

The Itabashi City Partnership Oath System
Users Guide



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Illustration legend

Illustration				
The meaning of this illustration	You two must come together.	Can visit alone	You must come to the Itabashi City Ward Office.	Can be mailed

1 WHAT IS THE ITABASHI CITY PARTNERSHIP OATH SYSTEM?

Under this system, couples (one or both of sexual minority) who have committed to respect each other's human rights and cooperate with each other continuously in their daily lives. The couples make an oath to regard each other as life partners and submit The Itabashi City Partnership Oath, and are in return are issued the Receipt from the Itabashi City.

2 FLOW FROM THE OATH TO THE ISSUANCE OF THE RECEIPT, ETC.

Confirmation of Oath Requirements · Prepare Required Documents

Please confirm the requirements for those who can make an oath (see page 3) and the documents required for the oath (see page 4).



Make a Prior Appointment

- Please enter the date you wish to make an oath, from the 2D code on the right.

*Reservations can be made by phone if it is difficult to make a reservation online.

(Monday-Friday (excluding national holidays, year-end and New Year's holidays)

9:00-17:00 03-3579-2486)

- In principle, please make an appointment at least 3 months to 7 days prior to the desired date of making an oath.
- The oath will be taken in a private room at the Gender Equality Section.
- Please allow 30 minutes to one hour for the taking of the oath procedure.



Procedure on the day of the oath

- The two individuals to be oath-takers must come to the Itabashi City Ward Office.
- After presenting identification documents, the applicant fills out an affidavit in front of ward officials and submits it along with the required documents.



Both individuals have an address within Itabashi City.



One or both individuals plan to move to the Itabashi City within three months.



Issuance of The Provisional Receipt

- The Itabashi City will issue an Itabashi City Partnership Oath Receipt (hereinafter referred to as "the Provisional Receipt").(Valid for 3 months).



Moved to the Itabashi City

- Please enter the date you wish to make an oath, from the 2D code on the right.
- Please submit a copy of your residence record and the Provisional Receipt. (see page 4)



Issuance of The Receipt

The Itabashi Partnership Oath Receipt (1 sheet) and The Itabashi Partnership Oath Receipt Card Type (2 sheet) (hereinafter referred to as "The Receipt") will be issued.

3 REQUIREMENTS FOR ELIGIBILITY

The two individuals (one or both of sexual minority) who have committed to respect each other's human rights as partners in life and to cooperate with each other on an ongoing basis in their daily lives, must meet all of the following as of the date of the oath.

*Sexual minorities are those whose gender identity does not match the sex determined at birth or whose sexual orientation is not limited to the opposite sex.

- (1) Both individuals have reached the age specified in Article 4 of the Civil Code.
- (2) Neither individual have a spouse (including a spouse by common-law marriage).
- (3) Neither individual is making use of any other similar the Partnership Oath System with any third party.
- (4) Both individual must not be in a family relationship(near relative etc.) in which marriage is disallowed under civil law. (Except in the case of a child by adoption pursuant to a partnership relationship.)
- (5) Any of the following ① to ③ apply.
 - ① Both individuals have an address within Itabashi City
 - ② One of the individuals has an address within Itabashi City, one of the other individuals plan to move to Itabashi City within 3 month.
 - ③ The two individuals plan to move to Itabashi City within 3 month.
- (6) Neither or both of them have ever had their oath revoked in accordance with the Itabashi City Partnership Oath Handling Guidelines.

4 REQUIRED DOCUMENTS

(1) COPY OF RESIDENT RECORD (DESCRIBING THE RELATIONSHIP OF THE HOUSEHOLDER)

- Issued within 3 months.
- Submit one copy per person (only one copy possible in the case of the same household).
- Even in the case of any resident outside Itabashi City (planning to move to Itabashi City within 3 months), bring the copy of the resident record of current residence.
- If you have the Provisional Receipt by submitting a copy of your Itabashi City residence record at the time of making an oath, you don't need to bring a copy of residence record again at the time of the Receipt issuance, except in the case that you have moved.

(2) CERTIFICATE OF REGISTERED PERSONAL DETAILS (CERTIFICATE OF INDIVIDUAL RECORDS)

- Issued within 3 months.
- Submit one copy per person.
 - *Acquire the certificate in any municipality of your registered domicile. For more details about the method of acquisition, contact each municipality.

