

Ikaruga-cho Municipal Government Handbook



Ikaruga-cho

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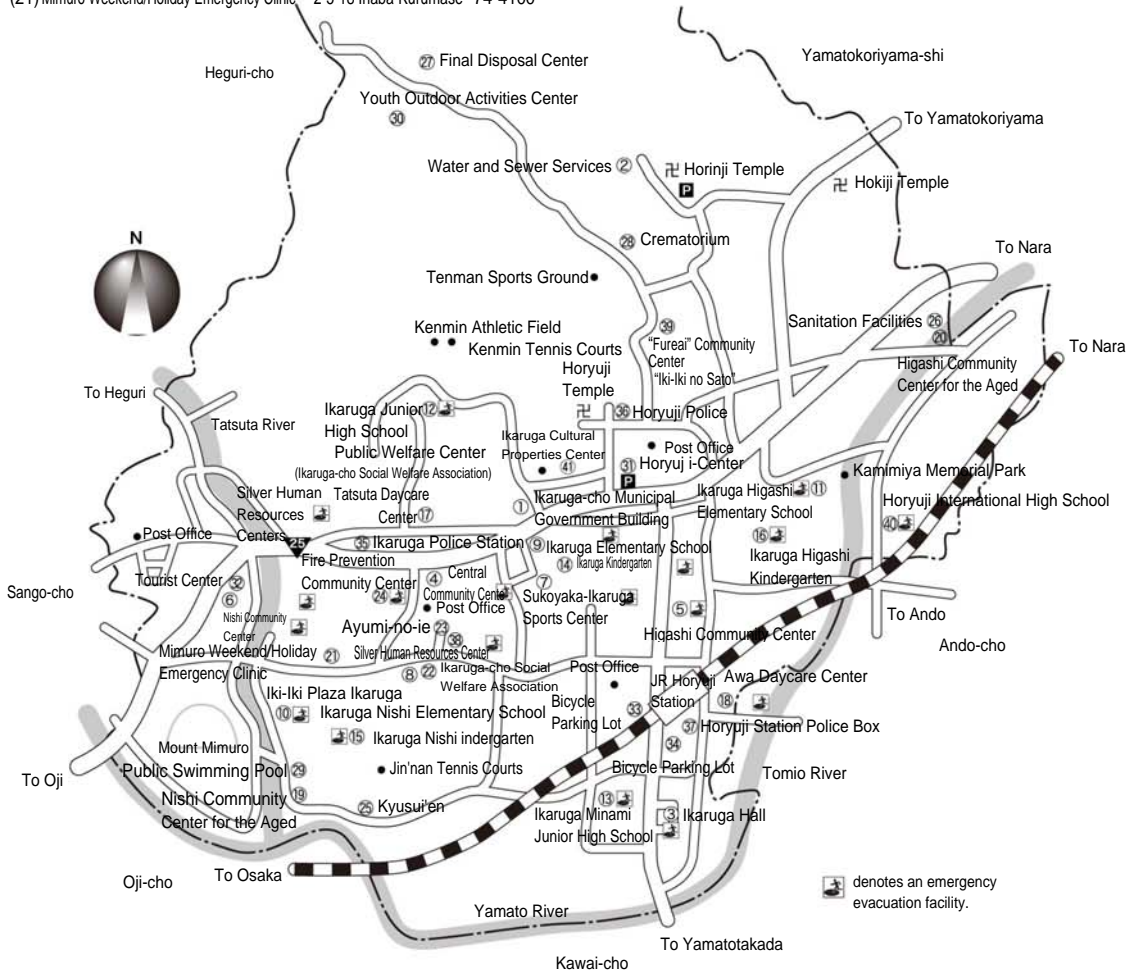
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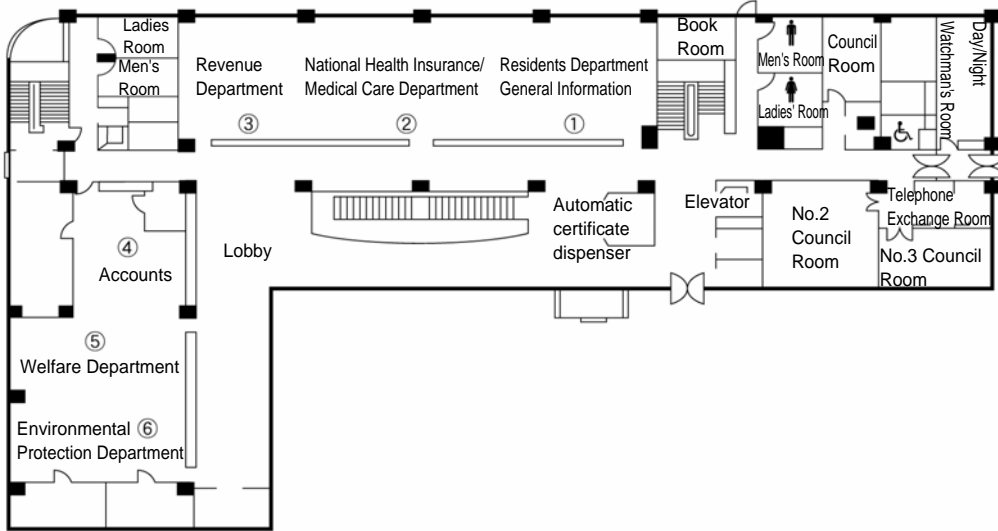
Principal Public Facilities

| Facility | Address | Phone number | Facility | Address | Phone number |
|---|------------------------|--------------|---|-----------------------|--------------|
| (1) Ikaruga-cho Municipal Government Building | 3-7-12 Horyuji-Nishi | 74-1001 | (22) Ikaruga-cho Social Welfare Association | 1-12-35 Koyoshida | 74-5122 |
| (2) Waterworks Department | 1335 Mii | 74-1401 | (23) Ayumi-no-ie (Welfare workshop) | 3-9-20 Tatsuta-Minami | 74-2123 |
| (2) Sewerworks Department | 1335 Mii | 74-2406 | (24) Fire Prevention Community Center | 5-7-47 Tatsuta-Minami | 75-6341 |
| (3) Ikaruga Hall | 10-6-43 Okidome | 75-7743 | (25) Kyusui'en | 2-5-13 Jinnan | 74-3040 |
| (3) Municipal Public Library | 10-6-43 Okidome | 75-7733 | (26) Sanitation Facilities | 2-8-9 Kozen | 74-2371 |
| (4) Central Community Center | 2-2-43 Tatsuta-Minami | 74-1511 | (27) Final Disposal Center | 4331 Horyuji | 74-6150 |
| (5) Higashi Community Center | 5-5-28 Okidome | 74-4122 | (28) Crematorium | 1-12-30 Horyuji-Kita | 74-2885 |
| (6) Nishi Community Center | 4-2-25 Tatsuta-Nishi | 75-3911 | (29) Public Swimming Pool | 2-5-27 Jinnan | 74-3700 |
| (7) Sukoyaka-Ikaruga Sports Center | 1-1-61 Tatsuta-Minami | 75-3100 | (30) Youth Outdoor Activities Center | 2396 Horyuji | |
| (8) Iki-Iki Plaza Ikaruga | 1-12-35 Koyoshida | 70-1000 | (31) Horyuj i-Center | 1-8-25 Horyuji | 74-6800 |
| (8) Health Center | 1-12-35 Koyoshida | 70-0001 | (31) Horyuji Public Parking Lot | 1-8-25 Horyuji | 74-2276 |
| (9) Ikaruga Elementary School | 1-13-46 Horyuji-Minami | 74-1201 | (32) Tourist Center | 4-2-2 Tatsuta-Nishi | |
| (10) Ikaruga Nishi Elementary School | 2-4-25 Jinnan | 74-3051 | (33) Horyuji Station North Entrance Bicycle Parking Lot | 7-chome Okidome | 74-2146 |
| (11) Ikaruga Higashi Elementary School | 2-11-5 Horyuji-Minami | 74-1501 | (34) Horyuji Station South Entrance Bicycle Parking Lot | 9-chome Okidome | 74-1989 |
| (12) Ikaruga Junior High School | 1-20-1 Tatsuta-Kita | 74-1301 | (35) Ikaruga Police Station | 3-1-10 Tatsuta | 75-2013 |
| (13) Ikaruga Minami Junior High School | 3-1-77 Meyasu-Kita | 74-5800 | (36) Horyuji Police Station | 1-1-6 Horyuji | 75-5771 |
| (14) Ikaruga Kindergarten | 1-13-15 Horyuji-Minami | 74-2353 | (37) Horyuji Station Police Box | 9-1-1 Okidome | 75-5721 |
| (15) Ikaruga Nishi Kindergarten | 2-4-31 Jinnan | 74-3981 | (38) Ikaruga-cho Silver Human Resources Center | 2-2-24 Koyoshida | 75-0884 |
| (16) Ikaruga Higashi Kindergarten | 1-1-16 Okidome | 74-5500 | (39) "Fureai" Community Center "Iki-Iki no Sato" | 1-13-15 Horyuji-Kita | 74-0990 |
| (17) Tatsuta Daycare Center | 1-5-1 Tatsuta | 74-2203 | (40) Horyuji International High School | 2-1-1 Takayasu | 74-3630 |
| (18) Awa Daycare Center | 3-5-33 Awa | 74-1654 | (41) Ikaruga Cultural Properties Center | 1-11-14 Horyuji-Nishi | 70-1200 |
| (19) Nishi Community Center for the Aged | 2-5-1 Jinnan | 74-1517 | Seiwa Police Station | 1-7-9 Katsuge, Ojicho | 72-0110 |
| (20) Higashi Community Center for the Aged | 2-8-9 Kozen | 74-5050 | Seiwa Fire Prevention Association (Fire Department) | 1-1-3 Oji, Ojicho | 73-1001 |
| (21) Mimuro Weekend/Holiday Emergency Clinic | 2-5-18 Inaba-Kurumase | 74-4100 | | | |

