

# Checklist for Required Documents (Online)

April 2025  
Human Rights Division,  
Tokyo Metropolitan  
Government

- 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★ ※Koseki tohon is also acceptable
- ☐ Certificate of no impediment to marriage★
- ☐ Partnership Certificate granted by municipalities which have concluded an agreement with the Tokyo Metropolitan Government in relation to the streamlining of procedures associated with changing residence
- ☐ 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
- ☐ 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)

April 2025  
Human Rights Division,  
Tokyo Metropolitan  
Government

- 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★ ※Koseki tohon is also acceptable
- ☐ Certificate of no impediment to marriage★
- ☐ Partnership Certificate granted by municipalities which have concluded an agreement with the Tokyo Metropolitan Government in relation to the streamlining of procedures associated with changing residence
- ☐ 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
- ☐ 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.)

## 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.