

## 4. Applying for Alien Registration (GAIKOKUJIN TOUROKU)

【Information】 Toyohashi City Hall Citizens Registry Division Alien Registration Desk (SHIMIN-KA) TEL : 0532-51-2270 (see map on p.109)

- (1) If you are of foreign nationality residing in Japan for more than 90 days, please apply for alien registration at your local city hall.

In Toyohashi, alien registrations are processed within city hall, west wing, 1st floor (Citizens Registry Division - Alien Registration Desk).

Please apply in person (Children under 16 and newborns may be registered by a family member with whom they live).

Case	Application Period	Necessary Items
Entry into Japan	Within 90 days of entry	2 photos (only if 16 or older), passport or official travel certificate
Born in Japan	Within 60 days of the child's birth	Documents proving birth, passport (only if applicable)
Lose or renounce Japanese citizenship	Within 60 days of loss or renouncement	Documents proving loss or renouncement, 2 photos (only if 16 or older), passport (only if applicable)

\* Photographs must have been taken within the last 6 months (4.5cm high × 3.5cm wide) face forward, head uncovered, plain background from the chest up.

- (2) Please apply for a change in registration in the following cases  
If you move to another municipality, please reapply at your new local public office.

Case	Application Period	Necessary Items
Change of address	Within 14 days of change	Alien Registration Card
Change in your Status of Residence or Period of Stay	"	Alien Registration Card, documents that certify the changes (passport, Status of Residence Certificate, etc.)
Corrections to name, nationality, date of birth, sex, etc.	As soon as you notice the error	Alien Registration Card, 2 photos (only if 16 or older), passport

(3) Applying for renewal, exchange or re-issuance

Your Alien Registration Card must be renewed periodically to check if it is up to date. If your card is lost, stolen, or somehow damaged, please apply for an exchange or re-issuance of your card.

Please apply in person (Children under 16 may be registered by a family member over the age of 16 may apply for them).

Case		Application Period	Necessary Items
Renewal	Turned 16	Within 30 days of birthday	Alien Registration Card, 2 photos (only if 16 or older), passport
	Over 16 years of age	Within 30 days of the date noted on current card	
Exchange	Card is damaged or soiled	As soon as possible	
Re-issuance	Card is lost	Within 14 days from the time you realize it is lost	Report of the loss, 2 photos (only if 16 or older), passport

(4) Alien Registration Cards must be returned in the following cases:

Death

Please return the card to city hall within 14 days of death.

Leaving Japan

Unless you have received a Re-Entry Permit, please return your Alien Registration Card at the airport (port) of your departure.