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01-01 Getting a My Number card

- My Number is a 12-digit number issued to individuals with residence certificates.
- Bring your residence card to the My Number Card Center at the Customer Service Division in the City Hall or any branch office.
- It takes one to one and a half months to issue a My Number card.
- When you receive the mail, bring your residence card and visit the My Number Card Center at the City Hall to pick up your card.





01-02 When your My Number card information changes

- If your address or name has changed, you need to update your My Number card information.
- Bring your residence card and visit the My Number Card Center at the Customer Service Division in the City Hall within 14 days after the change.





01-03 Necessary My Number Card procedures when your period of stay is extended

- If your period of stay has changed, visit the My Number Card Center at the Customer Service Division in the City Hall.
- Once the My Number card expires, it is no longer valid.
- Reissuance costs money.





01-04 Registering an address (resident registration)

- Foreign residents who will live in Japan for three months or longer are required to register as residents.
- Visit the City Hall for applications within 14 days after you have moved in.
- If your currently registered address changes, you must report it to Ryugasaki City.
- Visit the Customer Service Division in the City Hall or any branch office.
- Only notification of relocation (moving-out) can be reported through application by mail.
- Online applications using My Number cards are also available.

01 Customer Service Division





01-05 Registering a seal (seal registration)

- You can register your personal seal with the City Hall.
- Bring your seal and residence card or My Number card and visit the City Hall.
- Only seals engraved with names in katakana or alphabetical characters used for residence registration are registrable.
- A seal registration card is issued.
- Use it when you need a seal registration certificate.





01-06 Filing family registers

- Report to the Customer Service Division at the City Hall or any branch office when you give birth, get married, or get divorced.
- Birth registration is required within 14 days of the child's birth.
- You also need to report the birth to your country's embassy or consulate.
- Marriage registration and divorce registration are required when you get married and divorced in Japan.
- Death registration must be completed at the Customer Service Division in the City Hall within 7 days of the family member's death.



01 Customer Service Division



01-07 Issuing a residence certificate

- If you have been registered as a resident, bring your residence card or My Number card to the Customer Service Division at the City Hall or any branch office to issue a residence certificate.
- It costs money (¥300 per certificate).
- With a My Number card, you can issue it at a convenience store.

01 Customer Service Division





02-01 Pregnancy and childbirth

- Report your pregnancy to the Childcare and Family Support Division at the City Hall to receive a Maternal and Child Health Handbook. The division also offers consultation.
- You will receive a prenatal checkup ticket.
- When you give birth, you are required to submit a birth contact sheet and register the birth to the Childcare and Family Support Division at the City Hall within 14 days of the birth.
- Healthcare and child-rearing support services are available for mothers.
- You will earn points that can be exchanged for products related to pregnancy, childbirth, and child-rearing.





02-02 Child-rearing services

- Child-rearing support center: Parents and children can mingle freely together. Events are held for everyone. You can also consult childcare workers about child-rearing.
- Ibaraki Kids Club cards are available for issuance. With this card, you can receive services at the partner stores.
- There is a service that temporarily cares for children at a facility when their parents cannot look after them.
- Children pick-up and daycare services are also available.
- For details, contact the Childcare and Family Support Division.





02-03 Grant programs

- There is financial support for child-rearing, such as child allowances and child-rearing allowances.
- Daycare service fees are partially subsidized.

(Tatsunoko daycare service and child-rearing support grants)

- Single parents can receive benefits for studying for qualifications and issue certificates for a discount on commuter passes for JR lines.
- For details, contact the Childcare and Family Support Division at the City Hall.





02-04 Grant program (1) Applying for child allowances

- Allowances are paid to families raising children aged 18 or younger.
- Visit the Childcare and Family Support Division at the City Hall or any branch office for applications
- Required items are a certificate of eligibility, a My Number card, and a document that shows your bank account.





