

Procedures for Application for Foreign Residents Regarding Their Location of Residence and Residency Status

In accordance with the abolishment of the Alien Registration System on July 9, 2012, the Alien Registration Card has been replaced with Residence (“Zairyu”) Card or Special Permanent Resident Certificate. Further, as the Basic Resident Registration Law was revised, foreign residents (i.e., those who meet the requirements for medium- or long-term stay visa, or special permanent resident visa) are now issued a residence record.

Notification (Change) of Address of Residency (Procedure at the City Hall)

Type of application	When to apply	What to bring	Who can apply
When newly arrived to Japan	Within 14 days after determining a place to live	Residence (“Zairyu”) Card (or passport, if your Residence Card is to be issued at a later date) issued at the airport or port	Applicant, or a family member living with the applicant
Change of address (moving into Ueda City, or moving to a different location)	Within 14 days after moving to a new location	Same procedure as Japanese applicants. You will need your Residence (“Zairyu”) Card (If you are a special permanent resident, you will need your Special Permanent Resident Certificate).	

When moving out of Ueda City, you also must notify the City Hall beforehand (within 14 days of the move).

Application and Notification Related to Special Permanent Residence Certification, etc. (For Special Permanent Residents: Procedures at the City Hall)

Type of application	When to apply	Documents needed for application
Switching over from the old Alien Registration Card temporarily deemed as a Special Permanent Residence Certificate	Before the expiration of the validity period of the Alien Registration Card temporarily deemed as a Special Permanent Residence Certificate *See below chart for the validity periods	Passport, one photograph (not necessary for applicants under 16 years of age, size: 4 cm height x 3 cm width), Alien Registration Card temporarily deemed as a Special Permanent Residence Certificate
Renewal of validity period of the Special Permanent Residence Certificate	Between two months before to the date of expiration of the validity period (for those under 16 years of age, starting six months before the 16th birthday)	Passport, one photo, Special Permanent Resident Certificate
Reissuance due to loss, theft, or damage	Within 14 days of discovery of loss or theft	Passport, one photo (not necessary for applicants under 16 years of age), Special Permanent Resident Certificate (if lost or stolen, certificate issued by the police for lost property or theft)
Notification of change other than location of residence (name, birthdate, gender, nationality /region)	14 days within the change	Passport, one photo (not necessary for applicants under 16 years of age), Permanent Resident Certificate, documents certifying the change

Validity Period of old Alien Registration Card temporarily deemed as a Special Permanent Residence Certificate

Under 16 years of age		Until the 16th birthday
16 years old and over	For those with a card that states a “next confirmation (switchover) application period” that is before July 9, 2015.	Until July 8, 2015
	For those with a card that states a “next confirmation (switchover) application period” that is on or after July 9, 2015.	Until the stated date

Application and Notification for Residence (“Zairyu”) Card, etc. (For Special Permanent Residents: Procedures at the Regional Immigration Bureau)

Application and notification procedures for Residence (“Zairyu”) Card are the same as those for holders of Special Permanent Residence Certificate, as a general rule. All of these procedures, as well as those for renewing residence period, changing residence status, etc. must be done at the Regional Immigration Bureau.

Validity Period of old Alien Registration Card temporarily deemed as a Residence (“Zairyu”) Card

Permanent residents	16 years of age or older	Until July 8, 2015
	Under 16 years old	Until July 8, 2015 or 16th birthdate, whichever comes first
Those other than permanent residents	16 years of age or older	Until expiration date of period of stay
	Under 16 years old	Until expiration date of period of stay or 16th birthdate, whichever is sooner

Inquiries:

For procedures at the City Hall:

Foreign Resident Service, Shimin-ka, City Hall 23-5334
 Citizens Affairs Division, Maruko Local Government Center
 42-1052
 Citizens Affairs Division, Sanada Local Government Center
 72-0154
 Citizens Affairs Division, Takeshi Local Government Center
 85-2827

For procedures at the Regional Immigration Bureau:

Nagano Branch, Tokyo Regional Immigration Bureau
 026-232-3317

* The above procedures cannot be undertaken at the local government centers of Hōden, Shioda, Kawanishi