

# **Tondabayashi City Life Guidebook for Foreign Citizens**

**Version: 2020 / Reiwa 2**

Tondabayashi City

&

Tondabayashi Intercultural Communication Center

# Contents

<b>Life in Tondabayashi City</b>	<b>1</b>
In the event of an emergency	2
Disaster prevention	3
Japanese Language Classes	4
Tondabayashi Intercultural Communication Center	5
Assistance and information in multiple languages	6
<b>Procedures and services available at City Hall</b>	<b>7</b>
City Hall location and business hours	8
Assistance available in multiple languages at City Hall	9
Residence address notification	10
Notification Concerning Special Permanent Residents	11
Registering your personal seal and seal certification	12
My Number Card (Personal Number Card)	13
Taxes	14
National Health Insurance	15
National Pension	17
Long-term care insurance	18
Life assistance	19
Water	20
Garbage Disposal	21
Marriage or divorce	23
Pregnancy and childbirth	25
Admission to childcare facilities, certified kindergartens, and kindergartens	26
Enrollment in elementary and junior high schools	27

# **Life in Tondabayashi City**

# In the event of an emergency

---

## Emergency

Call **119** if you need an ambulance due to a serious injury or illness.

\* You can call toll-free using a land line, public phone, mobile phone, or PHS (Personal Handy-phone System).

\* Ambulance services are free of charge. However, you will be responsible for subsequent treatment costs at the medical facility to which you are transported.

## Fire

In case of a fire, remain calm and do the following:

Call **119** and report the fire as soon as possible. Warn as many neighbors as you safely can.

Do not panic! Attempt to extinguish the fire, if it is in the early stages and looks controllable.

If the fire is spreading quickly or reaches the ceiling, evacuate immediately.

Call **119** to be connected with the fire department. Calmly answer the following questions the dispatcher may ask you:

- Is it a fire? Is it an emergency (rescue)?
- Where is the location? Can you identify and/or describe nearby landmarks?
- What is your name (the person calling 119) and phone number?

\* These questions may differ, depending on the type of threat (e.g. fire, emergency, rescue).

\* If you do not know the location of where the danger is, ask someone nearby for the address. If necessary, ask them to take your call. Identify any recognizable buildings or landmarks, such as a nearby convenient store or gas station.

### **Fire Department**

**Phone:** 0721-23-0119

## Crime (Police)

If you are the victim of a crime, such as purse snatching, burglary, assault, stalking, or gang-related activity, report it as soon as possible by contacting the nearest Koban or police station.

If it is an emergency, call **110** using any available phone. The call is free.

# Disaster prevention

---

## Plan ahead for heavy rains, typhoons, and landslides.

- Stay up to date with current weather conditions.
- Ensure you keep adequate household supplies on-hand in case you must shelter in place.
- Reinforce and maintain your home's windows, storm doors, antennas, fences, signs, etc.
- Keep waterways and channels surrounding your home free of debris, so they do not overflow.
- Beware of potential mudslides and landslides on cliffs, steep slopes, mountains, and river edges.

## Flood and Landslide Hazard Map

The city has prepared a "Flood and Landslide Hazard Map" that identifies areas at risk of floods and landslides. In addition to a Japanese version, there are English, Chinese, Korean, and easy Japanese versions available.

## In the event of an earthquake:

- Stay calm and attend to your own safety first.
- Once the shaking stops, extinguish any small fires, if you can.
- Do not rush out (keep emergency exits accessible).
- Wear footwear, such as shoes or thick slippers, to avoid injury from broken glass.
- Evacuate on foot. Take as few personal belongings with as possible.
- If possible, turn off your home's electricity at the main breaker box as you evacuate.
- Avoid narrow alleys, fences, cliffs, and riverbanks as you carefully leave the affected area.
- Be careful of possible landslides and mudslides.
- Stay informed using reliable sources.
- Assist others nearby to provide emergency relief when you are able.

### **Crisis Management Office**

City Fire Department, 5th floor

# Japanese Language Classes

---

## Tondabayashi Japanese Reading and Writing Class

Japanese language classes are offered as an opportunity to learn Japanese and communicate with others in your community. Classes are free of charge.

Day of Week	Time	Location
Monday	10:00 a.m. to 11:30 a.m.	Tondabayashi Intercultural Communication Center Office
Tuesday	7:00 p.m. to 8:30 p.m.	Tondabayashi Central Public Hall Ikoi-no-room
Wednesday	10:00 a.m. to 11:30 a.m.	
Thursday	10:00 a.m. to 11:30 a.m.	Tondabayashi Intercultural Communication Center Office
Friday	10:00 a.m. to 11:30 a.m.	

Textbooks are available in the classroom. The learning topics can be customized to fit your needs. Volunteers will be available to assist you as you learn. Chat and communicate with your neighbors.

### **Tondabayashi City Central Public Hall**

**Address:** 16-28 Honmachi, Tondabayashi City, Osaka Prefecture

**Phone:** 0721-24-3333

### **Tondabayashi Intercultural Communication Center**

**Address:** 1-4-31, Koda, Tondabayashi City, Osaka Prefecture

**Phone:** 0721-24-2622

**E-mail:** [ticc@m4.kcn.ne.jp](mailto:ticc@m4.kcn.ne.jp)



# Tondabayashi Intercultural Communication Center

---

The Tondabayashi Intercultural Communication Center provides a variety of services to help foreign residents adjust to living in Tondabayashi City. These services include Japanese language classes, translation and interpreting services, daily life counselling, childcare support, and international diversity education in schools and in communities.