【For any foreign nationals】

As an alternative to “2. CERTIFICATE OF INDIVIDUAL REGISTERED MATTERS (CERTIFICATE OF INDIVIDUAL RECORDS)” as above (2), you are required to submit the following documents.

- A document certifying you are single such as Certificate of Legal Capacity to Contract Marriage issued through your embassy or consulate.
- A certified Japanese translation of the certificate.*For more details about the method of acquisition, contact each embassy of your home country in Japan.

(3) IDENTITY DOCUMENT *PERMITTED ONLY FOR SHOWING

Show any of the following documents within the expiration period.

- ① Individual Number Card (My Number Card)
- ② Passport issued by Japanese government
- ③ Driver's License
- ④ Residence Card or Special Permanent Resident Certificate
- ⑤ Any document with your face photo issued by any public office

*In case you do not have any documents as above, contact us.

**(4) (IN CASE YOU DESIRE USE OF THE ALIAS) ANY DOCUMENT
CONFIRMING DAILY USE OF SUCH ALIAS IN SOCIAL LIFE
*PERMITTED ONLY FOR SHOWING**

In principle, show two or more items of the following documents within the expiration period (it is required to use one or more item(s) for 6 months or longer).

- ① Certificate of Employment, etc. or Employee ID Card
- ② Certificate of Enrollment or Student ID
- ③ Social Insurance Certificate
- ④ Pension Handbook
- ⑤ Receipt of utility bills
- ⑥ Bankbook

*It differs from description of the alias on each resident record for foreign residents. Even in the case of use of the alias based on this system, it will not be described on the resident record. In case you desire description of the alias on the resident record for foreign residents, it will be required to separately follow the procedure based on the different requirements.

5 SAMPLE OF THE RECEIPT, ETC.

(1) THE ITABASHI CITY PARTNERSHIP OATH RECEIPT (TYPE A4 SIZE・ONE SHEET ISSUED FOR TWO INDIVIDUALS.)

別添第2号様式(第5条関係)

年 月 日

板橋区パートナーシップ宣誓書受領証

氏名 氏名
様 様

通称 通称
様 様

年 月 日生 年 月 日生

住所 住所

板橋区パートナーシップの宣誓の取扱いに関する要綱第4条の規定により、
年 月 日にパートナーシップの宣誓をされたことを証します。

交付番号 第 号

板橋区長

特記事項

(2) THE ITABASHI CITY PARTNERSHIP OATH RECEIPT CARD TYPE (53.98 MM (LENGTH) X 85.60 MM (WIDTH) CARD-TYPE・ONE CARD ISSUED TO EACH OF YOU)

front of a card

年 月 日

板橋区パートナーシップ宣誓書受領証

様 様

板橋区パートナーシップの宣誓の取扱いに関する要綱第4条の規定により、
年 月 日にパートナーシップの宣誓をされたことを証します。

交付番号 第 号 板橋区長

back of the card

※表面で通称名を記載した場合に使用

氏名 氏名 氏名 様

板橋区では、すべての区民が、個人としての尊厳を重んじられ、互いの人権を尊重し、
多様な生き方を認め合う共生社会の実現を目指し、互いを人生のパートナーである旨の
宣誓書を提出されたお二人にこの受領証を交付しています。(板橋区パートナーシップ
宣誓制)

宣誓書の提出によって、法律上の権利・義務(相続、税金の控除等)は生じませんが、
宣誓者の方から、両者の関係性を表明し、理解を得ていくために提示されることがあります。
この受領証の提示を受けられた方は、この趣旨を十分にご理解くださいますようお願い
します。また、この受領証を所持する方法、本制度を利用していること等については、
本人の同意なく口外しないようお願いします。

特記事項(区記載欄)

本受領証が失効の
場合破孔処理します

(3) THE ITABASHI CITY PARTNERSHIP OATH PROVISIONAL RECEIPT (A4 SIZE, ONE SHEET ISSUED FOR TWO INDIVIDUALS.)

It is issued to those who plan to move in within 3 months. The effect is the same as (1) and (2), but with a 3 month validity period.

