

“My Number System”

~ Notification Card and Individual Number Card ~
Ver. 3

My Number 制度的介绍

~ 通知卡和个人编号卡 ~

第3版

마이넘버제도의 안내

~ 통지카드·개인번호카드 ~

제3판





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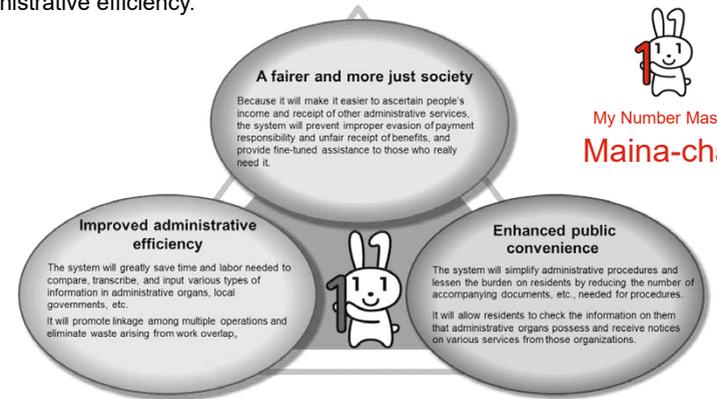
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Summary of this Pamphlet

- **My Number (Individual Number)** is a unique 12-digit number for each person with a residence certificate.
- My Number is used when performing administrative procedures for **social security, taxes and disaster relief measures**.
- You will be informed of your My Number via **a notification card**.
- You can apply to have **an Individual Number Card** issued as photo identification.
- My Number cards contain **Electronic Signature Certificates** and **Electronic Certification for User Certification**.

The My Number System

The My Number System is social infrastructure designed to enhance convenience for the public, achieve a fair and just society and improve administrative efficiency.



*The My Number System was launched on October 5, 2015



My Number

My Number (also referred to as an Individual Number) is a 12-digit number for each person with a residence certificate.

■ **Your My Number stays the same throughout your life**

Your My Number will not be changed at any time during your life unless it has been leaked and may be used improperly. Please take proper steps to protect your Individual Number.

■ **My Number is used when performing administrative procedures for social security, taxes and disaster relief measures**

My Number is used for performing administrative procedures* defined by laws and regulations in the areas of **social security, taxes and disaster relief measures.**

* This includes administrative procedures for social security, unemployment insurance, and health insurance; social services like public assistance and child allowances, and tax procedures such as filing your final tax returns.

Areas Using My Number



■ **My Number is used at workplaces and other places for social security and tax procedures.**

My Number is used at your workplace and other places to handle procedures related to employee health insurance, pension plans and deductions from wages.

■ **Collecting and requesting provision of My Number for other purposes is prohibited**

The law prohibits collection or requesting provision of My Number for purposes not defined by law or regulation. Some specific examples are:

- Receiving a note with a My Number written on it
- Recording a spoken My Number
- Copying documents including a My Number

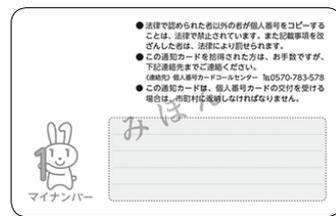
Notification Cards

Notification Cards include your name, address, date of birth, sex, and My Number. These paper cards are sent to notify individuals of their My Number.

Front



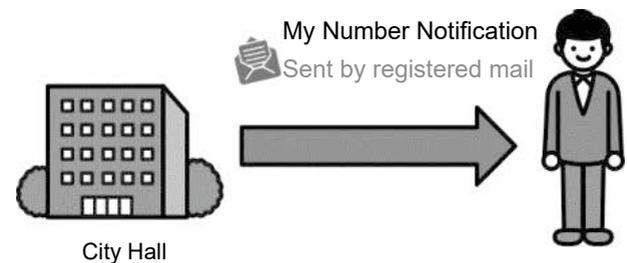
Back



- People that have registered an alias on their Residence Certificate will also have their alias given with their name.
- Only legally approved entities such as governmental agencies or employers may make a copy of the front of the card.

