

A decorative header consisting of a grid of 40 small squares, each containing a different abstract, colorful pattern. The colors range from bright yellows and oranges to deep blues and purples.

Tokyo Partnership Oath System User Guide



TOKYO
METROPOLITAN
GOVERNMENT

April 2023

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1. Introduction

Gender identity and sexual orientation are part of the inherent diversity of human beings. On the other hand, sexual minorities face difficulties in various aspects of social life due to prejudice and discrimination.

In 2018, the Tokyo Metropolitan Government (“TMG”) enacted the “The Tokyo Metropolitan Ordinance Seeking the Realization of the Principle of Respect for Human Rights Outlined in the Olympic Charter” to eliminate unfair discrimination due to gender identity or sexual orientation, and to promote awareness and understanding of both. In line with this, the TMG will newly establish the Tokyo Partnership Oath System in November 2022 to promote the understanding of gender diversity among Tokyo residents and to also create an environment where sexual minorities can live comfortably, such as by reducing inconveniences in their daily lives concerning partnerships.

This system will make it easier for sexual minorities in partnerships to smoothly complete procedures in various situations in their daily lives, and allow them to be newly eligible for services such as applying for public housing. The TMG will also work together with municipalities and private businesses in Tokyo to expand the range of available services. At the same time, the TMG will engage in activities to deepen understanding and awareness of gender diversity among Tokyo residents.

Through respect for an individual’s gender identity and sexual orientation, everyone can be active in society in their own way. The TMG aims to make Tokyo a place where no one is left behind and all can shine.

① **Sexual minority:**

Sexual minority refers to a person whose gender identity does not correspond to their assigned sex at birth, or whose sexual orientation is not limited to the opposite sex.

① **Partnership:**

Partnership means a relationship between two individuals, one or both of whom are sexual minorities, who have vowed to respect each other's rights and cooperate with each other continuously in their daily lives as life partners.

2. What is the Tokyo Partnership Oath System?

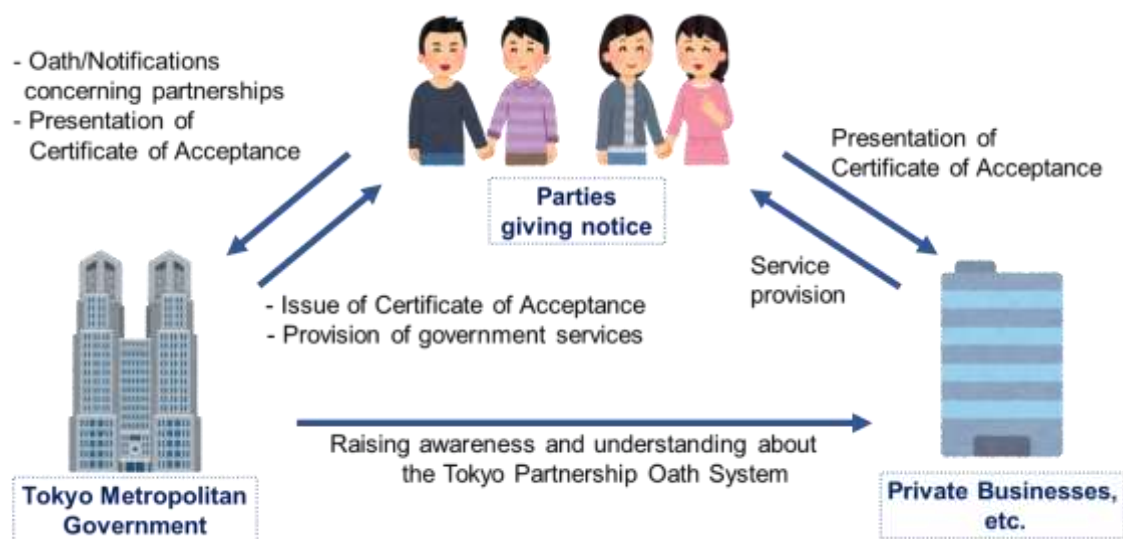
Under this system, the Governor of Tokyo certifies (issues a Certificate of Acceptance) that an oath and notification of a partnership has been made by two individuals, either or both of whom are sexual minorities.

Unlike marriage, which is a legal act, the partnership oath is not legally binding. However, the introduction of this system will help to spread understanding of gender diversity and sexual minorities, as well as to create a comfortable living environment by reducing difficulties in their lives.