(表)		(裏)											
別記第4号様式 (第5条関係) 年 月 日 板橋区パートナーシップ宣誓書受付票		■この受付票の提示を受けられた方へ 板橋区では、すべての区民が、個人としての尊厳を重んじられ、互いの人権を尊重し、多様な生き方を認め合う共生社会の実現を目指し、互いを人生のパートナーである旨の宣誓書を提出されたお二人にこの受領証を交付しています。(板橋区パートナーシップ宣誓制度) 宣誓書の提出によって、法律上の権利・義務(相続、税金の控除等)は生じませんが、宣誓者の方から、両者の関係性を説明し、理解を得るために提示される場合があります。この受領証の提示を受けられた方は、この趣旨を十分にご理解くださいますようお願いいたします。また、この受領証をお持ちの方が、本制度を利用していること等については、本人の同意なく口外しないようお願いします。											
板橋区パートナーシップの宣誓の取扱いに関する要綱第5条の規定により、次のとおり宣誓を受け付けました。 板橋区に転入された場合には、受付票に区内への転入を証する住民票の写しを添付して、期限までに提出してください。		1 「パートナーシップ」とは 双方又はいずれか一方が性的マイノリティであり、互いを人生のパートナーとして、相互の人権を尊重し、日常生活において継続的に協力し合うことを約した二者間の関係のことをいいます。 2 板橋区パートナーシップ宣誓書受付票とは 板橋区パートナーシップ制度を利用される宣誓者の双方又はいずれか一方が区外に居住し、板橋区に転入を予定している場合に交付しているものです。 転入後、この受付票に板橋区に転入したことを証明する住民票の写しを添付して提出していただくことで、板橋区パートナーシップ宣誓書受領証(別記第2号様式)及び板橋区パートナーシップ宣誓書受領証携帯用カード(別記第3号様式)が交付されます。 3 受領証及び携帯用カードの交付要件 (1) 双方がともに成年に達していること。 (2) 双方がともに婚姻(届出をしていないが事実上婚姻関係と同様の事情にある場合を含む。)をしていないこと。 (3) 双方が当該宣誓に係るパートナーシップ関係の相手方以外の者とパートナーシップ関係にないこと。 (4) パートナーシップ関係の相手方が直系血族又は三親等内の傍系血族又は直系姻族でないこと。ただし、パートナーシップ関係に基づく養子縁組による場合を除く。 (5) 双方が区内に住所を有していること。 (6) 双方が要綱第8条の規定による取消を受けたことがないこと。											
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">受付番号</td> <td></td> </tr> <tr> <td>宣誓日</td> <td style="text-align: right;">年 月 日</td> </tr> <tr> <td>提出期限 (受付票の有効期限)</td> <td style="text-align: right;">年 月 日</td> </tr> </table>		受付番号		宣誓日	年 月 日	提出期限 (受付票の有効期限)	年 月 日	【問い合わせ先】 東京都 板橋区 総務部 男女社会参画課 電話：3 5 7 9 - 2 4 8 6					
受付番号													
宣誓日	年 月 日												
提出期限 (受付票の有効期限)	年 月 日												
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center;">宣誓者</th> </tr> <tr> <td style="width: 50%;">氏名※</td> <td style="width: 50%;">氏名※</td> </tr> <tr> <td>通称</td> <td></td> </tr> <tr> <td>生年月日</td> <td style="text-align: right;">年 月 日生</td> </tr> <tr> <td>住所</td> <td style="text-align: right;">年 月 日生</td> </tr> </table> <p>※ 外国籍の場合、戸籍上の氏名に準ずるもの</p> <p>代筆者がある場合 代筆者 代筆の証人 特記事項</p>		宣誓者		氏名※	氏名※	通称		生年月日	年 月 日生	住所	年 月 日生		
宣誓者													
氏名※	氏名※												
通称													
生年月日	年 月 日生												
住所	年 月 日生												

6 REISSUANCE OF THE RECEIPT, ETC.

If the Receipt, etc. is lost, damaged, or defaced, an application for reissuance of the Receipt may be made. Please enter the desired date of procedure from the 2D code on the right.

【Required Documents】

- ① The Receipt, etc. already issued
- ② Identity Document (see page 4)

*If you are unable to return the Receipt, etc. due to loss, etc., please notify us at the time of advance reservation.



7 CHANGE OF DESCRIPTION MATTERS ON THE OATH DOCUMENT



If there are any changes in the information on the oath document, such as name, address, contact information, etc., please submit the change form. The Receipt, etc. will be reissued with the changed name, address, contact information, etc.

Please enter the desired date of procedure from the 2D code on the right.