02-05 Grant program (2) Applying for child-rearing allowances

- Allowances are paid to single-parent families that do not live with opposite-gender partners.
- This grant is valid until children turn 18.
- Your application will go through screening.
- To apply for this program, visit the Childcare and Family Support Division at the City Hall.





02-06 Grant program (3) Applying for the Tatsunoko daycare service grant

- Daycare service fees at daycare facilities are partially subsidized.
- To apply for the grant, bring a parent's seal (child's father or mother) and visit the Childcare and Family Support Division at the City Hall.





02-07 Grant program (4) Applying for the child-rearing support grant

- Fees for nonprofit organization daycare services or municipal family support center aid are partially subsidized.
- People who raise children up to junior high school age are eligible.
- To apply for the grant, bring a parent's seal (child's father or mother) and visit the Childcare and Family Support Division at the City Hall.





02-08 When you have parenting difficulties

- For any parenting issues, you can consult the Childcare and Family Support Division at the City Hall. Counselors will help you solve your issue.
- If you suspect child abuse, call the Childcare and Family Support Division at the City Hall or dial 189 for the Tsuchiura Child Consultation Center.
- In case of emergency, call the police (dial 110).





03-01 Vaccinations (disease prevention)

- Families with preschoolers aged 6 or younger must visit the Medical Affairs Division at the City Hall with their residence cards.
- Prepare a document that shows the previous vaccination records, such as a Maternal and Child Health Handbook.
- If a vaccination is required, a vaccine screening questionnaire will be given.





03-02 Going to hospital

- When you go to the hospital, bring your My Number insurance card.
- To find hospitals in the city, visit the city's website "Medical Institution List" (link).

https://www-city-ryugasaki-ibaraki-jp.translate.goog/anzen/sinsatsu/iryoukikan-kensaku.html?_x_tr_sl=ja&_x_tr_tl=en&_x_tr_hl=ja

- To find dentists in the city, visit the city's website "Dentist List" (link).

https://www.city.ryugasaki.ibaraki.jp/fukushi/kenko/kensin/R5_hokensenta_yotei.files/P07.pdf





03-03 When you get sick on holidays

- If you get sick on holidays, go see a holiday on-duty doctor.
- To find hospitals that open on holidays, visit the city's website "Holiday Emergency Clinic List" (link).

https://www-city-ryugasaki-ibaraki-jp.translate.goog/anzen/sinsatsu/kyujitu.html?_x_tr_sl=ja&_x_tr_tl=en&_x_tr_hl=ja

- Call the hospital before visiting.





04-01 Leaving children at facilities (kindergartens, certified childcare facilities (kindergarten segments))

- You can leave children at facilities for four hours a day when they turn 3.
- Note that daycare hours and fees vary depending on the facilities.
- Participate in a facility tour or information session.
- Visit your desired facility and submit an application.
- When your application passes the screening, your child will be enrolled.





04-02 Leaving children at facilities (daycare centers (schools), certified childcare facilities (daycare segments), regional daycare facilities)

- These facilities are designed for children from the age of 0. For the application deadline, contact the Day Care Division at the City Hall.
- The facilities can care for children for 8 to 11 hours depending on why parents cannot look after them at home.
- Participate in a tour or information session of your desired facility.
- For applications, contact the Day Care Division at the City Hall.
- You need to prove why you cannot look after your child at home.
- When your application passes the screening, your child will be enrolled.
- The fees vary depending on your income or the facility.





04-03 Using after-school facilities

- Visit the Day Care Division at the City Hall to get an application form.
- Prepare a certificate that proves why you cannot look after your child after school or during a long vacation.
- Applications must be submitted by the 15th of every month. (Except for new academic years and long vacations)
- When your application passes the screening, the service will be usable.
- It costs money.





05-01 Medical welfare system (Marufuku)

- This system subsidizes medical expenses at hospitals for children.
- An application is required to use the system. For applications, visit the National Health and Pension Plan Division at the City Hall.