[Overview of Procedures]



[Depiction of Tokyo Partnership Oath System]



3. What is the Certificate of Acceptance?

(1) Contents of the Certificate of Acceptance for Tokyo Partnership Oath System

[Sample]

* The Certificate of Acceptance is issued in Japanese only.

第2号様式(第5条関係)

東京都パートナーシップ宣誓制度受理証明書

交付番号

様 (年 月 日生) 様 (年 月 日生)

東京都オリンピック憲章にうたわれる人権尊重の理念の実現を目指す条例第7条の2第2項の規定に基づき、上記の両名から 年 月 日付けでパートナーシップ関係の届出があり、 年 月 日付けで受理したことを証します。

年 月 日
東京都知事

この証明書は、上記のお二人から互いを人生のパートナーであるとする届出があり、当該届出を知事が受理したことを証明するものです。この証明書の提示を受けられた方は、この趣旨を十分に御理解くださいますようお願いいたします。

また、この証明書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。

【特記事項】

〇〇 〇〇様の届出内容

- ・ 通称名を使用 (通称名は●● ●●)
- ・ 子供 (〇〇 △△ (元号 XX 年 XX 月 XX 日生))

□□ □□様の届出内容

- ・ 通称名を使用 (通称名は■ ■)
- ・ 子供 (□□ ◇◇ (元号 XX 年 XX 月 XX 日生))

(日本産業規格A列4番)

Lists the names and dates of birth of the two parties giving the oath/notification.

Lists the date the oath/notification were made.

Lists the date the oath/notification was received by the TMG.

Lists the date of issue of the Certificate.
* If reissued, date of reissue

- Lists aliases, and the names and dates of birth of children (Optional; notification required.).
- Lists the date of death of one of the parties (Optional; notification required.).

- The Certificate of Acceptance is a document certifying that an oath and notification of a partnership has been made by two individuals, either or both of whom are sexual minorities.
- As a general rule, the Certificate of Acceptance will be issued online. Please print out the Certificate yourself if this is needed in paper form (can be printed in A4 size).
- No fees are required for the oath/notification or issuance of the Certificate of Acceptance. However, the parties shall bear any fees related to the acquisition of documents required for notification (e.g., the koseki shohon abstract of family register) and any data charges related to online procedures.
- The aliases used by transgender individuals and foreign nationals on a daily basis can be entered in the Remarks section (optional).
- The names and dates of birth of a party's children* can be entered in the Remarks section (optional). When giving notice, please provide a sufficient explanation to your child or children about the purpose of the system and situations involving the Certificate of Acceptance.

* Children are minors and members of the same household, and this will be confirmed with a certificate of residence, etc. They include not only biological and adopted children but also foster children.

* The names and dates of birth of children of the other party in the partnership will also be entered in the Remarks section.

(2) Utilization of the Certificate of Acceptance

- The TMG will work to ensure that the Certificate of Acceptance can be used to help in various difficult situations in daily life.
- For more information, please visit the [Human Rights Division website of the TMG's Bureau of General Affairs](#) (to be updated). (Available only in Japanese).