- When your address or other information changes, it will be listed on the back at the service counter of your municipal office.

Notification cards are sent by recorded delivery (non-forwarding) to people newly added to a Residence Certificate (such as newborns or those who have just moved to Japan from abroad).



■ **Using your Notification Card**

The Notification Card is used to verify your My Number. You will need to provide your Notification Card together with a second form of personal identification such as a residence card or a driver's license.*

* Notification Cards cannot be used alone as public identification.



■ Store your Notification Card carefully

- Store the Notification Card carefully to prevent loss.
- Your card may be reissued (for a fee of 500 yen) in case it becomes lost, burned or damaged. Please note it will take about one month before the card reaches you.
- Instead of having the Notification Card reissued, you may apply to have a My Number Card issued (see page 5).

■ Submit your Notification Card when performing change of name or address procedures

- If you have a Notification Card, when performing address change procedures for moving in, transfer, or moving abroad, or when performing change of name procedures for your family register, bring your Notification Card to the City Hall or branch office and submit it with the notification form.
- If the space on the back of the Notification Card is full and a new address or name cannot be added, you can apply to have a new one issued for free (your old one will be collected). About one month after application, your new one will be sent by registered (non-forwarding) mail.
- Instead of having the Notification Card reissued, you may apply to have a My Number Card issued (see page 5).



My Number Cards

A **My Number Card (Individual Number Card)** is a plastic smart card with a photograph and gives a name, address, date of birth and sex on the front with the person's My Number (Individual Number) on the back.

Front



Back



- People that have registered an alias on their Residence Certificate will also have their alias given with their name.
- When your address or other information changes it will be listed on the card at the service counter of your municipal office.
- Only legally approved entities such as governmental agencies or employers may make a copy of the back of the card.

■ Using your My Number Card

My Number Cards can be used as public identification in addition to verifying your My Number. You can also use the My Number Card to receive a Residence Certificate Copy or Seal Registration Certificate (when you have a registered seal) from automated issuing machines in the city*. **Note that automated issuing machines will be abolished at the end of March 2020 in conjunction with the start of convenience store issuing services.**

Convenience store issuing services will allow you to use your My Number Card (only those with Electronic Certification for User Certification) to obtain the above certificates as well as certificates of taxation (tax exemption) or payment for special district resident taxes or metropolitan resident taxes (see page 15).

* To use a My Number Card at an automated issuing machine, you must register for such use in advance.

■ Applying for a My Number Card

If you want to have a My Number Card issued, apply to the Japan Agency for Local Authority Information Systems (J-LIS) using one of the three methods given hereinafter.

(1) Application by Mail

Affix a photograph of your face to the **My Number Card Application Form (see page 6)** attached to the Notification Card and sign or affix your seal. Place in the included return envelope and put it in a mailbox.



(2) Applying Online

Take a picture of your face with a digital camera or smartphone and save it in an accessible location before opening the application website. Fill out your application form ID and other required information on the My Number Card Application Form and attach the photograph of your face before sending.

◆ Application Website

<https://www.kojinbango-card.go.jp/kofushinse/pc.html>

* You can access the above website using a QR code if one is on your application form.

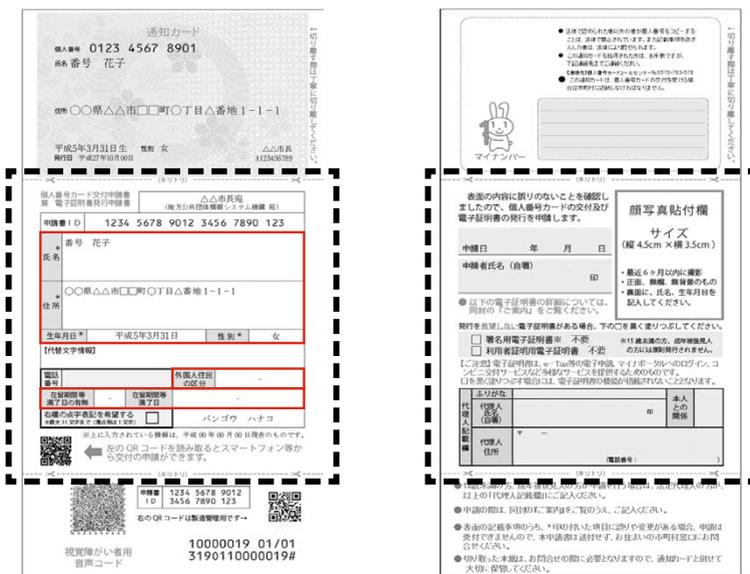
(3) Application from a Town ID Photobooth

