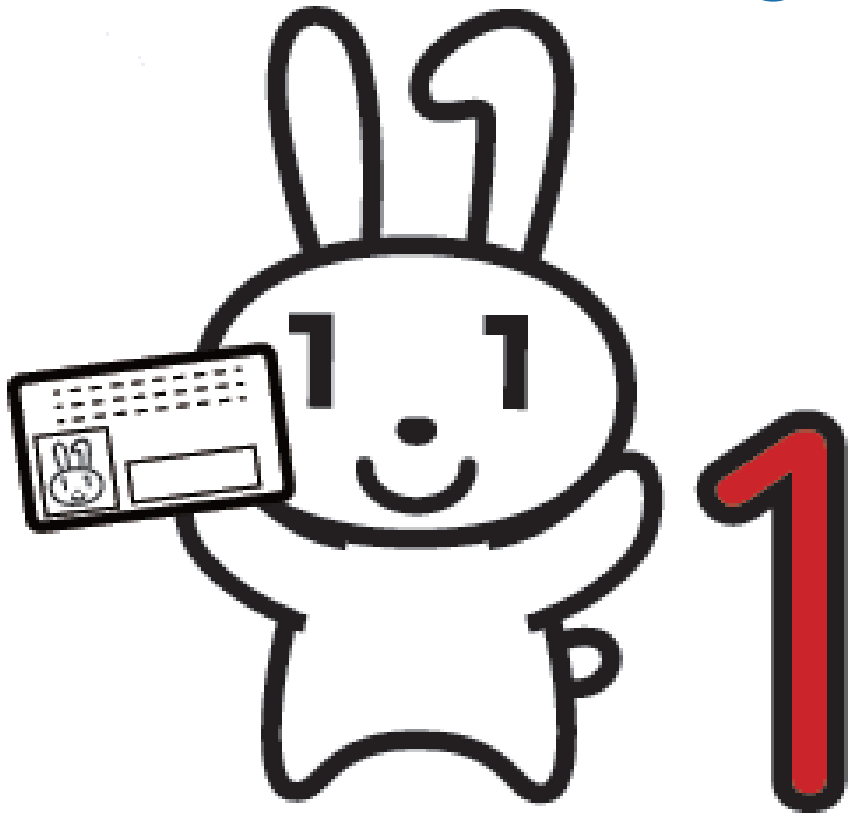


Get Your My - Number Card!



