

**First-time Application (初回用)**

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豊田市〇〇町〇丁目

Dear 〇〇 〇〇 様

【個人コード】

Date: \_\_\_\_\_ Year \_\_\_\_\_ Month \_\_\_\_\_ Day \_\_\_\_\_

Toshihiko Ota, Mayor of Toyota City

(The official seal has been omitted for the simplification of the administrative procedures)

**Inquiry & Notice of My Number Card and Digital Certificate Issuance [For Those Renewing]**

This letter is to inform/inquire that the My Number Card you have requested is available for you to pick up. Please write down the address, name, sign on the response form below and fill in the attached sheet "My Number Card (Digital Certificate) PIN Slip" in advance before coming to the City Hall in person. If you are under the age of 15 or an adult ward, make sure to come accompanied by a legal representative.

**Response Form**

Date: \_\_\_\_\_ Year \_\_\_\_\_ Month \_\_\_\_\_ Day \_\_\_\_\_

To the Mayor of Toyota City

I hereby attest that the application for My Number Card and digital certification issuance has been submitted on my own free will.

Address Toyota-shi \_\_\_\_\_

Name\* \_\_\_\_\_

※If the applicant is under the age of 15 or an adult ward, please write down the name of the accompanying legal representative.

The details such as the pickup location are as follows.

**1 Pickup location and open hours:**Location: Toyota City Hall, South Bldg. 1<sup>st</sup> Floor, Citizens Division

Open hours: Weekdays (except National Holiday, Year-End &amp; New Year Holiday)

From 9:00 a.m. to 4:00 p.m. (Refer to the attached sheet for opened weekends)

**2 What to bring** (Attention) The following documents must be presented in the original (**Copies are not accepted**)

- This Inquiry & Notice letter
- My Number Card (Digital Certificate) PIN Slip (the enclosed pastel light green paper) ※Required to fill out in advance
- My Number Card
- ※A reissue fee (800 yen for the My Number Card + 200 yen for the digital certificate) will be charged in case you lose it.
- Identity verification documents (If the applicant is under the age of 15 or an adult ward, the legal representative that accompanies him/her will also be required to show a document (or documents))

**ア A) One document with photograph issued by a public office that is within the expiration date**

E.g. My Number Card, Driver's License, Certificate of Driving History, Passport, Residence Card (zairyu card), Physically Disabled Persons' Booklet, etc.

**イ I) If you don't have any of the documents in Group (ア A), two documents that includes 'name and date of birth' or 'name and address'**

E.g. Health Insurance Card, Patient ID card, Medical Subsidy Card, Student's ID card, Pension Insurance Booklet, etc. ※The Certificate of Residence is not acceptable

- Document to prove proxy rights (Required if the applicant is under the age of 15 or an adult ward)

**ア A)** If the applicant is under the age of 15: A document such as Certificate of Birth to prove the parent-child relationship (**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**)

**イ I)** If the applicant is an adult ward: A document certifying qualifications such as Certificate of Registered Matters

**3 Deadline for pickup** Until Date: \_\_\_\_\_ Year \_\_\_\_\_ Month \_\_\_\_\_ Day \_\_\_\_\_.

Please contact us in case you are unable to pick up by the deadline.

This notification is based on the information as of the date \_\_\_\_\_ Year \_\_\_\_\_ Month \_\_\_\_\_ Day \_\_\_\_\_.

Information: Toyota City Hall – Citizens Division – My Number Card Call Center

Tel.: 0570-083-130 F A X : 0565-37-1617 M A I L : [siminka@city.toyota.aichi.jp](mailto:siminka@city.toyota.aichi.jp)

**Renewal (更新用)**

〇〇〇 – 〇〇〇〇

豊田市〇〇町〇丁目

Dear 〇〇 〇〇 様  
【個人コード】

Date: \_\_\_\_\_ Year \_\_\_\_\_ Month \_\_\_\_\_ Day \_\_\_\_\_

Toshihiko Ota, Mayor of Toyota City  
(The official seal has been omitted for the  
simplification of the administrative procedures)**Inquiry & Notice of My Number Card and Digital Certificate Issuance**

This letter is to inform/inquire that the My Number Card you have requested is available for you to pick up. Please write down the address, name, sign on the response form below and fill in the attached sheet "My Number Card (Digital Certificate) PIN Slip" in advance before coming to the City Hall in person. If you are under the age of 15 or an adult ward, make sure to come accompanied by a legal representative.

**Response Form**

Date: \_\_\_\_\_ Year \_\_\_\_\_ Month \_\_\_\_\_ Day \_\_\_\_\_

To the Mayor of Toyota City

I hereby attest that the application for My Number Card and digital certification issuance has been submitted on my own free will.

Address Toyota-shi \_\_\_\_\_

Name※ \_\_\_\_\_

※If the applicant is under the age of 15 or an adult ward, please write down the name of the accompanying legal representative.

The details such as the pickup location are as follows.

