

# For Foreign Nationals About the My Number System



## 【Individual Number (My Number)】

The Individual Number (My Number) is used in these three areas; social insurance, tax, and disaster countermeasures within Japan. You will be provided a 12 digit My Number when you create a resident certificate for the first time after your arrival in Japan.

Please be aware of the following points.

## 1 Do not give your My Number to others without good reason.

Each individual has their own My Number, and generally you will be using the same number for the rest of your life. Even if you leave Japan once and return again, you will use the same number when you make a resident certificate. The number cannot be changed freely.

Except for in cases that are provisioned by law (\*), it is prohibited to give your My Number to others, or to write down the My Number of others. In case you were asked to give your My Number, be sure to check the person and their purpose of use, and be careful not to allow others to abuse your My Number.

\*Examples of cases provisioned by law are ① any procedures on taxes at the work place, ② procedures in government offices (city hall, tax office), ③ any procedure for international remittance at the bank. (As of March 2016)

## 2 The notification for My Number will be sent to your address by mail (registered mail). Also, it will take several weeks to reach your address.

After approximately 2-3 week after you created a resident certificate for the first time in Japan, you will receive an envelope, like the illustration below, at your address.



### <Envelope that will be sent>



It will be delivered by mail (registered mail), so if you are not at home at the time of the delivery, the delivery personnel will leave an 'absent delivery notice for registered mail' in your mail box. Once you find the 'absent delivery notice for registered mail', please contact the post office to have your notification redelivered to your home or go directly to the post office to claim it. If you find that it is taking a long time for your notification to be delivered and you have not received it, please contact the municipal office where you applied for your resident certificate.

### 3 Enclosed in the envelope are the 'Notification Card for My Number (Notification Card)' and the 'Application Form for the Individual Number Card.'

Notification Card

Application form for the issuance of the Individual Number Card

通知カード

個人番号 0123 4567 8901  
氏名 番号 花子

My Number

住所 ○○県△△市□□町○丁目△番地 1-1-1

平成5年3月31日生 性別 女 △△市長  
発行日 平成27年10月00日 A123456789

(キリトリ)

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個人番号カード交付申請書  
兼 電子証明書発行申請書

△△市長宛  
(地方公共団体情報システム機構 宛)

申請書ID	1234 5678 9012 3456 7890 123		
* 番号	花子		
* 氏名			
* 住所	○○県△△市□□町○丁目△番地 1-1-1		
生年月日*	平成5年3月31日	性別*	女
【代替文字情報】			
電話番号	外国人居民の区分*	-	
在留期間等満了日の有無*	-	在留期間等満了日*	-
右欄の点字表記を希望する ※最大11文字まで(濁点等は1文字)	<input type="checkbox"/>	パンゴウ ハナコ	

※上に入力されている情報は、平成00年00月00日現在のものです。

← 左のQRコードを読み取るとスマートフォン等から交付の申請ができます。

(キリトリ)

申請書ID	1234 5678 9012
	3456 7890 123

右のQRコードは製造管理用です→

10000019 01/01  
3190110000019#

視覚障がい者用  
音声コード

The 'Notification Card' is made of paper and it shows the 12 digit My Number in the front. There is no photo of the card holder, and the card cannot be used as an identification document.



【My Number HP QR Code】

※Application for the 'Individual Number Card (plastic type with an IC chip)' can be done by using the enclosed booklet or by accessing the My Number webpage using this QR code.



#### ★Important

The 'Application Form for the Individual Number Card' may not be used if there are changes in the printed 'address', 'name', 'expiration date of the period of stay', or if the 'expiration date of the period of stay' has been exceeded.

**If the 'expiration date of the period of stay' is close (approximately 1 month away), do not use the application form, and instead, after renewing your period of stay at the Immigration Office, please obtain a new form at a municipal office to apply for an Individual Number Card.**

# 4 There are two types of cards with the My Number.



One is the 'Notification Card' which is sent to you (by mail etc.) after you make a resident certificate for the first time. The other is the 'Individual Number Card (My Number Card)' which you can apply for if desired (free of charge to issue for the first time), and will be issued in exchange of the Notification Card listed above (after approximately one month from your application).