① Invalidation of the Certificate of Acceptance

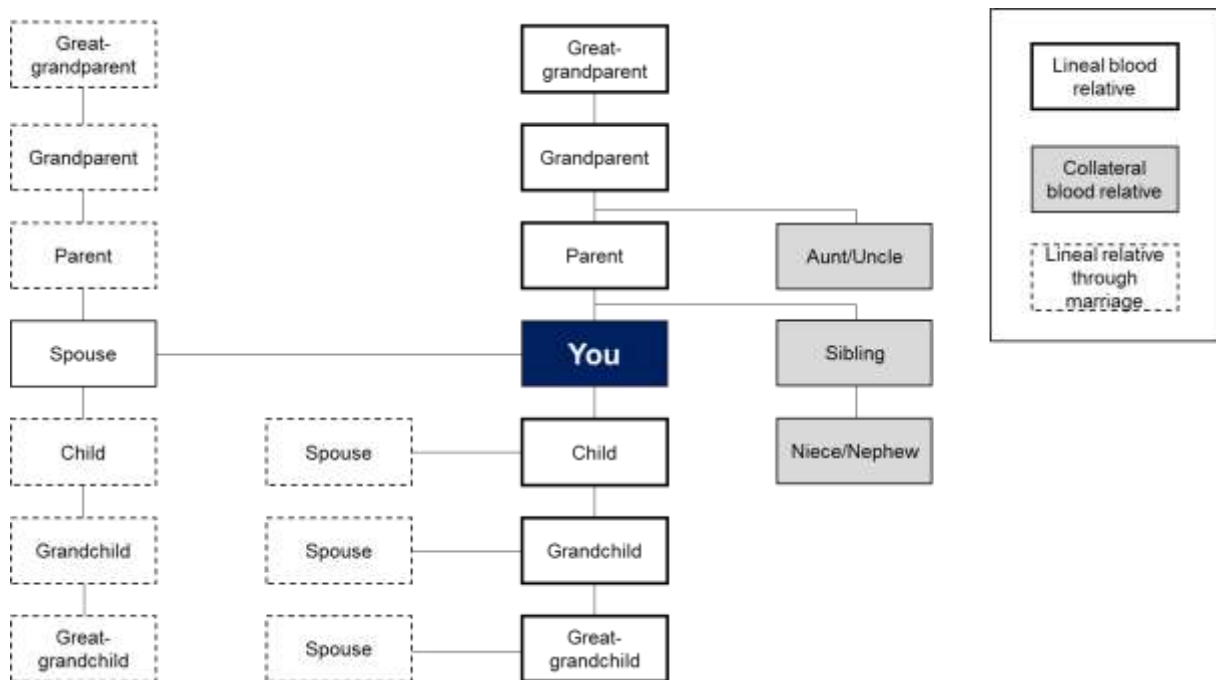
If it is found that the contents of the notification are false or a Certificate of Acceptance has been falsified, the Certificate of Acceptance will be invalidated, and after withholding all personal information, the certificate's issue number and other information may be released to the public.

4. Coverage Requirements

In order to take an oath and give notification, all of the following requirements 1 through 5 must be satisfied. Nationality is not a consideration as long as the requirements are met.

- 1: Two individuals, one or both of whom are sexual minorities, who have taken an oath vowing to respect each other's rights and cooperate with each other continuously in their daily lives as life partners.
- 2: Both parties must be of legal age (at least 18 years old).
- 3: Both parties must not have a spouse (including common-law marriages), and must not already be in a partnership with anyone else.
 - * Those in a same-sex marriage registered abroad are eligible for this system.
 - * Those who have given an oath/notification with another person under a similar system in another municipality are not eligible.
- 4: The parties must not be lineal blood relatives or collateral blood relatives within the third degree, or lineal relatives through marriage.
 - * This does not apply to those who fall under the aforementioned relationship due to adoption for the purpose of partnership.
 - * Please refer to [page 7](#) for more information.
- 5: Both or one of the parties must be residing, working, or studying in Tokyo (includes those planning to move to Tokyo within three months of the notification date).
 - * Please refer to [page 7](#) for more information.

[Reference 1: Scope of lineal blood relatives or collateral blood relatives within the third degree, or lineal relatives through marriage.]



[Reference 2: Working, studying and planning to move to Tokyo]

○ **Working in Tokyo**

- Any type of work (regular employee, temporary employee, freelance, self-employed, etc.) is acceptable.
- Your main place of work must be located in Tokyo. However, there is no minimum number of workdays per week.
- If you are temporarily not working in Tokyo due to long-term business trips, etc., no Notification of Changes is necessary. "Temporarily" generally means for up to 5 years.

○ **Studying in Tokyo**

- There are no restrictions on the form of attendance (including credited auditors).
- The campus, etc., you mainly attend must be located in Tokyo. However, there is no minimum number of times per week for attendance.
- If you are temporarily not studying in Tokyo due to studying abroad, etc., no Notification of Changes is necessary. "Temporarily" generally means for up to 5 years.

○ **When planning to move to Tokyo**

- After moving to Tokyo, you must promptly submit a Notification of Changes (within approximately one month) (see [page 13](#) and [page 14](#) for details).
- If no notification is made, the TMG will contact you to check your status.

