

**For all Foreign  
Residents in Japan**

**Information Regarding  
the Individual Number  
System**



January 2023  
Ministry of Internal Affairs and Communications  
Digital Agency

# Regarding Your Individual Number (My Number)

- Your 'Individual Number' (My Number) can be used for obtaining various documents and completing certain municipal processes related to things such as social insurance, taxes, and disaster relief. After arriving in Japan, and having your Certificate of Residence made, you will be assigned 12-digit Individual Number.
- Your Individual Number will be unique to you and will not change throughout your lifetime.
- Note that if you decide to temporarily leave Japan and re-enter, your number will be the same, it also cannot be changed at your request.

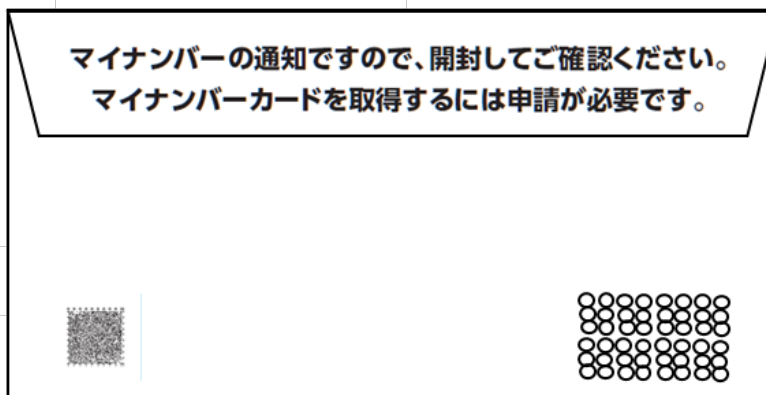
## A notification regarding your Individual Number Card will be mailed to you (via Simple Registered Mail)

- After you register your address at your local municipal office, an official letter (see below) will be mailed to you in about 2-3 weeks.

Front



Back



- An 'Absentee Contact Form' will be placed in your mailbox if you are not present when the notification arrives at your address. You can request to have it resent by following the instructions on the form or go to your local post office to pick it up directly. Be sure to contact your local government office if the notification does not arrive or you are unable to receive it by mail.



- The envelope will contain an **Individual Number Notice** similar to the image below.

令和2年6月10日発行  
□□市長

**個人番号通知書**

個人番号 **1234 5678 9012**

氏名 番号 太郎

生年月日 令和2年6月1日

○ 本通知書はあなたの個人番号(マイナンバー)をお知らせするためのものです。

○ 本通知書は「マイナンバーを証明する書類」や「身分証明書」としては利用できません。「マイナンバーを証明する書類」が必要な場合には、マイナンバーカードをご提示いただくか、マイナンバー入りの住民票の写しまたは住民票記載事項証明書をご提出ください。

○ 本通知書の再発行は行いません。

マイナンバーカードの申請について

○ マイナンバーカードの申請にはスマートフォンやタブレットによるオンライン申請が便利です。顔写真データをご準備のうえ、右記のQRコードを読み取ってください。

○ 郵送によりマイナンバーカードを申請する場合には、同梱の封筒と交付申請書をご利用ください。その他の申請方法については同梱のパフレットをご確認ください。

※ なお、マイナンバーカードを申請した場合、申請状況の問い合わせ先はあなたの申請書IDは **[1234 5678 9012 3456 7890 123]** です。

○ マイナンバーカードの受け取りには本人確認が必要ですが、申請時に本人確認を行う場合には、本通知書を提示することで、手続が簡素化できる場合があります。マイナンバーカードの申請に関する詳細については、同梱のパフレットまたはマイナンバーカード総合サイト (<https://www.kojinbango-card.go.jp/>) をご覧ください。

お問い合わせ先：0120-95-0178  
(マイナンバー総合フリーダイヤル)  
平日9時30分～20時00分  
土日祝9時30分～17時30分  
(年末年始を除く)

視覚障がい者用  
音声コード

工場管理用  
031100007

202005121 120000 0000002 00000008 2/9

**This is your Individual Number (My Number).**

**Scan this QR code to apply for your Individual Number Card .**

**(Application ID Number)  
Use this to both apply for your card online, as well as check your application's status.**

- Your Individual Number Notice can be used to confirm your Individual Number.
- Your Individual Number Notice cannot be used as an official form of ID, or as a replacement for your Individual Number Card.
- Scanning the QR code provided allows you to apply to receive an official Individual Number Card.

