

City of Hitachinaka

# GUIDEBOOK for Foreign Residents

~ Living in Hitachinaka ~



English

# View this guidebook on a PC or smartphone

【 City of Hitachinaka Official Website 】



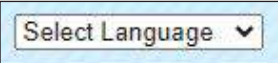


This guidebook can also be found on the “non-Japanese” section of the official City of Hitachinaka website. Use the links in the guidebook to access related pages.

# Machine translate this guidebook on a PC or smartphone

【 City of Hitachinaka Official Website 】



Refer to the table below for information on how to translate the city's website into over one hundred languages on PC or smartphone.

Method	Procedure	Notes
<p>Translate using the machine translation feature on the City of Hitachinaka's Official Website.</p> 	<p>①Click “Select Language”.</p> <p>②Select language.</p> <p>Even if your desired language is not in the drop-down list, select any one of the languages and then change “Translate into” to the language of your choice.</p>	<p>The entire City of Hitachinaka Official Website will be translated. However, external sites linked from the official website will not be translated.</p>
<p>Translate via Google Chrome. (If you have downloaded Google Chrome to your PC or smartphone)</p>	<p>①Use Google Chrome to search for the part you want to translate and then run the translator. (※)</p> <p>.....</p> <p>※For more specific instructions, refer to the Google Chrome help site.</p> <p>(Japanese)                      (English)</p>  	<p>【 Mobile phones 】 The page you are viewing will be translated.</p> <p>【 Computer 】 The entire website will be translated at all times.</p> <p>Setup methods vary by service used. Please search for how to configure your service of choice.</p>

Translation can also be performed using a translation app or similar program.

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# Consultation services in your native language

The Foreigner Consultation Center is located in the Ibaraki International Association in Mito City. If you have any concerns, contact the center for advice in your native language.



**Topics** Law, labor issues, status of residence, marriage, education, general lifestyle issues  
(Free consultation. Secrecy will be maintained.)

**Hours** Mon. to Fri., 8:30 am to 5:00 pm (Closed on national holidays)

**Method** Phone, face-to-face, etc.

**Lawyer consultation** Twice per month (Free consultation; appointment required)

**Contact** 2nd floor, The Hirosawa City Kaikan Annex, 745 Ushirokawa Senba-cho, Mito City 310-0851  
Phone 029-244-3811

Monday	Tuesday	Wednesday	Thursday	Friday
Japanese, English, others				
Vietnamese	Korean Spanish Vietnamese	Chinese Thai Vietnamese	Portuguese Tagalog Indonesian	Thai
Chinese (Beginning 1:30 pm)	Indonesian (Beginning 1:30 pm)			

※For other languages, counselors will use interpreter devices or similar.

Students studying abroad and permanent residents that are interested in working at companies in Ibaraki Prefecture can inquire about places of employment. Consultation services are available in English and Vietnamese by appointment.

## ■ Ibaraki Foreign Worker Support Center

1st floor, The Hirosawa City Kaikan Annex, 745 Ushirokawa Senba-cho, Mito City 310-0851  
Phone 029-239-3304

(Closed Saturdays, Sundays, national holidays, and New Year's holidays)

# City of Hitachinaka Consultation Desk

The City of Hitachinaka offers consultation desk services as follows.  
In general, all services are provided primarily in Japanese.

## (1) Citizen Affairs Consultation

Citizen Affairs Consultation Office (in the Public Information Section)	029-273-0111 (ext.) 1155
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Consultation services for problems and concerns in daily life.

## (2) Consumer Affairs Consultation

Consumer's Center (in the Women's Affairs Section)	029-273-0111 (ext.) 3233
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Consultation services regarding shopping and problems that occur online (SNS).  
There is also a “Cooling-Off System” whereby contracts can be canceled that were unwittingly signed through door-to-door sales, telephone soliciting, or similar. Contracts can be canceled unconditionally within 8 days of being signed.

### [ Example topics ]

- I want to return a product I bought online.
- Apartment contracts
- Contract-related problems on SNS etc.

## (3) Phone consultation services for women

Women's Affairs Section	029-274-3002
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Consultation services for concerns faced by women in daily life.

# Studying Japanese

Hitachinaka International  
Association

Phone / FAX : 029-212-6855  
Email : info@hitachinaka-ia.org  
11-1 Ishikawacho, Hitachinaka City 312-0057  
In the Child-rearing Support & Multi-generation  
Interchange Hall (Family-Collabo)

## (1) Studying Japanese

You can study Japanese at Japanese language schools (tuition fee required) or Japanese classes taught by volunteers. There are no Japanese language schools in Hitachinaka City.

## (2) Volunteer Japanese classes in Hitachinaka City

### ■ Japanese classroom “RUNRUN” : Night class

( organized by the Hitachinaka International Association )

**Schedule** Wednesdays (four times per month) 6:30 pm to 8:30 pm

**Location** Family-Collabo

**Fee** 200yen per class

### ■ Japanese classroom “RUNRUN” : Daytime classes

( organized by the Hitachinaka International Association )

**Schedule** Second and fourth Wednesdays of the month, 10:00 am to 12:00 pm

**Location** Family-Collabo

**Fee** 200yen per class

### ■ Japanese classroom “RUNRUN” : Minato classes

( organized by the Hitachinaka International Association )

**Schedule** First and third Sundays of the month, 3:00 pm to 5:00 pm

**Location** Nakaminato Community Center

**Fee** 200yen per class

### ■ MESA Friendship

**Schedule** Friday, 10:00 am to 12:00 pm

**Location** Family-Collabo

**Fee** 300yen per class

### ■ Iroha Japanese Language School

**Schedule** Thursday, 10:30 am to 12:00 pm

**Location** Citizens Exchange Center

**Fee** 300yen per class



For more information, refer to the [Hitachinaka International Association website \(Japanese language support\)](#) (external link).

# 1 Local community interchange

## 1.1 Hitachinaka International Association

Hitachinaka International  
Association

Phone / FAX : 029-212-6855  
Email : info@hitachinaka-ia.org  
11-1 Ishikawacho, Hitachinaka City 312-0057  
In the Child-rearing Support & Multi-generation  
Interchange Hall (Family-Collabo)

Hitachinaka City contains the Hitachinaka International Association, which conducts the following activities.



- **International interchange events** ... Events for participants from around the world to introduce one another's cultures.
- **Japanese classroom "RUNRUN"** ... Class for learning Japanese while interacting with other participants.
- **International Exchange Open Space** ... Public space in which participants are free to converse and receive life consultation services.

For more information, refer to the [Hitachinaka International Association website](#) ( external link )

## 1.2 Civic Activities Section, City of Hitachinaka

Civic Activities Section

029-273-0111 (ext.) 3224  
Email : katsudou@city.hitachinaka.lg.jp

The goal of the Civic Activities Section is to "create a town in which everyone can live comfortably." It provides support for activities by which Hitachinaka residents of all nationalities can help one another.

The Civic Activities Section is looking for people who have an understanding of and passion for international interchange and volunteer activities.

All nationalities are welcome. For more information, consult the Civic Activities Section.

- ① Homestay / home visit volunteers
- ② Volunteer interpreters and translators
- ③ Cultural event volunteers
- ④ Volunteers who can teach Japanese
- ⑤ Volunteers to provide support for non-Japanese people during disaster situations





## 2 In emergencies

### 2.1 If you are a victim of theft or violence ⇒ call 110.

You will be connected to the police. Tell the police the following

- ①What happened?
- ②When?
- ③Where?

You can also seek help at a koban (police box).

Police box services also include sending out community patrols, caring for lost children, and managing lost-and-found items.



### 2.2 In the event of a traffic accident ⇒ call 110.

You will be connected to the police. Tell the police the following:

- ①“There has been a traffic accident.”
- ②The address at which the accident occurred and nearby landmarks
- ③How many people are injured (sex, age, extent of injuries)
- ④State of the accident



#### [ Other actions you should take ]

- ①Perform first aid on the injured.
- ②If further accidents seem likely to take place, move the injured to a safe place.  
If the injured have suffered head injuries, do not move them until an ambulance arrives.
- ③Use warning flares and triangles to prevent secondary accidents.
- ④Call the insurance company if your choice that provides your coverage.

Make sure you know the following about the other party in the accident :

· License plate number · Driver's license · Address · Name · Phone number

※When calling, turn on your mobile phone's GPS functionality so that the police can find your current location. If you don't speak Japanese, pass your phone to a nearby Japanese person so they can speak for you.

※Two types of automobile insurance

- ①Compulsory Automobile Liability Insurance : You must be covered by this type of insurance if you have a car.
- ②Voluntary Insurance : You are free to purchase this type of insurance if you wish. Various types of compensation are available depending on the coverage of your insurance contract.

For more information on Traffic Accident Consultation Centers, refer to the [prefectural website \(Traffic Accident Consultation Center Information <Central, Rokko, Ken-nan, Ken-sei>\)](#) (external link). Free consultation. Appointment required.

## 2.3 If a fire has broken out, call 119.

You will be connected to the fire department. Convey the following to the fire department. Even if you cannot speak Japanese, you can be connected to an operator at a call center that can handle interpretation across 19 languages.

- ① “There has been a fire.”
- ② The location of the fire and nearby landmarks
- ③ What is burning
- ④ If anyone is still in the burning building(s)



### [ Other actions you should take ]

- ① If there is smoke, cover your mouth with a wet towel, duck low to the ground, and escape.
- ② Yell “Fire!” (“Kaji da!”) in a loud voice to alert others nearby.

## 2.4 If there is sudden illness or a major injury ⇒ call 119.

You will be connected to the fire department. Convey the following to the fire department. Even if you cannot speak Japanese, you can be connected to an operator at a call center that can handle interpretation across 19 languages.

- ① This is an emergency.
- ② The address to which the ambulance should be sent and nearby landmarks
- ③ Number of sick or injured, their ages, and their sexes
- ④ State of the sick or injured  
(Can they speak? Are they conscious? Can they walk? Etc.)



## 2.5 If there is an illness on Saturday, Sunday, a national holiday, or nighttime

There are clinics that will provide emergency treatment on Saturdays, Sundays, national holidays, and nighttime. You will need a health insurance card and enough money to pay for the medical examination.