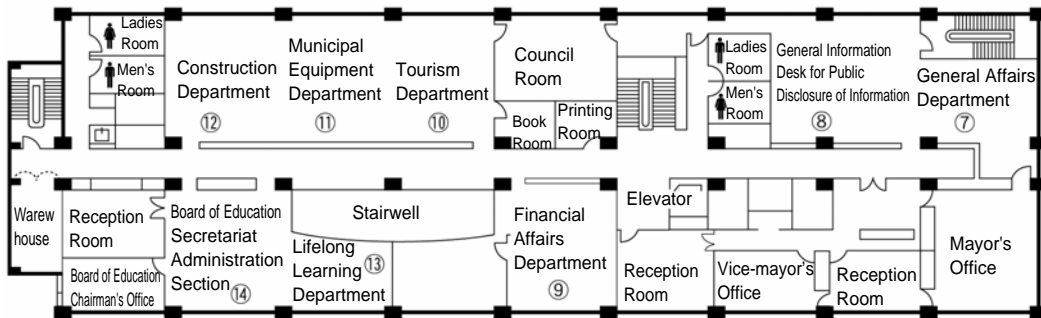


Ikaruga-cho Municipal Government Building Information

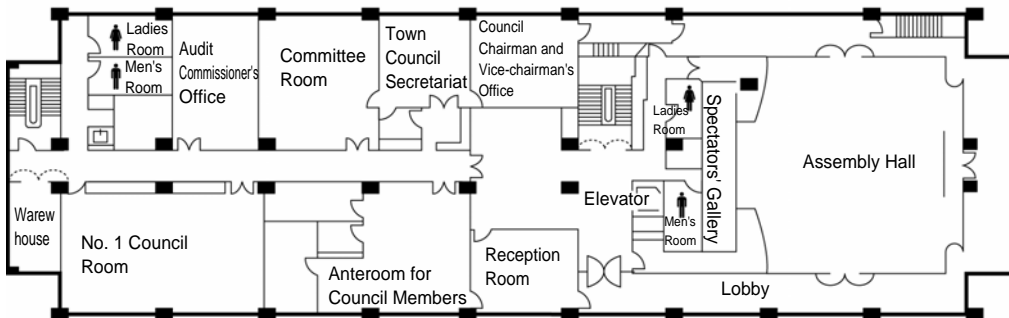
First floor



Second floor



Third floor



Emergency Facilities

Emergency Phone Numbers (Police/Fire Department)

◆To report a crime or traffic accident Police: Tel. 110

◆To report a fire, serious injury, or sudden illness Fire Department: Tel. 119

◆How To Make an Emergency Call

① Relate the details of what has happened.

○When calling the Police:

"There's a burglar in my house!" "Help!" "I want to report an accident."

○When calling the Fire Department:

"I want to report a fire." "I've been injured!" "I want to report a sudden illness."

② Give the location of the emergency.

If the location is your home, report your address; if the location is unknown to you, enlist the help of a bystander. Then give your name.

※ When giving your address, keep in mind that in Japan the town's name is given first, followed by the house number.

○When Calling From a Public Phone

① Lift the receiver and press the red button.

② Dial 110 (for the Police) or 119 (for the Fire Department).

※ No coin is required to make an emergency call on a public phone.

Fire

The causes of fire are everywhere around us: the kitchen, of course, but also electrical appliances, heating equipment, cigarettes, power cords, and so on. Each one of these has to be handled with care and inspected regularly.

◆When a Fire Occurs

① When you spot a fire, no matter how small it is, warn the people around you by yelling "Fire!" and obtain their cooperation.

② Phone the Fire Department (Tel. 119) immediately.

Make sure you can clearly tell the Fire Department your name and address before you call.

◆Evacuating the Premises

Evacuate the premises immediately, without bothering about what you are wearing. Do not go back under any circumstances.

Cover your mouth and nose with a wet handkerchief and maintain a crouching position as you evacuate the premises.

Earthquake and Typhoon

Keep an emergency supply of goods ready at all times to take with you in the case of an earthquake, typhoon, or other disaster.

Move carefully and watch your step during the disaster.

If the disaster is severe and dangerous, go to an evacuation area or safe shelter.

◆In the Case of an Earthquake

Seek shelter under a desk or table; do not rush outside in alarm.

Extinguish any flames that may be burning and turn off the main gas valve.

Make your way to a safe shelter on foot, not by car.

Do not use an elevator.

Get correct information about the disaster from a radio or other reliable media.

◆When a Typhoon Approaches

Keep track of the weather by following weather reports issued by radio, television, or newspaper.

Check your roof, gutters, and storm shutters.

Put away any item that could be turned into a missile by the wind.

Prepare a flashlight, portable radio, and emergency supplies in the case of a power failure.

◆Evacuation Area

The town has schools, public buildings, and other facilities designated as evacuation areas during a disaster (see page 1). Proceed to the nearest evacuation area when a disaster has occurred or there's the danger that it will occur.

Crime

◆If You Are the Victim of a Theft or Burglary

Telephone the Police Department (Tel. 110) or go directly to the Police Department or your local police station or police box.

If your bank account book, ATM card, or credit card has been stolen, inform the bank or credit card company.

Traffic Accident

◆If You Are Involved in a Traffic Accident

Telephone the Police Department (Tel. 110).

※ Call the Police even if the accident is a minor one.

※ If a person has been injured in the accident, telephone the Fire Department (Tel. 119) and call an ambulance.

※ It is vital that the injured person obtain medical attention, even if the injury is a minor one.