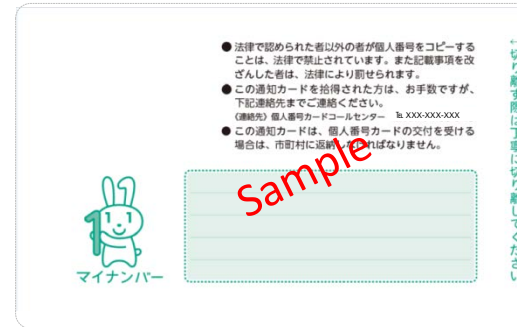
**★Important→ if there are any changes in the 'address' or 'name' indicated on the Residence Card(\*) on either of the cards, you must go to the municipal office within 14 days to have the new information written on the card. Also, you are not obliged to carry the card.**

## (1) Notification Card (paper type, no photo, no expiration date)



Front side

- ← My Number (12 digit number)
- ← Name
- ← Address
- ← Date of Birth, Gender



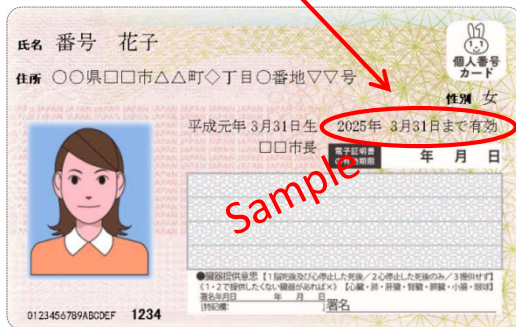
Back side

(\*)The Residence Card is issued by the Immigration Bureau of the Ministry of Justice and is a different type of card from the Notification Card and the Individual Number Card.

← Any changes in the address or name are listed here (a staff member at the municipal office will fill it out for you)

## (2) Individual Number Card (available upon request, plastic type (IC Card) with photo, does expire)

### Expiration date of the 'Individual Number Card'



Front side

- ← Name
- ← Address, Gender
- ← Date of Birth
- ← Expiration date of the Electronic Certificate (must be filled out personally)
- ← Any changes in address or name will be listed here (to be filled out by the staff at a municipal office)

**★Important→ There is an expiration date for the Individual Number Card, so unless you complete the extension procedure at a municipal office before the card's expiration date, it will become invalid.**



Back side

- ← My Number (12 digit number)

## 5 Please report immediately if you lose your Notification Card or Individual Number Card



Please report immediately to a police station (police box) and a municipal office if you lose your Notification Card or Individual Number Card.

If you lose your Individual Number Card, please call the **toll-free number below (\*)** as soon as possible, and have them suspend the card's function (available 24 hours a day, 365 days a year).

**\*My Number General Toll Free (toll free service)**

**Foreign Languages (English, Chinese, Korean, Spanish, Portuguese)**

**0120-0178-27**

**Japanese 0120-95-0178**

We receive a lot of wrong numbers. Please be careful not to dial a wrong number when you call us.

- Weekdays 9:30 – 20:00
- Weekends and Holidays 9:30 – 17:30

(Except for December 29 – January 3 Year-end and New Year holidays)

▪ We accept calls 24 hours a day, 365 days a year for temporary suspension of lost or stolen My Number Cards.



## 6 Please make use, if you have any other questions.

### < HP Explaining the My Number System >

<http://www.cas.go.jp/jp/seisaku/bangoseido>

\*We can assist you in a total of 26 languages, such as English, Chinese, Korean and more.

[Here is the QR code](#)⇒

Mobile Version QR Code



### < Toll-free numbers, available in English, Chinese, Korean, Spanish and Portuguese >

**0120-0178-26** Inquiries about the Social Security and Tax Number System

**0120-0178-27** Inquiries about the notification card and Individual Number Card

9:30–20:00 weekdays, 9:30–17:30 weekends and national holidays (closed on year-end/New Year holidays)

● For emergency suspension of your Individual Number Card due to loss or theft, call 0120-0178-27, available 24/7.