Select "Application for the Individual Number Card" on the touch panel, insert the money for the photograph and place the QR code on the Individual Number Card Application Form under the barcode reader. Fill in the required information, take the face picture and send the information.

* Only available in supported certification photo booths.

* You cannot apply without a QR code application form.

Individual Number Card Application Form



Remove the top and bottom portions along the perforated line. (The area enclosed in the dashed line is the application form.)

If there are changes to the pre-printed name, address or other information (spaces outlined in red), you can still use the application form by correcting the necessary changes by yourself.

The application date and applicant name must be filled in by the applicant. Affix a photograph of your face. (Taken within the last six months without head covering, from the front without a background)

Fill in the boxes for Electronic Certification if you do not want it issued.

■ If you don't have a My Number Card Application Form

Apply using one of the three methods given below.

- 1 Come to the service counter at City Hall or a branch office to receive a hand-written application form*1 and envelope, and apply by mail.
- 2 Download a hand-written application form*1 from the J-LIS website (<https://www.kojinbango-card.go.jp/>) and apply by mail.
- 3 Come to the service counter at City Hall or a branch office to receive a pre-printed application form with an application form ID (23 digit number) and apply by mail or online*2. You can also apply at Town ID Photobooths. You will need to present your personal identification to receive an application form.

Notes:

*1. You need to write your My Number on the hand-written application form.

*2. Access the application website (page 6) to apply.

■ To correct your name, address, or other information printed on the My Number Card Application Form (when applying by mail)

If the name, address, period of status of residence, or other information already printed on the application form has changed, you can still use the application form by correcting the necessary changes. Refer to the figure below when making corrections.

Example:



Cross out the items that need to be changed and enter the new information in the blank space.

*If you apply without correcting areas that need to be changed, the issuance of your card may be delayed.



■ To those applying for a My Number Card

J-LIS will prepare your My Number Card and deliver it to the City Hall. You will be notified thereof by an Individual Number Card Issue Notification (shown below) sent by normal (non-forwarding) mail to the address on your Residence Certificate.



■ When you receive your Individual Number Card Issue Notification

Follow the instructions given therein to make a reservation online or by phone for the service counter (City Hall or branch office). The applicant must go in person at the reserved time. On the day you will need to bring the following four pieces of documentation:

- a) Individual Number Card Issue Notification (Fill in the back and affix your seal)
- b) Notification Card (the card will be collected at this time)
- c) Basic Resident Registration Card (if any; the card will be collected at this time)
- d) Personal identification (one piece from the list ① or two pieces from the list ②)

List ① Basic Resident Registration Card (with photograph), Driver's License, driving history certificate (only those issued on or after April 1, 2014), physical disability certificate, mental disability certificate, rehabilitation certificate, special permanent resident certificate, landing permit for temporary refuge, permit for provisional stay, or resident card (only those with a photograph issued for persons age 16 or older).
List ② Health insurance card, later-stage elderly medical insurance card, long-term care insurance card, pension book, medical subsidy recipient card, public assistance recipient card, employee identification card, student identification card or documentation showing the name of the school attended, resident card (without a photo for persons under 16), or other documentation giving name and birthdate or name and address.

The face photograph on the My Number Card will be checked when issuing. As a rule, it cannot be received by a proxy.

Only if the recipient is sick, physically disabled or otherwise cannot come to the service counter due to unavoidable circumstance may a proxy be assigned to receive the card. (Note that "being too busy with work" does not constitute an unavoidable circumstance and will not be accepted as a reason for assigning a proxy.)

