

Seals / Registering a seal

Seals

In Japan, when filling in an application form at a public office, receiving important (registered) mail, or receiving home-delivery parcels, etc., a seal is used in the same way as a signature is used in other countries. For such purposes, usually a small general-purpose seal (mitome in) is used.

Official Seal (jitsu in) and Seal Registration Certificate (Inkan Toroku Shomei Sho)

The seal that is registered at the city, ward, town or village is referred to as a jitsu-in (official seal).

The seal to be used as one's official seal, is usually a little larger in order to prevent it from being forged. A person should register a seal of their real name, the name one commonly uses, or furigana in katakana, which are registered on the residence certificate.

Registration of the seal is made at a city, ward, town or village office.

In Nishinomiya City it is:

Nishinomiya City Hall, Civic Affairs Division 0798-35-3108

(Nishinomiya Shiyakusho, Shimin-ka)

each Branch Offices, Civic Service Centers, or ACTA Nishinomiya Civic Service Station (Not open on Sat, Sun and holidays)

The document certifying the official nature of one's seal is called an Inkan Toroku Shomei Sho (Seal Registration Certificate).

When using one's official seal, the Seal Certificate is often used as proof of the official nature of the seal.

In Japan, when buying land, a house, a car, etc., or when important contracts are involved, an official seal and seal registration certificate are required.

Registering a seal

Seal registration is a very important system that protects one's property and rights.

(1) Who can register a seal:

A person over 15 years old who is recorded in the Basic Resident Register can register a seal.

(2) How to register a seal:

If the owner of the seal making the application brings the seal and the Resident Card (Zairyu Card) or other equivalent document (One of either the Resident Card (Zairyu Card), Special Permanent Resident Certificate (Tokubetsu Eijusha Shoumeisho) or passport) to the public office, registration can be completed that day.

An application by proxy is also possible.

Inkan toroku card (Seal Registration Card)

When you register a seal, a Seal Registration Card (Inkan Toroku Card) is issued. If the owner or a proxy presents this card to an official at the desk of a city, ward, town or village office and makes an application, they can obtain a copy of the Seal Certificate (Inkan Shomei Sho).

Note The authorities responsible for applications, procedures, services and the naming of these may vary. For details, ask a person who understands Japanese to enquire for you.