05-02 If a Marufuku recipient visits a hospital or pharmacy outside the prefecture

- Certificates of eligibility for Marufuku are not valid outside the Ibaraki Prefecture.
- Some of the medical bills may be refunded.
- An application is required to claim the refund. Following the month of your visit to the hospital, you need to submit a refund request to the National Health and Pension Plan Division at the City Hall.





05-03 How to join the national pension

- All people aged 20 to 59 who are living in Japan but not enrolled in the employee pension can join the national pension.
- Bring your identification and visit the National Health and Pension Plan Division at the City Hall for applications.
- If someone other than the applicant is applying, a letter of attorney is required.
- You must pay insurance premiums but can receive exemption. For details, contact the National Health and Pension Plan Division at the City Hall.





05-04 National pension insurance premium exemption system

- There is an exemption system for people who are unable to pay premiums.
- If your previous year's salary is lower than the standard, you may be eligible for exemption although an application is required.
- For details on the system, contact the National Health and Pension Plan Division at the City Hall.
- Bring your identification and visit the National Health and Pension Plan Division at the City Hall for applications.
- If someone other than the applicant is applying, a letter of attorney is required.
- There is another exemption system for students. Bring your student ID and visit the National Health and Pension Plan Division at the City Hall.





05-05 What is the national health insurance program?

- Foreign residents with residence status who are not enrolled in the company's health insurance can join the national health insurance program.
- Show your certificate of eligibility at the hospital counter to receive medical care.
- This system costs you the national health insurance tax.
- Even if you fall behind on payments, you are required to pay previously unpaid taxes.





05-06 Joining the national health insurance program

- To join the national health insurance program, visit the National Health and Pension Plan Division at the City Hall or any branch office.

(Items required for enrollment)

- (1) Residence card
- (2) Passport (a certification of designation is also required if the residence status is designated activities)
- (3) My Number card or notification card
- (4) Certificates of social insurance coverage loss for all members to be enrolled or a certificate of separation (in the case of withdrawal from the company's health insurance)
- (5) Letter of attorney (if someone other than the head of household is applying)





05-07 Withdrawing from the national health insurance program

- To withdraw from the national health insurance program, visit the National Health and Pension Plan Division at the City Hall or any branch office.
- This applies to those who leave the country, relocate, or are enrolled under your new employer's health insurance.

(Items required for withdrawal)

- (1) Residence card
- (2) My Number card or notification card
- (3) National health insurance card, certificate of eligibility, or certificate information notice
- (4) Company's health insurance card, certificate of eligibility, or certificate information notice
- (5) Letter of attorney (if someone other than the head of household is applying)





05-08 National health insurance tax

- The national health insurance tax is calculated for each fiscal year and each household.
- If you have joined or withdrawn from the insurance system in the middle of the fiscal year, the tax is recalculated based on the number of months you were enrolled.
- The sum of "medical benefits," "support funds for the old elderly," and "long-term care payments" (people aged 40 to 64 who are enrolled in the insurance system) is taxed.
- There are two taxation methods: taxation on an income basis, which calculates tax based on the income of the previous year, and taxation on per capita basis, which taxes per capita.
- Be sure to pay the insurance tax.
- Otherwise, your wages may be seized.
- If you are unable to pay the insurance tax, contact the Tax Collection Division at the City Hall.





06-01 Elementary schools and junior high schools

- Children aged 6 to 12 go to elementary schools, and those aged 12 and 15 go to junior high schools.
- Schools start in April and end in March.
- Taught subjects include Japanese, mathematics, science, social studies, physical education, music, and drawing and crafts.
- There are also various extracurricular activities and events, such as field trips, experience-based learning activities, club activities, and open school days.





06-02 Enrolling children in elementary schools and junior high schools

- To enroll your child in a school, visit the General Educational Affairs Division at the City Hall.
- You need to fill out a school enrollment form.
- Which school to attend is decided based on where you live.
- Bring your and your child's residence cards.
- If your child went to a Japanese elementary school in the past, bring the documents from the previous school as well.