[Required documentation] (when a proxy is assigned due to unavoidable circumstances)

- Notification Card and enclosed postcard (issue notification): The card will be collected at this time.
Make sure the PIN code is hidden from the proxy (use a sticker to cover it or seal it in an envelope).
- Basic Resident Registration Card: (if any; the card will be collected at this time)
- Personal identification (for the applicant) (Two pieces from list ①, one piece each from lists ① and ②, or three pieces from list ②. At least one item must have a photo).
- Personal identification (for the proxy) (Two pieces from list ① or one piece each from lists ① and ②. (At least one item must have a photo)).
- Documents certifying the proxy
If the proxy is a legal representative: Documentation certifying parent-child relationship or other documentation certifying status as legal representative
Other proxies: Power of Attorney or other documents certifying the person as a proxy to the applicant (this can also be written in the "proxy" column of the Issue Notification).
- Documents proving that the person is unable to visit in person (medical diagnosis, proof of institutionalization, etc.)

Persons under 15 years of age or adult wards must come in person with legal representative.

■ PIN codes will be set when the My Number Card is issued

•PIN codes that will be set (please choose different codes)

①	PIN code for Basic Resident Registration (Used to verify identity for Juki Net)	4-digit number
②	PIN code for supporting input of items on the front (Used for reading My Number, name and address)	
③	PIN code for Electronic Certification for User Certification (Used to log into the My Number Portal (page 17) and to access convenience store issuing services (page 15))	All three may use the same PIN code
④	PIN code for Electronic Signature Certification (Used for filing tax declarations by e-Tax)	



■ My Number Card expiration date

◦For Japanese citizens

- Persons 20 or older: day of the 10th birthday from the date of issue*
- Persons under 20: day of the 5th birthday from the date of issue*

◦For foreign residents

- Special permanent residents, permanent residents, Highly Skilled Professional (ii): same as for Japanese citizens
- Medium to long term residents with status of residence other than permanent or highly skilled professional (ii): from the date of issue* to the end of period of status of residence

- If the period of residence is lengthened due to a change in period of residence, it is possible to extend the expiration date of the My Number Card up to the end of the new period of residence at the service counter at City Hall or a branch office.
- Even if the permission is not granted by the end of the period of residence, the expiration date can be extended up to a maximum of two months.
- If the expiration date of the card is passed, the extension procedure cannot be completed. You will need to apply to have it reissued (for a fee). Always bring your card to the service counter before the expiry date.

* The date of issue is the day the My Number Card is prepared by J-LIS.

Note that this is not the date the applicant receives the card from the service counter.

■ Submit your My Number Card when performing change of address or change of name procedures.

- If you have a My Number Card, when performing address change procedures for moving in, transfer, or moving abroad, or when performing change of name procedures for your family register, bring your My Number Card to the City Hall or branch office and submit it with the notification form. You will need to input the four-digit PIN code for Basic Resident Registration when the card was issued.
- If the remarks column on the My Number Card is full and a new address or name cannot be added, you can apply to have a new one issued for free. After application, when your card is ready to be issued, you will be notified thereof by an Individual Number Card Issue Notification sent by normal (non-forwarding) mail to the address on your Residence Certificate.

■ You can continue to use your My Number Card at your new address after moving*

* However, in any of the following three cases (procedures not performed within legal deadline) the My Number Card will expire. Perform change of address procedures as soon as possible.



- ① You do not submit a Moving-in Notification **within 14 days** of moving-in
- ② The Moving-in Notification is not submitted **within 30 days** of the planned moving-out date (the date given on the Moving-out Notification as the planned moving date when it was submitted)
- ③ Procedures for continued use is not performed **within 90 days** of the Moving-in Notification

■ In addition to the above, your My Number Card will also become invalid in the following cases

- ④ When your My Number changes
- ⑤ When the expiry date on the My Number Card is reached
- ⑥ When your Resident Registration Code is changed
- ⑦ When you submit a Moving Overseas Notification
- ⑧ Upon death
- ⑨ When no longer covered by the Residential Basic Book Act

■ If you lose your My Number Card

Contact the **Call Center for the Social Security and Tax Number System** (see page 18) immediately to apply for the temporary invalidation of the My Number Card.