◆ **What To Do at the Scene of the Accident**

- ① Make a note of the following information regarding the other person involved in the accident: name, address, telephone number, license number, driver's license number, name of insurance company, insurance card number, etc.
- ② Make a note of the name, address, telephone number, and other information regarding any person who witnessed the accident.

Weekend/Holiday Emergency Clinic

(Mimuro Weekend/Holiday Emergency Clinic; Tel. 0745-74-4100)

In the case of sudden illness occurring on a weekend or holiday, the Mimuro Emergency Clinic offers early-stage emergency care.

○The clinic is open on Sundays, national holidays, and during the New Year's break (December 31 to January 3).

○Consultation hours and services

Morning

9:30 - 11:30 (internal medicine, pediatrics, dentistry)

(The clinic opens at 8:30 AM during the New Year's break from December 31 to January 3.)

Afternoon

12:30 - 4:30 (internal medicine, pediatrics, dentistry)

Evening

5:30 - 8:30 (internal medicine and pediatrics)

※ Be sure to bring your health insurance card and proof of any welfare/medical benefits you are entitled to receive (qualified recipients only). (If you do not show proof of having health insurance, you will have to pay for the medical service yourself.)

Community Life Facilities

Family Register (Births, Deaths, Marriages)

Residents Department (first floor of Municipal Government Building, window No. 1)

◆Registration of Birth

○Notification period: within 14 days after the birth

○What you will need: Proof of birth (birth certificate issued by a doctor or other authority)

Alien Registration Card

Maternity Passbook

○Notifier: father or mother

○Location: place of birth or residence

◆Registration of Death

○Notification period: within 7 days after the death

○What you will need: Proof of death (death certificate issued by a doctor)

Alien Registration Card

○Notifier: next of kin or other family member

※ Turn in the deceased person's Alien Registration Card at the Residents Department window.

※ If a foreigner with a re-entry permit dies en route to Japan, a death certificate issued by an official in the country where the person died and the deceased person's passport must also be submitted.

◆Registration of Marriage (The following documents are required when a person who is not a Japanese citizen gets married in Japan.)

① Certificate of Fulfillment of Marriage Requirements (Attached translation: with translator's name, address and signature)

② Proof of items described in the registration card or passport

③ Marriage certificate (signed by two witnesses, with seals affixed)

◆Issuing Proof of Receipt of Notification

When you need proof that you have registered a birth, death, or marriage, ask to have a receipt issued to you.

Seal Registration and Certificate

Residents Department (first floor of Municipal Government Building, window No. 1)

◆Seal Registration

- Foreigners who are 15 years of age or older and are registered as residents of the town of Ikaruga can have their seal registered.
- When applying for registration, bring the seal you want registered, a driver's license issued by the government administration office, your passport, Alien Registration Card, and other proof of identity that bears your photo.
- You will receive a Seal Registration Card after the registration procedure has been completed. Keep the card in a safe place; you will need it when applying for the issue of a Seal Registration Certificate.

◆Seals That Cannot Be Registered

- A name that is not the name (or a combination of initial and family name) registered on the Alien Registration Card
- The name of a business or trademark
- A name that is likely to lose its shape when used on a rubber seal or other type of stamp
- A name that will fit in an 8mm square or one that will not fit in a 25mm square
- A name that cannot be clearly engraved in the seal

◆If Your Seal Registration Card Becomes Damaged

- Submit an Application for Re-issue of a Seal Registration Card. (If the application is submitted by an agent, he or she must have a power of attorney.)

◆If You Lose Your Seal Registration Card

- Submit a Notification of Destruction of Seal Registration Card. (If the notification is submitted by an agent, he or she must have a power of attorney.)

◆If You Want To Revoke Your Seal Registration

- Apply to have your seal removed from the registry. (You must present your Seal Registration Card at this time.)

◆Seal Registration Certificate (300 yen/copy)

- Submit an Application for Issue of a Seal Registration Certificate for each copy you want. (You must present your Seal Registration Card at this time either in person or by means of an agent.)

National Pension Plan

National Health Insurance/Medical Care Department

(first floor of Municipal Government Building, window No. 2)

The National Pension Plan is a system that secures livelihood for the elderly, the disabled, and the surviving members of families that have lost their main income earner due to death. To be eligible for the National Pension Plan, it is vital that you subscribe when you are twenty and continue to pay your premiums on a regular basis. However, there are special systems and exemptions for students and others who are unable to pay the premiums. (Income limitations apply.)

◆**The following events must be reported to the National Pension Plan service when they occur (preferably within 14 days of their occurrence).**

- When you turn 20 years of age (except subscribers of employees' pension fund and mutual pension fund)
- When you change your address or name (Except subscribers of employees' pension fund and mutual pension fund ... Pension account book is required.)
- When you quit working (Pension account book, severance certificate, etc. are required.)
- If you are the wife of a salaried worker and are no longer supported (Pension account book and notice of insurance cancellation are required.)

National Health Insurance

National Health Insurance/Medical Care Department

(first floor of Municipal Government Building, window No. 2)

National Health Insurance is our country's medical insurance system, and it ensures that its citizens will receive medical treatment when they are sick or injured. The Town of Ikaruga will pay 70% of the medical costs incurred for the medical treatment of a sickness or injury at a medical institution. National Health Insurance applies to all those who do not have health insurance at their workplace or social assistance.

◆**The following events must be reported to the National Health Insurance service when they occur (preferably within 14 days of their occurrence).**

When subscribing to National Health Insurance

- When you move to Ikaruga from another city, town, or village
- When you cancel another health insurance plan

(Health Insurance Withdrawal Certificate is required.)

- When you no longer receive social assistance
(Notice of Discontinuation of Social Assistance is required.)
- When you have a child (Health insurance card and Maternity Passbook are required.)
- When you cancel your National Health Insurance
- When you subscribe to another health insurance plan (National Health Insurance Card and proof of other health insurance are required.)
- When you start to receive social assistance (Health insurance card and Notice of Start of Social Assistance are required.)
- In the case of death (Health insurance card and death certificate are required.)
- ※ Return your health insurance card when you move to another city, town, or village.

Other

- When you become eligible to join the medical care system for retired persons
(Annuity document and insurance certificate are required.)
- When you are no longer eligible for the medical care system for retired persons
(Insurance certificate is required.)
- When your address, head of the household, name or family relationship changes
(Insurance certificate is required.)
- When your insurance certificate is lost or damaged
(Insurance certificate, passport, Alien Registration Card,
or other personal identification is required.)



◆Residents Health Insurance Tax

This tax is applied to the expenses incurred by the residents health insurance operations.
 If you move within or outside the town limits, your residents health insurance must be processed.

◆Payment of Taxes Payment of Taxes (You will be sent a tax notice: Please pay the tax within the payment period indicated.)

| Payment month | | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 1 | 2 | 3 |
|--------------------------------|-----------------|-------------|---|---|---|---|---|----|----|----|---|---|---|
| | | Type of tax | | | | | | | | | | | |
| Residents health insurance tax | Normal payment | | | | ◎ | ◎ | ◎ | ◎ | ◎ | ◎ | ◎ | ◎ | |
| | Special payment | ◎ | | ◎ | | ◎ | | ◎ | | ◎ | | ◎ | |

※The payment deadline is the end of the month (except December, when it is the 25th).

Special payment is deducted from pension payouts.

Pregnancy and Childbirth

◆Maternity Passbook

Health Measure Department (Health Center) [Iki-Iki Plaza Ikaruga: (TEL) 0745-70-0001]
 If you are pregnant, notify the Health Center and have a Maternity Passbook issued to you. The Maternity Passbook is a valuable record of the mother's health, the child's health, and the development up to the time he or she starts elementary school.