【Required Documents】

- ① The Receipt, etc. already issued
- ② Documentation evidencing a change in name, the alias, address, or contact information
- ③ Identity Document (see page 4)



*If you only change your contact information, you will need to complete the necessary procedures but will not be reissued the Receipt, etc.

*If you are unable to return the Receipt, etc. due to loss, etc., please notify us at the time of advance reservation.

8 REVOCATION OF OATH

In the following cases, the oath will be cancelled, and the fact that the oath has been cancelled will be notified to the sworn party in the Itabashi City Partnership Oath Cancellation Notice, and the receipt number on the Receipt or the delivery number of the Provisional Receipt will be announced on the Itabashi website. In the event that the Receipt, etc. is returned, the announcement will be cancelled.

- (1) When either or both parties have received the Receipt, etc. (including reissuance) by false or other wrongful means
- (2) When the Receipt, etc. is used improperly

9 RETURN OF THE RECEIPT, ETC.



The Receipt, etc. must be returned in the following cases.

- (1) When both or either of them move out of the Itabashi City
- (2) When either party passes away
- (3) When either party or one of the parties notifies the dissolution of the partnership by submitting a notification of return of the Itabashi City Partnership Oath (hereinafter referred to as "The Return Notification").
- (4) When any of the requirements (see page 3) for those who can make an oath no longer apply

*If the Return Notification is submitted by either party, a notice of revocation of the Itabashi Partnership Oath will be sent to the other sworn party.

*If the Receipt, etc. is not returned, the receipt number on the Receipt or the Provisional Receipt number of the Provisional Receipt will be announced on the website of the Itabashi City.

*If the Receipt, etc. is returned, the announcement will be cancelled.

*If one of you dies and the other wishes to keep the Receipt, etc., only the Receipt Card can be returned with a hole punched through it. Please contact us if you wish to do this.

WHEN COMING TO ITABASHI CITY OFFICE

Please enter the desired date of procedure from the 2D code on the right.

【Required Documents】

- ① The Return Notification (It can also be provided by the Itabashi City on the day of the procedure.)
- ② The Receipt(1sheet)
- ③ The Receipt Card (2sheet)
- ④ Identity Document (see page 4)



*If you are unable to return the Receipt, etc. due to loss, etc., please notify us at the time of advance reservation.

WHEN MAILING

Please mail the following documents to the following address.

To: Gender Equality Advancement Subsection, Gender Equality Section, General Affairs Division, Itabashi City

Address: Itabashi Healthcare Center 5F, 32-15 Oyamahigashi-cho, Itabashi City

【Required Documents】

- ① the Return Notification
- ② The Receipt(1sheet)
- ③ The Receipt Card (2sheet)
- ④ Identity Document (see page 4)
- ⑤ Copy of identification documents

*If you are unable to return the Receipt, etc. due to loss, etc., please indicate so in the "Attachment 4: Others" column of the Return Notification.

*The Return Notification can be downloaded from the Itabashi City website.

10 PROCEDURAL SUPPORT

WRITING ON BEHALF

In the case of difficulty in self-writing/self-sign due to any reason, it is permitted to write/sign by anyone in the presence of the parties. If desired, apply for it in advance at the time of prior reservation.

INTERPRETATION (I.E. ORAL TRANSLATION)

English, Chinese, and sign language are available. If you wish to use these languages, please let us know at the time of advance reservation. (Documents are only available in Japanese. Thank you for your understanding.).

11 REGULAR CONTACT

The Itabashi City will regularly contact the holders of the Receipt, etc. by e-mail for the purpose of providing information, such as updates on relevant the Itabashi City Partnership Oath System, and reminding certificate holders to report any changes.

12 COOPERATION WITH THE TOKYO METROPOLITAN PARTNERSHIP OATH SYSTEM

Those who are already using the Tokyo Metropolitan Partnership Oath System (hereinafter referred to as "The Tokyo Metropolitan System") may also use the Itabashi City Partnership Oath System.

In addition, the Tokyo Metropolitan Government and the Itabashi City have concluded the "Basic Agreement on the Tokyo Metropolitan Partnership Oath System and the Itabashi City Partnership Oath System". Even if you do not obtain a "Contents of the Certificate of Acceptance for Tokyo Partnership Oath System" you can use the policies and systems (with some exceptions) utilizing the "Contents of the Certificate of Acceptance for Tokyo Partnership Oath System" by using the Receipt, etc. issued by the Itabashi City. (See Q11 on page 12).