■ Applications for reissuance of your My Number Card

If your My Number Card becomes lost, burnt or damaged, you can apply at the service counter at City Hall or a branch office to have it reissued (for a fee).

- Except in cases where it is lost at home, always contact the police to notify them of loss (or theft) first.**
- When applying to have it reissued, provide (1) the name of the police station you notified, (2) the date notification was received, (3) a copy of the notification number (or a notification receipt issued by the police station)
- The fee for reissuing is 800 yen (or 1,000 yen to have electronic certification issued at the same time).
- After applying to have the card reissued, an Individual Number Card Issue Notification will be sent to the address on your residence certificate when the card is ready.
- As with "When you receive your Individual Number Card Issue Notification" on page 8, make a reservation online or by phone in advance. The applicant must come in person at the reserved time to the service counter.



To Basic Resident Registration Card Holders

As My Number Cards started to be issued, Basic Resident Registration Cards ceased to be issued in December 2015.

Current holders of Basic Resident Registration Cards may use it until the date of expiration or until obtaining a My Number Card. You cannot have a Basic Resident Registration Card and My Number Card at the same time, so return it when you are issued your My Number Card.

(Reference) Relationship between the Basic Resident Registration Card and My Number Card

	Basic Resident Registration Card	My Number Card
Format	  With Photograph Without Photograph Does not show resident registration code. Optional photograph	  Front Back My Number included (on back) Photograph on front
Issuance	Finished December 2015	About 1 month from application to issue notification (cannot be issued on the same day) Fee: first time free 800 yen for reissuance
Valid until	10 years from date of issue	The expiry date of the period of stay or the 10th birthday (the 5th birthday if under 20) from the date of issue, whichever comes first.
Electronic certification	Finished December 2015 (All electronic certifications were expired by December 2018)	Included by default (possible to opt-out) Valid until: The expiry date of the period of stay or 5th birthday from the date of issue, whichever comes first. Fee: free for the first time 200 yen for reissuance
Used for	Public Identification	<ul style="list-style-type: none"> ○Public identification ○Verifying holder's My Number ○Using Disclosure System (see page 17) ○Use for convenience store issuance services (page 15) ○Private electronic certification

Electronic Certification (Public Certification Service for Individuals)

My Number Cards have two kinds of embedded electronic certification: Electronic Certification for User Certification and Electronic Signature Certificates.

■ Electronic Certification for User Certification

When browsing the internet, this system allows verification of the identity of the user. It is used for certification of the identity of the individual when logging into the My Number Portal (page 17) or using convenience issuance services (page 15), for example.

The certificate expires on **the expiry date of the period of stay or 5th birthday from the date of issue, whichever comes first.**

When your My Number Card expires, the certificate becomes invalid at the same time.

■ Electronic Signature Certificates

This certification is used for electronic application such as tax declarations using e-Tax (see page 17). The period of validity is the same as that for Electronic Certification for User Certification. Note that the certificate is automatically invalidated even before the expiration date if there is a change in name or address.

(Note) Electronic Signature Certificates are not issued to persons under 15 years old or adult wards (because they are equivalent to a registered seal).

Electronic Certification		
Name	<u>Electronic Certification for User Certification</u>	<u>Electronic Signature Certificates</u>
Application	Confirming identity (e.g. when logging into the My Number Portal or using convenience issuance services)	Electronic applications such as tax declarations using e-Tax
PIN code	4 digits only numbers	6 to 16 digits Capital letters and numbers
Valid until	The expiry date of the period of stay or 5th birthday from the date of issue, whichever comes first.	Same as Electronic Certification for User Certification *If any changes to name (alias), address, birthdate, or sex before expiration automatically invalidate
	* Certificates become invalid when My Number Card expires	
Renewal	Renewal possible from three months before expiration date	
Fees	<input type="radio"/> Free when issuing My Number Card for the first time <input type="radio"/> 200 yen when reissuing the My Number Card	
Other	It is possible to opt-out if you do not want electronic certification when the My Number Card is issued or by filling in the box on the application form	