06-03 Living with your child in Ryugasaki City and moving out of the city

- If you are living in Ryugasaki City and have a child aged 6 to 15, you must visit the General Educational Affairs Division at the City Hall.
- Even if your child does not go to school, visit the General Educational Affairs Division at the City Hall.
- If you move out of the city, report it to your child's school.





06-04 When you cannot afford to enroll children in schools

- There is an aid system for school lunch and supply expenses, designed for those who cannot afford to enroll children in elementary or junior high schools.
- There is also an allowance system for those who cannot afford to enroll children in high schools.
- For details, contact the General Educational Affairs Division at the City Hall.





07-01 Signing up for sewer services (living in Ryugasaki City)

- Visit or call the Sewage Division at the City Hall.
- Sewer services require monthly payments.
- You need to provide your name, address, and contact number.
- Other required information includes the name of the representative, when to start, the number of users, and user names.





07-02 Canceling sewer services (moving out of the city)

- Visit or call the Sewage Division at the City Hall.
- You need to provide your name, address, and contact number.
- Other required information includes the name of the representative, when to stop, and the new address.





07-03 Signing up for sewer services (relocating within the city)

- Visit or call the Sewage Division at the City Hall.
- You need to provide your name, address, and contact number.
- Other required information includes the name of the representative, when to stop, the old address, and the new address.





07-04 Signing up for sewer services (when the number of users changes)

- Visit or call the Sewage Division at the City Hall.
- You need to provide your name, address, and contact number.
- Other required information includes the name of the representative, the day when the number of users changed, the number of people living in the house, and the names of people who stay and leave.





07-05

Paying sewer bills

(2) Bill to pay

下水道使用料納入通知書

お客様番号

年 月 日

下水道使用料(円)

この欄は機械で処理しますので汚したり、折り曲げたりしないでください。

下水道使用料納入通知書

お客様番号

年 月 日までに納めてください。

龍ヶ崎市役所 都市整備部 下水道課
T 4800020000317
〒301-8611 龍ヶ崎市3710番地
電話 0297(64)1111(代)

(1) Payment deadline

下水道使用料納入済通知書

お客様番号

年 月 分

使用水量(m) 下水道使用料(円) うち消費税等相当額(円)

この納付書は、裏面の金融機関(本・各支店)又は龍ヶ崎市役所及び出張所で納付してください。(コンビニエンスストアでは納付できません。)

先行日 年 月 日

納入期限 年 月 日

この金額を領収しましたので、通知書
龍ヶ崎市会計管理者様

領収日付印

(市役所保管)

下水道使用料納入済通知書控 原符

下水道使用料納入通知書兼領収証書 ご使用場所

お客様番号

年 月 分 随 口径 用途

使用期間 月 日～ 月 日

下水道使用水量(m) 下水道使用料(円)

うち消費税等相当額(円)

合計金額(円)

上記の金額を請求致します。領収書に添付してください。

龍ヶ崎市役所下水道課
〒301-8611
龍ヶ崎市3710番地
TEL 0297-64-1111

龍ヶ崎市長 萩原 勇

先行日 年 月 日

納入期限 年 月 日

この金額を訂正したものは公印若しくは取扱金融機関等の領収印のないものは無効です。

領収日付印

上記金額を領収致しました。
お問い合わせ窓口は裏面に記載しております。

領収日付印

(金融機関保存用)

(お客様保存用)