◆Lump-Sum Payment for Childbirth and Childcare

National Health Insurance/Medical Care Department

(first floor of Municipal Government Building, window No. 2)

This is a lump-sum payment for childbirth and childcare provided for National Health Insurance subscribers.

Daycare Center, Kindergarten, and School

◆Daycare Center

Welfare Department (first floor of Municipal Government Building, window No. 5)

There are two daycare centers in Ikaruga: Tatsuta Daycare Center and Awa Daycare Center.

Children can be enrolled in these centers if their guardians are not able to look after them because of work, sickness, or other reason. The Awa Daycare Center also provides daycare by the hour.

Children who can be enrolled: newborns and children until they reach school age

Enrollment office: Welfare Department

◆Kindergarten

Board of Education Administration Office (second floor of Municipal Government Building, window No. 14)

There are 3 kindergartens in Ikaruga: Ikaruga Municipal Kindergarten, Ikaruga-Nishi Kindergarten, and Ikaruga-Higashi Kindergarten. Each offers a 3-year preschool education for children from the age of 3.

Applicable age range: 3-year-olds, 4-year-olds, and 5-year-olds

Enrollment office: Board of Education Administration Office

◆Elementary School and Junior High School

Board of Education Administration Office (second floor of Municipal Government Building, window No. 14)

The school year starts in April and finishes in March of the following year. Compulsory education consists of 6 years of elementary school and 3 years of junior high school.

Enrollment (Elementary School and Junior High School)

Children who are 6 years of age as of April 1 will be sent a Notification of Health Examination for School Enrollment around October of the year before they will start school. Taking the notice with you, accompany your child to the designated elementary school and have your child receive a health examination.

In addition, a School Enrollment Notice will be sent in January of the year prior to the year of admission. Be sure to take the notice with you to the school on the day of the entrance ceremony.

Children who will be enrolling in a school other than the Ikaruga Municipal Elementary School or Junior High School should report to the Board of Education Administration Office.

School Transfer (Elementary School and Junior High School)

If you move to Ikaruga from elsewhere or if you change residences in town, complete a Transfer Notification or Change of Residence Notification at the Residents Department, and have it processed at the Board of Education Administration Office.

If you move away from Ikaruga, have your transfer processed at the Board of Education Administration Office.

◆After-school Daycare Room

Welfare Department (first floor of Municipal Government Building, window No. 5)

There is an after-school daycare room in each of the Ikaruga Municipal Elementary School, Ikaruga Nishi Elementary School, and Ikaruga Higashi Elementary School. These are provided to look after children enrolled in a public elementary school whose guardians cannot look after them at home after school because of work, sickness, or other reason.

Enrollment office: Welfare Department

Welfare

◆Child Welfare

Welfare Department (first floor of Municipal Government Building, window No. 5)

Child Allowance

A child allowance is paid to parents until their children complete junior high school.

Child Rearing Allowance

A child rearing allowance is paid to the mother or father (or guardian, if the mother or father is deceased) of children who are fatherless or motherless, or have a father or mother who is disabled, until the child reaches the age of 18 (until March 31 of the year the child turns 18 years of age). (Income limitations apply.)

Special Child Rearing Allowance

This allowance is paid to the parents or guardians of children who have a certain degree of mental or physical disability and are under the age of 20. (Income limitations apply.)

Orphan's Allowance

This allowance is paid to the guardians or surviving parent of a child who has lost both parents or one parent, until the child reaches the age of 18 (until March 31 of the year the child turns 18 years of age).

Short-Term Support for Child Rearing

Childcare facilities are provided for the short-term care of children whose parents or guardians cannot temporarily look after them because of work, sickness, or to attend a ceremonial function.

Aid for Infant and Other Medical Care Expenses

National Health Insurance/Medical Care Department

(First floor of Municipal Government Building, Window No. 2)

This aid is available for infants who are not of school age and elementary and junior high school students. It subsidizes the health insurance treatment copay paid by the individual (excluding meal costs when hospitalized).

Aid for purchasing a bicycle with new safety features that permit two children to be transported

Welfare Department

(first floor of Municipal Government Building, window No. 5)

This aid is available to parents or guardians who purchased a bicycle that meets the safety standards for transporting two children (including child seats and child safety helmets) in the last 6 months. The aid is half of the actual purchase price (Max. 30,000 JPY).

◆Child and Maternal Welfare

National Health Insurance/Medical Care Department

(first floor of Municipal Government Building, window No. 2)

Medical Costs Subsidy for Single Mother

This aid is available to single mothers and their children (until March 31 of the year the child turns 18 years of age) to subsidize the health insurance treatment copay paid by the individual (excluding meal costs when hospitalized). (Income limitations apply.)

◆Welfare for People with Disabilities

Handbook issued by the Welfare Department

(first floor of Municipal Government Building, window No. 5)

People with physical disabilities can apply for the "Handbook for People with Physical Disabilities" and people with mental retardation can apply for the "Curative Care Handbook".

People with mental disabilities can apply for the "Handbook for People with Mental Disabilities".

Medical Costs Subsidy for the Disabled

National Health Insurance/Medical Care Department

(first floor of Municipal Government Building, window No. 2)

This aid is available to holders of the Handbook for People with Physical Disabilities (Nos. 1 - 3) or the Curative Care Handbook. It subsidizes the health insurance treatment copay paid by the individual (excluding meal costs when hospitalized). (Income limitations apply.)

Applications for Welfare Service Payments Subject to the Law to Help the Disabled Become Self-Sustaining

Welfare Department (first floor of Municipal Government Building, window No. 5)

Other Assistance, Benefits and Services

Welfare Department (first floor of Municipal Government Building, window No. 5)

Other assistance includes the provision of welfare annuity for severe mental or physical disabilities, the issuing and repairing of supplementary clothing, the provision of daily necessities, payment of costs incurred in obtaining a driver's license, car repair subsidies, discounts of highway tolls, NHK viewing fee incentives and so on.

Rehabilitation Support

Welfare Department (first floor of Municipal Government Building, window No. 5)

This aid is available to holders of the Handbook for People with Physical Disabilities whose degree of disability can be mitigated or the progression of their disability can be prevented by

operative treatment or kidney dialysis treatment. It subsidizes all or a portion of the health insurance treatment copay paid by the individual.

Partial coverage for hospital visit expenses for mental disorders

Welfare Department (first floor of Municipal Government Building, window No. 5)

This aid is available to persons who are suffering from mental disorders. It subsidizes a part of the medical care costs.

◆Welfare for the Aged

Medical Costs Subsidy for the Aged

National Health Insurance/Medical Care Department

(first floor of Municipal Government Building, window No. 2)

This aid is paid to members of households who are exempt from paying the municipal resident's income tax and are over 65 and under 70 years of age. It subsidizes all or a portion of the health insurance treatment copay paid by the individual (excluding meal costs when hospitalized) minus the portion paid by the individual in accordance with the geriatric medical care (for persons aged 75 or over) program.

Medical Costs Subsidy for the Aged with Severe Mental or Physical Disabilities

National Health Insurance/Medical Care Department

(first floor of Municipal Government Building, window No. 2)

This aid is available for beneficiaries of the geriatric medical care (for persons aged 75 or over) program who have Disability Cards (Classes 1 - 3) or Medical Treatment History Cards. It subsidizes a portion of the geriatric medical care (for persons aged 75 or over) program contribution (excluding meal costs when hospitalized). (Income limitations apply.)

Geriatric medical care (for persons aged 75 or over) program

National Health Insurance/Medical Care Department

(first floor of Municipal Government Building, window No. 2)

People who are 75 years of age or older and people who are 65 years of age or older and have a certain degree of disability are eligible for the geriatric medical care (for persons aged 75 or over) program.