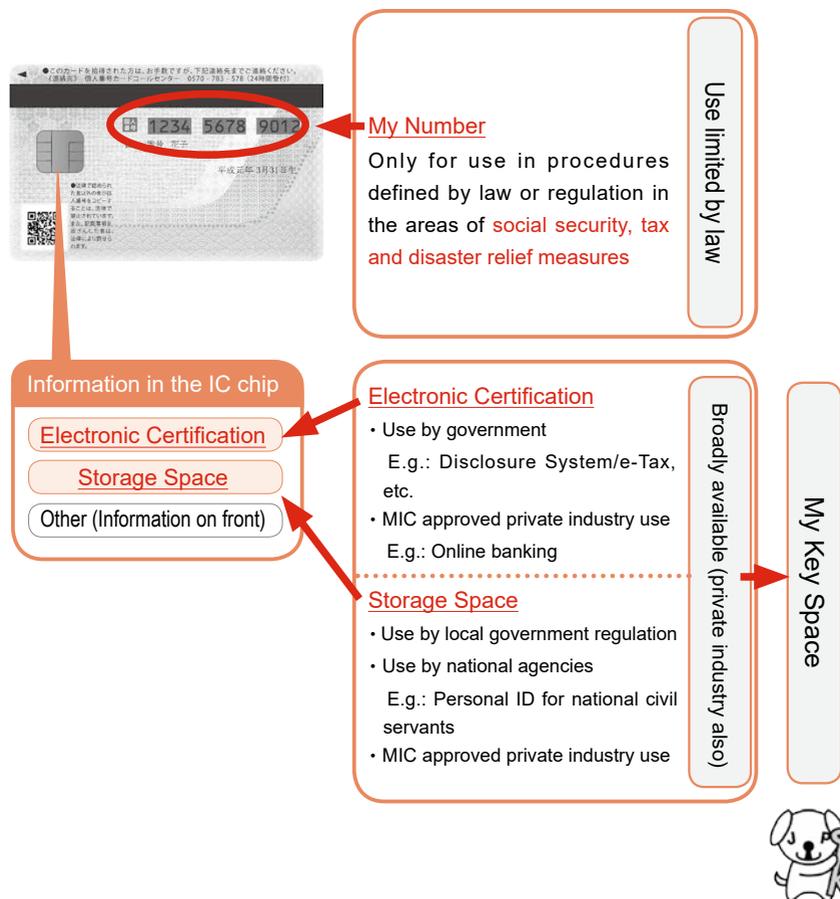


■ Electronic certification and My Key

Electronic certification is contained in the Integrated Circuit (IC) chip on your My Number Card. The "My Key" IC chip contains electronic certification and other storage space that can be used by national and local public agencies as well as private industry. The My Key space does not include My Number information.



Mascot of the Public Certification Service for Individuals
Maiki-kun



Services you can access with your My Number Card

■ Convenience store issuing services

To take advantage of convenience store issuing services, use your My Number Card (only those with Electronic Certification for User Certification) at the multifunctional copy machines (kiosk terminals) installed at convenience stores around the country. This will allow you to get copies of your Residence Certificate and other documentation.

● Hours

6:30 am to 11:00 pm

*The system will be down for maintenance over the year end/New Year holidays
(December 29 to January 3)

● Available certificates and issuance fees

• Copy of Residence Certificate

Residence Certificate for yourself and members of your household

*You cannot get copies of Residence Certificates that have been voided.
*Copies of certificates involving multiple pages will not be stapled together.
Make sure you collect all pages from the machine.

