

## Procedures To Take When The Applicant Is Unable To Come Pick Up The Card

A representative may be entrusted to receive the Individual Number Card on behalf of the applicant only when it is difficult for the applicant to come to the city office due to unavoidable reasons listed below such as illness or physical disability.

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| What may be deemed as an unavoidable reason | <ul style="list-style-type: none"> <li>● Illness, physical disability, etc.</li> <li>● The applicant is a preschooler</li> <li>● Long-term business trips (in foreign countries or domestically)</li> <li>● Refraining from going out to prevent the spread of Covid-19<br/>(This action will be accepted as an immediate emergency measure)</li> </ul> |
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### Must-brings (Check when complete)

(Attention) The documents mentioned below must be resented in the original (Copies are not accepted)

- Inquiry & Notice of My Number Card and Digital Certificate Issuance  
(Note) Please fill in the Response Form
- Applicant's identity verification documents
- Representative's identity verification documents
- Document to prove proxy rights
- Applicant's Notification Card or Individual Number Notice (Only if the applicant has it)
- Applicant's Basic Resident Register Card (Only if the applicant has it)
- Document proving the fact that it is difficult for the applicant to come to the city office (※2)

One of the following combinations from the list of identity verification documents (※1)

- 「2 category A documents」
- 「1 category A document + 1 category B document」
- 「3 category B documents (one of the three documents has to have a face photograph)」
- 「2 category B documents + Category C Face Photo Certificate (Attached sheet ア A)」

One of the following combinations from the list of identity verification documents (※1)

- 「2 category A documents」
- 「1 category A document + 1 category B document」

If the applicant is under the age of 15

A document to prove the parent-child relationship (Birth Certificate, etc.) + Translation into Japanese (both documents must be original) (Not required if the child belongs to the same household as the parent and the relationship can be verified in the Resident Registry in Toyota City)

If the applicant is an adult ward

A document certifying qualifications such as Certificate of Registered Matters (original) + Translation into Japanese

If the applicant does not correspond to the situation above

The applicant him/herself must fill in the power of attorney and the Digital Certificate PIN Setting Form (attached sheet イ I・ウ U). Put it in a sealed envelope so that nobody else can see and have the representative bring to the City Hall.

Note: Please note that the required identity verification documents will be different for applicants who come pick up their own card in person

### ※1 List of identity verification documents

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| A Document with photograph from the list on the right that is within the expiration date | Driver's license, Certificate of driving history, Passport, Booklet for physically, mentally or intellectually disabled person, Residence card (zairyu card), Special Permanent Resident Certificate, etc.                                 |
| B Document that includes 'name and date of birth' or 'name and address'                  | Health insurance card, Patient ID card, Medical subsidy card, Student's ID card, Pension insurance booklet, Employee ID card, etc.   |
| C Face Photo Certificate   | Please use the form for Face Photo Certificate (attached sheet ア A). Note: It can only be used by children under the age of 15, persons who have been hospitalized for a long time or those who are admitted in long-term care facilities. |

### ※2 Document proving the fact that it is difficult for the applicant to come to the City Hall

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| The applicant is ill or physically disabled, etc.                                  | Medical certificate, hospitalization care plan, booklet for physically, mentally or intellectually disabled person, Certificate of long-term care insured person (a certificate issued to persons recognized as needing support of long-term care), Certificate for the recipient of specified illness medical treatment, Nursing home contract, etc. |
| The applicant is a preschooler   | None (Not necessary to present document)  |
| The applicant is on a long-term business trip (in foreign country or domestically) | An appointment letter, etc. from the company proving that the applicant is on a long-term business trip   |
| The applicant is refraining from going out to prevent the spread of Covid-19       | Letter of attorney (attached sheet イ I) (Please tick the box that says "Prevent infection of Covid-19" on the Reason to delegate to someone.). Note: No power of attorney is required for children under the age of 15.   |