

# 各種証明書を郵送で取り寄せる方法 (英語) How to request tax-related certificates by post

1月1日現在、遠方の市町村役場に住居していた場合は、市町村によって郵便で各種の証明書を請求して取り寄せることができます。事前に直接各市町村役場の税務課にお問い合わせください。全国の市町村住所録が豊田市役所南庁舎の市政情報コーナーにあります。

Some municipal offices accept tax-related certificate request by post. Fill out the application form on the right and sent it, along with the items below, to the municipal office where you were registered as of January 1<sup>st</sup> of the year in question. Inquire at the Tax Division of that municipal office to find out exactly what papers you need and much it will cost. If you do not know the mailing address, a list of municipal offices is available at the Information Counter in the City Hall South Bldg.

### 手数料 Fees

各市町村役場にて、証明書の発行手数料が異なりますので、事前に直接お問い合わせください。なお、郵便での取り寄せの際「定額小為替」を使用してください。

Fees for the certificate vary according to each municipal office. Find out beforehand how much the document will cost. Fees must be paid by postal money order (TEIGAKU KOGAWASE) which can be purchased at post offices. Please do not send cash.

### 返信用封筒 Self-addressed stamped envelope (S.A.S.E.)

あなたの住所、氏名を記入し、切手を貼り同封してください。

Enclose a S.A.S.E to receive the certificate back and don't forget to affix enough stamp to cover the postage cost to prevent a delay in delivery.

### 交付期間 Time required for the delivery of the certificate

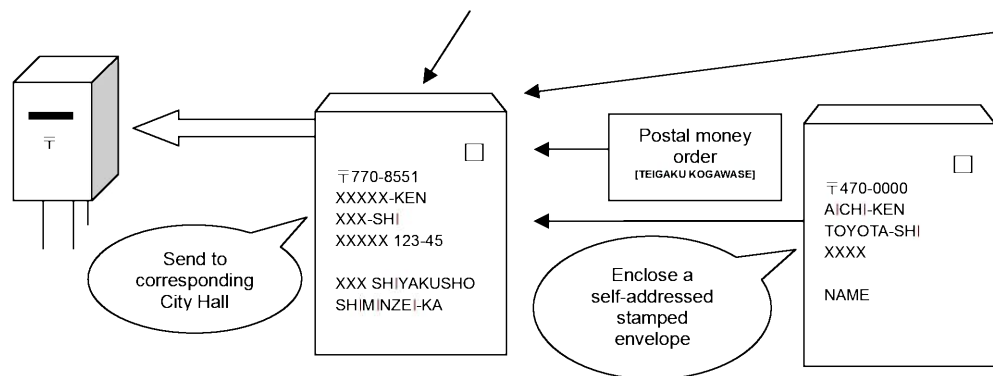
市町村によって、1週間以上かかる場合があります。

In average, it takes around 7-business day. Depending on the municipal office, it may take more time.

### 備考 Important remarks

在留カードの両面のコピーを添付してください。

Please include a copy of your Resident Card (zairyu card · front and back).



## Tax-related certificates - Application form (by post)

市町村長 税証明交付申請書 (郵送用)

Zei Shomei Kofu Shinseisho

申請者 Applicant	
前の住所 Previous address	
現住所 Present address	〒  Telephone:
氏名 Full name	Signature or personal seal
生年月日 Date of birth	Year: _____ 年 Month: _____ 月 Day: _____ 日
必要な証明書 Required document	<input type="checkbox"/> 納税証明書 (Certificate of Payment of Municipal Taxes) 証明必要年度 (Fiscal Year) _____ 年度 <input type="checkbox"/> 所得証明書 (Income certificate issued by the City Hall) 証明必要年度 (Fiscal Year) _____ 年度
使用目的 Purpose	
↓ Write down the number of copies and check with an ✓ the purpose of the certificate	
枚数 QT	<input type="checkbox"/> 融資 for loan <input type="checkbox"/> 融資保証人 to be guarantor of a loan <input type="checkbox"/> 扶養・健康保険 to prove financial dependency/for Public Health Insurance <input type="checkbox"/> 児童・母子手当 to apply for children or single mother allowance <input type="checkbox"/> 保育園入園 to apply for nursery schools <input type="checkbox"/> 福祉医療・施設 for medical and welfare facilities subsidies ( ) <input type="checkbox"/> 公立高校・大学 for public high school or university <input type="checkbox"/> 幼稚園入園 for application for kindergartens <input type="checkbox"/> 私立高校授業料・入学金等 for tuition fees of private high schools or enrollment fee (生徒名 Student' s name _____ ) <input type="checkbox"/> 公営住宅入居 for public housing (municipal, provincial or national housing) <input type="checkbox"/> 年金手続き for national pension procedures <input type="checkbox"/> 入国管理局 to submit to the Immigration department (VISA renewal, guarantor, etc.) <input type="checkbox"/> その他 other purposes (justify) ( )