### ■ Hitachinaka City Emergency Clinic

20-32 Ishikawacho, Hitachinaka City Phone: 029-274-3240

Holidays 【Sundays, national holidays, New Year's holidays (Dec. 31 to Jan. 3)】

Internal medicine, surgery, pediatrics (9:00 am to 11:30 am, 1:00 pm to 3:30 pm)

Nighttime 【Saturday, Sundays, national holidays】

Internal medicine, surgery, pediatrics (7:00 pm to 9:30 pm)

### ■ Ibaraki Emergency Children's Medical Consultation

**Open** 24 hours a day, 365 days a year Phone: #8000 or 050-5445-2856

### ■ Ibaraki Emergency Medical Consultation (Adults)

**Open** 24 hours a day, 365 days a year Phone: #7119 or 050-5445-2856

### ■ Ibaraki Emergency Medical Information System

Use the Ibaraki Emergency Medical Information System to look up nearby hospitals, hospitals that are open on weekends and holidays, and hospitals with medical staff who can speak foreign languages.

Visit the [search page \(Search for a doctor\)](#) (external link) for more.



# 3 Disaster preparedness



“Disaster preparedness” means to prepare for damages caused by disasters. Japan experiences many earthquakes. From July to October, Japan is hit by typhoons that carry strong winds and heavy rains. In the event of heavy rain, a Flood Alert may be issued and rivers will overflow.

## 3.1 Preparations against disaster-inflicted damages

Community Safety Section

029-273-0111 (ext.) 3211、3218

### (1) Actions to take before a disaster happens

- ① Note the locations of evacuation sites close to your home before a disaster happens.  
For more information, refer to the [city's website \(List of designated evacuation sites for disasters\)](#).
- ② Note the level of danger around where you live before a disaster happens.  
For more information, refer to the [city's website \(Non-Japanese / Disaster preparedness\)](#).
  - ・ Flooding hazard map (Japanese)
  - ・ Landslide hazard map (Japanese)
  - ・ Tsunami hazard map, tsunami flood forecast map, tsunami evacuation map (Japanese)
  - ・ Liquefaction hazard map (Japanese)
- ③ Prepare emergency supplies that can be brought out immediately for use. (E.g. flashlight, mobile charger, radio, lighter, rain gear, work gloves, masks, whistle, towels, a change of clothes, plastic bags, medicine, antiseptic solution, thermometer.)
- ④ Prepare emergency supplies to be stored at your home. (E.g. seven days' worth of water and food, portable gas stove, wet wipes, change of clothes, towels, candles, lighter, flashlight, lantern, radio, batteries, medicine, masks, antiseptic solution, thermometer.)
- ⑤ Ensure that furniture is fixed in place to prevent it from falling over.
- ⑥ Decide on how family members will remain in contact with each other, select a gathering place, and take other such precautions.
- ⑦ Participate in disaster drills conducted in the community and pick-up drills conducted at your children's schools. Pick-up drills are to ensure that guardians can smoothly pick up their children in a disaster situation.

## (2) How to collect information in a disaster situation

### ① Radio disaster warning system

In Hitachinaka City, there is a radio broadcast tower set up outdoors for the disaster warning system. This system broadcasts disaster-related emergency information in Japanese. The City also loans out free receivers to individual households to tune into radio disaster warning system broadcasts. For more information, refer to the [city's website](#) (“[The City loans out free receivers to individual households to tune into radio disaster warning system broadcasts](#)”).

### ② Hitachinaka Safety and Security Email

You can receive emails that contain the contents of radio disaster warning system broadcasts.

For more information, refer to the [city's website \(Hitachinaka Safety and Security Email\)](#).

### ③ Twitter

The City tweets out the contents of radio disaster warning system broadcasts on Twitter. Twitter account (@hitachinakacity)

※However, be wary of outdated or mistaken information when using social media.

### ④ City of Hitachinaka website

In the event of a major disaster, you can get disaster-related information on the city's website.

## (3) Ensure that you can use the Disaster Emergency Message Service

The Disaster Emergency Message Service can only be used during earthquakes, typhoons, and heavy rains. In major disasters, phone calls may have trouble connecting. The Disaster Emergency Message Service is used instead. You can use the service to post text and record voice messages.

### Post text

#### ① Disaster Emergency Message Board (Web171)

- Use your computer or mobile phone to post phone numbers or messages in text form.
- You can view messages posted for specific phone numbers.

NTT East <https://www.ntt-east.co.jp/saigai/web171/>

NTT West <https://www.ntt-west.co.jp/dengon/web171/>

#### ② Disaster Emergency Message Board

- Use your mobile phone to post messages in text form.
- You can view messages posted for specific mobile phone numbers.

### Record a voice message

#### ③ Disaster Emergency Message Hotline (#171)

- You can record a voice message via landline phone or public payphone.
- You can listen to messages left for specific phone numbers.

NTT East <https://www.ntt-east.co.jp/saigai/voicel71/>

NTT West <https://www.ntt-west.co.jp/dengon/>

④Disaster Emergency Voice Message Delivery Service

- You can leave a voice message from a smartphone on which you have installed the dedicated app. Voice messages can be sent even between different telephone companies.

**(4) Build relationships with neighbors for disaster preparedness**

Make an effort in your daily life to become acquaintances with your neighbors. If you have any questions or concerns, talk to your neighbors. Participate in local festivals, disaster drills, and other events in your community.

**(5) Get insured**

If you own a house or vehicle, it is recommended that you get non-life insurance that covers repair costs for damages suffered from earthquakes, flooding, fires, or other disasters.

## 3.2 Types of evacuation information

Alert level	Evacuation information provided	Explanation
Level 3	Evacuation Advisory for the elderly, children, handicapped, etc.	The elderly, children, and others who will require more time to evacuate should immediately proceed to evacuation sites (※1). Others should prepare to evacuate.
Level 4	Evacuation Advisory	Everyone must evacuate from dangerous places.
Level 5	Disaster Occurrence Alert	Take whatever immediate action is best to ensure your safety.

Take as few items with you as possible when evacuating. Help children, the elderly, the sick, and the injured evacuate.

(※1) Evacuation sites are places to go when it is dangerous to stay in your house due to a disaster. Anyone can use these sites. You can also receive the bare minimum in terms of food and water, as well as find helpful information and other resources.

## 3.3 After an earthquake

In Japan, the strength of earthquake tremors is expressed numerically, and this number is called the “seismic intensity” (shindo). There are ten levels of seismic intensity, with larger numbers indicating stronger tremors. From smallest to largest, the seismic intensities are “0”, “1”, “2”, “3”, “4”, “5 Lower”, “5 Upper”, “6 Lower”, “6 Upper”, and “7”.

For more information, refer to the [Japan Meteorological Agency website \(Tables explaining the JMA Seismic Intensity Scale\)](#) (external link).



### (1) When inside a building

- Hide under a sturdy table and protect your head.
- Open doors to make sure you can still escape.
- Broken glass may fall from windows, so do not rush outside immediately.
- Turn off gas appliances, heaters, and other heat sources. If you are unable to turn off such equipment, call 119.

### (2) When outside

- Objects may fall from above. Protect your head.
- Do not enter narrow roads.
- Do not go near walls or cliffs.
- Evacuate to a park, school playground, or other wide-open area.
- If you are driving a car, pull over and stop the car on the left shoulder in a safe way. If you need to leave your car on the road to evacuate, leave your key inside the car.
- If you are on an elevator, get off the elevator immediately.

### (3) When near the ocean or rivers

- Areas near the ocean or rivers are at risk of being hit by a tsunami. Everyone must immediately evacuate to a higher elevation.
- If you cannot evacuate by car because the roads are blocked or congested, leave your vehicle behind and evacuate on foot.
- Tsunamis come in several waves. Confirm tsunami information on the radio or another device.



## 3.4 When a typhoon, heavy rain, or tornado occurs

Japan's typhoon season runs from July to October. Tornadoes tend to occur in September. When you are near a tornado, the wind will be strong and the sky dark, with thunderstorms and large hailstones.

### (1) When a typhoon or heavy rain occurs

- Houses may collapse due to strong winds. Inspect your house and add structural reinforcements. Potted plants and other objects that are outside should be moved inside the house.
- Close storm shutters and stay inside the house.
- If your house is flooded, move furniture, electrical appliances, vehicles, bicycles, and other such objects to a higher elevation.
- There may be power or water outages. Prepare flashlights and a radio, and fill the bathtub with water.
- Do not go near the ocean, river, canals, or anywhere that is likely to experience a landslide.
- If an evacuation order is issued over TV or radio, evacuate immediately.



### (2) When a tornado occurs

- If outside, immediately get inside a nearby sturdy building.
- If there are no sturdy buildings nearby, lie face-down in a canal or depression and protect your head and neck with both arms.
- If you are inside a building, close storm shutters, windows, and curtains, and stay away from rooms' walls and windows.
- Do not go under bridges or overpasses.



## 3.5 If a nuclear power disaster occurs

There are nuclear power facilities located in Ibaraki Prefecture. If a nuclear power disaster occurs, get accurate information from sources such as TV, the radio, or the radio disaster warning system. However, be wary of outdated or mistaken information when using social media. You should also try to avoid contacting disaster response-related organizations or city offices because you may interfere with disaster response activities.

### (1) What is a nuclear power disaster?

Unlike wind or water disasters, earthquakes, or fires, a nuclear power disaster cannot be felt with the five senses.

In a nuclear power disaster, it is difficult to judge for yourself what effect the disaster is having on your body and what actions you should take.

In order to correctly respond to a nuclear power disaster, you need to act in accordance with instructions given by the national, prefectural, and municipal governments based on the status of nuclear power facilities and measurements of environmental radiation.

### (2) External radiation exposure and internal radiation exposure

“Exposure” refers to the exposure of the body to radiation. “External exposure” refers to exposure to radiation emitted by radioactive material outside of the body. “Internal exposure” refers to exposure to radiation emitted by radioactive material inside the body from food or breathing.

### (3) Acquiring accurate information

In the event that a disaster strikes a nuclear power facility, you need to properly assess the situation and calmly take action based on the information received. If you do not understand Japanese, check with a nearby Japanese person or use the machine translation feature to translate disaster-related information posted on the city’s website.

#### [ Information sent out when a disaster occurs ]

- What happened? When? Where? Did it occur at a specific facility and building?
- Status of the incident and estimates/forecasts moving forward
- What actions residents should take

### (4) When a shelter-in-place order is issued

When a shelter-in-place order is issued, immediately enter a building and close all doors and windows to lower radiation exposure. In general, air ventilation should also be turned off. Once inside, wash your face and hands, rinse your mouth and gargle, and change your clothes.

#### [ How to avoid internal exposure ]

- Wear a mask
- Moisten a towel or handkerchief with water, wring tightly, and then lay it over your nose and mouth.

### **(5) If you are instructed to take stable iodine**

In Hitachinaka City, stable iodine is distributed to all residents to prevent or lessen internal exposure caused by a nuclear power disaster. The stable iodine is to be taken after a nuclear power disaster occurs. If a nuclear power disaster occurs and there is a need for people to take stable iodine, you will be notified of this via the radio disaster warning system. Bring the check sheet that was mailed to your home to a dispensing pharmacy in order to receive your stable iodine. If you lost your check sheet, come to the Health Care Center.