• Seal Registration Certificate

*Certificate will be printed on A4-size paper

• Certificates of taxation (tax exemption) or payment for special district resident taxes or metropolitan resident taxes

Available for the current years and three past years

*Only available for those who have tax information as a result of filing declarations or the like

• Issuance fee for each document is 200 yen per copy



● Important notes when using these services

- ① Printing may take some time due to the need to transfer data. Do not leave the machine until printing has finished completely.
- ② Kiosks cannot issue certificates that do not require an issuance fee. Please visit a service counter to request them instead.
- ③ If you forget your PIN code or mis-enter it three times in a row, your electronic certification features will be locked. You will need to visit the service counter at City Hall or a branch office to go through PIN code reissuance procedures.
- ④ If you have been issued a new My Number Card, or if your address or other information has changed (e.g. due to a move) and have either (a) gone through the procedures needed to continue using it or (b) been issued an (updated) Electronic Certification for User Certification, it will take an hour or so following those procedures before you are able to use kiosk services.
- ⑤ Those who are registered residents of Shinjuku City and have submitted a Moving-out Notification to leave the city cannot make document requests.
- ⑥ The kiosk will make a sound once your certificate has been issued to remind you to collect it. Please do not forget your documents in the machine. The sound will continue until you press the button to stop it.

● Security information

- ① The multifunctional copy machine screen and sounds are designed to prevent you from forgetting your My Number Card and certificates.
- ② Information is encoded and transmitted over a dedicated network to prevent unauthorized access.



■ Submitting tax declarations by e-Tax*

Final tax declarations can be submitted via e-Tax by using the Public Certification for Individuals electronic certificate (Electronic Signature Certificate) that is issued with the My Number Card.

Electronic certification on Basic Resident Registration Cards expires three years after the date of issue. These cards were no longer issued after December 2015, so at this point there are no Basic Resident Registration Cards with valid electronic certification remaining. If you need a Public Certification for Individuals electronic certificate, please go through the administrative procedures to request and obtain a My Number Card.

*e-Tax: A service that allows online submission of tax declaration forms

■ Disclosure System of Personal Information Cooperation Record

In addition to confirming use of your information including My Number by government agencies and others, this online service enables access to government services via the internet. To use it you need a My Number Card, IC Card Reader/Writer, and a PC.

A	Record of provision (Transaction history)	Check the records of transactions related to your information via the information network*
B	Show own information	Check information about you kept by government agencies
C	Notifications	Check detailed information tailored individually from government
D	Private delivery service partnerships	Receive notifications from government and private industry using a delivery service
E	Parenting related services	Search and apply online for parenting related services offered by your municipality
F	Utility payment services	Pay for public utilities by net banking (Pay-easy) or credit card

* Information Provision Network System

An online system for personal information transactions between government agencies including My Number



Additional Information

■ Penalties in the My Number System

Statutory penalties to prevent improper use of My Numbers are stricter than for those under the Act on the Protection of Personal Information Held by Administrative Organs, etc.

Major Penalties (partial listing)

Act	Statutory Penalty
Obtaining My Numbers by fraud, assault, threat, stealing property, trespassing, or hacking	Up to 3 years imprisonment or fine of up to 1.5 million yen
Obtaining Notification Cards or My Number Cards by deceit or other means of misappropriation	Up to 6 months imprisonment or fine of up to 500,000 yen

■ Beware of suspicious phone calls about the My Number System!

City Hall or other governmental agencies will never ask for your My Number by phone. If you are suspicious, call the police (110) or contact your closest police station right away.

★ For more information about the My Number System

- My Number (Social Security and Tax Number ID System) website (Cabinet Office)
<http://www.cao.go.jp/bangouseido/>
- J-LIS website (Japan Agency for Local Authority Information Systems)
<https://www.kojinbango-card.go.jp/>

★ Inquire here

- General My Number System Inquiries
 - Call Center for the Social Security and Tax Number System
0120-95-0178
- [Hours] Weekdays 9:30 am to 8:00 pm
Weekends/holidays: 9:30 am to 5:30 pm (except during year end/New Year holidays)
*Service available 24 hours, 365 days per year for temporary invalidation in case of loss or theft of your My Number Card.
- [Available Service] English, Chinese, Korean, Spanish, and Portuguese
 - Questions regarding the My Number system **0120-0178-26**
 - Questions regarding Notification Cards or My Number Cards **0120-0178-27***
- Inquiries about this pamphlet
 - Family and Resident Registration Division, Regional Promotion Department, Shinjuku City
03-5273-3601