

Checklist for Required Documents (Online)

- Please submit the following documents to confirm that you meet the requirements.
- Documents with ★ must be issued within the past 3 months from the date of notification.
- Please scan/photograph and upload the image data to the Notification System.
- Please use one of the following file formats: pdf, jpg, jpeg, png, gif
- The maximum file size is 7 MB per file.
- For more details, please see "6. Required Documents" of "User guide".

Please submit **only your own** documents. (You don't need to attach your partner's ones.)

Documents to be submitted by all parties

① Documents proving that neither party is married (one of the following documents)

- Koseki shohon abstract of family registry★
- Certificate of no impediment to marriage★
- Partnership certificate issued by a municipality in Tokyo
- If you are a foreign national, a document issued by the embassy or consulate of your home country that confirms that you do not have a spouse, along with a Japanese translation (including the translator's name), etc.★

② Identification documents (one of the following documents)

- Front side of Individual Number Card (My Number Card)
- Passport
- Front side of drivers license
- Residence card
- Any other certificate with your photo affixed issued by a public office (e.g. license, permit or certificate of registration, etc.)

③ Your photo (Items with the following conditions)

- ✓ An ID photo that is different from the photo used in the identification document (②)
- ✓ 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
- ✓ A clear color photograph of your face

Documents to be submitted by both or one party

① Documents that confirms you are "living (planning to move to), working or studying in Tokyo". (one of the following documents)

- Living in Tokyo:**
Copy of certificate of residence ★
* certificate without the resident register code and Individual Number
- Planning to move to Tokyo:**
Sales contract or lease contract, etc.★
- Working in Tokyo:**
Certificate of employment, etc.★
- Studying in Tokyo:** Certificate of enrollment, etc.★

- If you check "**you**" meet these requirement (living (planning to move to), working or studying in Tokyo), **please submit the documents** listed on the left.
- If you check "**your partner**" meets these requirement, you **do not need** to submit these documents.

Documents to be submitted only if applicable

When you wish to include an alias

(one of the following documents)

- National health insurance card
 - Employee ID card with photo
 - Student ID card with photo
- etc.

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

(one of the following documents)

- Copy of the certificate of residence★
* certificate without the resident register code and Individual Number
- etc.

Checklist for Required Documents (Face-to-Face)

- Please submit the following documents to confirm that you meet the requirements.
- Documents with ★ must be issued within the past 3 months from the date of notification.
- Please submit copies of documents, etc.
However, for the “② Identification documents”, please bring the original one. After confirmation, it will be returned.
- For more details, please see “6. Required Documents” of “User guide”.

Documents to be submitted by all parties

① Documents proving that neither party is married (one of the following documents)

- Koseki shohon abstract of family registry★
- Certificate of no impediment to marriage★
- Partnership certificate issued by a municipality in Tokyo
- If you are a foreign national, a document issued by the embassy or consulate of your home country that confirms that you do not have a spouse, along with a Japanese translation (including the translator’s name), etc.★

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- Passport
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- Any other certificate with your photo affixed issued by a public office (e.g. license, permit or certificate of registration, etc.)

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Sales contract or lease contract, etc.★
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Certificate of employment, etc.★
- Studying in Tokyo:** Certificate of enrollment, etc.★

- If you check “**you**” meet these requirement (living (planning to move to), working or studying in Tokyo), **please submit the documents** listed on the left.
- If you check “**your partner**” meets these requirement, you **do not need** to submit these documents.

Documents to be submitted only if applicable

When you wish to include an alias

(one of the following documents)

- National health insurance card
 - Employee ID card with photo
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- etc.

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

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- Copy of the certificate of residence★
* certificate without the resident register code and Individual Number
- etc.