Shinjuku City

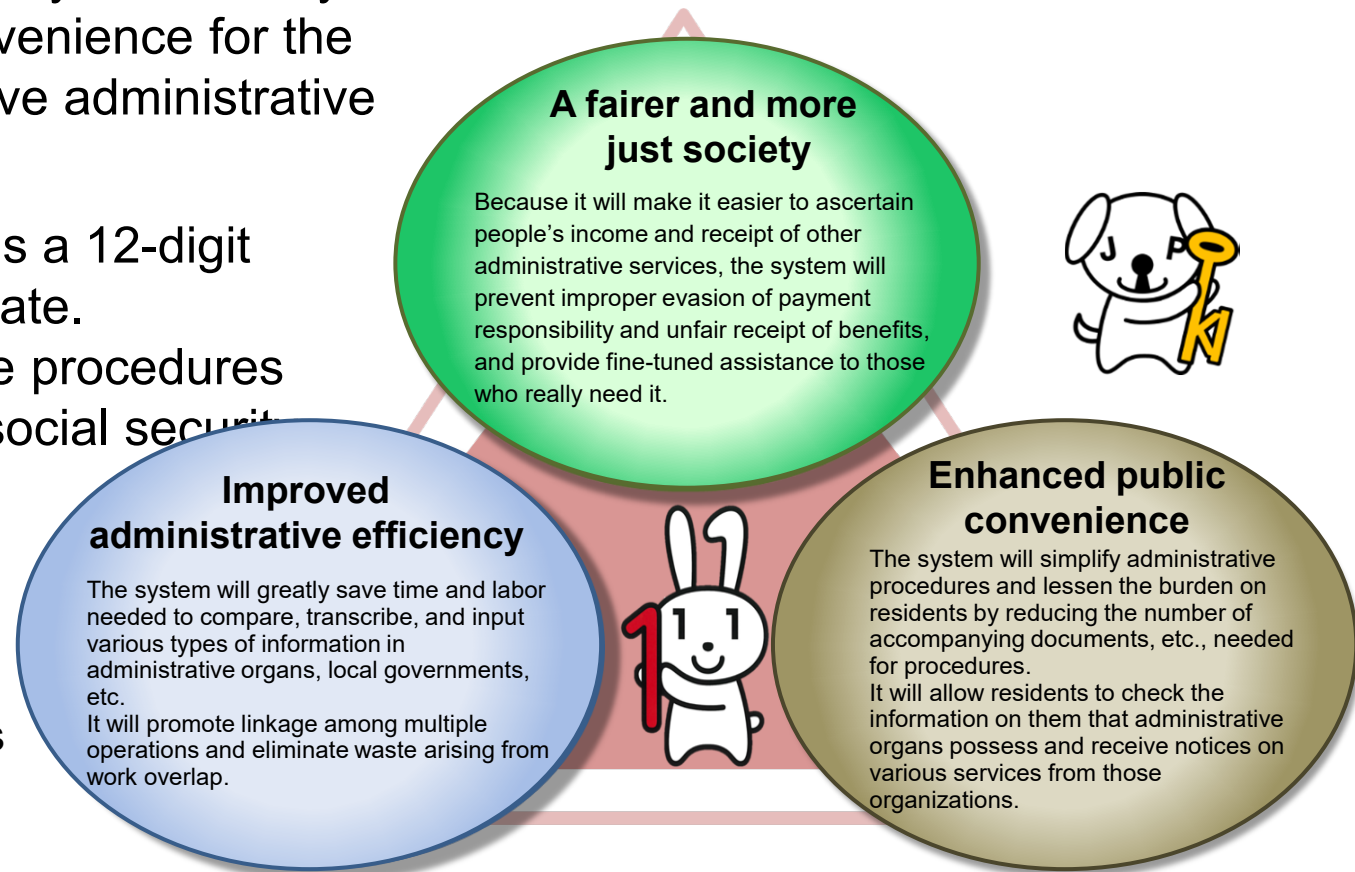


Contents

- 1 The My-Number System
- 2 The My-Number Notice
- 3 The My-Number Card (Individual Number Card)
- 4 Is My-Number Card(Individual Number Card) Really Safe?
- 5 Applying for a My-Number Card (Individual Number Card)
- 6 Mynaportal
- 7 Electronic Certificates
- 8 Using the Card as a Health Insurance Card
- 9 Inquiries

The My-Number System

- The Social Security and Tax Number ID System (the My Number System) was launched on October 5, 2015. The My Number System is social infrastructure designed to enhance convenience for the public, achieve a fair and just society, and improve administrative efficiency.
- My-Number (also called as Individual Number) is a 12-digit number for each person with a residence certificate. 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; payment of social services like public assistance and child allowances; and tax procedures such as filing your final tax returns.
- You will be informed of your My Number via an “My-Number Notice”.
- A My-Number Card with an ID photo can be issued to people who requests one.



The My-Number Notice

- Notification of a person's My-Number had been by mail of a Notification Card. On May 25, 2020, it changed to by mail of a My-Number Notice.

Notification Card

October 5, 2015 to May 24, 2020



Notification Cards can be used to verify a My-Number.

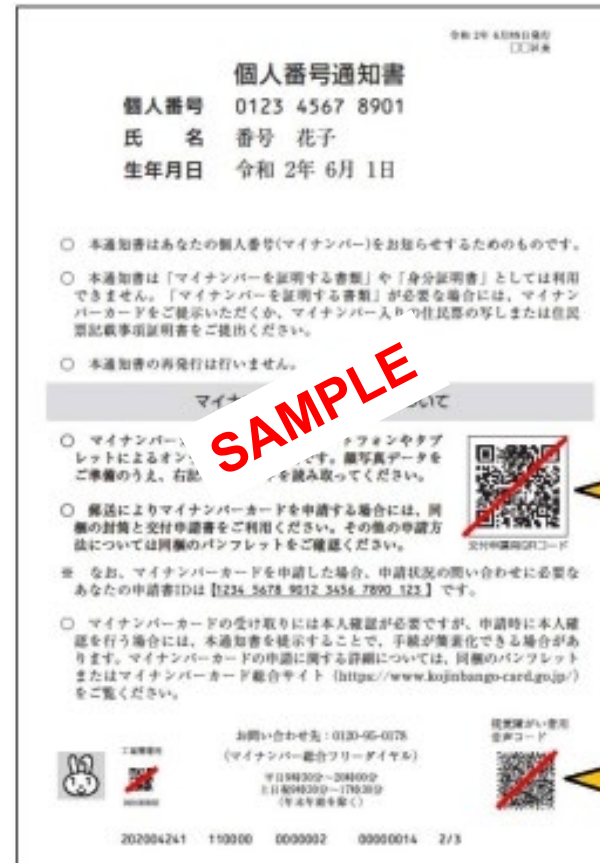
When a My-Number is verified in administrative procedures for social security, taxes, and disaster relief measures, personal identification such as a driver's license or passport must be presented along with the Notification Card.