Welfare Services for the Aged

Welfare Department (first floor of Municipal Government Building, window No. 5)

To ensure household support and security for the aged, several services are available. These include "friendly home visits", "light housework support", "lending of emergency call units" and "meals-on-wheels service."

Complimentary Passes and Train/Bus Tickets/Bathhouse tickets for Seniors

Welfare Department (first floor of Municipal Government Building, window No. 5)

Complimentary passes and train/bus tickets/bathhouse tickets are available for people who are 70 years of age and over. Current passes include free admission to Horyuji Temple and free Nara Transit tickets and NC bus tickets (up to 5,500 yen's worth per year) or free admission to the Friendship Center/Iki-iki-no-sato Bathhouse (30 visits per year).

New issuing procedures require a photo (2.5cm wide x 3cm high).

Seniors who already have a bus IC card or bathhouse ticket can exchange their card or ticket for a new one each year (from April to March of the following year). For the exchange, bring your old bus IC card or bathhouse ticket.

◆Long-Term Care Insurance

Welfare Department (first floor of Municipal Government Building, window No. 5)

People who are 65 years of age or older and medical insurance subscribers between the ages of 40 and 65 are contributors to long-term care insurance. (Subscription is compulsory and requires no processing; premiums, however, must be paid.)

To obtain long-term care or support for household activities, submit an Application for Approval of Long-Term Care.

The amount of services received under long-term care insurance vary depending on the degree of care required. The care services to be utilized for those who have been accepted for long-term care will be decided by mutual consultation with a care manager.

When long-term care is received, 10% of the cost of services utilized will remain the responsibility of the individual.

◆Protection of Livelihood

Welfare Department (first floor of Municipal Government Building, window No. 5)

The purpose of this service is to support families who cannot maintain their livelihood because of loss of work or reduced income due to sickness, accident, old age, or other reason, by covering their living, medical, and other expenses so that they are able to get back on their feet as soon as possible.

Principal Taxes

Revenue Department (first floor of Municipal Government Building, window No. 3)

◆Town/Prefectural Residents' Income Tax

All persons who are residents of Ikaruga on January 1 of each year or who have an office, a place of enterprise, etc. in town must pay taxes. Further, all residents of Ikaruga must report their income for the previous calendar year by March 15 of the current year. You do not have to report your income if you have filed an income tax return with the tax office or if your Report of Earnings is sent directly to the Revenue Department by your employer (provided you have no other source of income).

◆Municipal Property Tax, Town Planning Tax

This tax is levied each calendar year on people who own fixed assets (land, house, or depreciable assets) within the town limits of Ikaruga. In addition, people who own property in an area designated for urbanization must pay a town-planning tax.

◆Light Vehicle Tax

This tax is levied each year on April 1 on owners of light motor vehicles, motorcycles, and mopeds. The amount of tax varies depending on the vehicle's engine displacement. If the fixed location of the light vehicle changes because of a move within or outside the town limits, the change must be processed by the Revenue Department.

※ Questions regarding light vehicles should be directed to the Light Motor Vehicle Inspection Organization Nara Office (Tel. 0743-58-3018), questions regarding two-wheeled light vehicles should be directed to the Nara Prefecture Light Vehicles Association (Tel. 0743-58-3700) and questions regarding two-wheeled minicars should be directed to the Kinki Transport Bureau, Nara Transport Office (Tel. 050-5540-2063).

Payment of Taxes (You will be sent a tax notice: Please pay the tax within the payment period indicated.)

| Payment month \ Type of tax | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 1 | 2 | 3 |
|---|---|---|---|---|---|---|----|----|----|---|---|---|
| Town/prefectural residents' income tax | | | ◎ | | ◎ | | ◎ | | | ◎ | | |
| Municipal Property Tax, Town Planning Tax | ◎ | | | ◎ | | | | | ◎ | | ◎ | |
| Light vehicle tax | | ◎ | | | | | | | | | | |

※ The payment deadline is the end of the month (except December, when it is the 25th).

Water Service

Waterworks Department (Tel. 74-1401)

Contact the Waterworks Department to have the water service turned on for the first time or to have it turned off.

To have the water service turned on for the first time

- The valve must be turned on by the Waterworks Department. (Your signature and payment of a service charge of 1600 yen will be required.)

To have the water service turned off

- The water service must be turned off by the Waterworks Department. (Your signature and payment of a service charge of 1100 yen will be required.)

※ If you move away without having the water service turned off, you will be billed the basic rate even if no water is consumed.

If the water service user changes

- The user name change must be processed by the Waterworks Department. (Your signature will be required.)



Vaccination and Health Checkups

Health Measure Department (Health Center)

◆ Vaccination

| | Name of vaccine | Subject age range | Standard age of inoculation | Number of inoculations | Interval between inoculations | Location |
|------------------------|---|--|--|------------------------|--|--|
| Group inoculation | Polio vaccine | over 3 and under 90 months after birth | 3 - 18 months after birth | 2 times | At least 6 weeks apart (spring and autumn) | Health Center |
| Individual inoculation | BCG | under 6 months after birth | 4 - 5 months after birth | 1 time | ————— | Commissioned medical institution Appointment system |
| | Diphtheria, pertussis and tetanus vaccine | First inoculation: over 3 and under 90 months after birth | 3 - 12 months after birth | 3 times | 3 - 8 weeks | |
| | | First additional inoculation: under 90 months | 12 - 18 months after first inoculation | 1 time | At least 6 months after first inoculation | |
| | | Second additional inoculation: 11 - 13 years of age | Sixth grade of elementary school | 1 time | ————— | |
| | Measles and rubella vaccine | First inoculation: over 12 and under 24 months after birth | As soon as possible after the first birthday | 1 time | ————— | |
| | | Second inoculation: Children who are over 5 and under 7 years of age during the period between one year before elementary school commencement day and one day before said commencement day. | Pre-school period | 1 time | ————— | |
| | | Third inoculation: From the first day of the year in which the child turns 13 to the last day of that same year | Seventh grade | 1 time | ————— | |
| | | Fourth inoculation: From the first day of the year in which the child turns 18 to the last day of that same year | Twelfth grade | 1 time | ————— | |
| | Japanese encephalitis vaccine | First inoculation: over 6 and under 90 months after birth | 3 - 4 years of age | 2 times | 1 - 4 weeks | |
| | | First additional inoculation: under 90 months after birth | 4 - 5 years of age | 1 time | At least one year after first inoculation | |
| | | Second additional inoculation: over 9 and under 13 years of age | Fourth grade of elementary school | 1 time | ————— | |
| | Influenza | 65 years of age or older (or those who are 60 - 64 years of age if they have a heart, kidney, respiratory or other functional impairment and are deemed to require inoculation by a physician) | ————— | 1 time | ————— | |

- ※ For individual inoculation, make an appointment with the medical institution by telephone.
- ※ Group inoculation dates are announced in the Ikaruga Community Bulletin.
- ※ Vaccinations are not provided if postponed or suspended by the government.

