

## Alien Registration

Foreigners who intend to stay in Japan for more than 90 days and foreigners who were born in Japan must register as aliens at the city hall of the municipality where they live within 90 days of arriving in the country.

It is compulsory to carry an alien registration card with you at all times, and when the police or immigration officer asks to see it, you have to show it.

Occurrence	From when/ until when	Person required to submit the notification	Necessary documents
When you enter Japan (Initial Registration)	Within 90 days of entering Japan	In person* <sup>1</sup>	1. Passport 2. Photos* <sup>2</sup> (2 identical) – not necessary in the case of the person is under 16
When a child is born	Within 60 days of the birth	Father or mother	1. Certificate of birth
If your alien registration card is lost, stolen, or damaged	Within 14 days from the date your card was found to be lost, stolen or damaged	In person* <sup>1</sup>	1. Passport 2. Photos* <sup>2</sup> (2 identical) – not necessary in the case of the person is under 16 3. Documents verifying the occurrence (e.g. proof of loss, thief, fire, etc. issued by the police department, fire department, etc.)
Confirmation and renewal of alien registration card	Within 30 days of the expiration date	In person	1. Passport 2. Photos* <sup>2</sup> (2 identical) 3. Alien registration card
When name, nationality, occupation, name/address of employment, residence status or period of stay is changed	Within 14 days of the change	In person* <sup>1</sup>	1. Alien registration card 2. Passport 3. Item verifying the change (such as passport)
When you change your address	Within 14 days of the change	In person* <sup>1</sup>	1. Alien registration card

**\*1: In the case of the persons under 16, relatives over the age of 16 who live with the person concerned may make the request on the person's behalf**

**\*2: Photos should be:**

- the size of 4.5cm×3.5cm
- passport style
- taken within the previous six months

**Also, please write your name on the back of the photos.**