# 4 Moving

## 4.1 Renting a home

### (1) Apartments and houses

Typically, people use a realtor to search for an apartment or house. This can involve a lot of paperwork, so it is recommended that you go together with someone who understands Japanese. When you sign a contract, you may have to pay a deposit and key money in addition to rent. You may also need a guarantor.



**Key money** This is money paid to the property owner as a thank-you for renting you the apartment or house. Typically, key money is equal to one or two months' rent.

**Deposit** This is money entrusted to the property owner for renting you the apartment or house. Typically, a deposit is equal to one to three months' rent. The deposit will be returned to you when you move if the repair costs for your apartment or house are less than the deposit.

**Guarantor** The guarantor pays the rent instead of the tenant if the tenant does not pay the rent.

### (2) Public housing (municipal or prefectural)

Housing Section, Housing Desk 029-273-0111(ext.)6212、6213

Public housing is set up by the city or prefecture for low-income residents. For more information, refer to the [city's website \(Municipal public housing\)](#). For information on prefectural public housing located in Hitachinaka City, refer to the [Ibaraki Prefecture Housing Authority Center website \(Prefectural public housing\)](#) (external link).



### (3) Points of caution

- Do not remodel a rented apartment or house. Do not paint or hammer nails into the walls.
- You cannot sublet your rented residence to a third party.
- If you want to live with someone, you need to alert the property owner first.

## 4.2 Register as a resident

Citizens Section 029-273-0111 (ext.) 1172、1173、1174、1175



If you have moved to a new address, visit the Citizens Section in the main city office or visit the Nakaminato Branch Office to complete the necessary procedures. At this time, you will need to write your new address on your residence card. For more information, refer to the [city's website \(Residence / moving\)](#).

You will also need to complete procedures for your National Health Insurance, national pension, and to transfer to local primary or junior high schools.

Notification type	When to submit	Necessary items
① Moving in from outside Japan	Within 14 days of receiving permission for residence	<ul style="list-style-type: none"> <li>• Passport</li> <li>• Residence card or special permanent resident certificate</li> </ul>
② Moving in from another municipality	Within 14 days of beginning to reside in Hitachinaka City	<ul style="list-style-type: none"> <li>• Certificate of Moving-Out</li> <li>• “My Number” card (Individual Number Card) (Only for those who have)</li> </ul>
③ Moving within the city	Within 14 days of beginning to reside at your new address	<ul style="list-style-type: none"> <li>• Residence card or special permanent resident certificate</li> <li>• “My Number” card (Individual Number Card) (Only for those who have)</li> </ul>
④ Moving out of the city Moving out of Japan	14 days or less before your scheduled moving date	<ul style="list-style-type: none"> <li>• Residence card or special permanent resident certificate</li> </ul>

※Other additional documentation may be needed.

※“My Number” card (Individual Number Card)

“My Number” (Individual Number) is a 12-digit number assigned to all people (including non-Japanese people) who live in Japan with a certificate of residence. One month after your initial residence registration procedures are complete, you will be sent a “My Number” notification by post.

To acquire a “My Number” card, complete the necessary procedures using the application form included with your “My Number” notification.

Your “My Number” card will include a face photo and your address. It can be used as a public piece of personal identification or digital certificate.

For more information, refer to the [city's website \(“My Number” <Individual Number>\)](#).

## 4.3 Changing schools

Citizens Section

029-273-0111 (ext.) 1172、1173、1174、1175

School Affairs Section

029-273-0111 (ext.) 7325、7326

### (1) Procedures for changing primary or junior high schools in Japan

#### [ Changing school districts after moving within the city (Moving) ]

##### ① Procedures before moving within the city

- Receive a Certificate of Enrollment and Textbook Certificate (an official list of the textbooks used at the school) from the school that you currently attend.

##### ② Procedures after moving within the city

- Visit the Nakaminato Branch Office or the Citizens Section at the main city office and file a Notification of Change of Address to receive a New School Enrollment Notification. (Refer to “③ Moving within the city” under “4.2 Register as a resident”.)
- Submit your New School Enrollment Notification, Certificate of Enrollment, and Textbook Certificate (an official list of the textbooks used at the school) to the new school that you will be attending.

#### [ Moving from another municipality to Hitachinaka City (Moving in) ]

##### ① Procedures before moving to Hitachinaka City

- Complete Moving-Out Notification procedures at a city office in the municipality from which you are moving and receive a Certificate of Moving-Out.
- Receive a Certificate of Enrollment and a Textbook Certificate (an official list of the textbooks used at the school) from the school from which you are moving away.

##### ② Procedures after moving to Hitachinaka City

- Visit the Nakaminato Branch Office or the Citizens Section at the main city office and file a Moving-In Notification to receive a New School Enrollment Notification. (Refer to “② Moving in from another municipality” under “4.2 Register as a resident”.)
- Submit your New School Enrollment Notification, Certificate of Enrollment, and Textbook Certificate (an official list of the textbooks used at the school) to the new school that you will be attending.

## [ Moving from Hitachinaka City to another municipality (Moving out) ]

### ① Procedures before moving out of Hitachinaka City

- Receive a Certificate of Enrollment and Textbook Certificate (an official list of the textbooks used at the school) from the school that you currently attend.
- Visit the Nakaminato Branch Office or the Citizens Section at the main city office and file a Moving-Out Notification to receive a Certificate of Moving-Out. (Refer to “④ Moving out of the city” under “4.2 Register as a resident”.)

### ② Procedures after moving out of Hitachinaka City

- Complete Moving-In Notification procedures at a city office in the municipality into which you are moving, and submit your Certificate of Enrollment and Textbook Certificate (an official list of the textbooks used at the school) to the new school that you will be attending.

For more information on these procedures, contact the municipality to which you will be moving and the new school that you will be attending.

## **(2) Moving to Japan and attending a Japanese primary or junior high school for the first time**

### ① Procedures before moving to Hitachinaka City

- If you previously attended a school outside of Japan, receive a Certificate of Enrollment or similar document that proves attendance at the foreign school. If you attended a Japanese school, also receive a Textbook Certificate (an official list of the textbooks used at the school).

### ② Procedures after moving to Hitachinaka City

- Visit the Nakaminato Branch Office or the Citizens Section at the main city office and complete Moving-In Notification procedures. (Refer to “① Moving in from outside Japan” under “4.2 Register as a resident”.)
- Explain that you have a child aged 6 to 15 years old and receive a New School Enrollment Notification.
- Submit your New School Enrollment Notification, Certificate of Enrollment, and Textbook Certificate (an official list of the textbooks used at the school) to the new school that you will be attending.

In Japan, non-Japanese individuals are not legally required to attend school, but it is recommended.

## 4.4 Setting up utilities (electricity)

### (1) Procedures

Japanese power companies can be divided into three types: those that create electricity, those that transmit electricity, and those that sell electricity. Power companies that sell electricity are called “electricity retailers”. When you have decided on a place to live, select an electricity retailer that meets your needs and sign a contract with them. If you are renting a house or apartment, you may not be at liberty to choose your power company. Consult with the property owner or management company beforehand.



There is a list of names of registered electricity retailers on the website. Use this list to learn about companies selling power in Hitachinaka City. For more information, refer to the [METI Agency for Natural Resources and Energy website \(List of registered electricity retailers\)](#) (external link).

#### [ Signing a contract ]

- ① Choose your electricity retailer.
- ② Read the contract.

Electricity usage fees, contract term, cancellation fees, etc.

- ③ Choose the power company that will create the electricity you use and a reasonably priced rate plan.

#### [ Changing electricity retailers ]

Tell the electricity retailer to which you want to switch the name of the power company with which you are currently contracted. Also convey the following information from your Meter Reading Card.

- Identification number
- Supply identification number
- Desired date of switchover

For more information, refer to the [METI Agency for Natural Resources and Energy website \(How do I change power companies?\)](#) (external link).

Once you have signed a contract, you can proceed to the next step.

- ① Turn on the breaker.
- ② Turn on the ground fault interrupter.
- ③ Turn on the molded case circuit breaker.

### (2) Electronic products

Electric power in Ibaraki Prefecture is 100V and 50 Hz. It's 60 Hz in western Japan, so some electronic products may need to be adjusted after you move. Note that you may not be able to use some foreign electronic products that are 200V or similar.

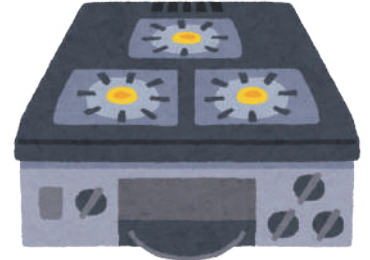
### **(3)How to pay your electricity bill**

Pay your bill (which is sent to you) at a bank, post office, or convenience store by the indicated payment deadline. You can also set up automatic payments directly from your bank account or post office account.

## **4.5 Setting up utilities (gas)**

### **(1)Procedures**

There are different types of gas available based on where you live. The type of gas you use is written on your inspection paper. If you call the gas company, they will send someone to your house to turn on the gas at the main and inspect your appliances.



For information on propane gas supplier, [refer to the Ibaraki Prefectural High Pressure Gas Safety Association website \(List of LP gas dealers\)](#) (external link).

### **(2)Using appliances**

Use the right appliances for your type of gas. Using the wrong appliance for your gas type may result in incomplete combustion and is extremely dangerous.

### **(3)Safety check**

Note the following when using the gas utilities.

- Visually confirm the ignition and extinguishing of the flame.
- Ensure that you ventilate.

### **(4)How to pay your gas bill**

Pay your bill (which is sent to you) at a bank, post office, or convenience store by the indicated payment deadline. You can also set up automatic payments directly from your bank account or post office account.



## 4.6 Setting up utilities (water and sewerage)

Hitachinaka Life, Culture, and Sports  
Public Interest Incorporated Foundation,  
Urban Services Section

029-274-1177



### (1) Procedures

To turn on the water supply, complete the necessary procedures at the Hitachinaka Life, Culture, and Sports Public Interest Incorporated Foundation, Urban Services Section. You also need to complete certain procedures when you move, when the user of the water services changes, or when you will not be using the water services for an extended period.

For more information, refer to the [city's website \(Activating and deactivating water service\)](#).

### (2) How to pay your water bill

Water bills cover two-month periods. Pay your bill (which is sent to you) at a bank, post office, or convenience store by the indicated payment deadline. You can also set up automatic payments directly from your bank account or post office account. For more information, refer to the [city's website \(Billing information\)](#).