◆Subsidy for Vaccination

| Type of vaccination | Subject age range | Number of inoculations subsidized | Amount of subsidy |
|------------------------------------|--|-----------------------------------|--|
| Pneumococcal vaccine for children | over 2 and under 7 months after birth | 4 times | All vaccination costs are subsidized when the vaccination is given in a designated medical office. |
| | over 7 and under 12 months after birth | 3 times | |
| | over 12 and under 24 months after birth | 2 times | |
| | over 24 and under 60 months after birth | 1 time | |
| Haemophilus influenza type b (Hib) | over 2 and under 7 months after birth | 4 times | |
| | over 7 and under 12 months after birth | 3 times | |
| | over 12 and under 60 months after birth | 1 time | |
| Carvical cancer vaccine | Junior high school student (girls) (between 12 and 15 years of age) | 3 times | |
| Pneumococcal vaccine for aged | 70 years of age or older on the day of inoculation | 1 time in his/her lifetime | A portion of the vaccine cost is subsidized (Max. 3,000 JPY). A grant application and request should be submitted to the Health Center within 3 months after the vaccine is given in a medical office. |

◆ Medical Checkups and Consultation for Children

| | | Subject age range | Contents | Information |
|----------------------------------|---------------------------------|-------------------------------|--|---|
| Visit | | Pregnant women and infants | Consultation regarding child care, etc. | Available on an as-needed basis |
| Infant health checkup | | 3 - 4 months 9 - 10 months | Examination, body measurements, health care consultation, etc. | Checkup will take place at the designated medical office. |
| Infant health consultation | | Pre-school toddlers | Body measurements, child care consultation, nutrition consultation, etc. | Dates are announced in the Ikaruga Community Bulletin |
| Health checkup for 18-month-olds | Medical checkup, | 1 year and 6, 7 months | Examination, body measurements, health care consultation, etc. | Parents of subject children are notified individually. |
| 30-month dental checkup | Dental checkup | 2 years and 6, 7 months | Examination, health care instructions, etc. | Parents of subject children are notified individually. |
| 3-year-old health checkup | Medical checkup, Dental checkup | 3 years and 7, 8 months | Examination, body measurements, urine test, health care consultation, etc. | Parents of subject children are notified individually. |
| Psychological consultation | | Pre-school toddlers | Developmental tests, child care consultation, etc. | Arranged upon request |

※ Be sure to bring your Maternity Passbook and a bath towel to the infant health consultation.

◆ Medical Checkups for Adults

| Name of checkup | Subject age range | Contents | Location | How to receive checkup |
|-----------------------------|---|---|----------------------------------|--|
| Hepatitis virus check | Persons who will turn 40 this year | HBs antigen inspection HCV antibody inspection | Commissioned medical institution | Go directly to any commissioned medical institution with your Health Card and health insurance card. |
| Prostate cancer checkup | 55 years old and up (men) | Blood test | Commissioned medical institution | Go directly to any commissioned medical institution with your Health Card and health insurance card. |
| Stomach cancer checkup | 35 years old and up | X-ray | Health Center | Apply to Health Center beforehand. |
| Uterine cancer checkup | 20 years old and up (women) * Once every 2 years | Internal examination, cytological examination | Health Center | Apply to Health Center beforehand. |
| | | | Commissioned medical institution | Go to the commissioned medical institution with your medical appointment card (issued by the Health Center). |
| Breast cancer checkup | 40 years old and up (women) * Once every 2 years | Clinical examination and mammography | Health Center | Apply to Health Center beforehand. |
| | | | Commissioned medical institution | Go to the commissioned medical institution with your medical appointment card (issued by the Health Center). |
| Tuberculosis checkup | 65 years old and up | X-ray | Health Center | Apply to Health Center beforehand. (Sputum sample container expenses should be paid by patients.) |
| Lung cancer checkup | 40 years old and up | | | |
| Colon cancer checkup | 35 years old and up | Stool culture blood test | Health Center | Sample containers will be distributed (at the patients' expense). |
| Bone density measurement | 20 years old and up | Bone density measurement | Health Center | Dates announced in Ikaruga Community Bulletin (appointment required). |
| Periodontal disease checkup | 40 years old and up | Doctor's questions, state of periodontal tissue | Commissioned medical institution | Go to the commissioned medical institution with your medical appointment card (issued by the Health Center). |

| | | |
|----------------|--------------------------|---|
| Health checkup | 40 years of age or older | Qualified health care entities provide adults age 40 or older with health checkups from FY 2008. Adults who are 40 - 74 years of age may receive special health checkups and health care instructions provided by qualified health care providers. People who are 75 years of age or older may receive health checkups provided by the wide-area special elderly medical care associations. |
|----------------|--------------------------|---|

※ Medical checkups conducted at the Health Center can be applied for by telephone (Tel. 70-0001).

※ A Health Card must be presented at all medical checkups. (A Health Card can be obtained from the Health Center.)

◆ Medical Checkup Subsidy

This subsidy is for people who are 40 years old and up, and it pays a portion of the expenses incurred in taking a complete physical examination (National Health Insurance subscribers) and a brain disease examination.

For details of a complete physical examination, contact the National Health Insurance/Medical Care Department (Tel. 74-1001 ext. 114), and for details of a brain disease examination, contact the Iki-iki Plaza Ikaruga (Tel. 70-0001).






Separating Garbage and Putting It Out for Collection


Environmental Protection Department (first floor of Municipal Government Building, window No. 6)

To cut down on the amount of garbage and promote recycling, the town of Ikaruga uses a system that separates and collects garbage according to classification of wastes.

Waste processing fees are levied to process some types of garbage.





◆Garbage

| | | | |
|--------------------------------------|--|---|--|
| Classification | 1) Burnable garbage  | 2) Plant and grass clippings  | 3) Nonburnable garbage  |
| Garbage contents | Kitchen wastes Paper Wood Grass and plants | Waste wood Fallen leaves Grass | Metal Ceramic ware Glass Leather, rubber, cloth |
| Before putting out the garbage | Remove moisture from raw kitchen wastes. Remove human wastes from paper diapers. Grass and plants should be in a dried state and with all soil thoroughly removed. | Remove dirt from clippings and dry clippings. | Cutting tools, replacement blades, glass, and other sharp items should be wrapped in thick paper. Wrap light bulbs in paper. |
| Putting out the garbage | Put burnable wastes in the bags specially designated by the municipal authority, and write your name on the bags. Be sure to tie the bags closed securely. Put out the bags in their designated place by 8:00 AM on the burnable garbage collection day. | Place clippings in the bags specially designated by the municipal authority, and write your name on the bags. Be sure to tie the bags closed securely. Put out the bags in their designated place by 8:00 AM on the plant and grass clippings collection day. | Put nonburnable wastes in the bags specially designated by the municipal authority, and write your name on the bags. Be sure to tie the bags closed securely. Put out the bags in their designated place by 8:00 AM on the nonburnable garbage collection day. |
| Number of times garbage is collected | Twice a week | Twice a month | Once a month |
| Fees | Large bag: 45 yen Medium bag: 30 yen Small bag: 20 yen | Large bag: 20 yen | Large bag: 65 yen Medium bag: 40 yen |

| | |
|--------------------------------------|--|
| Classification | 4) Hazardous garbage  |
| Garbage contents | Fluorescent light tubes, medical thermometers, thermometers, gas cartridges, hair spray and other spray cans, batteries. |
| Before putting out the garbage | Gas cartridges and spray cans may explode. Be sure to puncture the containers and release the contained gas before discarding them. Fluorescent light tubes, medical thermometers, and thermometers should be wrapped in paper and discarded without breaking them. |
| Putting out the garbage | Put garbage in commercially sold, transparent or semi-transparent plastic bags. Be sure to tie the bags closed securely. Put out the bags in their designated place by 8:00 AM on the harmful garbage collection day. |
| Number of times garbage is collected | 4 times a year |
| Fees | Free |

| | Classification | Type | Fee | Collection |
|---------------------|------------------|---|---------|---|
| 5) Large garbage | Classification 1 | Electric, gas, and oil appliances; metals | 650 yen | <ul style="list-style-type: none"> * Arrange for large garbage pickup at your door by phone. ○When to call * 8:30 AM - 5:00 PM Monday to Friday (except holidays) ○Large garbage pickup times * 8:30 AM - 3:00 PM Monday to Friday (except holidays) and second Saturday and fourth Sunday of each month ○Conditions * No more than 3 items can be picked up at one time. * Pickup must be arranged no later than the day before the desired pickup day. * Confirm how the large garbage is to be put out when making the pickup arrangements by phone. ○Phone and Fax (Ikaruga-cho Large Garbage Disposal Reservation Office): 75-3663 |
| | Classification 2 | Furniture, beds, and other wooden items | 600 yen | |
| | Classification 3 | Classification 2 items that are 150cm or longer on any side | 800 yen | |
| | Classification 4 | Other large garbage | 500 yen | |