※The QR code is a registered trademark of Denso Wave Inc.

**★Important★**

- Other than requests from your employer regarding taxes, you should never tell anyone your Individual Number. Asking for or writing down another person's Individual Number is also prohibited by law. Make sure that you confirm the identity and motive of anyone who asks for your Individual Number.
- You cannot apply for a card using the Individual Number Card application sent to you if the name, address, or expiration date on your residence card has been changed, or if your residence Card is already expired.
- If your Residence Card is set to expire within 1 month, you must first renew it at the Bureau of Immigration, and then apply for your Individual Number Card at your local municipal office.

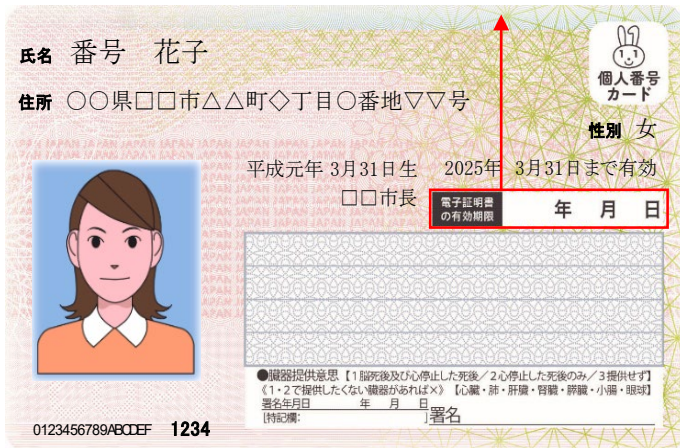
# Regarding your Individual Number Card (My Number Card)

## 1. What is an Individual Number Card (My Number Card)?

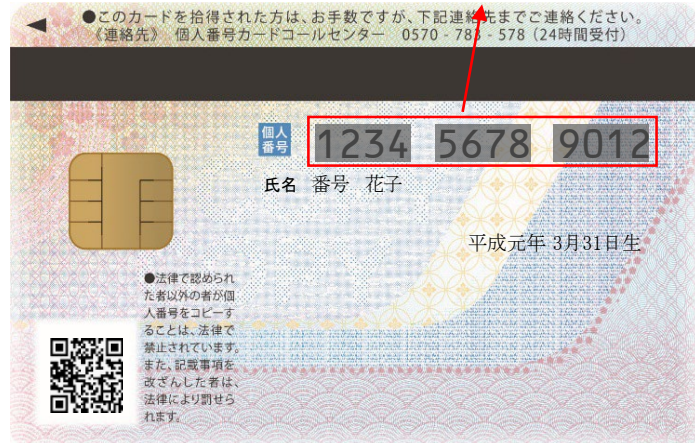
- An Individual Number Card is an official form of ID that can be used both online or in-person.
- It will display your basic information, such as your name, address, date of birth, biological sex, Individual Number, as well as a photo of yourself.
- Foreign residents can receive an Individual Number Card after confirming their identity using a photo ID such as their passport.
- You must apply for an Individual Number Card in order to receive one.

(Front of Card)

Expiration Date



(Back of Card) Your Individual Number (My Number)



## Benefits of Having an Individual Number Card

- Your Individual Number Card is the only ID you need to confirm your identity and your Individual Number while in Japan.
- Your Individual Number Card can be used as your Health Insurance Card as well. (You must apply either in-person or online for this benefit after receiving your card)
- Your Individual Number Card can be used for various administrative procedures online. Not only that but copies of documents such as your Residence Record or Seal Registration Certificate can be acquired from convenience stores as well. ※The availability of these services may vary depending on the city you.
- All services related to your Residence Card (applying to change your Residence Card status, extending your card's period of validity, etc.) can be done online using your Individual Number Card.

