

Picking Up Your Notification Card

In accordance with the Social Security and Tax Number (“My Number”) system that went into effect on October 5, 2015, an individual number has been assigned to every resident of Japan. Chuo City has mailed notification cards informing all residents of their individual number (by simple registered mail) to their registered address, addressed to the head of the household.

Your notification card (for your entire household) was not delivered because you were absent at the time of delivery, or because there was no valid address (this includes cases in which mail-forwarding service resulted in a return to the City Office). The post office therefore returned your notification card to Chuo City. You can receive your notification card—currently being kept by the City—at the following locations. Please check the list to see where you can pick up your card, and note that—depending on the reason the notification card was returned—you might be asked to confirm your address.

Other notes:

1. This announcement is being mailed to the head of the household (as of October 5, 2015, the date on record that notification cards were prepared) whose notification card was returned to Chuo City.
2. Notification cards that have been returned to Chuo City will be kept for about three months.

1. Pickup Locations

Address on Your Resident Record	Pickup Location	Note (Towns in Each District)
Kyobashi area	General Affairs Subsection, Chuo City Office (1-1-1 Tsukiji)	Yaesu 2-chome, Kyobashi, Ginza, Shintomi, Irifune, Minato, Akashicho, Tsukiji, Hamarikyu-Teien, Hatchobori, Shinkawa
Nihonbashi area	Residents Subsection, Nihonbashi Special Branch Office (1-31-1 Nihonbashi-Kakigaracho)	Towns with “Nihonbashi-” in the name, Yaesu 1-chome
Tsukishima area	Residents Subsection, Tsukishima Special Branch Office (4-1-1 Tsukishima)	Tsukuda, Tsukishima, Kachidoki, Toyomicho, Harumi

2. Hours

Weekdays (Monday through Friday), 8:30 a.m. to 5:00 p.m.; until 7:00 p.m. on Wednesdays

Notes:

1. Closed on national holidays and during the year-end/New Year holidays (December 29 through January 3).
2. If it is difficult for you to pick up your card on a weekday, please phone the Chuo City My Number Call Center (number at the end of this document) for consultation.

3. Pickup Procedures and Conditions

(1) If the head of the household listed on this notification or a household member (must be fifteen years of age or older) is picking up the card:

Please bring this notice, the notification card pickup application (included with this notice) and some form of personal identification (as listed below; the same applies hereafter) to the pickup location. You (or your household member) will receive the notification card upon confirmation of your/their identification at the pickup service counter.

Note: If you are picking up cards for household members who are no longer part of the household—such as through removal from registered household records or other reasons—please read “(2) If a proxy is picking up the card.”

(2) If a proxy is picking up the card:

The proxy must bring this notice, the notification card pickup application and the following three forms of documentation:

(a) A copy of documentation certifying the identification of the head of the household

(b) Some form of personal identification of the proxy

(c) Documentation certifying power of attorney

· In the case of a legally designated proxy:

A copy of the family register, conservatorship registration certificate (within one year of issue), etc.

· In the case of a proxy by choice:

A handwritten proxy letter from the head of the household

Notes:

1. Please note that if any one of (a) through (c) is missing, **you/your proxy will not be able to receive the notification card**. If you have any questions, please call before coming to pick up the card.

2. If you need the form for a proxy letter, you can download it from the Chuo City website. From the top page, click “区政情報 (City Administration Information)” → “社会保障・税番号制度(マイナンバー制度) (Social Security and Tax Number [My Number] System)” → “不在や宛所なし等で区へ返戻された通知書の受け渡しについて(Picking Up Notification Card That Was Returned Due to Absence at the Time of Delivery, No Address, Etc.).”

Documentation Certifying Personal Identification

A. One of the following:

Basic resident registration card with photo, driver’s license, driving history certificate (must be issued on or after April 1, 2012), passport, *Handbook for Disabled Persons*, *Health and Welfare Handbook for the Mentally Disabled*, *Ai-no-Techo Handbook*, residence card, special permanent resident certificate, etc.

B. If you do not have any of the documents listed in “A,” then two of the following:

Health insurance card, nursing care insurance card, medical certificate, pension certificate, child allowance certificate, public welfare recipient card, corporate ID, student ID, savings account bankbook, ATM card, credit card, etc.

Inquiries

Chuo City My Number Call Center, Tel: 03-3546-5618

(Weekdays (Monday through Friday): 8:30 a.m. to 5:00 p.m.; until 7:00 p.m. on Wednesdays
Sundays: 9:00 a.m. to 5:00 p.m.)

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