◆ **Recyclable Wastes**

| | | | |
|---|--|--|---|
| <p>Classification</p> | <p>6) Other plastic items</p>  | <p>7) Bottles and cans</p>  | <p>8) PET (plastic) bottles</p>  |
| <p>Garbage contents</p> | <p>Kitchen wastes (empty food containers, etc.) Plastic items</p> | <p>Soft drink cans, condiment bottles, pill bottles, and other bottles and cans</p> | <p>Plastic soft drink bottles, plastic alcoholic drink bottles, plastic condiment bottles</p> |
| <p>Before putting out the garbage</p> | <p>Wash or wipe off any dirt. If the dirt cannot be removed, put the item in a small plastic bag, securely tie the bag closed, and put it in the bag specially designated by the municipal authority.</p> | <p>Remove caps from bottles. Both bottles and cans should have leftover liquids and foreign substances removed and their interiors rinsed with water. Cracked bottles (fragments or smashed pieces) cannot be recycled; discard them as nonburnable garbage.</p> | <p>Make sure bottles have a "PET 1" designation. Peel off labels and remove caps, and rinse the interiors with water and allow them to dry. Crush the bottles.</p>  |
| <p>Putting out the garbage</p> | <p>Put the wastes (other plastic items) into the raw material bags specially designated by the municipal authority, and write your name on the bags. Put out the bags in their designated place by 8:00 AM on the collection day for other plastic items.</p> | <p>Put bottles and cans in the bags specially designated by the municipal authority, and write your name on the bags. Put out the bags in their designated place by 8:00 AM on the bottles and cans collection day.</p> | <p>Put PET bottles in the bags specially designated by the municipal authority, and write your name on the bags. Put out the bags in their designated place by 8:00 AM on the PET bottles collection day.</p> |
| <p>Number of times garbage is collected</p> | <p>Once a week</p> | <p>Twice a month</p> | <p>Twice a month</p> |
| <p>Fees</p> | <p>Free</p> | <p>Free</p> | <p>Free</p> |

◆Special Household Appliances

| | Type | Disposal Method | Fees |
|-----|---|---|---|
| 9) | Special household appliances Air conditioner, TV (cathode-ray tube, plasma, LCD), refrigerator and freezer, washing machine, clothes dryer | Take appliance to the shop where it was originally purchased or to a shop where it can be exchanged for a new one. * If you do not know where to take the appliance, go to your nearest post office and pay the recycling fee, and then take the appliance to a designated recycling depot. (If you are unable to carry the appliance, you can arrange for the town's garbage collectors to pick it up for a fee.) | * Recycling fee Varies depending on the manufacturer and type of appliance * Pickup fee Varies depending on the retail outlet. (Municipal pickup fee is ¥3,000.) |
| 10) | Personal computers Desktop, laptop, monitor (cathode-ray tube, LCD) | Apply to manufacturer for recovery of device and make pickup arrangements at your nearest post office. | Recovery/recycling fee ¥3,000 - ¥5,000 per device. * Fee is not applied to computers that bear a "PC" mark. |
| 11) | Paper and cloth (newspapers, magazines, cardboard, cloth, aluminum cans) | Put these items out for collection by community children's groups, neighborhood associations, and the like. * Contact a community representative or the municipal office for collection dates and other information. | Free |
| 12) | Food trays and used cooking oil | Take these items to the designated recovery depot (supermarket, public facility, and so on). | Free |

Garbage bags for disposable diapers (up to 60 bags per year) are delivered at no charge from April 1, 2011.

Eligible persons should submit an application to the Environmental Protection Department. The department will deliver the special garbage bags. (A letter of attorney is required if your attorney submits the application.)

Who is eligible

Persons who live in the town of Ikaruga, are at home, require diapers on a regular basis and meet any of the following conditions.

- (1) Infants 3 years of age and younger
- (2) Persons who require nursing care
- (3) Persons who are issued family nursing care products (disposable diapers) as per Ikaruga-cho Family Nursing Support Implementation Guidelines
- (4) Persons who are issued household materials (disposable diapers) as per Ikaruga-cho Household Support Implementation Guidelines

- ※ The garbage bags for disposable diapers should be put out in the same place as the burnable garbage on the burnable garbage collection day.
- ※ The bags for burnable garbage can also be used for depositing of paper diapers.

Consultation Services

| Contents of consultation | Days available | Hours | Location | Apply to |
|---|---|--|--|---|
| Free legal consultation | 2nd, 3rd and 4th Tuesday each month | 13:00 – 16:00 | First floor of Municipal Government Building, No. 2 Council Room | Residents Department Tel. 74-1001 (extension 163) |
| Human rights consultation | 2nd Wednesday of each month | 13:00 – 16:00 | First floor of Municipal Government Building, No. 3 Council Room | No application required |
| Government administration consultation | First Tuesday of each month | 13:00 – 16:00 | First floor of Municipal Government Building, No. 3 Council Room | No application required |
| Troubled youth consultation | Every Tuesday, Friday, and Saturday | 9:00 – 16:00 | Central Community Center Conference Room | Telephone before coming (Tel. 74-0077). |
| Consumer affairs consultation | Every Thursday | 13:00 – 16:00 | First floor of Municipal Building, No. 3 Council Room | No application required |
| | Fourth Thursday of each month | 9:00 – 12:00, 13:00 – 16:00 | | |
| Counseling for mother and child | Phone consultation available full-time [Monday - Friday (except holidays) 8:30 - 17:30] | | | Welfare section Tel.: 74-1001 (extension 125) |
| Parental care consultation with clinical psychologist | 2nd and Fourth Wednesday of each month | 9:00 – 16:00 | Iki-Iki Plaza Ikaruga (Parental Care Consultation Room) | Welfare section Tel.: 74-1001 (extension 125) |
| Counseling for women | Second Friday of each month | 9:30 – 12:30 | Council room in the Municipal Building | Reservation Tel.: 75-9269 Saturdays, Sundays, and holidays excluded. 8:30 - 17:30 |
| | Fourth Friday of each month | 13:00 – 16:00 | | |
| Free consultation on home improvement | Every third Saturday of the month | 13:00 – 16:00 | Central Community Center | Ikaruga branch of Zennara Kenchiku Tel.: 74-1218 |
| Health consultation (by telephone) | Monday to Friday | 8:30 – 17:00 | Consultation by telephone | Health Center (Tel. 70-0001) |
| Childcare consultation | Monday to Saturday | Monday to Friday: 9:00 – 17:00 Saturday: 9:00 – 12:00 | Awa Daycare Center Tatsuta Daycare Center | Awa Daycare Center Tel. 74-1654 Tatsuta Daycare Center Tel. 74-2203 |

◆Information Counter of Nara/Silk Road Commemorative Fair and Cultural Exchange Foundation

This foundation offers clinics and counseling on various aspects of life in Japan.

