

Personal Seal

In Japan, it is necessary to put a seal next to your name when signing official documents such as contracts. Seals have been traditional custom of Japan and still an important part of society today.

Your name is engraved on the stamp which is made of hard wood or stone. The stamp serves as a signature when pressed onto documents using a stamp pad.

It is highly recommended you should get your stamp at a specialty stores because the stamp is often used in a daily life.

Seals registered at the city hall are called “registered seals (*jitsuin*)” and it is used for important public documents like contracts. When you use your registered seal on such documents, you may be required to provide a “Certificate of Registered Seal” of the registered seal issued by the city hall when signing a contract, etc., and include the certificate with the documents. This will also be necessary when purchasing a house, land or a car.

1. Registering a seal

To register a seal, please go to the Civic Division at City Hall.

- A. A seal can be registered for anyone over 15 living in Mishima and having a permanent address and anyone having a foreign registration card.
- B. Only one seal per person can be registered on the name registered on the foreign registration card. If a commonly-used name is registered on the foreign registration card, it can also be on a registered seal. (Worn, damaged or duplicate seals may not be registered.)
- C. Please bring the seal you want to register.
 - When the person themselves make the application, please take your foreign registration card and your seal. Your seal will be registered on the day.
 - When another person makes the application on your behalf, he/she must take “Designated representative notification” (application form available at the city hall) you have filled out, the seal you want to register and the representative’s seal. An inquiry form will be sent on the following day to your residence. Filling out the inquiry form by yourself, please have your representative to bring the city hall the inquiry form, your seal you want to register, your representative’s seal, “Designated representative notification” and identification documents of yours and your representative’s. Your seal will be registered on the day.

2. Certificate of Registered Seal

To get a “Certificate of Registered Seal”, you must apply for a “Seal Registration Form” at the city hall. You or someone on your behalf will be issued the “Certificate of Registered Seal”. Please check with a clerk to make sure you have filled in the address, name and date of birth.

Inquires: Citizen Affairs Division, Mishima City Hall main building, 1F (Phone: 983-2603). Please bring along someone competent in Japanese.