

## ■ Seal Registration/ 印鑑登録 PDF4-2

### When You Register the Seal/ 印鑑を登録するとき

#### (1) Register in Person

To register your name seal, you need to present your official ID with photo [e.g., Individual Number (My Number) card, driver's license, passport, Residence Card]. Or if you come with a guarantor who has already registered his/her name seal in Misato City, you can register it on the day. If you have none of those proofs, you cannot register it on the day and takes a couple days to process.

#### (2) Register by Proxy

To register your name seal by a proxy, ask him/her to bring his/her official ID besides your seal and a letter of proxy hand-written by you. You cannot register it on the day and takes a couple days to process.

### Acceptable Seal Figure/ 登録できる印鑑

The impression should be larger than the square area of 8 mm x 8 mm in size and smaller than that of 25 mm x 25 mm in size. It should be made of good and deformable material. The seal carved out your name or alias etc. which has already registered on the Basic Resident Registration record. (The alias can be used for a foreign national who has registered it on the Resident Record). If you came from a country which does not use Chinese charter, you can register *furigana* letters.

### Change or Disuse of Seal/ 登録した印鑑を廃止・改印するとき

When you abolish its registration, bring the registered seal and Seal Registration Card (*Inkan Toroku-sho*) and your ID. When you change the seal, abolish the registration one and reregister a new name seal.

### Loss or Theft of the Seal or Seal Registration Card/ 印鑑登録証や印鑑が紛失・盗難にあったとき

Notify loss or theft of registered seal or seal registration card to the Resident Affairs' Division or KIBOUNO-no Sato Koryu Center Shutchojo (branch office) to abolish the registration.

### Registration Fee/ 登録手数料

300 yen per registration