**1 Pickup location and open hours**Location: Toyota City Hall, South Bldg. 1<sup>st</sup> Floor, Citizens Division

Open hours: Weekdays (except National Holiday, Year-End &amp; New Year Holiday)

From 9:00 a.m. to 4:00 p.m. (Refer to the attached sheet for opened weekends)

**2 What to bring** (Attention) The following documents must be presented in the original (**Copies are not accepted**)

- This Inquiry & Notice letter
- My Number Card (Digital Certificate) PIN Slip (the enclosed pastel light green paper) ※Required to fill out in advance
- Notification Card (TSUCHI CARD) or Individual Number Notice (KOJIN BANGO TSUCHISHO) (Only if you have)
- Basic Resident Register Card (JUMIN KIHON DAICHO CARD) (Only if you have)
- Identity verification documents (If the applicant is under the age of 15 or an adult ward, the legal representative that accompanies him/her will also be required to show a document (or documents))

**㍿ A) One document with photograph issued by a public office that is within the expiration date**

E.g. My Number Card, Driver's License, Certificate of Driving History, Passport, Residence Card (zairyu card), Physically Disabled Persons' Booklet, etc.

**イ I) If you don't have any of the documents in Group (㍿ A), two documents that includes 'name and date of birth' or 'name and address'**

E.g. Health Insurance Card, Patient ID card, Medical Subsidy Card, Student's ID card, Pension Insurance Booklet, etc. ※The Certificate of Residence is not acceptable

- Document to prove proxy rights (Required if the applicant is under the age of 15 or an adult ward)

㍿ A) If the applicant is under the age of 15: A document such as Certificate of Birth to prove the parent-child relationship  
(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)

イ I) If the applicant is an adult ward: A document certifying qualifications such as Certificate of Registered Matters

**3 Deadline for pickup**

Until Date: (Y/M/D) \_\_\_\_\_ Year \_\_\_\_\_ Month \_\_\_\_\_ Day \_\_\_\_\_

Please contact us in case you are unable to pick up by the deadline.

This notification is based on the information as of the date \_\_\_\_\_ Year \_\_\_\_\_ Month \_\_\_\_\_ Day \_\_\_\_\_

Information: Toyota City Hall – Citizens Division – My Number Card Call Center  
Tel. : 0570-083-130 F A X : 0565-37-1617 M A I L : [siminka@city.toyota.aichi.jp](mailto:siminka@city.toyota.aichi.jp)

**Reissuance (再交付用)**

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豊田市〇〇町〇丁目

Dear 〇〇 〇〇 様

【個人コード】

Date: \_\_\_\_\_ Year \_\_\_\_\_ Month \_\_\_\_\_ Day \_\_\_\_\_

Toshihiko Ota, Mayor of Toyota City

(The official seal has been omitted for the simplification of the administrative procedures)

**Inquiry & Notice of My Number Card and Digital Certificate Issuance  
[For Those Who Requested Reissuance]**

This letter is to inform/inquire that the My Number Card you have requested is available for you to pick up. Please write down the address, name, sign on the response form below and fill in the attached sheet "My Number Card (Digital Certificate) PIN Slip" in advance before coming to the City Hall in person. If you are under the age of 15 or an adult ward, make sure to come accompanied by a legal representative.

**Response Form**

Date: \_\_\_\_\_ Year \_\_\_\_\_ Month \_\_\_\_\_ Day \_\_\_\_\_

To the Mayor of Toyota City

I hereby attest that the application for My Number Card and digital certification issuance has been submitted on my own free will.

Address Toyota-shiName<sup>※</sup> \_\_\_\_\_

※If the applicant is under the age of 15 or an adult ward, please write down the name of the accompanying legal representative.

The details such as the pickup location are as follows.

**1 Pickup location and open hours**Location: Toyota City Hall, South Bldg. 1<sup>st</sup> Floor, Citizens Division

Open hours: Weekdays (except National Holiday, Year-End &amp; New Year Holiday)

From 9:00 a.m. to 4:00 p.m. (Refer to the attached sheet for opened weekends)

**2 What to bring** (Attention) The following documents must be presented in the original (**Copies are not accepted**)

- This Inquiry & Notice letter
- My Number Card (Digital Certificate) PIN Slip (the enclosed pastel light green paper) ※Required to fill out in advance
- My Number Card (Only if you have)
- Reissue fee (800 yen for the My Number Card + 200 yen for the digital certificate) ※Only if applicable
- Identity verification documents (If the applicant is under the age of 15 or an adult ward, the legal representative that accompanies him/her will also be required to show a document (or documents))

**A) One document with photograph issued by a public office that is within the expiration date**

E.g. My Number Card, Driver's License, Certificate of Driving History, Passport, Residence Card (zairyu card), Physically Disabled Persons' Booklet, etc.

**イ I) If you don't have any of the documents in Group (ア A), two documents that includes 'name and date of birth' or 'name and address'**

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- Document to prove proxy rights (Required if the applicant is under the age of 15 or an adult ward)

**ア A)** If the applicant is under the age of 15: A document such as Certificate of Birth to prove the parent-child relationship  
(**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**)

**イ I)** If the applicant is an adult ward: A document certifying qualifications such as Certificate of Registered Matters

**3 Deadline for pickup**

Until Date: (Y/M/D) \_\_\_\_\_ Year \_\_\_\_\_ Month \_\_\_\_\_ Day \_\_\_\_\_

Please contact us in case you are unable to pick up by the deadline.

This notification is based on the information as of the date \_\_\_\_\_ Year \_\_\_\_\_ Month \_\_\_\_\_ Day \_\_\_\_\_