5. Flow of Procedures

(1) Overview

- As a general rule, procedures will be conducted online. Please follow the procedures of [the Notification Management System for Tokyo Partnership Oath System](#) (Notification System).
- When using the Notification System, you must arrange for the following on your own.
 - Computer, tablet, or smartphone, etc., with internet access
 - Camera or scanner, etc.
 - Valid email address and cell phone number that will continue to be used.
- If you do not have the above devices or find it difficult to complete the procedures, please visit the Tokyo Metropolitan Government Building (Shinjuku-ku, Tokyo) to complete them in person (advance appointment required).
- The TMG will strictly manage personal information, such as the submitted documents and the content written in them.



① Notes

- * Both parties in a partnership must complete the procedures (please note that the procedures will not be complete if only one party gives the oath/notification).
- * For details on how to use the Notification System, please refer to [the Notification Management System for Tokyo Partnership Oath System User Manual](#).
- * Text in the Notification System can be displayed in Japanese or English. However, only Japanese will be accepted for form entry and submitted documents.

① Notification System Screen (Illustrative Image)

- * The layout may be different at other times, or depending on your computer environment.



(2) Flow of Procedures (Online)

1. Notification System User Registration



- Please register yourself as a user on [the Notification System](#) (name, email address, etc.).

* After registration, your User ID (for login) and your Partnership ID (for New Notification) will be issued.



2. Oath/Notification (Input of Required Information, Uploading of Documents, etc.)



- After logging into the Notification System, please access “New Notification” and follow the instructions on the screen to fill in the “Oath/Notification for the Tokyo Partnership Oath System (Form No. 1)” and upload the necessary documents (refer to [page 11 and page 12](#)).
- Please scan or photograph the required documents and attach the image data. You don’t need to submit your partner’s documents.
 - * Please submit clear and legible copies.
 - * Images that have been modified using image editing software will not be accepted.
 - * Please use one of the following file formats: pdf, jpg, jpeg, gif, png
 - * The maximum file size is 7 MB per file.
- You will be contacted by email if there are any omissions or errors in the information entered or data submitted. After verifying the omission or error, please make the necessary correction or submission.

3. Receipt of Certificate of Acceptance


- After the TMG confirms that there are no omissions or errors in the application, you will be notified by email that the procedures have been completed. Since the certificate is issued through the Notification System, please log into the system and access “Certificate of Acceptance” to check the certificate.
- The Certificate of Acceptance will generally be issued within ten days (excluding Saturdays, Sundays, national holidays, and year-end and New Year holidays) after the receipt of a notification that has no omissions or errors. Please keep this in mind when registering to ensure sufficient time.

④ Regular Contact

The TMG will regularly contact the holders of the Certificate of Acceptance by email about once a year for the purpose of providing information, such as updates on relevant TMG policies, and grasping the issues they face, among others. The email will also remind certificate holders to report any changes.

(3) Flow of Procedures (Face-to-face) * For those who have difficulties with online procedures

1. Reservations for Oath/Notification

- 
- Notice can be given from 10:00 to 16:00 (excluding 12:00 to 13:00) on weekdays. Please make a reservation by calling the following telephone number at least seven days (excluding Saturdays, Sundays, national holidays, and the year-end and New Year holidays) before the desired date.


[Human Rights Division, Bureau of General Affairs]

Tel: 03-5388-2337 (weekdays 10:00 to 16:00 (excluding 12:00 to 13:00))

*** Japanese language only.**

- The TMG will inform you of the date and time to give notice, the location, and required documents, etc., generally within three days (excluding Saturdays, Sundays, national holidays, and the year-end and New Year holidays) after receiving your reservation.
- Please note that we may not be able to accommodate your requests regarding date and time.

2. Oath/Notification (Location: Tokyo Metropolitan Government Building)

- 
- Please be sure to come together at the date and time reserved.
 - * If there are circumstances that will make it difficult for you to come together, please consult with us at the time of making your appointment.
 - * A meeting room in the TMG Building is scheduled to be the location for taking the oath and giving notification.
 - Please bring all necessary documents for the oath/notification ([see page 11](#)).
 - * The Oath/Notification for the Tokyo Partnership Oath System (Form No. 1) is to be filled out in person on the day, so do not fill it out in advance.
 - Staff will check the submitted documents for any omissions.
 - * Please note that if there is any problem with your documentation (omissions, lack of required documentation, etc.) you will need to reschedule and come to the TMG Building again.