### (3) Water leaks, etc.

Contact the property owner if you have a water leak as a renter living in an apartment or house. If you own the house, contact the building contractor or [Hitachinaka City-designated plumbing contractor](#). If your sewage line is clogged or you have other problems, contact a [Hitachinaka City-approved drainage repairer and installation company](#).

## 4.7 Waste that is rendered unnecessary by a move

Waste Management Section 029-273-0111 (ext.) 3324、3325、3326

You are responsible for taking any burnable garbage that is 50 cm or longer on any one side to the Hitachinaka Tokai Clean Center by yourself. You are also responsible for taking any non-burnable garbage or recyclable garbage to a recycling center by yourself. For bulky garbage that you cannot carry yourself, call the Waste Management Section and apply to have a contractor come pick up your garbage at your home. For more information, refer to the [city's website \(For large volumes of garbage from moving, etc. <How to throw out bulky garbage>\)](#).

Items that will not be picked up include TVs, air conditioners, refrigerators, and washing machines. For more information, refer to the [city's website \(How to dispose of TVs, air conditioners, refrigerators, and washing machines\)](#).

## 4.8 Other procedures

### (1) Phone company

Inform your phone company that you have moved.

### (2) Post office

If you inform the post office that you have moved, your mail will be forwarded to your new address for a period of one year. You can also apply for this service on the internet and via mobile phone.

### (3) Banking

Inform all of the banks at which you have accounts that you have moved. You can also do this on the internet and via post.

### (4) Driver's license

After you move, change your address at the police station or a testing center for driving tests near your new home. You will need documentation that proves your new address.

## 5 Living

### 5.1 Community associations

Civic Activities Section 029-273-0111 (ext.) 3222、3223、3224

Community associations are community organizations for residents in various regions of Hitachinaka City. Through community associations, residents work to help each other through community clean-up, collection of recyclable materials, anti-crime activities, and watching over children and the elderly. There are also events such as festivals and athletic meets. By all means, feel free to join a community association.



#### [ If you join a community association... ]

- ① You will receive some notifications from the City via community associations.
- ② You can interact with other people in the community and help each other out in emergencies.
- ③ You will be required to pay community association fees and other costs.

#### [ To build good relationships with your neighbors... ]

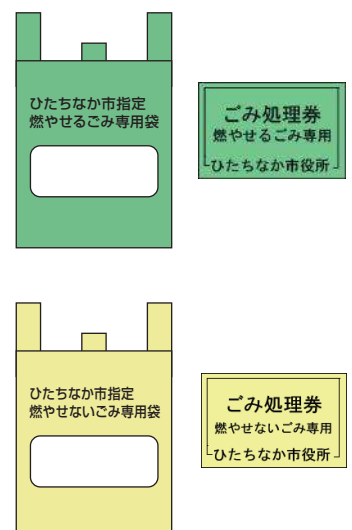
- ① Do not play loud music or talk in a loud voice.
- ② Sort your garbage and put it out for pick-up on the designated day, at the designated time, and at the designated place.
- ③ Park your bicycle or vehicle at the designated place.

### 5.2 How to dispose of your garbage

Waste Management Section 029-273-0111 (ext.) 3324、3325、3326



Refer to Hitachinaka City's "Our Proper Home Garbage Disposal Guide" for more information on how to sort and dispose of burnable, non-burnable, recyclable, and bulky garbage, as well as garbage that cannot be disposed in the city. To acquire this guide, visit the Waste Management Section or download the PDF version from the [city's website \(Non-Japanese / How to dispose of your garbage\)](#). For more information, refer to the [city's website \(How to dispose of your garbage\)](#). For information on when to take out the garbage in the area in which you live, refer to the [city's website \(Garbage and recycling collection table\)](#).



## 5.3 If there are changes to your family composition

Citizens Section 029-273-0111 (ext.) 1172、1173、1174、1175



### (1) When a baby is born

#### [ Procedures in Hitachinaka City ]

If your baby is born in Japan, you must visit the Nakaminato Branch Office or the Citizens Section at the main city office and submit a Registration of Birth within 14 days of the birth. If the baby's parents are both non-Japanese, then the baby cannot acquire Japanese citizenship even if he or she is born in Japan.

#### Who should submit the registration

The baby's father or mother

#### Necessary items

Registration of Birth (birth certificate created by a doctor), father's and mother's passports, proof of father and mother's marriage, Japanese translation of the proof of marriage, maternal and child health handbook, etc.)

#### [ Other procedures ]

- Notify your country's embassy or consulate that the baby was born and complete the necessary procedures.
- Visit the Tokyo Regional Immigration Bureau Mito Branch Office and complete procedures for the baby's residence card within 30 days of the birth.

#### ■ Tokyo Regional Immigration Bureau, Mito Branch Office

1-1 Kitami-cho, Mito City, Ibaraki Prefecture 310-8540 Phone 029-300-3601

### (2) When a family member or someone living with you passes away

#### [ Procedures in Hitachinaka City ]

If a family member or someone living with you passes away in Japan, you must visit the Nakaminato Branch Office or the Citizens Section at the main city office and submit a Notification of Death within seven days of learning of the death. For cremations, visit the Nakaminato Branch Office or the Citizens Section at the main city office as soon as possible and complete cremation-related procedures.

#### Who should submit the registration

Family member or someone living with you, etc.

#### Necessary items

Notification of Death (death certificate created by a doctor), passports of the deceased and the notifying party, the notifying party's personal seal, proof of the relationship between the deceased and the notifying party, etc.

If burying the remains in Japan, you must complete cemetery-related procedures. Contact the Environment Preservation Section.

Environment Preservation Section 029-273-0111 (ext.) 3312, 3313

### [ Other procedures ]

- Notify your country's embassy or consulate that your family member or someone living with you has passed away and complete the necessary procedures.
- Visit the Tokyo Regional Immigration Bureau Mito Branch Office to return the deceased's residence card within 14 days of the death.
- If necessary, visit the Tokyo Regional Immigration Bureau Mito Branch Office and complete procedures to change status of residence, etc.

## (3) Getting married

### [ Procedures in Hitachinaka City ]

To get married in Japan, you must visit the Nakaminato Branch Office or the Citizens Section at the main city office and submit a Registration of Marriage together with other necessary proof. You will require different kinds of proof depending on your nationality and marriage history. Before gathering the necessary proof on your own, confirm which types of proof are necessary with the Citizens Section at the main city office. It may take some time to gather all of the required proof.



#### Necessary items

Registration of Marriage, birth certificate, certificate of marriage eligibility, passport, Japanese translations of certificates, etc.

### [ Other procedures ]

Even if a Registration of Marriage is submitted to a Japanese city office, the marriage may not be recognized by the country of which the husband or wife is a citizen. It may be necessary to register your marriage with your home country after getting married in Japan. If the parties getting married are citizens of the same country, you may be able to get married at your embassy or consulate. For more information, contact your embassy or consulate.

If necessary, visit the Tokyo Regional Immigration Bureau Mito Branch Office and complete procedures to change status of residence, etc.

## (4) Getting divorced

### [ Procedures in Hitachinaka City ]

To get divorced in Japan, you must visit the Nakaminato Branch Office or the Citizens Section at the main city office and submit a Notification of Divorce together with other necessary proof. You will require different kinds of proof depending on the nationality of the husband/wife and the necessity of a trial. Before gathering the necessary proof on your own, confirm which types of proof are necessary with the Citizens Section at the main city office. It may take some time to gather all of the required proof.

#### Necessary items

Notification of Divorce, passport, proof of marriage, Japanese translations of such proof, certificate of residence (only necessary if the husband or wife is Japanese), etc.

### [ Other procedures ]

Even if a Notification of Divorce is submitted to a Japanese city office, the divorce may not be recognized by the country of which the husband or wife is a citizen. It may be necessary to register your divorce with your home country after getting divorced in Japan. For more information, contact your embassy or consulate.

If necessary, visit the Tokyo Regional Immigration Bureau Mito Branch Office and complete procedures to change status of residence, etc.

## 5.4 Personal seal

In Japan, personal seals are used instead of signatures in a variety of situations. Personal seals are known in Japanese as a hanko or inkan. There are typically three types of seals used for different purposes, but it is also possible to use the same seal for all purposes.



### (1) Unregistered seal (mitome-in)

The unregistered seal is for personal use. It is used when receiving deliveries, signing unimportant day-to-day documents, etc.

### (2) Bank seal (ginko-in)

The bank seal is used for business conducted with a bank.

- For example, this seal is used to open a bank account and to withdraw money at teller's window.

It is also used for registering changes in your name, address, bank branch, etc.

- Some banks and online banks do not require a bank seal.

### (3) Registered seal (jitsu-in)

Citizens Section	029-273-0111 (ext.) 1172、1173、1174、1175
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The registered seal is your officially recognized seal that is registered with the city office.

- The process of registering your seal with the city office is called inkan-toroku (seal registration). Anyone who is at least 15 years old and a registered resident of Hitachinaka City can register their seal. To register your seal, bring your seal and your residence card or other photo identification to the Nakaminato Branch or the Citizens Section at the main city office.
- Once the seal registration process is complete, you can be issued a Seal Registration Card (inkan toroku-sho).
- If you would like to receive a Seal Certificate (inkan toroku shomeisho), you will need a Seal Registration Card (inkan toroku-sho).
- When signing an important contract in Japan such as when buying land, a house, or an automobile, you will need your registered seal and a Seal Certificate.

For more information, refer to the [city's website \(Seal registration\)](#).

※ You may not be able to register some types of seals. For more information, inquire about this topic before having your seal made.

## 5.5 Banking

After you open a bank account, you can deposit or withdraw money, transfer money, or set up automatic payments for public utilities. Banks are typically closed on Saturdays, Sundays, and national holidays. ATMs are machines used to make deposits to and withdraw money from your bank account. ATMs can also be used at night or on bank holidays, although the specifics differ among banks and stores.



### [ Opening a bank account ]

To open a bank account, you will need personal identification (e.g. passport or residence card) and your personal seal. At the same time, you can create an ATM card (cash card) for use at ATMs. You can also use ATMs located in convenience stores, train stations, and elsewhere.

### [ International money transfers ]

Receive a foreign remittance request form at your bank. Fill in the recipient's address, name, bank name, and account number to request an international money transfer. Ask the bank about service charges, how much time the transfer will take, and what documentation is needed. You can also make a transfer online, without physically going to a bank.

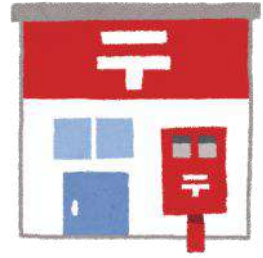


## 5.6 Post office

Post offices are indicated by their signs featuring the “〒” symbol.