For more information on the Tokyo Metropolitan System, please visit the Tokyo Metropolitan Government's website.

Tokyo Metropolitan Government website

<https://www.soumu.metro.tokyo.lg.jp/10jinken/page/partnership01.html>



Q1 What is the different between the Partnership Oath and marriage?

A1 The “marriage” means an act based on the law, which gives rise to legal rights/obligations (such as inheritance rights and duty of support). On the other hand, the “Itabashi City Partnership Oath System” is established according to the outline of the Itabashi City, which does not give rise to any legal rights/obligations.

Q2 Is the partnership oath permitted only for same-sex couples on the family register?

A2 In the case of a promise regarding the continuous cooperation in daily life by respecting the mutual human rights as a partner in life, any opposite-sexual couples (one or both of sexual minority) are permitted to make an oath.

Q3 Will there be any changes in description of the family register / resident record due to the Partnership Oath?

A3 There will not be any changes in description of the family register / resident record due to the partnership oath.

Q4 Will there be any fees for the Partnership Oath?

A4 It is not required to pay any fees for the issuance of the Oath/Receipt, etc. However, any fees for the issuance of the required documents for the oath and postage for the return notification will be borne by you.

Q5 Is the partnership oath permitted for any residents outside Itabashi City?

A5 Even in the case of any residents outside Itabashi City at the time of making an oath, it is permitted to make an oath for any persons planning to move to Itabashi City within 3 months. In this case, the Provisional Receipt will be issued.

Q6 Is the partnership oath permitted even in the case of any adopted child?

A6 In the case of adoption based on the partnership relation, it is permitted to make an oath.

Q7 Is it permitted to follow the procedure at Itabashi City Office even in the case of a single visit?

A7 With regard to the issuance of the Receipt after moving to Itabashi City (in the case of the Provisional Receipt already issued), re-issuance of the Receipt, etc., a change of details on the oath document and return of the Receipt, etc., it is permitted to follow the procedure by through a single visit. However, in these cases, it is required to describe matters regarding the partner on the name column of the Receipt card as well as each application form.

Q8 Is it permitted to make an oath by anyone on behalf of the parties?

A8 It is not permitted to make an oath by anyone on behalf of the parties.

Therefore, both of the parties are required to visit there. In principle, self-writing/self-sign on the oath document is required. However, in the case of difficulty in self-writing/self-sign due to any reason, it is permitted to write/sign by anyone in the presence of the parties. If desired, apply for it in advance at the time of prior reservation.

Q9 Is it permitted to use the alias at the time of the partnership oath?

A9 It is permitted to use the alias used on a daily basis in social life (the name also described on the Receipt, etc.). However, the alias will not be described on the resident record even in the case of foreign residents. In case you desire description of the alias on the resident record for foreign residents, it will be required to separately follow the procedure based on the different requirements.

Q10 How long does it take?

A10 It should take between 30mins to 1 hour as long as all the required documents are submitted for screening. The Receipt, etc. will be issued on the oath date (in the case of both of residents living outside Itabashi City, The Provisional Receipt will be issued)

Q11 What kind of situations can the Receipt, etc. be used?

A11 For more details about available service for residents by showing the Receipt, etc., and utilization plans/activities of the Receipt, refer to the website of Itabashi City.

The Itabashi City Website

<https://www.city.itabashi.tokyo.jp/tetsuduki/jinken/jinken/1048422.html>



Q12 What should we do in the case of moving out of Itabashi City?

A12 Submit the return notification and the Receipt, etc. However, it excludes in the case of moving out of Itabashi City temporarily (for approximately 5 years or shorter) due to transfer, disease of relatives or any other unavoidable reasons.

Q13 What should we do in the case of dissolving the partnership?

A13 Submit the return notification and the Receipt, etc. In the case of submitting the return notification by one of the parties, the revocation notice of Itabashi City Partnership Oath will be sent to the other party. In addition, we will ask for return of the Receipt, etc. to the other party.

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Users Guide
October 2023

Published by Gender Equality Advancement Subsection, Gender
Equality Section, General Affairs Division, Itabashi City

Address: 5F, Itabashi Healthcare Center, 32-15, Oyamahigashi-cho,
Itabashi City

Phone: 03-3579-2486

Hours: 9:00 a.m. to 5:00 p.m. weekdays (except year-end and New
Year holidays)