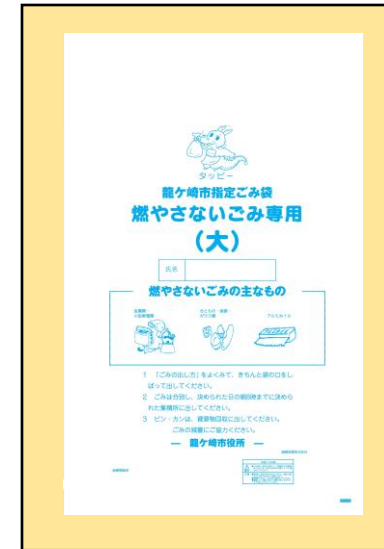
07 Sewage Division



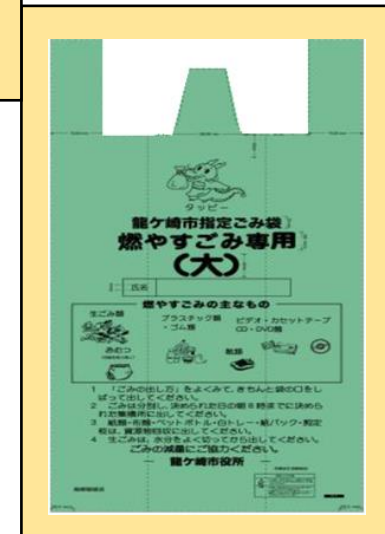
08-01 Garbage disposal rules

- Use designated plastic bags for garbage.
- Garbage must be separated into categories.
- Place garbage in the designated area.
- The garbage collection day and time are determined by the municipality where you live.

- unburnable waste,



- burnable waste

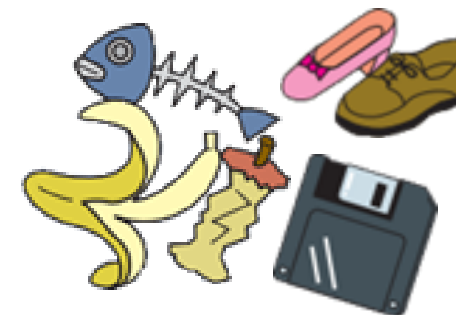




08-02 Garbage categories

- Separate garbage into burnable waste, unburnable waste, and recyclable waste.
- Raw garbage, plastic waste, and polyethylene waste are categorized as burnable waste.
- Glasses, bowls, irons, and metals are unburnable waste.
- Cans, bottles, plastic bottles, and cardboard are recyclable waste.

- **burnable waste**



- **unburnable waste,**



- **recyclable waste.**





08-03 Garbage disposal areas

- For the garbage disposal area, ask your neighbor or the owner or manager of your residence.
- A yellow board is placed for a garbage disposal area.
- Place cans, bottles, plastic bottles, and cardboard in an area with a white board.
- To dispose of large garbage (greater than 1 meter), contact the Living Environment Division at the City Hall.

- yellow board



- white board.





08-04 Garbage collection days and times

- Put out garbage on the designated day by 8:00 a.m.
- A collection day is different depending on the garbage category.
- Check the collection days on the board placed in the designated area.
- Do not put out garbage on non-collection days.





08-05 When you start having a dog

- The dog owner or their family member must visit the Living Environment Division at the City Hall for registration.
- If your address or dog owner changes, contact the Living Environment Division at the City Hall.
- Registration costs money (¥2,000).





08-06 Rabies vaccination

- After you start having a dog, it must receive a preventative rabies vaccination every year.
- Vaccinations are available at animal clinics.
- After your dog gets vaccinated, you must submit a rabies vaccination certificate to the Living Environment Division at the City Hall.
- A vaccination tag costs money (¥400).





08-07 When your dog dies

- Contact the Living Environment Division at the City Hall.





09-01 When you need a certificate of taxable income, tax payment, or fixed assets

- Fill out an application form at the Customer Service Division in the City Hall or any branch office.
- Bring a document that verifies your identity (residence card).
- If someone other than the applicant is applying, a letter of attorney is required.
- Issuance of a certificate of light vehicle tax payment for vehicle inspection does not require a letter of attorney as long as a vehicle inspection certificate is available.
- Issuance of a certificate other than light vehicle tax payment for vehicle inspection costs money.





09-02 Getting a temporary license plate

- Fill out an application form at the Taxation Division in the City Hall.
- Bring a document that verifies your identity (residence card).
- Required documents are a vehicle inspection certificate (vehicle inspection certificate record items), a vehicle inspection certificate return certificate or registration identification information notification, and a compulsory automobile liability insurance certificate.
- You must return the temporary license plate before the due date.
- An application costs money (¥750).





