

Personal Seal (inkan) Registration

★Place of application: City Residents' Offices in Itabashi, Itabashi City Hall 1F counter #3.
Once seal registration is complete, Seal Registration Certificates can also be issued at City Residents' Offices.

■Enquiries■
Itabashi City Hall, Family
Registration Section, Resident
Transfer Subsection 〒173-8501
Itabashi-ku, Itabashi 2-66-1
TEL 03 (3579) 2205

When applying in person			When applying By proxy (Due to unavoidable illness etc.)
1. By mail ID verification method	2. By driver's license ID verification method	3. By guarantor ID verification method	
Take several days for registration		Immediate registration possible	
Please bring the following: <u>Seal to be registered</u> + <u>Proof of identity</u> Health Insurance Card, Nursing Insurance Card, Elderly Medical Care Insurance Card, patient registration card, employee ID card, passbook, cash card, credit card, student ID card, pension handbook etc.	Please bring the following: <u>Seal to be registered</u> + Permit, license, ID card etc. with photo, issued by a public agency ●Photo with anti-counterfeit embossing or built-in special security measures E.g.) Driver's license Passport Special Permanent Resident Certificate Resident Card Individual Number Card (with photo) Etc.	Please bring the following: <u>Seal to be registered</u> + <u>Application form signed or stamped</u> in guarantor column with registered seal of guarantor (with seal registered in Tokyo) + <u>Guarantor's Certificate of Inkan Registration</u> (Dated within 3 months) ※ <u>Certificate of Inkan Registration</u> is not necessary if guarantor is a resident of Itabashi. + <u>Proof of identity</u>	Please bring the following: <u>Seal to be registered</u> + <u>Letter of Attorney</u> (See example of prescribed format for Letter of Attorney below) ※The proxy is required to fill in the applicant's full name, address, DOB and telephone number on the application form. Please ensure the proxy knows how to write them. + <u>Proxy's proof of identity</u>

Written inquiry
Sent to current address

Immediate issue

Written inquiry
Sent to current address

Bring to "place of application"
Written response
(Signature at bottom of written inquiry)
+
· In person
Registered seal + proof of ID
· By proxy
Letter of Attorney + proxy's seal (mitome-in) + proxy's proof of ID



Bring to "place of application"
Written response
(Signature at bottom of written inquiry)
+
· In person
Registered seal + proof of ID
· By proxy
Letter of Attorney + proxy's seal (mitome-in) + proxy's proof of ID

Issuance of "Seal Registration Card"
※Registration fee of 100 Yen applies

If you require a Seal Registration Certificate you must bring your "Seal Registration Card". One copy 300 Yen.
※When applying for the Certificate by proxy, a Letter of Attorney is not required. However, please ensure the proxy is able to fill in the applicant's full name and address on the application form. Please note that issuance of the Certificate is not possible if these are incorrect.

[Prescribed format for Letter of Attorney]

Letter of Attorney
Reiwa XX / XX / XX
(Applicant)
Address 板橋 . . . 丁目 . 番 . 号
Name 板橋 太郎 SEAL (registered seal)

I hereby delegate authority to the below person
as my proxy for (※ _____).

(Proxy)
Address 板橋 . . . 丁目 . 番 . 号
Name 板橋 花子

★Instructions for writing Letters of Attorney

- Letters of Attorney must be written by "the applicant him/herself". Photocopies, entirely word-processed documents and unsigned documents are not acceptable.
- Fill in one of the following in the gap marked (※) in the prescribed format example on the left.
 - Application for registration of personal seal (if applying for registration)
 - Receipt of Seal Registration Card (if receiving Seal Registration Card in exchange of written)
 - Application for issuance of an exchange Seal Registration Card
 - Notification of loss of Seal Registration Card
 - Application for annulment of Seal Registration
- Paper size: use approximately letter writing paper (or A4 paper) size.
- Do not use simplified forms (simplified Chinese characters) for names or addresses. Fill in correctly as given on your Resident Register, Resident Card etc.
- Prepare one copy each for application and notification.