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)
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.

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 mailbox. 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.’

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.

※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)

<table>
<thead>
<tr>
<th>Front side</th>
<th>Back side</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1.png" alt="Sample" /></td>
<td><img src="image2.png" alt="Sample" /></td>
</tr>
<tr>
<td>← My Number (12 digit number)</td>
<td>← My Number (12 digit number)</td>
</tr>
<tr>
<td>← Name</td>
<td>← Name</td>
</tr>
<tr>
<td>← Address</td>
<td>← Address, Gender</td>
</tr>
<tr>
<td>← Date of Birth, Gender</td>
<td>← Date of Birth</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Front side</th>
<th>Back side</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image3.png" alt="Sample" /></td>
<td><img src="image4.png" alt="Sample" /></td>
</tr>
<tr>
<td>← Name</td>
<td>← My Number (12 digit number)</td>
</tr>
<tr>
<td>← Address, Gender</td>
<td>← Any changes in address or name will be listed here (to be filled out by the staff at a municipal office)</td>
</tr>
<tr>
<td>← Date of Birth</td>
<td>← Expiration date of the Electronic Certificate (must be filled out personally)</td>
</tr>
</tbody>
</table>

★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.

(*)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.

Expiration date of the ‘Individual Number Card’
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.

< 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.