09-03 Registering and disposing of a motor scooter

- Fill out an application form at the Taxation Division in the City Hall.
- Registration requires a certificate of sale or transfer.
- Bring a document that verifies your identity (residence card).
- To dispose of a motor scooter, bring the license plate.





09-04 Filing municipal and prefectural taxes

- File your taxes at the Taxation Division in the City Hall.
- Municipal and prefectural taxes are imposed based on the income of the previous year.
- You may need to file them at the Tax Office depending on the case.
- It requires a document that shows your income, such as a withholding tax certificate.
- If you have any questions, contact the Taxation Division at the City Hall.



10-01 Preparations for disasters

- Make preparations for safety.
- Store enough food and water for about three days.
- Prepare an emergency bag. (Containing your passport, residence card, clothes, toothbrush, etc.)
- Attach fixtures to prevent furniture from falling.
- Participate in a local disaster drill.





10-02 When you evacuate

- Take the emergency bag and go to the evacuation center.
- If you do not know where to evacuate, ask Japanese people around you.

~Evacuation center~

- An evacuation center is a place to which many people evacuate when it is not safe to stay at home during a disaster such as a typhoon or earthquake.





10-03 Disasters (typhoons, heavy rain)

- Leave a place of danger.
- Do not go outside as high winds are dangerous.
- Do not go near the sea or rivers as the water level may rise due to rain.
- Do not go near mountains or cliffs as landslides may occur.





10-04 Disasters (earthquakes)

~When you are at home~

- Protect yourself. (Go under the table.)
- Secure an exit. (Open the door or window to exit outside.)
- Do not go outside immediately. (Objects may fall from above.)
- Put out the fire. (Turn off the gas and heater.)
- Turn off the breaker before getting out of the house. (This prevents an electrical fire.)

~When you are outside~

- Protect your head with your bag. (Objects may fall from above.)
- Park your car to the left and turn off the engine. Leave the car with the key in.
- Keep away from the water's edge (rivers and sea).
- If you are in an elevator, press all the floor buttons. Get off on the nearest floor if the elevator stops.





10-05 Alert levels (evacuation timing)

- Level 5: Take action to save yourself. A disaster has already occurred or is imminent.

Be sure to evacuate before the alert level reaches 4.

- Level 4: Everyone must leave a place of danger and take shelter in a safe place.
- Level 3: People who take time to evacuate, such as the elderly and children, should start evacuating.
- Level 2: Check again when and where to evacuate.
- Level 1: Gather information on rainfall and river water levels on TV or online.





11-01 If your house is damaged by fire

- You will receive relief supplies, such as futons and blankets.
- If your house was partially burnt (partially destroyed) or completely burnt (completely destroyed), you will also receive money.
- Bring a damage certificate and your seal and visit the Welfare General Affairs Division at the City Hall.
- In the case of fire damage, contact the Welfare General Affairs Division at the City Hall.





12-01 Learning Japanese

- Japanese lessons are held on Sundays and Thursdays.
- Sunday class: 10:30 a.m. to 12:00 p.m. at City Hall Annex Building
- Thursday class: 7:00 pm. to 8:30 p.m. at City Hall Annex Building
- Each class costs money (¥500 per month).
- Sign-up is available online. Alternatively, you can sign it up at the counter.
- For details, contact the Community Development Promotion Division at the City Hall.





12-02 Consultation

- You can consult on various matters.
- Ibaraki International Association: Consultation Center for Foreigners

<https://www.ia-ibaraki.or.jp/consultation/support-center/>

- Immigration Services Agency: Foreign Residents Support Center

<https://www.moj.go.jp/isa/support/fresc/fresc01.html>

- Ministry of Justice: Human Rights Counseling for Foreign Nationals

<https://www.moj.go.jp/JINKEN/jinken21.html>