3. Receipt of Certificate of Acceptance (By Postal Mail)

- The certificate will be sent by registered mail at a later date.
- The certificate will generally be issued within ten days (excluding Saturdays, Sundays, national holidays, and year-end and New Year holidays) after the receipt of a notification with no omissions or errors. Please keep this in mind when registering to ensure sufficient time.

④ Regular Contact

The TMG will regularly contact the holders of the Certificate of Acceptance by email about once a year for the purpose of providing information, such as updates on relevant TMG policies, and grasping the issues they face, among others. The email will also remind certificate holders to report any changes.

6. Required Documents

In addition to the Oath/Notification for the Tokyo Partnership Oath System (Form No. 1), image data of the following documents, etc., must be submitted. (For those doing this in person, submit copies of documents, etc. but bring the original documents specified in this guide to your appointment for verification) . Please see the [Checklist for Required Documents](#).

This is limited to documents issued within the past three months (excluding partnership certificates issued by municipalities in Tokyo, listed in (1)-①; identification documents listed in ②; and documents to be submitted when you wish to include an alias, listed in (2)-④).

(1) Documents to be submitted by all parties

① Documents proving that neither party is married,

Koseki shohon abstract of family registry, certificate of no impediment to marriage, partnership certificate issued by a municipality in Tokyo, etc.

- * A certificate of no impediment to marriage can be obtained from the municipality where your registered domicile is located.
- * If you are a foreign national, please submit a document issued by the embassy or consulate of your home country that confirms that you do not have a spouse (such as a certificate verifying legal capacity to marry), along with a Japanese translation (including the translator's name).

② Identification documents

Individual Number Card (My Number Card), passport, driver's license, residence card, or any other certificate with your photo issued by a public office (e.g. license, permit or certificate of registration, etc.)

- * We cannot accept the Individual Number written on the back side of the My Number Card. Please note that you should only submit the front side.
- * Please bring the originals for in-person procedures. They will be returned to you after they are confirmed.

③ Your photo

An ID photo that is different from the photo used in the identification document

- * This will be used to check against the identification document.
- * Please submit a clear color photograph of your face, taken within the last three months, showing the front upper third of the body (generally from the chest up) without a hat, against a solid background. Self-taken photo is also acceptable.
- * Not required when conducting procedures in person.

(2) Documents to be submitted only if applicable

① When giving notice under the condition that “the party lives in Tokyo”

Copy of certificate of residence

- * It is not necessary for the certificate to show the registered domicile or the relationship with the head of household.
- * Copies of certificates of residence showing the resident register code or Individual Number cannot be accepted.

② When giving notice under the condition that “the party plans to move to Tokyo within 3 months”

Documents issued by a real estate company, etc., such as a sales contract or a lease contract that confirms the address of the new residence

- * If you have difficulty submitting the above documents, please submit a signed pledge that you plan to move to Tokyo within 3 months. Please use [the form attached to this guide](#).
- * A Notification of Changes must be submitted after moving to Tokyo (see [page 13 and page 14](#) for details).

③ When giving notice under the condition that “the party is working or studying in Tokyo”

Documents such as a certificate of employment or a certificate of enrollment issued by the company where you are employed or school where you are studying, which confirms that you work or attend school in Tokyo

- * Please submit a form with your name and date of birth, the name and address of the company or school, and the location of the company or school that you are commuting to, and have the company or representative's seal affixed. [The form attached to this guide](#) can be used.

④ When you wish to include an alias

Document issued by a government office or your company or school that confirms use of the alias on a daily basis in your social life, such as your national health insurance card, employee ID card with photo, student ID card with photo, etc.

- * Please note that postal mail cannot be used as verification documents.
- * Your alias will be written in the Remarks section of the Certificate of Acceptance.

⑤ When you wish to include the name(s) of your child/children

Copy of the certificate of residence or other document that verifies that you and your child/children are members of the same household and that the child is a minor.

- * Includes children who are biological, adopted or fostered. Please note that notification concerning children of the other party in the partnership should be given by the other party.
- * Submission is not required if this can be verified by the documents for submission listed in (2) ① above.
- * Copies of a certificate of residence showing your resident register code or Individual Number cannot be accepted.

7. About Procedures for Changes, etc.

(1) Notification of Changes, etc.