### (1) Postal service

To send letters or postcards within Japan, put a postal stamp on the item to be mailed and put it into a mailbox or take it directly to the post office. Postcards and postage stamps are sold at post offices and convenience stores.



There are several ways of sending a letter or package overseas. From quickest to slowest, these include: Express Mail Service (EMS), Airmail, Surface Air Lifted(SAL), and Surface Mail.

On the Japan Post website, you can look up postal fees, delivery times, postal codes, and other postal service-related information. For more information, refer to the Japan Post website.

(Japanese) <https://www.post.japanpost.jp/index.html>

(English) [https://www.post.japanpost.jp/index\\_en.html](https://www.post.japanpost.jp/index_en.html)

#### ■ Customer Service Center (English)

0570-046-111 (Charges apply for calls)

### (2) Japan Post Bank

After you open a bank account at the post office, you can deposit money, withdraw money, and use ATMs, just as you would at any bank. Post offices are located throughout Japan, making this bank very convenient with many branches.

#### [ Opening an account at Japan Post Bank ]

To open a bank account, you will need personal identification (e.g. passport or residence card) and your personal seal, etc. For more information, refer to the [Japan Post Bank website \(To foreign nationals applying to open an account\)](#) (external link).

#### [ International money transfers ]

You can transfer money overseas just as you would at any bank. For more information, refer to the [Japan Post Bank website \(International Remittances\)](#) (external link).

## 5.7 Driving an automobile or motorcycle

In Japan, automobiles and motorcycles drive on the left side of the road, while pedestrians walk on the right side. There are many traffic accidents in Japan because Japanese roads are narrow despite having many vehicles and pedestrians. Pedestrians must obey traffic rules to ensure that they do not cause accidents.



You must have a driver's license to drive an automobile or motorcycle in Japan. Even if you have a foreign driver's license, you may not be able to drive in Japan.

### (1) Driver's license acquired in a foreign country

#### [ Driving using an international driver's license ]

If you have an international driver's license, you can drive in Japan for a limited period of time. This period is either one year after your arrival in Japan or until your license expires, whichever is earlier. Note that you generally cannot drive in Japan if you acquired a new international driver's license while spending less than three months outside of Japan. International driver's licenses issued in countries including China, Vietnam, Indonesia, and Brazil are not recognized in Japan, and holders of such licenses cannot drive in Japan. For more information, refer to the [National Police Agency website \(If you have a foreign driver's license\)](#) (external link).

#### [ Driving using a foreign driver's license ]

If your driver's license was issued in Estonia, Switzerland, Germany, France, Belgium, Monaco, or Taiwan, you can drive in Japan for a limited period of time. However, you will need a Japanese language translation of your license. The period of validity for such foreign driver's licenses is the same as for international driver's licenses. For more information, refer to the [National Police Agency website \(If you have a foreign driver's license\)](#) (external link).

### (2) Japanese driver's license

#### [ Acquiring a Japanese driver's license ]

You can acquire a Japanese driver's license by passing the necessary tests at a Driver's License Center. For more information, refer to the [National Police Agency website \(If you have a foreign driver's license\)](#) (external link).

#### [ Converting a foreign driver's license into a Japanese driver's license ]

If your current foreign driver's license is still valid, you can convert it into a Japanese driver's license. However, you must have spent a total of at least three months in that country after acquiring the foreign driver's license. You can complete procedures to convert your driver's license at the Ibaraki Prefecture Driver's License Center. For more information, refer to the [Ibaraki Prefectural Police website \(Information on transferring a driver's license from outside Japan to a Japanese license\)](#) (external link). After checking this document, contact the Ibaraki Prefecture Driver's License Center (029-293-8811) regarding whether you can convert your license.

### **(3) Driver's license renewals and expiration**

Your driver's license must be periodically renewed or it will expire. You will be sent a "Driver's License Renewal Reminder" postcard when it is almost time to renew your license. Renew your license by the expiration date at a designated Driver's License Center or police station. If you forget to renew your license, your license will be rendered void and you will have to take the licensing test again.

### **(4) Owning an automobile or motorcycle**

Visit the Ibaraki Transport Branch Office to complete the necessary procedures for buying, transferring, or disposing of an automobile or motorcycle, or if your address changes. In some cases, the vendor who sells you the vehicle may complete the procedures for you.

After buying a vehicle and securing a parking spot, visit the police station to receive a Garage Registration.

If you transfer a vehicle to someone else without changing the name registered to the vehicle and the new owner gets in an accident, you may need to take responsibility for the accident.

If you have an automobile or a motorcycle over 250cc, you will need to receive a regular safety inspection (sha-ken). You will receive an inspection certificate (sha-ken-sho) that must be placed in your vehicle.

※If you have a motorcycle with engine displacement over 125cc, you will need to register your vehicle with the Ibaraki Transport Branch Office and receive a license plate. If you have a 125cc or less moped or engine-equipped bicycle, visit the Nakaminato Branch Office or the Municipal Tax Section at the main city office and complete registration procedures.

## 5.8 Riding a bicycle

In Japan, bicycles are required to drive on the left side of the road. It is illegal to drive after drinking alcohol, to ride two people to a bicycle, or to ride while using an umbrella or mobile phone. You can also put your child on the bicycle if you have a child seat that meets the required standards. Have the child wear a helmet if he or she is under 13 years of age.

### (1) Bicycle theft prevention registration

There is a theft prevention registration system in place for bicycles. You can complete registration procedures at the store where you purchased the bicycle.



### (2) Bicycle parking

Community Safety Section 029-273-0111 (ext.) 3211, 3212

#### [ Bicycle parking around Katsuta Station (fee required) ]

These parking spaces can be used temporarily or on a regular basis. You do not have to pay if you use a parking space for an hour or less. For more information, refer to the [city's website \(Municipal bicycle parking <automobiles/bicycles>\)](#).

#### [ No parking zones ]

You cannot leave your bicycle in a no parking zone. If you do leave your bicycle in such an area, it will be taken away and impounded. Most no parking zones are around train stations. Even if you will only be parking your bicycle for a short time, use a bicycle parking space.

#### [ Retrieving an impounded bicycle ]

If your bicycle has been taken away and impounded, you can retrieve it from the Municipal Katsuta Station West Exit Bicycle Parking Space. You will be charged a fee to retrieve your bicycle. You will also need your personal seal, the bicycle key, and a form of personal identification such as your residence card or driver's license. For more information, refer to the [city's website \(Do not leave your bicycle around the train station\)](#).

## 5.9 Riding the Smile Aozora Bus

Planning and  
Coordination Division

029-273-0111 (ext.) 1311, 1312



The Smile Aozora Bus is the bus line for transportation around the city. Anyone can use this bus (except during New Year's holidays). The fare is 100 yen per trip for every rider of primary school age or older.

For more information on all routes and bus times, refer to the [city's website \(Smile Aozora Bus\)](#).

## 6 Healthcare and welfare



### Medical Handbook

The Medical Handbook covers useful conversations at the hospital and the names of illnesses and injuries in Japanese and foreign languages. There are nine foreign languages included: English, Chinese, Korean, Portuguese, Spanish, Tagalog, Thai, Indonesian, and Vietnamese. For more information, refer to the [city's website \(Non-Japanese\)](#).



### 6.1 Medical expenses and Public Medical Insurance

Japan has a Public Medical Insurance system through which enrollees can receive medical care by paying just a portion of the actual costs of care. Public Medical Insurance includes health insurance for company employees and similar, National Health Insurance, and Senior's Health Insurance. Foreign nationals are also required to enroll in one of these programs. If you do not enroll in the Public Medical Insurance system, you will have to pay for the entire cost of any treatments and surgeries. Always bring your health insurance card when going to the hospital.



	Health insurance for company employees and similar	National Health Insurance	Senior's Health Insurance
Requirements for enrollment	<ul style="list-style-type: none"> <li>• Company employees</li> <li>• Sailors</li> <li>• Public-sector employees</li> <li>• Teacher or other staff of a private school</li> </ul> <p>※For more information, contact your workplace.</p>	<ul style="list-style-type: none"> <li>• Individuals not enrolled in health insurance for company employees, etc. (e.g. self-employed)</li> <li>• Foreign nationals who satisfy the above conditions and are confirmed to have lived in Japan for over three months</li> </ul>	<ul style="list-style-type: none"> <li>• Individuals 75 years of age or older (mandatory enrollment)</li> <li>• Individuals 65 years of age or older who have a disability (optional enrollment)</li> <li>• Foreign nationals who satisfy the above conditions and are confirmed to have lived in Japan for over three months</li> </ul>
Documentation required	Contact your workplace.	<ul style="list-style-type: none"> <li>• Document proving your "My Number" (Individual Number) (head of households and all individuals who will be covered)</li> <li>• Personal identification of the applicant</li> <li>• Residence card, passport, etc.</li> </ul>	<p>Procedures are required only for individuals 65 years old or older who have a disability and are interested in enrolling.</p> <ul style="list-style-type: none"> <li>• Personal identification of the applicant</li> <li>• Residence card and passport</li> <li>• Document proving the enrollee's "My Number" (Individual Number)</li> <li>• Physical disability certificate</li> <li>• Personal seal</li> </ul>
Contact	Contact your workplace.	Nakaminato Branch Office or the National Health Insurance and National Pension Section at the main city office	Nakaminato Branch Office or the National Health Insurance and National Pension Section at the main city office
Insurance premiums, Insurance tax	Determined on an individual basis based on age, income, etc.	Determined on a household basis based on the number of enrollees, age, previous year's income, etc.	Determined on an individual basis based on previous year's income, etc.
How to pay insurance premiums and insurance tax	Deducted from salary	<ul style="list-style-type: none"> <li>• Pay at the bank or convenience store</li> <li>• Pay by account transfer</li> <li>• Pay by smartphone app (PayB, PayPay, LINE Pay)</li> <li>• Pay at the Nakaminato Branch Office or the Tax Collection Section at the main city office</li> </ul>	<ul style="list-style-type: none"> <li>• Pay at the bank or convenience store</li> <li>• Pay by account transfer</li> <li>• Pay by smartphone app (PayB, PayPay, LINE Pay)</li> <li>• Pay at the Nakaminato Branch Office or the National Health Insurance and National Pension Section at the main city office</li> </ul>

※Consult with your company if you are injured or become ill at work. You may be able to receive treatment not through medical insurance but workmen's accident compensation insurance.

※If you are moving to another municipality or returning to your home country, you must return your National Health Insurance card and Senior's Health Insurance card to the National Health Insurance and National Pension Section or the Nakaminato Branch Office. You must also pay any unpaid insurance premiums or insurance tax.

