

Seal (Inkan) Registration

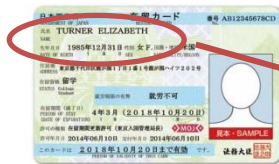
A seal and seal registration certificate are necessary in Japan for official contracts or when a large amount of money is involved such as purchasing a car or a house.

Seal registration is limited to one seal per person over 15 years old who are registered as a Hakuba resident. Please refer to the examples of appropriate seals for registration and the required items shown below.

◎Appropriate Seals for Registration

- ① Diameter larger than 8mm and smaller than 25mm
- ② No worn areas or chips
- ③ Made out of materials that are not easily deformed
(rubber seals and self-inking seals cannot be registered)
- ④ Contains your first name or given name as registered in your residence record

Please see Ms. Elizabeth Turner's case as an example.



Name on Residence Card	Phonetically equivalent Katakana	Name in Kanji
Turner Elizabeth	ターナー・エリザベス (Phonetically equivalent Japanese will be registered when you register the address)	<u>Not included</u> in Residence Card or residence record

Examples of seals which can be used by Ms. Elizabeth Turner

Appropriate Seals	Inappropriate Seals
<p>I. First name in Katakana</p> <p>II. Given name in Katakana</p> <p>III. First name in English</p> <p>IV. Part of given name in English</p>	<p>I. Mixed with English and Katakana</p> <p>II. Nick name which is not in the record</p> <p>III. Phonetically equivalent Kanji which is not in the record</p> <p>IV. Unregistered surname or alias</p>

※If you are not sure of the appropriate name you may use for a seal, please consult Resident Division of Hakuba Village Office before ordering a seal.

◎Required Items for seal registration

◆ Registering in person





- ◆ Photo Identification
such as Residence Card · Driving licence · Individual Number Card · Passport, etc.
- ◆ Your Name Seal

If you cannot come in person for the registration, you may send an attorney instead.

However, the procedures will take at least a few days to complete.

Please consult Resident Division for more details.

◇ Registration Fee

First time registration	Re-registration		
	Have moved out of Hakuba and return	Loss of registration card or the seal itself	Change of seal
			
FREE of charge	¥ 500 per registration		