- If there are any changes to the information that you have submitted for the notification, please submit a Notification of Changes for the Tokyo Partnership Oath System (Form No. 3) and upload the required documents, etc., listed on the following page.
- After logging in to the Notification System, access the Notification of Changes page and follow the instructions on the screen to enter the necessary information and upload documents.
- We will contact you by email if there are any omissions or errors in the information entered or data submitted. After verifying the omission or error, please make the necessary correction or submission.
- The procedures to reflect the requested change(s) will be completed generally within ten days (excluding Saturdays, Sundays, national holidays, and year-end and New Year holidays) after receipt of the completed notification when there are no omissions or errors. We will contact you by email after the procedures are completed.
- Notification from only one of the parties is required to complete Notification of Changes procedures.

④ Notes for In-person Procedures

- * The Notification of Changes and related documentation will not be accepted by postal mail. As with filing a new Notification of Partnership, please make an appointment in advance and come to the Tokyo Metropolitan Government Building (see [page 10](#)). The Notification of Changes for the Tokyo Partnership Oath System (Form No. 3) is to be filled out in person on the day, so do not fill it out in advance.
- * If there is any problem with your documentation (omissions, lack of required documentation, etc.), you will need to reschedule and come to the TMG Building again.

④ Regular Contact

The TMG will regularly contact the holders of the Certificate of Acceptance by email about once a year for the purpose of providing information, such as updates on relevant TMG policies, and grasping the issues they face, among others. The email will also remind certificate holders to report any changes.

① When the partnership has ended

Please submit only a Notification of Changes. Although the process is completed with a notification from one party, the TMG will also contact the other party in the partnership upon completion of the procedures.

After the procedures are completed, the Certificate of Acceptance will no longer be displayed on the Notification System.

② When both parties no longer fulfill the requirements of this Partnership System due to relocation, job change, graduation, etc.

Please submit only a Notification of Changes. Although the process is completed with a notification from one party, the TMG will also contact the other party in the partnership upon completion of the procedures.

After the procedures are completed, the Certificate of Acceptance will no longer be displayed on the Notification System.

③ Upon death of one of the parties

Please submit documents that can confirm the fact that one of the parties in the partnership has passed away (death certificate, death registration certificate, cremation permit, etc.) along with a Notification of Changes. The Certificate of Acceptance will include the date of death.

④ When there are any other changes to the notification contents

Please submit documents that confirm the details of the changes along with a Notification of Changes.

④ Example of Required Documents

* Documents that can be used to confirm the details of changes are listed in [Section 6 \(Required Documents\)](#).

* Examples of common changes and required documents are listed below.

- Change of address: copy of the certificate of residence.
- Change from living in Tokyo to working in Tokyo: certificate of employment
- Adding a child's name: copy of the certificate of residence

* Please note that no attachments are required to delete a child's name (i.e., if they have reached adulthood).

(2) Issuance of Latest Certificate of Acceptance

- If you need a Certificate of Acceptance with the latest date, please log in to the Notification System, access the Certificate of Acceptance page, and follow the instructions on the screen to enter the necessary information and upload the documents from Request for Issuance of Latest Certificate of Acceptance.
 - * If it has been more than 30 years since the last notification, you may be required to attach confirmation documents.
 - * For online procedures, it is not possible to submit a “Request for Issuance of Latest Certificate of Acceptance” at the same time as a “Notification of Changes.” Please submit issuance requests for the Certificate of Acceptance after completing procedures related to the Notification of Changes.
- We will contact you by email if there are any omissions or errors in the information entered or data submitted. After verifying the omission or error, please make the necessary correction or submission.
- A request for issuance of the latest Certificate of Acceptance can be completed by one party.
- After the TMG confirms that there are no omissions or errors in the notification, a Certificate of Acceptance will be issued on the Notification System. After logging into the system, access the Certificate of Acceptance page and confirm your certificate.
- The Certificate of Acceptance will generally be issued within ten days (excluding Saturdays, Sundays, national holidays, and year-end and New Year holidays) after the receipt of the completed notification when there are no omissions or errors. Please keep this in mind when registering to ensure sufficient time..

④ Notes for In-person Procedures

- * Reissuance requests are not accepted by postal mail. As with filing a new Notification of Partnership, please make an appointment in advance and come to the Tokyo Metropolitan Government Building (see [page 10](#)). The Request for Reissuance of the Certificate of Acceptance for Tokyo Partnership Oath System (Form No. 4) is to be filled out in person on the day, so do not fill it out in advance.
- * If there is any problem with your documentation (omissions, lack of required documentation, etc.), you will need to reschedule and come to the TMG Building again.
- * The Certificate of Acceptance will be sent by registered mail at a later date.