* It cannot be used as personal identification.

* If the address or other information printed on the card has changed, it may not be accepted as a My-Number verification document.

My-Number Notice

Since May 25, 2020



My-Number Notices are mailed to people newly added to a Residence Certificate, such as newborns or those who have moved to Japan from another country.

* It cannot be used as a document to certify a My Number or as personal identification.

QR code for application
Apply for a My Number Card online by scanning this with a smartphone or tablet.

Voice code
Listen to a simple description of the Individual Number Notice by scanning this with a compatible app installed on a smartphone or another device.

The My-Number Card (Individual Number Card)

- A My-Number Card is a plastic card with an IC chip and an ID photo. The person's name, address, date of birth, and gender are on the front, and the person's My-Number is on the back.

Any changes such as address or name **should** be listed on the card at the service counter of the municipal office.



Front



Back



Only legally approved entities such as governmental agencies or employers are allowed to make a copy of the back of the card.



- My-Number Cards can be used as personal identification in addition to verifying your My-Number. Further, My-Number Cards (only those with an Electronic Certificate for User Certification) can be used at multifunction copiers at convenience stores and other locations to obtain a Residence Certificate Copy, Seal Registration Certificate (if the person has a registered seal), or certificates of taxation (tax exemption) or payment for special district resident taxes or metropolitan resident taxes.

Is My-Number Card (Individual Number Card) Really Safe?

Don't Worry! Full of Security Features

Front



- It has an ID photo, so others cannot **impersonate** you
- Special processing means the photo cannot be easily replaced

Back



- Even if the Individual Number is seen, **personal information is not stolen**



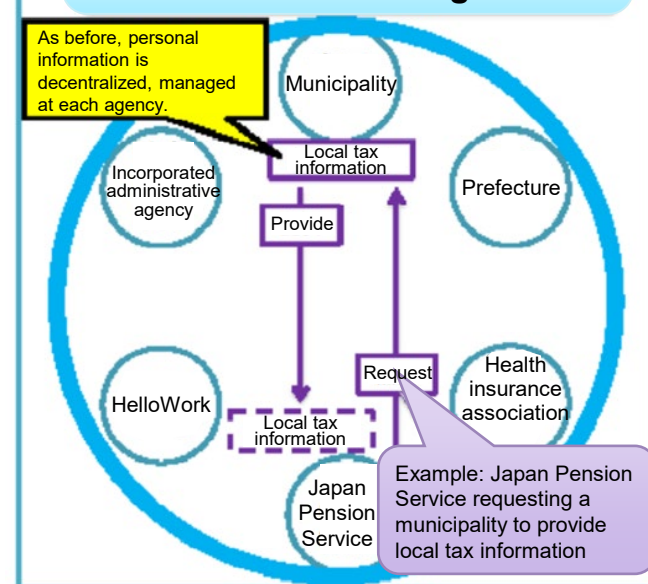
Can be temporarily invalidated 24 hours a day,
365 days a year if lost or stolen
Contact Call Center for the Social Security and Tax
Number System
☎ 0120-95-0178

- The IC chip contains only information that is shown on the card, such as the person's name
It contains **no highly private information** such as those concerning taxes, pension, or bank account balances
- If the PIN code set up for each application is **entered incorrectly a set number of times**, the function is **locked**
- If there are unauthorized attempts to read the information, **the IC chip is designed to break**

Decentralized Management, not Centralized!

Even after the My-Number System is adopted, **personal information management will remain decentralized**, with information held at each governmental agency (meaning that the tax office will hold information on income tax and the city will hold information on resident's tax). When personal information held by other agencies is needed, information is requested and provided through the Information Provision Network. The encrypted communication and other features of the system make it safe against theft of personal information using a My-Number.

Decentralized management



Applying for a My-Number Card (Individual Number Card)

1 Applying by Mail

Affix an ID photo to the **My-Number Card Application Form** attached to the Notification Card or My-Number Notice and fill out the required information. Place it in the included return envelope and put it in a mailbox.