Location

Nara International House, 1 Floor

102 Takabatake-cho, Nara (Tel. 0742-27-2436)

Business Hours (9:00 AM - 5:00 PM)

English: Tuesday to Saturday

Chinese: Thursday and Friday

Portuguese: Tuesday and Saturday

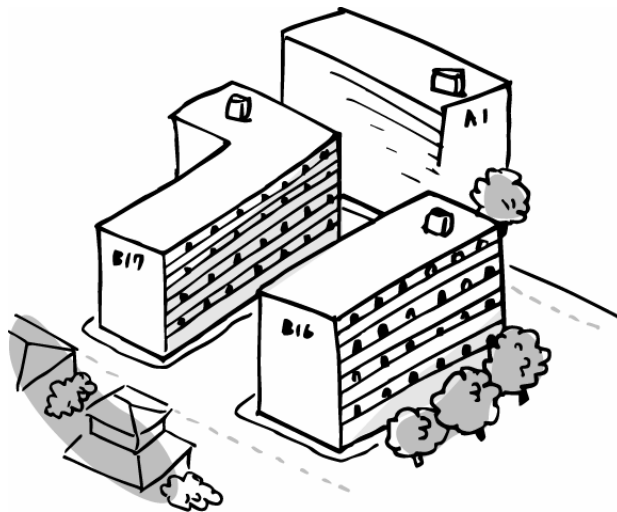
* Closed on Sunday, Monday, national holidays and during the New Year holiday season.

Municipal Housing

Construction Department (second floor of Municipal Government Building, window No. 12)

When an apartment is vacant and available, it will be advertised in the Ikaruga Community Bulletin and other community papers.

To become a municipal housing tenant, you must meet income, family structure, and other qualifications. When the number of applicants for municipal housing exceeds the number of available units, tenants will be chosen by selection or by a public drawing of lots.



Registration of Foreigners

Residents Department (first floor of Municipal Government Building, window No. 1)

Foreigners who plan to stay in Japan longer than 90 days must register at the "Foreigners Registration" window in the municipal government of the city, town, or village they are staying in. In addition, any changes that arise in the information given at the time of registration must be reported. The Alien Registration Card that is issued to foreigners is a proof of residency and personal identification for foreigners resident in Japan.

◆Applying for New Registration

Application Period

- (1) Within 90 days from your date of arrival in Japan
- (2) Within 60 days from the day you became a foreigner in Japan or took up residency in Japan because of birth or other reason

Application Documents

- (1) Alien Registration Application Form
- (2) Passport (applies only to foreigners carrying a passport)
- (3) Two photos (except for foreigners under the age of 16)

※ Foreigners who leave the country within the application period do not have to apply for a registration card.

※ Once you have completed the registration procedure, you will be issued an Alien Registration Card within the period stipulated in the Designation of Scheduled Issue of Alien Registration Card.

※ Foreigners (except those under the age of 16) must carry their Alien Registration Card at all times.

◆Registering a Change of Residence

Application Period

Within 14 days from the day you move into your new residence

Application Documents

- (1) Change of Residence Application Form/Family Information Registration Application Form
- (2) Alien Registration Card

Municipal Authority That Processes Application

Municipal government of city, town, or village where your new residence is located (no processing required by municipal authority of your previous residence)

◆Registering a Change of Name, Nationality, Occupation, Residency Qualification, Residency Period, or Place of Employment

Application Period

Within 14 days from the day the change occurs (Foreigners with permanent resident or special permanent resident status do not have to register a change in occupation or place of employment).

Application Documents

- (1) Registration Change Application Form/Family Information Registration Application Form
- (2) Alien Registration Card
- (3) Document showing proof of change

◆ **Registering a Change in Address or Residence in the Country of Your Nationality; Passport Number; Date of Issue of Passport; Name of Head of Household; Relationship Between You and Head of Household; Members Who Make Up the Household (if applicant is head of household); and Mother, Father, or Spouse in Japan**

Application Period

Any time after the change occurs, when you have to apply to register another change

Application Documents

- (1) Registration Change Application Form/Family Information Registration Application Form
- (2) Alien Registration Card
- (3) Document showing proof of change

◆ **Applying for Issue of Replacement Card**

Reasons for Applying for Issue of Replacement Card

- (1) The Alien Registration Card is visibly damaged or stained.
- (2) All blanks in the Alien Registration Card are filled and there is no room to add information.
- (3) A change of name or nationality has been registered.
- (4) The name, date of birth, sex, or nationality entered on the Alien Registration Card has been corrected.

Application Documents

- (1) Application for Issue of an Alien Registration Card
- (2) Passport (applies only to foreigners carrying a passport)
- (3) Two photos (except for foreigners under the age of 16)
- (4) Alien Registration Card

◆ **Applying for Re-issue of Alien Registration Card** (if you know your card has been lost, stolen, or destroyed or if you entered Japan with a re-entry permit or refugee status without an Alien Registration Card for a reason other than that it was stolen or destroyed)

Application Period

Within 14 days after you notice your card is missing or from the day you enter the country without a card for a reason other than that it was stolen or destroyed

Application Documents

- (1) Application for Issue of an Alien Registration Card
- (2) Passport (applies only to foreigners carrying a passport)
- (3) Two photos (except for foreigners under the age of 16)
- (4) Statement of reason for not having an Alien Registration Card (in the case of loss, description of events leading up to loss) and, if required, proof of theft or destruction of card (police report, fire department report, etc.)

※ If your card has been stolen or if you lose it outside your home, report the loss immediately to the police.

◆Applying for Confirmation (of Issue of Replacement Card)

Application Period

- (1) Non-permanent residents 16 years old and up (except those in item 3 below): within 30 days from the 5th anniversary of their birthday
- (2) Permanent residents and special permanent residents 16 years old and up (except those in item 3 below): within 30 days from the 7th anniversary of their birthday
- (3) Designated residents who stay for at least one year and no more than 5 years: within 30 days from a designated day
- (4) Foreigners under the age of 16: within 30 days from their 16th birthday

Application Documents

- (1) Application for Confirmation of Registration
- (2) Passport (applies only to foreigners carrying a passport)
- (3) Two photos (except for foreigners under the age of 16)
- (4) Alien Registration Card

◆Returning Your Alien Registration Card (Please hand in your Alien Registration Card in the following cases.)

- (1) When you leave Japan
Give your card to the immigration officer at the port of embarkation when you leave Japan (except if you are leaving with a re-entry permit).
- (2) In the case of death
The Alien Registration Card of the deceased should be handed in by an agent to the municipal government of the city, town, or village where the deceased resided or where

he or she died, within 14 days from the date of death.

(3) If you acquire Japanese nationality

Return your card to the municipal authority within 14 days of acquiring Japanese nationality.

◆ **Becoming a Naturalized Citizen or Acquiring Japanese Nationality**

For information, contact the Nara Regional Legal Affairs Bureau.

Address of Nara Regional Legal Affairs Bureau:

522 Takabatake-cho, Nara (Tel. 0742-23-5534)

◆ **Re-entry Permit**

If you acquire a re-entry permit before you leave Japan, you can leave the country with only an Alien Registration Card. A re-entry permit can be obtained at the Immigration Bureau.

If you leave Japan without a re-entry permit, you must hand in your Alien Registration Card at the immigration office in the port of embarkation when you leave the country. Consequently, if you return to Japan, you must apply for a new Alien Registration Card if you are planning to stay longer than 90 days.

Re-entry Permit Application Window

• Osaka Immigration Bureau

1-29-53 Nanko-kita, Suminoe-ku, Osaka

(Tel. 06-4703-2100)

• Osaka Immigration Bureau Nara Branch

(Nara No. 2 Legal Affairs General Government Building) 3-4-1 Higashikidera-cho, Nara

(Tel. 0742-23-6501)

※ Business hours: Monday to Friday, 9:00 AM to 4:00 PM (except national holidays and New Year's break, but offices are closed from 12:00 PM to 1:00 PM)

Ikaruga-cho Municipal Government
3-7-12 Horyuji-nishi, Ikaruga-cho, Ikoma-gun, Nara Prefecture
Tel. 0745-74-1001 Fax 0745-74-1011
Homepage: <http://www.town.ikaruga.nara.jp>