8. Handling of Personal Information and Documentation for Notification, etc.

- The TMG will protect personal information in accordance with the Act on the Protection of Personal Information (Act No. 57 of May 30, 2003), the Tokyo Metropolitan Ordinance for the Enforcement of the Act on the Protection of Personal Information (Ordinance No.130 of 2022) and other applicable laws and regulations. The TMG will never use personal information for any other purpose or provide personal information to any third party other than the entity to which the maintenance of the Notification System is entrusted, except as stipulated by the Act, Ordinance or other applicable laws and regulations.
- A cloud service that conforms to the following certification systems accredited by a third-party organization with respect to confidentiality and auditability will be used to provide the Notification System.
 - Information System Security Management and Assessment Program (ISMAP)
 - Information Disclosure Certification System for ASP and SaaS Safety and Reliability established by the Ministry of Internal Affairs and Communications
- Notification documents, etc. will be properly stored and managed in accordance with the Tokyo Metropolitan Government's Document Management Regulations, etc. The storage periods are as follows.
 - Oath and Notification for the Tokyo Partnership Oath System: 5 years
 - Notification of Changes for the Tokyo Partnership Oath System: 1 year
 - Request for Reissuance of the Certificate of Acceptance for the Tokyo Partnership Oath System: 1 year
 - Documents attached when filing a notification: 3 months after use
 - Notification Management Ledger (Database): 30 years after this system ceases to be implemented

9. Frequently Asked Questions

Q1. How is the Tokyo Partnership Oath System different from marriage? Is it different from same-sex marriage?

A1. Marriage is a legal act as defined in the Civil Code, which gives rise to legal rights and obligations such as inheritance rights and duty of support. Meanwhile, the Tokyo Partnership Oath System is a system established separately from the marriage system, based on a Tokyo Metropolitan ordinance (The Tokyo Metropolitan Ordinance Seeking the Realization of the Principle of Respect for Human Rights Outlined in the Olympic Charter (Ordinance No. 93 of 2018)). This system is not legally binding. Therefore, the aforementioned legal rights and obligations of married couples are not secured, as the oath and notification system does not change entries on the family registry or certificate of residence.

Q2. Why is this partnership oath system being introduced if it will have no legal consequences?

A2. This system is being introduced to create an environment where sexual minorities can live comfortably, such as by reducing difficulties in their daily lives. The TMG believes that the introduction of this system will be an opportunity to deepen understanding of gender diversity and to create a society in which everyone can play an active role in their own way.

Q3. When can the Certificate of Acceptance be used?

A3. The Certificate of Acceptance can be used in various situations in daily life, including to explain your relation to the other party. It can also be used to show that the both of you are in a partnership when applying to move into public housing (Tokyo Metropolitan Housing), etc. In addition, the TMG will work to ensure that the Certificate of Acceptance can be used to help in various difficult situations in daily life. For more information, please visit the [TMG Human Rights Division website](#), which will be updated as necessary (Japanese language only).



Q4. What are the eligibility requirements to take the oath and give notification using the Tokyo Partnership Oath System?

A4. Please see [page 6 and page 7](#) for eligibility requirements.

Q5. Can only same-sex couples take an oath and give notification?

A5. Oaths and notifications are not limited to same-sex couples on family registers, but are open to couples in which one or both of whom are sexual minorities. For example, heterosexual couples (according to their family registers) where one or both parties are transgender, bisexual, etc., are also eligible for this system if they meet the requirements for taking the oath and giving notification. Please contact us if you are unsure whether you are eligible. * Inquiries are handled in Japanese only.

Q6. We are in a same-sex marriage which was registered abroad. Can we take the oath and file a notification? Also, can a marriage certificate obtained abroad be used as a document proving that we are not married to other individuals?

A6. Yes, as long as you meet all other requirements. Regarding documents proving that both parties do not have a legal spouse as defined by Japanese law, please consult with us in advance, as supporting documents must be issued within the last three months and accompanied by a Japanese translation. * Inquiries are handled in Japanese only.

Q7. Can we take the oath and give notification even if we do not live together?

A7. Yes, as long as all other requirements are met.