## (1) National Health Insurance

National Health Insurance and  
National Pension Section,  
National Health Insurance Desk

029-273-0111 (ext.) 1181、1182

You can receive the following kinds of benefits payments.

### [ Medical treatment benefits ]

If you are enrolled in National Health Insurance, you will only pay 20 ~ 30% of your total bill at the hospital. Your bill will vary depending on your age and other factors.

### [ High-cost medical expense benefits ]

If your medical expense payments exceed a set amount for the month, you can apply to have the excess amount returned to you.

### [ Other benefits ]

If someone who was enrolled in National Health Insurance passes away, there is a payment of 50,000 yen for person(s) who conduct the funeral for the deceased. For more information, refer to the [city's website \(Benefit payments under National Health Insurance\)](#).

## (2) Health insurance for company employees and similar

Health insurance for company employees and similar covers the medical expenses of working people and their families. Individuals in your family whose income is too high will be required to get separate health insurance.

## (3) Senior's Health Insurance

National Health Insurance and  
National Pension Section,  
Healthcare Desk

029-273-0111 (ext.) 1183、1184

Once you turn 75 years old, you can withdraw from National Health Insurance or your health insurance for company employees or similar, and enroll in Senior's Health Insurance instead. Individuals 65 years of age or older who have a disability can also enroll by applying.

You can receive the following kinds of benefits payments.

### [ Medical treatment benefits ]

If you are enrolled in Senior's Health Insurance, you will only pay 10 or 30% of your total bill at the hospital. Your bill will vary depending on your income and other factors.

### [ High-cost medical expense benefits ]

If your medical expense payments exceed a set amount for the month, you can apply to have the excess amount returned to you.

### [ Other benefits ]

If someone who was enrolled in Senior's Health Insurance passes away, there is a payment of 50,000 yen for person(s) who conduct the funeral for the deceased. For more information, refer to the [city's website \(Benefit payments under Senior's Health Insurance\)](#).

## 6.2 Vaccination

Health Promotion Section

Health Care Center 029-276-5222



Vaccination is the use of a vaccine shot or other method to provide a patient with immunity against a disease.

Different types of vaccination have different costs and are available to different age groups.

For more information, refer to the [city's website \(Vaccination\)](#).

### (1) For adults

Influenza, pneumococcal vaccinations for the elderly, measles antibody testing and vaccinations, etc.

### (2) For children

Routine vaccinations for infants (rotavirus, Hib, pneumococcal vaccinations for children, hepatitis B, DPT-IPV, BCG, mixed measles and rubella, chickenpox, Japanese encephalitis), routine vaccinations for post-school children (Japanese encephalitis, mixed DT (diphtheria, tetanus), cervical cancer vaccine), etc.

## 6.3 Adult health checkups

Health Promotion Section

Health Care Center 029-276-5222

If you register at the Health Care Center or Nakaminato Healthcare Consultation Center for necessary cancer screenings, you will be mailed tickets to receive those screenings every month. Your registration will be valid for five years. Different types of health checkups and cancer screenings are held on different days and different locations, and they cost different amounts. For more information, refer to the [city's website \(Medical and health checkups\)](#).

### (1) Individuals under 40 years old

Young Checkup ..... Men and women between the ages of 18 and 39

( Physical measurements, blood pressure,  
urine tests, blood tests )

Uterine cancer screening ..... Women 20 years of age or older

Breast cancer screening ..... Women 30 years of age or older  
(Mammograms begin at 40 years of age)

### (2) Individuals 40 years of age or older

Tuberculosis and lung cancer screening, gastric cancer screening, colorectal cancer screening, hepatitis virus screening (§), prostate cancer screening (§), osteoporosis screening (§)

※§ This screening does not require registration.



## 6.4 Support for those in need

Livelihood Support Section 029-273-0111 (ext.) 7206

Counseling services are available to help those in need lead independent, self-sufficient lives. Counselors will think together with you about your needs based on your circumstances and provide assistance in helping you achieve self-sufficient independence. For more information, refer to the [city's website \(Counseling support to help those in need achieve independence\)](#).

## 6.5 Welfare for persons with disabilities

Welfare Section for Persons with Disabilities 029-273-0111 (ext.) 7211, 7212, 7213, 7214

Physical disability certificates are issued to people with physical disabilities to make it easier for them to receive medical and welfare attention and support.

「Physical disability certificate」… For people with a physical disability

「Rehabilitation certificate」… For people with an intellectual disability

「Health and welfare certificate for the mentally disabled」… For people with a mental disability

For more information, refer to the [city's website \(Support for the disabled\)](#).

There is also “Jiritsu shien iryo,” grants of medical expenses for services and support for persons with disabilities.

For more information, refer to the [city's website \(Medical benefits payments\)](#).

## 6.6 Public pension system

National Health Insurance and National Pension Section, Pension Desk

029-273-0111 (ext.) 1185、1186



Japan has a public pension system that makes payments to people who are unable to work due to advanced age, illness, or injury. Foreign nationals are also required to enroll in the system.

There are two types of public pensions: the National Pension (also known as the Basic Old-Age Pension) and Employees' Pension Insurance.

System	Explanation	
National Pension (Basic Old-Age Pension)	Eligible population	All residents of Japan aged 20 to 59
	Contact	Nakaminato Branch Office or the National Health Insurance and National Pension Section at the main city office ※Individuals already enrolled in health insurance for company employees and similar do not need to undertake enrollment procedures for the pension system.
	Documentation required	<ul style="list-style-type: none"> <li>• Personal seal</li> <li>• Personal identification (driver's license, residence card, passport, "My Number" card [Individual Number Card], etc.)</li> <li>• Pension handbook</li> </ul>
	How to pay	<ul style="list-style-type: none"> <li>• Pay at the bank or convenience store</li> <li>• By bank account or credit card</li> </ul>
Employees' Pension Insurance	How to pay	People who work at a company, etc.
	Procedures	Contact your workplace.
	How to pay	<ul style="list-style-type: none"> <li>• The employer and the worker each pay half</li> <li>• These payments are deducted from the worker's salary and bonuses</li> </ul>

There are three categories of people covered by the National Pension: Category I insured persons, Category II insured persons, and Category III insured persons. Each of these categories of covered people makes pension contributions in a different way.

- ①Category I insured persons : Self-employed, farmers, fishery workers, students, unemployed people
- ②Category II insured persons : People who work at a company, public-sector employees, etc. (Those enrolled in Employees' Pension Insurance)
- ③Category III insured persons : Dependent spouses of those enrolled in Employees' Pension Insurance

※If you are enrolled in the public pension system and return to your home country without receiving your pension, you can apply to have that money returned to you. This is called a lump-sum withdrawal payment.

## 6.7 Nursing care insurance

Nursing Care  
Insurance Section

029-273-0111 (ext.) 7241, 7242, 7243, 7244, 7245, 7246

In the nursing care insurance system, not just families but all of society is responsible for helping out with nursing care for the elderly. All people aged 40 years old or older are required to enroll in this system. Foreign nationals (excluding short-term visitors) are also required to enroll and pay nursing-care insurance premiums.

If you require nursing care due to being bed-ridden or cognitive impairment, or if you require support in order to carry out your everyday life, you can receive the nursing care you need by paying a portion of the costs.

However, in order to receive such nursing care, you must submit an application for necessary nursing care or an application for necessary support.

For more information, refer to the [city's website \(Nursing care insurance\)](#).

# 7 Childcare

## 7.1 Childbirth-related support

### (1) Maternal and child health handbook

Citizens Section	029-273-0111 (ext.) 1172、1173、1174、1175
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Health Promotion Section	Health Care Center 029-276-5222
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Once you are pregnant, inform the Health Care Center, Nakaminato Healthcare Consultation Center, and Citizens Section to receive your maternal and child health handbook. Bring your maternal and child health handbook when going to the hospital. Use your maternal and child health handbook to record the mother's health through the pregnancy, the baby's health, and all vaccination information. You will need documentation that proves your "My Number" (Individual Number).

### (2) Ibaraki Kids Club card

Children's Policy Section	029-273-0111 (ext.) 7223、7224
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Ibaraki Kids Club cards are issued to pregnant mothers and their husbands, as well as to guardians with children under 18 years of age. Show this card at participating stores to receive price discounts and other benefits. The benefits offered vary by store.

### (3) Pregnancy support

#### [ Pregnancy - and childbirth-related support ]

Health Promotion Section	Health Care Center 029-276-5222
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Pregnancy and Childcare Counseling Center hotline	Health Care Center 029-276-5222
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Call this hotline if you have any concerns while pregnant or after the baby is born to be connected with a maternal and child health coordinator or a public health nurse. You can talk with them over the phone or have them come to your home.

#### [ Pregnancy and childbirth counseling — Outside Hitachinaka City ]

Consult about a variety of pregnancy and childbirth issues. However, counseling is only available in Japanese.

#### ■ Ibaraki Nursing Association

Healthy Pregnancy Hotline Phone 029-301-1124

**Open** 10:00 am to 6:00 pm  
(Excl. Saturday, Sunday, national holidays, 8/13-15, New Year's holidays)

## [ Pre-Papa Pre-Mama Class ]

Health Promotion Section	Health Care Center 029-276-5222
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This class teaches expectant mothers how to spend their pregnancies and important information for raising children. Fathers are also welcome to participate.

Attending these classes also enables you to become friends with other people who will be having children at around the same time as you.

### (4) Childbirth Lump-Sum Allowance

National Health Insurance and National Pension Section, National Health Insurance Desk	029-273-0111 (ext.) 1181, 1182
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There is support available to cover some of your childbirth-related expenses. If you are enrolled in National Health Insurance, contact the National Health Insurance and National Pension Section. If you are enrolled in health insurance for company employees and similar, ask about this matter at your workplace. For more information, refer to the [city's website \(Services under National Health Insurance : Childbirth Lump-Sum Allowance\)](#).

### (5) Postnatal care

Health Promotion Section	Health Care Center 029-276-5222
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Necessary childcare-related instruction and mental/physical postnatal care is provided at the hospital for mothers who do not have family support or who have concerns about raising their child for the first year. This care is provided in multiple ways, from the having the mother stay overnight at a facility to nurse visitation at the mother's home. For more information, refer to the [city's website \(Postnatal care\)](#).

### (6) Medical Benefits for Premature Infants

National Health Insurance and National Pension Section, Healthcare Desk	029-273-0111 (ext.) 1183, 1184
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This system provides support for medical costs when babies born prematurely are hospitalized for medical care.

## 7.2 Childcare-related support

### (1) Childcare-related support

Childcare Hotline (Health Promotion Section)	Health Care Center 029-276-5222
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Call this hotline when you have childcare-related concerns.