個人番号カード交付申請書 兼 電子証明書発行/更新申請書

□□市 (地方公共団体情報システム機構 宛) 長宛 申請書 I D 1234 5678 9012 3456 7890 123

氏名* 花子 ⑥ 顔写真貼付欄
サイズ (縦4.5cm×横3.5cm)
 ・最近6ヶ月以内に撮影
 ・正面、無帽、無身帯のもの
 ・撮影に、氏名、生年月日を
 記入してください

① 住所* ○○県□□市△△町◇丁目○番地▽号

生年月日* 令和 2年 6月 1日 性別* 女 ③

【代読文字情報】

④ ⑦ 電話番号
 ④ ⑦ 点字表記 ばんごう はなこ

⑤ 申請日 年 月 日 申請者 氏名 (自署) 印

⑦ 電子証明書の発行を希望しない

15歳未満の方、成年 住所、電話番号、本、
 代理人 氏名 (自署) 印 本人との 関係
 代理人 住所 (電話番号:)

【注意事項】
 本日のついた項目について、個人番号カード及び電子証明書は、住民票に記載の情報で発行されます。

202004241 110000 0000002 00000013 3/3

- ① Name, address, etc.
If there have been any changes of the printed name, address, or other information, you can still use the form by using two lines to strike through the changes and writing in the new information.
 - ② Phone number
Write in the phone number for contacting you in the day time.
 - ③ Foreign residency status, etc.
If the printed information is incorrect, the form cannot be used. Contact the service counter of the municipal office.
 - ④ Request braille
Color in the box if you want to have your name in braille.
 - ⑤ Application date and applicant name
Write in the application date and the name of the applicant. They are required.
 - ⑥ Affix ID photo here
Affix a photo that has been taken in the last six months without a head covering, from the front, without a background.
 - ⑦ Opt out of electronic certificates
Color in the box for the electronic certificate if you do not want it issued on your card.
- Separate along the perforated lines if you are using an application form attached to a Notification Card.

Applying for a My-Number Card (Individual Number Card)

2 Applying Online

Take an ID photo of your face with a digital camera or smartphone and save it in an accessible location before opening the application website. Fill out the required information and attach the ID photo before sending.

* **You cannot apply with an application form without an application form ID (23 numerical digits).**

◆ 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 Applying from a Town ID Photobooth

Select “Application for the My-Number Card” on the touch panel, insert the money for the photograph and place the QR code on the **My-Number Card Application Form** under the barcode reader. Fill in the required information, take the ID photo, and send the information.

* **Only available in supported certification photo booths.**

* **You cannot apply without a QR code application form.**

Applying for a My-Number Card (Individual Number Card)

4 Applying Using the My-Number Card Online Application Support Service

City staff will assist you using the ID or the QR code on the application form to take the required photo and apply. This service is available only at the service counter of the Family and Resident Registration Division at the main building of City Hall.

*** You cannot apply with an application form without an application form ID (23 numerical digits).**

If you do not have an application form with an application form ID or a QR code, ask at the service counter of the Family and Resident Registration Division at the main building of City Hall or a branch office for one to be issued. You will need to present personal identification to receive an application form.

After Applying for a My-Number Card

Japan Agency for Local Authority Information Systems (J-LIS) will prepare your My Number (Individual Number) Card and deliver it to the City Hall. When the My-umber Card is ready to be issued, you will be notified by an **My-Number Card Issue Notification** sent by normal (non-forwarding) mail to the address on your residence certificate.

Follow the enclosed instructions to make a reservation online or by phone of the time and date for receipt of the card. **The applicant** must go in person at the reserved time. Prepare the required documents, which will also be described in the enclosed instructions.

Mynaportal

- Mynaportal is a website operated by the government. It is a portal site for each resident to enable the use of many services.

A Services search and electronic submission (Pittari Service)

Search for and apply online for services such as those related to child-rearing (Kosodate One-Stop Service, etc.).

B Display of own information (Your information)

Search for and check your personal information held by governmental agencies and the like.

C Notices

Receive information published by governmental agencies and the like.

