍 個人事項証明書【戸籍抄本】□	copies 通	Remarks			
5	Certificate of Deleted Family Register Personal Items (extracted from deleted register) 除籍 個人事項証明書【除籍抄本】□	copies 通				
6	Original Copy Before Deletion/Revision * Before digitalization □ 除籍・改製原抄本 *コンピュータ化前	copies 通				
7	Certificate of Selected Items (family register, deleted family register) 一部事項証明書(戸籍・除籍)	copies 通				
8	Personal Identification 身分証明書	copies 通				
9	Supplementary Family Register (Current / Revised) (All / Partial) 戸籍の附票(現・改)(全部・一部) * Mention of permanent domicile and family head (enter / omit) *本籍・筆頭者の記載(記載・省略)	copies 通				
10	Other (Non-Registration, Notification, _____) その他(不在籍・告知書・_____)	copies 通				
11	Certificate of Acceptance 受理証明書	copies 通				Notification of Birth, Marriage, Death, Divorce (_____) 出生・婚姻・死亡・離婚・(_____)届
12	Certificate of Notification, other Information 届書等情報内容証明書	copies 通				Date: _____, _____, _____ (month/day/year) 昭和・平成・令和 _____ 年 _____ 月 _____ 日
13	Certificate of Notification Records 届書記事事項証明書	copies 通				Submitted to _____ (municipality) (_____)区市町村に提出

◎Applicant (Person Using Certificate) 請求者(証明書を使う方)

Address	Phone (_____)
Name	Date of Birth _____, _____ (month/day/year)
Relation with Person Recorded in Family Register	Person of Record / Husband / Wife / Child / Grandchild / Parent/ Grandparent / Other (_____) 本人・夫・妻・子・孫・父母・祖父母・その他(_____)
It is requested that applicants entering "Other" or requesting "12 Certificate of Notification, other Information" or "13 Certificate of Notification Records" indicate the reason for the request and where the issued certificate will be submitted.	
Reason for Request, Purpose of Use	
<input type="checkbox"/> Exercising of rights or fulfilment of obligations 権利行使・義務履行のため	<input type="checkbox"/> Submission to national or local government agencies 国または地方公共団体の機関に提出するため
<input type="checkbox"/> Other その他	
Where to be submitted:	

◎ Person Reporting to the Counter (not required when same as applicant) 窓口に来た方(請求者と同じ場合は記入不要)

Address	Phone (_____)
Name	Relation with applicant

通数	手数料	受付	出力・確認	審査	個・免・経・パ・在・身・国保・社保・年金・問 他(_____)

権限書類 委任状 登記事項証明書 資格証明書 その他(_____)

Key Points Upon Making Requests

1. Mention of Reason for Request

(1) When required for execution of rights or fulfillment of obligations

Please provide detailed mention of the cause of the occurrence of rights or obligations, the details of those rights or obligations, as well as the reason for the need to confirm the matters entered in the family register.

(2) Upon submission to national or local government authorities

Please enter the name of the national or local government authorities to which the certified copy of the family register will be submitted, as well as the reason for the submission of that copy.

(3) Upon requests for other reasons

Please provide detailed mention of the use objectives and methods of the matters entered on the family register, as well as the reasons for requiring the matters in question.

2. Submission of Supporting Documents

When the reason for the request is unclear from the contents of the request form, demands may be made for submission of supporting documents.

3. Certificate of Family Register Personal Records

Upon need for verification of only certain persons recorded in a family register (and not all individuals of record), please use the Certificate of Family Register Personal Records for the required individuals.

4. Certificate of Family Register Selected Matters

When certification of selected matters among all information recorded in a family register is sufficient for the intended purpose, please use the Certificate of Family Register Selected Matters.

5. Certificate of Acceptance

The Certificates of Acceptance may be requested by persons providing notification of family register notification.

6. Certificate of Notification, other Information (Copy of Family Register Notification Form)

Requests for such certificates are limited to cases of the existence of special circumstances on the part of concerned parties.

The targets for these certificates are family register notification forms submitted on or after March 1, 2024.

7. Certificate of Notification Records

Requests for certificates are limited to cases of the existence of special circumstances on the part of concerned parties.

Locations for making request will differ by notification dates and destinations. Please consult at the information counter for details.

8. Digital Certification (Family Register Digital Certificate Issue ID Code and Deleted Family Register Digital Certificate Issue ID Code)

*** Use of these codes at administrative agencies is scheduled to begin from 2025.**

To facilitate utilization at administrative agencies, 16-digit codes will be issued to simplify acquisition of digitalized versions of family register certificates and deleted family register certificates (**validity periods of 3 months**).

When the need exists to submit family register certificates or other documents to administrative agencies, providing such codes may eliminate the need to present paper family register certificates or other items.

Please note that whether the addition of codes will actually eliminate the need to submit family register certificates or other documents will differ by each specific procedure.

For further details, please consult with the location where the procedures will be performed.

9. Personal Identity Confirmation Documents

Persons reporting to the counter are required to present documents capable of confirming their identity.

10. Authority Confirmation Documents

In cases when the person reporting to the counter is a representative or messenger of the applicant, it will be necessary to present documents attesting to that authorization.

- Power of attorney documents prepared by the applicant (when a corporate entity, by the representative)

* Responses to requests for the return of documents are possible only in cases when power of attorney documents verifying authorization to request return of the documents in question are presented.

- Guardian registration and other registration matter certificates

- When the applicant is a corporate entity, presentation of a certificate of representative matters, employee identification card, etc.

* Upon requesting the return of the original copies of submitted authorization documents, applicants must prepare certified copies attesting to the fact that the documents in questions are in fact the original copies.

11. Penalties

Persons receiving issuance of family register certificates or other documents through deception or other fraudulent means shall be subject to monetary fines of up to 300,000 yen.

*Please direct any questions to the counter personnel.