### (2) Children's allowance

Children's Policy Section	029-273-0111 (ext.) 7223、7224
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Parents raising their children in Japan can receive a children's allowance until those children graduate from junior high school. For more information, refer to the [city's website \(Children's allowance\)](#).

**Eligible population** Guardians with children who live in Japan until the March 31 following the 15th birthday of those children

**Benefit payments** The amount paid out varies by the number of children you have and their ages. Payments are made three times per year (June, October, February).

### (3) Child support allowance

Children's Policy Section	029-273-0111 (ext.) 7223、7224
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Single-parent families resulting from the death of a parent or divorce are eligible to receive the child support allowance. High income earners are not eligible. For more information, refer to the [city's website \(Child support allowance\)](#).

**Eligible population** Father, mother, or caretaker (someone who is raising the child instead of the father or mother) who is caring for a child in a single-parent household prior to the March 31 following that child's 18th birthday  
For children with disabilities, eligibility extends up to their 20th birthday (but not past it).

**Benefit payments** The amount paid out varies by the number of children you have and your income. Payments are made once every two months.

#### (4) Child care support home visitation program (Home Start)

Tamariba POPO	080-4350-4150
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Children's Policy Section	029-273-0111 (ext.) 7227
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Home Start is a program for pregnant women or parents with children under six years old who have childcare-related concerns or do not have any acquaintances nearby with whom they can consult about childcare issues. A specialist with childcare experience will come to your house for two hours once per week and play with your child with you. They will also listen to the mother or father's concerns and help relieve their feelings of anxiety. You can generally make use of this service four times. It is free of charge.

#### (5) Child-related counseling

Municipal Consultation Room for Families and Children (in the Children's Policy Section)	029-273-0111 (ext.) 7221、7222、7228 029-273-0117 (Direct line)
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Ibaraki Prefecture Chuo Children Guidance Center, Children's Consultation and Planning Section	029-221-4150
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Counseling regarding abuse of children under the age of 18, childcare-related concerns, and other topics.

For more information, refer to the [city's website \(Consultation Room for Families and Children\)](#) or the prefectural [Ibaraki Prefecture Chuo Children Guidance Center \(external link\)](#).

If a child is being abused or something seems odd, dial "189" immediately to be connected with the Children Guidance Center Abuse Hotline.

## 7.3 Medical and Welfare Treatment System (Maru-Fuku)

National Health Insurance and  
National Pension Section,  
Healthcare Desk

029-273-0111 (ext.) 1183、1184

The Medical and Welfare Treatment System (Maru-Fuku) provides support to cover some medical expenses. High income earners are not eligible.

For more information, refer to the [city's website \(Medical and Welfare Treatment System <Maru-Fuku>\)](#).

### [ Expectant and nursing mothers ]

Medical expenses from the month you receive your maternal and child health handbook through the calendar month following childbirth

### [ Children ]

Medical expenses of children from birth to the March 31 after their 18th birthday (for senior high school students, this applies only to medical fees associated with hospitalization)

### [ Single-parent households ]

Medical expenses of parents raising a child under the age of 18 and that child

### [ People with severe intellectual or physical disabilities ]

Medical expenses of people with a physical disability certificate, rehabilitation certificate, or health and welfare certificate for the mentally disabled (limited to certain grades)

## 7.4 Childcare support facilities

### (1) Day-care nurseries

Infant Childcare Section 029-273-0111 (ext.) 7225、7226

These facilities care for children during the day on behalf of their guardians who are unable to do so due to work or illness. There are 5 public and 19 private day-care nurseries that operate as certified day-care nurseries in Hitachinaka City. For more information, refer to the [city's website \(Day-care nurseries\)](#).



### (2) Certified preschool

Certified preschools are combination kindergartens and day-care nurseries. However, there are no certified preschools in Hitachinaka City.

### (3) Child-rearing Support Center (Family-Collabo)

Family-Collabo is a safe place for children to play from birth until the day they enter primary school. Guardians must be present to accompany their children. Guardians can also talk with staff members and other guardians. For more information, refer to the [city's website \(Child-rearing Support Center <Family-Collabo>\)](#).



# 8 Education

## 8.1 Japanese educational system

In Japan, compulsory education includes primary and junior high school. Senior high school, university, and other levels of schooling are entered after passing the test for the school of your choice. There are also technical and vocational schools that teach professional skills.



There are national schools run by the national government, public schools run by prefectures or municipalities, and private schools run by school corporations. The school year begins in April and ends in March.

0-6 years old	6-2 years old	12-15 years old	15+ years old	18+ years old	22+ years old
Kindergarten 【3-6 years old】	Primary school (Six years)	Junior high school (Three years)	Senior high school (Three years)	University (Four years)	Graduate school (2+ years)
Day-care nurseries 【0-6 years old】				Junior college (Two years)	
Certified preschool 【0-6 years old】				Vocational or technical college (1-3 years)	
			Senior high school (Five years)		

For more information on day-care nurseries and certified preschools, refer to “7.4 Childcare support facilities”.

## 8.2 Kindergarten

Municipal kindergarten : School Affairs Section 029-273-0111 (ext.) 7311、7312

Private kindergarten : Infant Childcare Section 029-273-0111 (ext.) 7225、7226

Children attend kindergarten up until they enter primary school. Children are able to attend regardless of their guardians' occupation. Apply directly to the kindergarten of your choice. There are four municipal kindergartens and six private kindergartens in Hitachinaka City. For more information, refer to the [city's website \(Kindergarten\)](#).



## 8.3 Primary school and junior high school

### (1) Enrollment

School Affairs Section 029-273-0111 (ext.) 7322



By the end of January, the City will mail a School Enrollment Notification to guardians of children expected to enroll at primary school. For junior high, the School Enrollment Notification will be sent by the end of February. Complete the necessary procedures by the set deadline. Bring your School Enrollment Notification and your child's residence card when completing the necessary procedures. You will be permitted to complete the necessary procedures even if you are unable to do so by the set deadline. Through some oversight, you may not be sent a School Enrollment Notification. When your child is nearly old enough to enroll in primary school, contact the School Affairs Section of the Board of Education in advance. For more information, refer to the [city's website \(School/kindergarten enrollment and transfer procedures\)](#).

### (2) Admissions / Enrollment

If you are changing schools due to moving or other reason, refer to "4.3 Changing schools".

### (3) School fees

Tuition and textbooks are free at public primary and junior high schools. However, families are responsible for paying for school supplies, extracurricular activities, lunch, etc.

### (4) If you do not understand Japanese

Volunteer Japanese-language teachers visit schools once or twice per week to teach children who do not understand Japanese. To make use of this service, tell teachers at the school that you want volunteers to teach your child Japanese.

## (5) After-school daycare

Youth Section	029-272-5883
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Daycare is a place for children to play and spend time after school, on the first Saturday of the month, during summer vacation, and other times when guardians are unable to care for children due to work or illness.

### [ Public after-school daycare ]

All public primary schools in Hitachinaka City have after-school daycares for first through sixth graders. Apply at the Youth Section to participate. For more information, refer to the [city's website \(Public after-school daycare\)](#).

### [ Private after-school daycare ]

There are also private after-school daycares in Hitachinaka City. For more information, refer to the [city's website \(List of private after-school daycares\)](#).

## (6) School assistance

School Affairs Section, Health and School Meal Office	029-273-0111 (ext.) 7325、7326
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School assistance is available to provide support for people who have trouble paying their school fees for economic reasons. For more information, refer to the [city's website \(School assistance\)](#).

## 8.4 Senior high school

### (1) Enrollment

Senior high school is for students who have graduated junior high school. It is not part of compulsory education. If you go to senior high school, you can learn acquire more technical knowledge and increase your selection of jobs in the future. Check with the school of your choice regarding part-time enrollment.



#### [ Senior high schools in Ibaraki Prefecture ]

The general admissions exam is a test of academic achievement that covers five subject areas. If foreign nationals satisfy the following requirements, they can take the same general admissions exam that Japanese students take.

- As a general rule, eligible candidates must live together with their guardian in Ibaraki Prefecture, or plan to live in Ibaraki Prefecture by their date of entry to the school
- Even if a student did not graduate from a Japanese junior high school, they must have academic achievement equivalent to having completed nine years of education overseas
- ※Additionally, foreign nationals who have been in Japan for less than three years are eligible for the “special selection for foreign residents.” The “special selection for foreign residents” exam covers fewer subjects than the general admissions exam. Instead, it covers just Japanese, math, and English. There is also an interview.

#### [ Private senior high school ]

Admissions requirements differ from school to school. Contact the senior high school of your choice for more information.

### (2) School fees

#### [ Senior high schools in Ibaraki Prefecture ]

##### ①Tuition

Tuition and other financial costs will apply.

##### ②School assistance funds

School assistance funds for tuition will generally reduce tuition costs to zero, although this depends on your annual income, family composition, and other factors. For more information, refer to the [Ibaraki Prefectural Board of Education website \(Exemption system for tuition and other costs at prefectural senior high schools\)](#) (external link).

Contact your school for more information.

##### ③Scholarships

If you are a senior high school student living in Ibaraki Prefecture and you have trouble attending school for economic reasons, you can apply to receive a scholarship. For more information, refer to the [Ibaraki Prefectural Board of Education website \(Scholarship information\)](#) (external link).

## [ Private senior high school ]

### ①Tuition

Tuition and other financial costs will apply. Tuition is more expensive than at prefectural senior high schools and differs from school to school. Contact the school of your choice for more information.

### ②School assistance funds

If tuition at your school is around average, school assistance funds provided to cover tuition may render tuition completely free.

### ③Scholarships

You can receive a scholarship if your application is approved.

## 9 Working

### 9.1 Looking for a job

In order to work in Japan, a foreign national must have a visa (status of residence) that permits working in Japan, and their job must fall within the job category for which their visa was approved. If you are looking for a job, contact Hello Work (Public Employment Security Office) or the Ibaraki Foreign Worker Support Center.



#### ■ Hello Work Mito

1573-1 Suifu-cho, Mito-shi, Ibaraki Pref. 310-8509

Phone 029-231-6223

There is an Employment Service Corner for Foreign Residents at Hello Work Mito.

Mon., Tues., Thurs, 10:00 am to 3:00 pm.

(Interpreters are available for English and Portuguese.)

## 9.2 Work-related things to know

### (1) Employment contract

An employment contract is between a worker and their employer.

Employers must give their workers a contract that states their wage, work hours, and other terms and conditions.

There may be problems without such a contract. It is important to decide the terms of the contract in detail.

- ① Term of the employment contract
- ② Workplace and work description
- ③ Work start times and end times, whether there is overtime, break times, days off, etc.
- ④ Wage, how the wage will be paid, dates for closing accounts for wages, and the timing of payment
- ⑤ Resignation

### (2) Temporary workers

A temporary worker is dispatched from the company with which they have a contract to the company at which they will actually work. The dispatching company must have certification from the national government. The dispatching company determines the employee's wage and social insurance.