The screenshot shows the Mynaportal homepage with the following sections and callouts:

- Header:** マイナポータル (Mynaportal) logo and navigation links for Language, 使い方 (Usage), and よくある質問 (FAQ).
- Main Title:** "あなたにいいコト" どんどん広がる (Good things for you are spreading).
- Section 1: ★ すぐに利用できるサービス (Services available right now)**
 - A:** びったりサービス (Pittari Service) - 本庁の子育てや介護をはじめとする行政サービス検索・オンライン申請や届出、就労証明書作成コーナーはこちらです。 (Search for administrative services such as childcare and nursing care, online applications and filings, and job certificates. Click here for the corner.)
 - 法人設立ワンストップサービス (Corporate establishment one-stop service)
 - 就労証明書作成コーナー (Job certificate creation corner)
- Section 2: 利用者登録すると使える便利な機能 (Convenient functions available after user registration)**
 - B:** あなたの情報 (Your information) - 行政機関などが保有するあなたの情報(住所情報・税・社会保障情報)を確認することができます。 (You can check your information (address information, tax, social security information) held by administrative agencies.)
 - D:** やりとり履歴 (Interaction history) - あなたの情報に、行政機関などからやりとりされた履歴を確認することができます。 (You can check the history of interaction with administrative agencies on your information.)
 - C:** お知らせ (Notices) - あなたにあったさまざまな「お知らせ」をお知らせします。 (We will notify you of various notices relevant to you.)
 - E:** もっとつながる (Connect more) - 他のサイトをマイナポータルと一緒に使えるようになります。 (You will be able to use other sites together with Mynaportal.)
- Section 3: その他の機能 (Other functions)**
 - 利用者登録変更 (Change user registration) - マイナポータルのご登録情報を更新することができます。 (You can update your registration information on Mynaportal.)
 - 利用履歴 (Usage history) - マイナポータルを利用した履歴を確認することができます。 (You can check the history of using Mynaportal.)
 - 代理人 (Agent) - あなたに代わりマイナポータルを操作する代理人の設定を行うことができます。 (You can set an agent to operate Mynaportal on your behalf.)

D Records of information provision etc. (Interaction history)

Check the history of interaction between governmental agencies with your personal information (request and provision).

E Link more (Linkage with external sites)

Register external sites to be able to use them with Mynaportal.
* e-Tax, Nenkin Net, private delivery services, etc.

Other services

Public fee payment services

Pay public fees by Internet banking (Pay-easy) or credit card from a notice in Mynaportal.

The following are required to use Mynaportal.

- ① A My Number Card
- ② A device to access the Internet, such as a computer or a smartphone
- ③ An IC card reader/writer or a smartphone that can read the card
- ④ An application that uses an electronic certificate (the Mynaportal app)

Electronic Certificates

- My Number Cards have two kinds of embedded electronic certificates: Electronic Certificate for User Certification and Electronic Signature Certificate.

Electronic Certificates		
Certificate name	Electronic Certificate for User Certification	Electronic Signature Certificate
Application	Confirming identity (e.g. logging into Mynportal or using convenience store issuance services)	Electronic applications that include documents (e.g. final tax returns using e-Tax)
PIN code	<u>4 digits</u> Numbers only	<u>6 to 16 characters</u> Capital letters and numbers
Valid until	The expiry date of the period of stay or the 5th birthday from the date of issue, whichever comes first	The expiry date of the period of stay or the 5th birthday from the date of issue, whichever comes first <u>(however, if the 5th birthday is later than the expiry date of the Electronic Certificate for User Certification, the expiry date of the Electronic Certificate for User Certification)</u> * If there are any changes of the full name, former name, alias, address, date of birth, or gender, the certificate automatically becomes invalid, even before the expiry date
* Both electronic certificates become invalid if the My Number Card becomes invalid		
Renewal	Renewal possible from three months before the expiry date	
Fees	<input type="radio"/> Free when the My Number Card is being <u>issued for the first time</u> <input type="radio"/> 200 yen when the My Number Card is being <u>reissued</u>	
Other	If you do not want electronic certificates issued, you can opt out in one of the following ways. ① When you are being issued your My Number Card, declare that you do not want them issued ② When you are applying for the My Number Card, color in the box for the electronic certificate you do not want	

Using the Card as a Health Insurance Card

My-Number Cards can be used as health insurance cards after applying to do so through Mynaportal.

