

## Handling of Certificate of Alien Registration (those filed and issued by July 8, 2012)

### What is the Certificate of Alien Registration?

The Certificate of Alien Registration is a card that was made based on the alien registration system and abolished on July 9, 2012. It can be continuously used for a certain period of time after July 9, 2012.

### Expiration date of Certificate of Alien Registration

The Certificate of Alien Registration you currently have can be used until the date of your 16<sup>th</sup> birthday. Apply for the issuance of a new card (Special Permanent Resident Certificate) by that date. If you are over 16<sup>th</sup> years old, your term has expired already so please apply for the new card (Special Permanent Resident Certificate) immediately.

### Required documents

You need to prepare the following three documents to change your Certificate of Alien Registration to a new card.

- (i) Certificate of Alien Registration
- (ii) Passport
- (iii) 1 photograph (4 cm X 3 cm, taken within the past three months)

### Application by proxy

Basically, you need to file an application personally. However, you can also appoint a family member aged 16 and over who belongs to the same household to apply as proxy. In that case, identification (e.g. driver's license, passport) of the proxy is also required.

- If you cannot file an application in any cases other than above, contact the Main Office of the Nishinomiya City Hall or your nearest branch.
- None of the above procedures can be performed at ACTA Nishinomiya Civic Service Station or Civic Service Center.

### Enquiries

Nishinomiya City Hall, Civic Affairs Division (Nishinomiya Shiyakusho, Shimin-ka)	0798-35-3104
Naruo Branch Office: 3-5-14 Naruo-cho	0798-47-0101
Kawaragi Branch Office: 8-1 Kawarabayashi-cho	0798-67-5132
Koto Branch Office: Apri Koto 3rd Floor, Kotoen 3-2-29	0798-51-2681
Shiose Branch Office: Shiose Center 1st Floor, 1 Najioshinmachi	0797-61-0521
Yamaguchi Branch Office: Yamaguchi Center 1st Floor, 4-1-8 Shimoyamaguchi, Yamaguchi-cho,	078-904-0395