Q8. My partner and I have already given notification to a partnership system in another municipality. Can we also take the oath and file a notification with the TMG?

A8. If other requirements are met, you can also take the oath and file a notification with the TMG.

Q9. Why can the children's name be entered in the Remarks section of the Certificate of Acceptance? What are the eligibility requirements for that?

A9. In order to reduce child-related issues, the children's names can be included in the Remarks section (optional). For that reason, the children must be minors and members of the same household. When giving notice, please provide a sufficient explanation to your child or children about the purpose of the system and situations involving the Certificate of Acceptance. Please see [page5](#) and [page12](#).

Q10. Why can the alias be entered in the Remarks section of the Certificate of Acceptance? Can it be the nickname?

A10. The aliases used by transgender individuals and foreign nationals on a daily basis can be included in the Remarks section (optional). For that reason, the aliases must be used on a daily basis in social life. When you wish to include an alias, please submit a document issued by a government office or your company or school. Please see [page 5](#) and [page12](#).

Q11. What documents are required for the oath and filing notifications?

A11. Please see [page 11 and page 12](#) for the required documents.

Q12. Do you accept oaths and notifications by proxy or postal mail?

A12. They are generally not accepted. However, please contact us if you have unavoidable circumstances that make it difficult for you to complete the online and in-person procedures. * Inquiries are handled in Japanese only.

Q13. Are there any fees for the oath, filing notifications, or issuing a Certificate of Acceptance?

A13. There are no fees. However, fees related to the acquisition of documents required for the oath/notification (copy of your koseki shohon family register abstract, etc.) and data charges related to online procedures will be borne by the parties.

Q14. Can we take the oath and give notification on the weekend or at night?

A14. The Notification System is generally available 24 hours a day, 7 days a week, and at night. However, the system may be partially or completely unavailable due to maintenance or inspection. There will be a notification in advance on the system's top page if operation will be affected. However, please note in advance that operation may be affected without notice in times of emergency, etc.

In-person procedures are available on weekdays from 10:00 to 16:00 (excluding 12:00 to 13:00). Appointments must generally be made at least 7 days (excluding Saturdays, Sundays, national holidays, and year-end and New Year holidays) prior to the desired date of notification (see [page 10](#) for details).

Q15. We would like to take the oath and give notification on the date of our anniversary. Will the date of notification be included on the Certificate of Acceptance?

A15. The date will be shown (see [page 4](#) for details).

Q16. Do I need to notify the TMG if there is a change in the information that I have submitted, such as a change in residence, job, or contact information?

A16. A Notification of Changes is required (see [page 13](#) and [page 14](#) for details).

Q17. I need a Certificate of Acceptance with the latest date on it. How do I get one issued?

A17. Please request reissuance of the Certificate of Acceptance (see [page 15](#) for details).

Q18. Does the Certificate of Acceptance expire?

A18. The Certificate of Acceptance does not expire.

Q19. Are measures taken against false notifications (i.e., impersonations, forgeries, etc.) and falsification of Certificate of Acceptance?

A19. For oath/notification, we require the submission of the abstract of the family register (koseki shohon) and identification documents, etc., and these are verified by multiple staff members to prevent false notification.

If it is found that the contents of the notification are false or a Certificate of Acceptance has been falsified, the certificate will be invalidated, and after withholding all personal information, the certificate's issue number and other information at the time of issuance may be released to the public.

10. Reference Forms

- Certificate of Employment *in Japanese only.
- Oath *in Japanese only.

在職証明書

氏名

生年月日

住所

勤務地（事業所所在地）

備考

上記の者は、当社に在職中であることを証明します。

年 月 日

所在地

会社名

代表者名

印

誓約書

東京都知事 殿

私は、東京都パートナーシップ宣誓制度に係る宣誓・届出を行うに当たって、宣誓・届出の日から3か月以内に都内に転入予定であることを誓約します。

____年 ____月 ____日

現住所：_____

氏 名：_____

※自署又は押印をお願いします。

Revision History

Date of issue	Main revision
September 2022	1 st edition
November 2022	- Added explanation to “6. Required Documents”. - Added QAs to “9. Frequently Asked Questions”. (No.9, No.10)
April 2023	- Modification of “8. Handling of Personal Information and Documentation for Notification, etc.” (due to the revision of the Act on the Protection of Personal Information)

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