### ★ Important ★

- If you happen to change your name or address, you will need to go to your local municipal office within 14 days to have the changes applied to your card.
- Your Individual Number Card has an expiration date and will become unusable if it is not renewed before the set date.
- If you lose your Individual Number Card, please report it to the police as soon as possible.
- Make sure to also call the numbers below if you lose your card.

#### ■ Foreign Language Support

☎ 0120-0178-27

・Supported Languages

**English, Chinese, Korean, Spanish, Portuguese, Thai, Nepali, Indonesian, Vietnamese, Tagalog**

※(Please refer to pg.5 for a list of available times for each language)

#### ■ Japanese Support

☎ 0120-95-0178

・Weekdays: 9:30am to 8pm

・Weekends and Holidays: 9:30am to 5:30pm

(excluding the End of the Year/ New Year holiday period)

※Services regarding temporarily stopping service to your card are available 24/7

## 2. How to Apply for your Individual Number Card

There are currently 4 ways to apply for your card!

### Apply by using your Smartphone (Text will be displayed in Japanese)

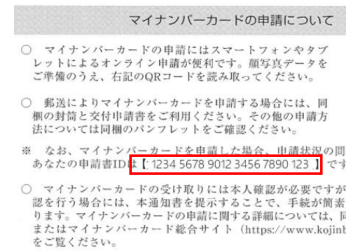
- 1 Take a picture of yourself using your smartphone.  
(You can do this in the middle of the application process)
- 2 Scan the **QR Code** found on your Individual Number Notice
- 3 Register your e-mail address on the website that appears.
- 4 Check your e-mail for the web link sent to access the application webpage. Upload your photo and enter the required information to complete the application process.



Scan this QR code to apply (see pg.2)

### Apply by using your Computer (Text will be displayed in Japanese)

- 1 Upload a photo of your face to your computer.
- 2 Access the website listed below and enter your **23-digit Application Number** and e-mail address.  
(<https://www.kojinbango-card.go.jp/en-kofushinse-pc/>)
- 3 Check your e-mail for the web link sent to access the application page. Upload your photo and enter the required information to complete the application process.



Application ID Number (see pg.2)

### Apply by using an ID Photo Booth

- 1 Select the 'Application for an Individual Number Card' option on the touchscreen.
- 2 After paying the required amount of money, scan the **QR Code** Found on your Individual Number Notice using the photo booth's code scanner.
- 3 Follow the instructions displayed on the touchscreen, and enter the required information.
- 4 Follow the final steps to have your photos and application sent electronically, completing the process.



Scan the QR code to apply

### Apply By Mail

- 1 Fill in the necessary information in the Application Form (sent with your Individual Number Notice) and attach a photo **taken within 6 months** to the application.
- 2 Include an extra envelope along with required documents and send them by mail.



Individual Number Card Application

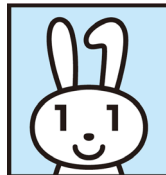


Photo of your face 45mmx35mm



An extra envelope so the necessary documents can be returned to you

You can also reference our English homepage for any other questions regarding your Individual Number Card. (<https://www.kojinbango-card.go.jp/en/>)

You can also access our homepage using the QR code here⇒



If you have any questions, please call the numbers listed below

## Multilingual Interpreter Support (Toll Free)

**☎ 0120-0178-27**

(For all inquiries regarding your Individual Number Card, as well as the temporary suspension of your card)

Reception Hours:

◆ **English, Chinese, Korean, Spanish, and Portuguese: 24/7**

※Note that during the hours of 8pm until 9:29 am of the following day, only calls related to the temporary suspension of your card will be accepted.

◆ **Thai, Nepali: 10am-6pm**

◆ **Vietnamese, Tagalog: 10am-7pm**

**☎ 0120-0178-26**

(For all inquiries regarding the Individual Number Card system)

Reception Hours:

◆ **English • Chinese • Korean • Spanish • Portuguese • Vietnamese • Thai • Indonesian • Tagalog • Nepali**

• Weekdays: 9:30am~8pm

• Weekends and Holidays: 9:30am~5:30pm

(Excluding the End of the Year/New Year Holiday period)