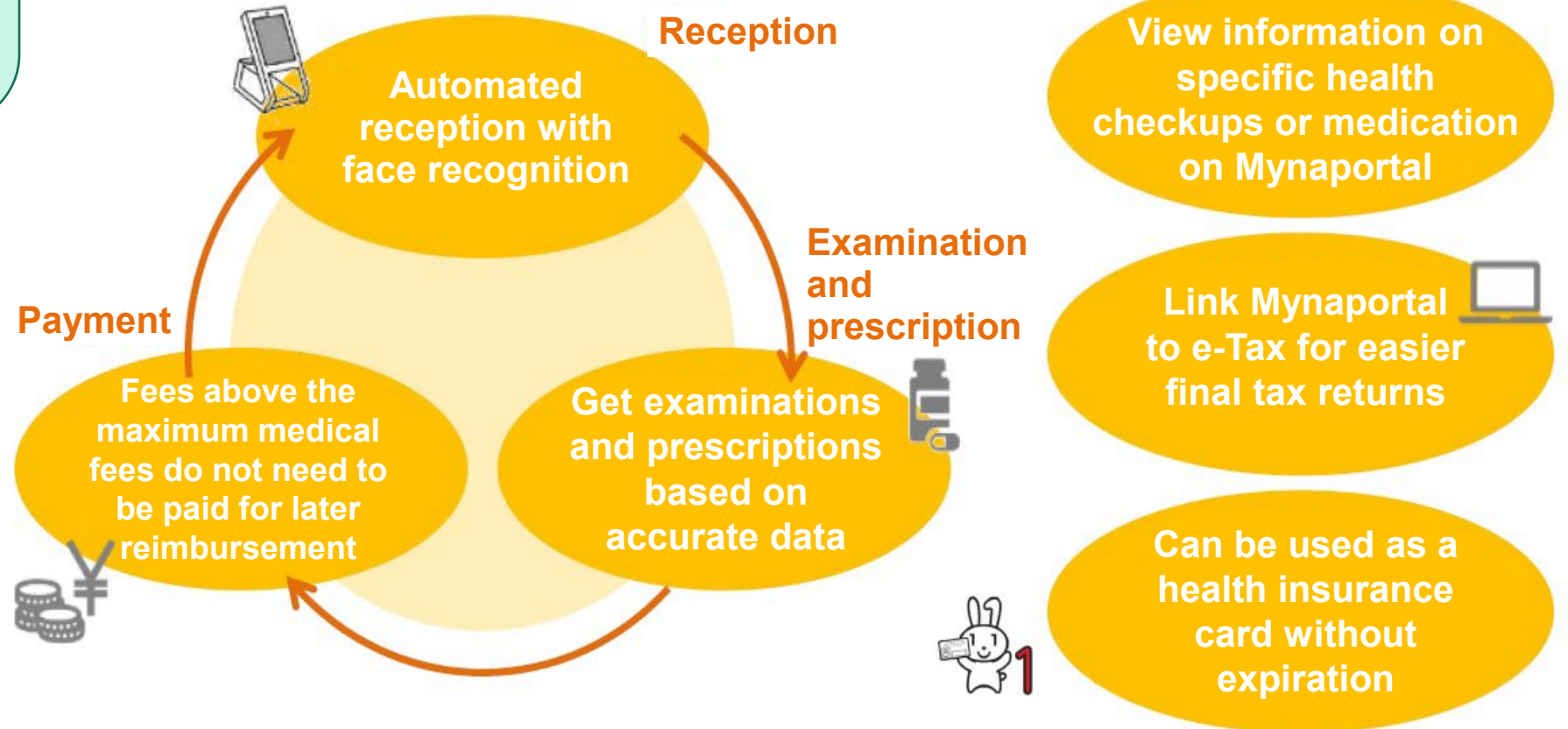
Going to doctors, pharmacies, etc. using My-Number Card as your health insurance card makes things more convenient!



Going to the doctor is more convenient!



Other tasks are easier and more convenient!



Inquiries

○ 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)

* The service to temporarily invalidate a My Number Card when it is lost or stolen is available 24 hours a day, 365 days a year.

[Available service] English, Chinese, Korean, Spanish, and Portuguese

About the My Number System or Mynaportal **0120-0178-26**

My-Number Notice, My-Number Card, or temporary invalidation due to loss or theft
0120-0178-27

- My-Number (Social Security and Tax Number ID System) website (Cabinet Office)
<http://www.cas.go.jp/jp/seisaku/bangoseido/>
- Individual Number Card website (Japan Agency for Local Authority Information Systems)
<https://www.kojinbango-card.go.jp/>

○ Inquiries about this pamphlet

- Family and Resident Registration Division, Regional Promotion Department, Shinjuku City

03-5273-3601

