

## Basics / I. Residence

### ●Once you have an address, register as a resident●

If you are a mid to long-term resident, within 14 days of obtaining an address, you must bring your residence card (if you have not yet received a residence card, bring your passport instead) to your local ward office to register as a resident. If you submit a moving-in notification, a resident record will be created for you.

### ※ Persons aged 16 or over must carry their residence card at all times

#### \*Who is a mid to long-term resident? \*

Anyone to whom NONE of the following apply:

- ① Persons whose period of stay is less than three months
- ② Persons whose status of residence is “Temporary Visitor”
- ③ Persons whose status of residence is “Diplomat” or “Official”
- ④ Persons decreed by the Ministry of Justice as falling under categories ① to ③
- ⑤ Special Permanent Residents
- ⑥ Persons who do not have a status of residence

#### \*What is a Resident Record? \*

A form on which a resident's name and address are recorded, which serves as proof of residence and other information. A copy of your resident record is required when signing a contract to buy or sell a car, when completing procedures to rent a residence, or when you need to prove your identity, etc. (Each copy costs 300 yen.)

### ●Moving●

#### \*When moving within Sendai City \*

Complete the necessary procedures at your ward office within 14 days of moving. You will need your residence card and, for those who have one, your Individual Number (My Number) Card.

#### \*When moving outside Sendai City \*

Remember to file your moving-out notice at your old ward office before moving. If you are moving to an address within Japan, you will receive a moving-out certificate. Bring it to your new ward office and file your moving-in notice within 14 days after moving. You will need your residence card and, for those who have one, your Individual Number (My Number) Card.

※For those with an Individual Number Card and are moving to another location within Japan, you can fill in your moving-out notice online via Myna Portal, an online service for conducting administrative procedures.( <https://myna.go.jp/>)

※ For information on how to terminate your house/apartment contract, see page 12.

### ●Paid work outside of eligibilities outlined by your status of residence●

Permission is needed for paid jobs that fall outside of the eligibility outlined by your status of

residence. Procedures are done at the Immigration Bureau. Permanent residents, spouses or children of Japanese nationals, spouses or children of permanent residents, and long-term residents do not need to obtain said permission.

【What you will need】

- Application for Permission to Engage in Activity Other Than That Permitted Under the Status of Residence Previously Granted

- Passport
- Residence card

※ Depending on the details of the application, the below documents may be requested:

- Documents detailing the nature of the job that falls outside of the eligibility outlined by your status of residency (copy of employment contract, description of the company, etc.)
- Documents detailing your current work (certificate of employment stating work duties, etc.)

●Leaving and re-entering Japan●

When you leave and then re-enter Japan during your period of stay and wish to retain your status of residence, you must obtain re-entry permission before leaving Japan.

There are two types of re-entry permission: one that is valid for a single re-entry, and one that is valid for multiple re-entries within the period of validity. The period of validity of re-entry permission is limited to one's period of stay, and in principle may not exceed five years (six years for Special Permanent Residents).

【What you will need】

- Application for Re-Entry Permit
- Passport
- Residence card
- Revenue stamp (3,000 yen for single re-entry; 6,000 yen for multiple re-entries)

「Special Re-Entry Permit」

In principle, when a mid to long-term resident leaves Japan and returns within one year (two years for Special Permanent Residents), re-entry permission is not necessary. (This is called a **Special Re-Entry Permit**.) You will need your residence card and passport to leave and re-enter Japan.

※ The period of validity of a Special Re-Entry Permit cannot be extended.

※ In the event that the period of stay ends before the period of validity of the Special Re-Entry Permit, you must re-enter Japan within your period of stay.

※ Foreign nationals falling under any of the following, however, are NOT eligible for a Special Re-entry Permit, and are required to obtain an ordinary re-entry permit:

- ① Those whose status of residence is under procedures for revocation;
- ② Those whose confirmation of departure is being deferred;
- ③ Those for whom a written detention order has been issued;
- ④ Those who are staying in Japan with the status of residence for "Designated Activities" while applying for recognition of refugee status;
- ⑤ Those who may take actions that threaten Japan's national interests or public order;
- ⑥ Those who are recognized by the Commissioner of the Immigration Services Agency to have valid reason to require an ordinary re-entry permit for the sake of fair control of entries and departures.

**For details on matters related to residency, please contact the following.**

<b>Foreign Residents Information Center</b>	Weekdays 8:30 a.m.-5:15 p.m. TEL: 0570-013904 (IP number & overseas number TEL: 03-5796-7112) (J, E, C, K, V, N, 11 other languages)
<b>Sendai Regional Immigration Bureau</b>	1-3-20 Gorin, Miyagino-ku 〒983-0842 TEL: 0570-022259 (Navi dial) E-mail: <a href="mailto:info-tokyo@i.moj.go.jp">info-tokyo@i.moj.go.jp</a> (J, E) (E-mail inquiries will be handled by the Tokyo Regional Immigration Bureau)
<b>Immigration Service Agency of Japan (Procedures for the Residency Management System for Mid to Long-term Residents)</b>	<a href="https://www.moj.go.jp/isa/index.html">https://www.moj.go.jp/isa/index.html</a> (J, E, C, K, V, N, others)
<b>Foreign Residents Support Center (FRESC)</b>	Weekdays 9:00 a.m.-5:00 p.m. TEL: 0570-011000 (J, E) (IP Phone & overseas number: TEL: 03-5363-3013) <a href="https://www.moj.go.jp/isa/support/fresc/fresc01.html">https://www.moj.go.jp/isa/support/fresc/fresc01.html</a>

**●If your residence card is lost or stolen●**

- ① Report to the nearest police station. You will receive a certificate such as a Certificate of Notification of Theft stating where and when it was lost or stolen, as well as a report number.  
→You will be contacted if someone turns your card in to the police station.
  - ② Take your certificate and report number to the Immigration Bureau to apply to have your card re-issued.
  - ③ If there are no problems, you will receive your new residence card that same day.
- Note) You must apply to have your card re-issued within 14 days of realizing that you have lost your card or that your card has been stolen. You will need your passport and one 4cm x 3cm photograph.

### ●Individual Number (My Number) system (social security and tax number system)●

A 12-digit Individual Number (My Number), is given to each and every individual who has a resident record in Japan. Foreign residents with a resident record (mid to long-term residents and permanent residents) are also assigned an Individual Number. Your Individual Number is printed on your Individual Number Notification, which will be sent by registered mail to the address on your resident record.

Your Individual Number (My Number) is used for administrative procedures related to aspects such as health insurance, tax matters, and disaster countermeasures. When you work part-time or full-time jobs, or apply for a scholarship at university, you will need to give your Individual Number to your workplace or university. Your Individual Number will never change. Please take care not to lose your Individual Number Card (※), and do not tell anyone your Individual Number unless absolutely necessary.

#### ※ 「Individual Number Card」

After you have been notified of your Individual Number (My Number) and applied to your local government, you will be issued an Individual Number Card which you can use as a form of ID for various services. Individual Number Cards come in the form of an IC card with your name, address, date of birth, sex and Individual Number printed on it, in addition to a photograph of your face.

For more information, please see the Immigration Services Agency website below.

Apply now for an Individual Number Card (My Number Card) to enjoy an easier and more convenient life! <https://www.moj.go.jp/isa/support/portal/mynumbercard.html>

(Multilingual versions of the website available)