### (3) Minimum wage

The minimum wage differs by prefecture and occupation. The employer is required to pay a wage of at least that amount.

The minimum wage in Ibaraki Prefecture is 851 yen per hour (as of October 1, 2020)

### (4) Termination

Employers cannot unilaterally force workers to resign from their jobs. If you have been terminated without reason, contact the Labor Standards Inspection Office immediately.

### (5) Part-timers

Part-timers work a low number of hours. Employers also have to follow labor laws with respect to part-timers.

### (6) If you have a workplace accident (workmen's accident compensation insurance)

When a worker is injured or falls ill at work, the employer is required to pay the medical expenses and pay compensation while the employee takes time off to recover. For more information, consult your workplace or the nearest Labor Standards Inspection Office.

## (7) If you have any problems

You can receive advice on injuries suffered during work, workmen's accident compensation insurance, the Labor Standards Act, and the minimum wage.

### ■ Advisory Service for Foreign Workers (Ibaraki Labour Bureau)

Ibaraki Labour Bureau General Government Bldg., 6F  
1-Chome 8-31 Miyamachi, Mito-shi, Ibaraki Pref. 310-8511  
Phone 029-224-6214

Language	Open
Chinese	Mondays (excl. 5th week of the month), 1st and 2nd Tuesdays of the month 9:30 am to 4:30 pm
Spanish, English	1st and 2nd Mondays of the month, Thursdays (excl. the 5th week of the month) 9:00 am to 3:30 pm

## 9.3 Employment insurance

Employment insurance ensures that people who lose their jobs can continue to receive enough money to make ends meet until they find another job.

### (1) Enrollment in employment insurance and insured status

Insurance premiums are paid by both workers and employers. The employer completes the necessary procedures.

Foreign nationals are also eligible for employment insurance if your visa enables you to work in Japan. If you are not covered by employment insurance, you can enroll retroactively up to two years in the past.

### (2) Receiving unemployment benefits

If you want to change your job, you can receive unemployment benefits if you were covered by employment insurance for at least 12 months of the two-year period before you quit your job. If you do not intend to work again, you cannot receive unemployment benefits. Take your letter of resignation to Hello Work (Public Employment Security Office) to complete the necessary procedures.

If you are forced to resign or the company went bankrupt, you may be able to receive unemployment benefits if you were enrolled in employment insurance for at least six months for the year before you lost your job. For more information, contact Hello Work Mito.

### ■ Hello Work Mito

1573-1 Suifu-cho, Mito-shi, Ibaraki Pref. 310-8509  
Phone 029-231-6223

# 10 Taxes

## 10.1 Taxes in Japan

Municipal tax-related issues : Municipal Tax Section, City of Hitachinaka	029-273-0111 (ext.) 3121、3122、3123、3124、3125
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National tax-related issues : Ota Tax Office	0294-72-2171
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Prefectural tax-related issues : Hitachiota District Taxation Office	0294-80-3310
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People who live, work, and shop in Japan pay tax to the national, prefectural, and municipal governments. These taxes are used to benefit everyone. Foreign nationals are also required to pay taxes if you satisfy certain conditions.

Taxes in Japan are divided into national taxes, which are paid to the national government, and local taxes, which are paid to prefectural and municipal governments. There are also direct taxes, which you pay directly, and indirect taxes, such as taxes that are included in purchases. If there are unpaid taxes remaining when you return to your home country, you will be required to pay all of those taxes. If you do not pay your taxes, you will be assessed late fees beginning the day after the payment due date. You may also have other actions taken against you, such as the seizure of property.

		Direct taxes		Indirect taxes	
Where to pay	National taxes	Tax offices	Income tax	Paid when receiving salary	Consumption tax (when buying something) Tobacco tax (when buying tobacco products) Alcohol tax (when buying alcohol)
			Corporate income tax	Paid by company owners	
			Inheritance tax	Paid when inheriting	
			Donation tax	Paid when receiving money	
	Local taxes	District taxation office	Automobile tax (paid by owners of vehicles of 660cc or higher) Real estate acquisition tax (when buying land or a house) Prefectural tax (paid by residents of the prefecture)		Local consumption tax (when buying something) Prefectural / municipal tobacco tax (when buying tobacco products)
			City office	Municipal tax (paid by residents of the prefecture) National Health Insurance tax (when enrolled in National Health Insurance) Light motor vehicle tax (for owners of motorcycles and light motor vehicles) Property tax (paid by owners of houses or land)	



## 10.2 Income tax

### (1) Income tax

Income tax is paid to the national government on income earned from January to December of that year. Foreign nationals pay different tax rates based on various factors. If you have had a Japanese address for less than a year, your income tax rate will be approximately 20%. All other people will pay the same tax rate as Japanese citizens.

### (2) Withholding tax at the source statement (Gensen choshu-hyo)

The “withholding tax at the source” statement (also known as the withholding tax slip) is a document that proves that you paid tax. The withholding tax slip is received from your employer at the end of January and is a statement of all salary received in the previous year from January to December, as well as the amount of income tax paid.

When you quit your job, you will receive a withholding tax slip from your employer within a month of the day you resigned. Your withholding tax slip will also be needed for visa procedures.

## 10.3 Tax declaration form

### (1) Tax declaration form

The tax declaration form is used to report the sum of income earned in the preceding year from January 1 to December 31.

You must submit a tax declaration form if income tax is automatically deducted from your salary, if you received income from more than two places, or if you have any income other than your salary. You must submit a tax declaration form for a given year at the city office or a nearby tax office between February 16 and March 15 of the following year.

### (2) What you need to make a declaration

- ① Tax declaration form
- ② Proof of income in the previous year (withholding tax slip or copy of payment certificate)
- ③ Documentation required for deductions (birth certificates of dependents and proof of remittances, etc.)
- ④ Documentation required for the insurance premium deduction (insurance premium deduction certificate)
- ⑤ Residence card
- ⑥ Documentation proving your “My Number” (Individual Number)
- ⑦ Personal seal or signature

### (3) Tax return

You will receive a tax return if you paid a lot in medical expenses, if you suffered financial losses stemming from disaster or theft, if you build a new house, or if your annual income was low, among other possible factors. If you submit a tax declaration form to the tax office, some of the taxes you paid in the preceding five years may be returned.

Tax declaration forms are submitted to tax offices. You may need a copy of your tax declaration form when applying to renew your visa or change your residence status. If you need a copy of your form, you can receive one at a tax office.

## 10.4 Deductions for dependents

Deductions for dependents are tax deductions you can receive if you have dependent children, parents, or relatives. In order to receive deductions for dependents, submit the “Application for (Change in) Exemption for Dependents of Employment Income Earner” issued every year by your company.

## 10.5 Resident tax

Municipal Tax Section 029-273-0111 (ext.) 3121、3122、3123、3124、3125

### (1) Resident tax

The resident tax is paid to prefectural and municipal governments based on your income in the previous year.

Regardless of nationality, you must pay this tax every year that your address is in Hitachinaka City as of January 1. Your resident tax will be divided into twelve monthly payments, and these payments will be automatically deducted from your salary every month from June through May the following year. You can also set up automatic payments directly from your bank account or post office account.

If the resident tax is not automatically deducted from your salary or bank account, you will be mailed a tax notice. This notice can be used to pay your tax at the bank, post office, or convenience store; you can pay using a smartphone app (PayB, PayPay, LINE Pay); or you can pay at the Tax Collection Section of the main city office. If your country and Japan have signed a tax treaty, you may also be able to avoid double taxation.

## (2) Tax Payment Certificate (Nozei shomei-sho), Income Certificate (Shotoku shomei-sho)

Municipal Tax Section	029-273-0111 (ext.) 3126、3127
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You will need documentation that proves your income in situations such as changing your status of residence, when your child enters a day-care nursery, or when moving to public housing. To receive this documentation, contact the Municipal Tax Section.

If you are unable to pay your taxes due to disaster, illness, or unemployment, you may be granted a payment due date extension or be granted a tax exemption.

### 10.6 Consumption tax

Consumption tax is paid when you buy something.

The consumption tax rate varies between 8% and 10% based on the item. (As of 2020)

### 10.7 Automobile tax

Hitachiota District Taxation Office	0294-80-3310
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The automobile tax is paid by all people who own an automobile as of April 1 of that year. You will be sent a tax notice that you should take to a bank, district taxation office, or convenience store to pay by the specified deadline.

### 10.8 Light motor vehicle tax

Municipal Tax Section	029-273-0111 (ext.) 3126、3127
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The light motor vehicle tax is paid by all people who own a moped, engine-equipped bicycle, light motor vehicle, or large and medium-sized motorcycles as of April 1 of that year. You will be sent a tax notice that you should take to a bank, post office, convenience store, or the Tax Collection Section of the main city office to pay by the specified deadline.

### 10.9 National Health Insurance tax

National Health Insurance and National Pension Section, National Health Insurance Desk	029-273-0111 (ext.) 1181、1182
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These taxes are paid on a household basis, based on the previous year's income, by people enrolled in National Health Insurance and who have a certificate of residence for Hitachinaka City.

## 10.10 Property tax

Property Tax Section 029-273-0111 (ext.) 3111、3112、3113、3114、3115、3116

Property tax is paid by all people who own land, a house, or depreciable assets in Hitachinaka City as of January 1 each year.

## 11 Nearby sightseeing spots

Hitachi Seaside Park is operated by the national government and famous for its baby blue eyes (nemophila) flowers. For more information, refer to the [city's website \(Tourism site\)](#).



There are also many other popular sightseeing spots

through Ibaraki Prefecture, including Kairakuen Garden in Mito City, Mount Tsukuba in Tsukuba City, and Fukuroda Falls in Daigo Town.

For more information, refer to the [Official Ibaraki Prefecture Tourism Information Portal Site](#) (external link).

## 12 List of other sources of information (for consultation)

### 12.1 Visa procedures

#### ■ Foreign Residents Central Information Center

Phone : 0570-013904 (For IP, PHS, and overseas calls : 03-5796-7112)

<http://www.immi-moj.go.jp/info/>(external link)

Weekdays, 8:30 am to 5:15 pm (English, Korean, Chinese, Spanish, etc.)

City of Hitachinaka

# **GUIDEBOOK** **for Foreign Residents**

~ Living in Hitachinaka ~

**Issued April 1, 2021**  
**Civic Activities Section, City of Hitachinaka**

2-Chome 10-1 Higashi-ishikawa, Hitachinaka-shi, Ibaraki Pref. 312-8501  
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