## Japanese language classes (Tondabayashi Japanese Reading and Writing Class)

The Tondabayashi Japanese Reading and Writing Class provides you with the opportunity to learn the Japanese language and meet and connect with others in the community. For details, please see the "Japanese Language Classes" page (page 8).

## Translation and interpreting assistance

Translation and interpreting assistance is available that supports non-native speakers of Japanese living in the community. Requests from non-native speakers of Japanese are free of charge.

## Consultation Support

If you have any questions about the Japanese language, daily life, work, childcare, local education, or if you are struggling with other issues but don't know who to talk to, please feel free to contact us. It's free of charge, and your communications with us will be held in the strictest confidence. In addition to Japanese, consultation services are also available in Chinese.

### Tondabayashi Intercultural Communication Center

**Address:** 1-4-31, Koda, Tondabayashi City, Osaka Prefecture

**Phone:** 0721-24-2622

**E-mail:** [ticc@m4.kcn.ne.jp](mailto:ticc@m4.kcn.ne.jp)



## Assistance and information in multiple languages

---

### Osaka Foundation of International Exchange (Free confidential assistance)

The Osaka Foundation of International Exchange (OFIX) offers a variety of knowledge and consultation services, such as everyday living advice, in over 11 languages, including: English, Chinese, Korean, Portuguese, Spanish, Vietnamese, Filipino, Thai, Indonesian, Nepali, and Japanese.

Focused counselling covering residence status and relevant laws is available on the 4th Sunday of each month. Consultations are available in person, by phone, through email (English and Japanese only), and via fax (English and Japanese only).

For more information, please visit our website at <https://www.ofix.or.jp/life/index.html>

#### **Osaka Foundation of International Exchange (OFIX)**

**Address:** My dome Osaka 5F, 2-5 Honmachibashi, Chuo-ku, Osaka

**Dedicated phone for consultation:** 06-6941-2297 (available via trio phone)

**Fax:** 06-6966-2401 (English and Japanese only)

**E-mail:** [jouhou-c@ofix.or.jp](mailto:jouhou-c@ofix.or.jp) (English and Japanese support only)



### Free smartphone apps are available to assist you.

#### **Safety tips**

This app provides early warning notifications in the event of earthquakes, tsunamis, volcano eruptions, and dangerous weather in Japan. National protection information, evacuation advisory details, and more is also provided.

**Supported languages:** Japanese, English, Chinese (Simplified/Traditional), Korean, Spanish, Portuguese, Vietnamese, Thai, Indonesian, Tagalog, Nepali, Khmer, Burmese, and Mongolian.



#### **Osaka Safe Travels**

This app is maintained by the Osaka Prefecture government, and provides important details about disasters, evacuation site locations, railway stations, airports, and more, as well as emergency contact information.

**Supported languages:** English, Chinese (Simplified and Traditional), Korean, Portuguese, Spanish, Vietnamese, Filipino, Thai, Indonesian, Nepali, and Japanese.





## **Procedures and services available at City Hall**

This section lists the main procedures and services provided by City Hall. If you do not know where to go in the city hall for help with procedures or daily problems, please consult the Human Rights and Citizen Collaboration Division on the 4<sup>th</sup> floor.

## City Hall location and phone number

---

### City Hall location

1-1 Tokiwacho, Tondabayashi City, Osaka Prefecture

\* The closest public rail station is Tondabayashi Nishiguchi Station on the Kintetsu Nagano Line.

### City Hall phone number

0721-25-1000 (representative)

### City Hall business hours

Monday – Friday: 9:00 a.m. – 5:30 p.m.

\* Offices are closed on Saturdays, Sundays, national holidays, year-end and new year holidays (December 29 to January 3), except for special business.

### Sunday Counter Services (City Hall basement conference room)

Some services conducted by City Hall may also be available on Sundays.

**Business hours:** 9:00 a.m. – noon, and 12:45 p.m. – 5:30 p.m.

**Procedures and Services:**

- Certificate of Residence, Certificate of items stated in the resident register.
- Issuance of certificate of seal registration (please bring your seal registration card).
- Issuance of local and prefectural tax certificates and tax payment certificates.
- Passport issuance (passport applications are not accepted).
- My Number Card issuance (only on 1<sup>st</sup> and 2<sup>nd</sup> Sunday of each month, 9:00 a.m. – noon)

\* When applying at the counter, please present identification documents, such as your residence card or driver's license.

\* We cannot provide notification of moving in or out, seal registration, tax returns, or business certificates for corporate citizen tax.

\* For tax-related document issuance, please inquire in advance.

## Assistance available in multiple languages at City Hall

---

### Assistance in multiple languages is available in-person at city hall.

Generally, in-person foreign language assistance at city hall may be provided with the assistance of one or more of the following tools and/or services:

- Smartphone translation apps (e.g. Google Translate) and specialized translation devices
- Interpretation services via phone

If you prefer to be assisted with an interpreter present, please bring someone with you who can speak and understand Japanese, or prearrange your visit with the Tondabayashi Intercultural Communication Center.

#### **Tondabayashi Intercultural Communication Center (Consultation about interpretation)**

**Address:** 1-4-31, Koda, Tondabayashi City, Osaka Prefecture

**Phone:** 0721-24-2622

**E-mail:** [ticc@m4.kcn.ne.jp](mailto:ticc@m4.kcn.ne.jp)

### Tondabayashi City website language support

The Tondabayashi City website can be translated in multiple languages using a built-in translation tool.

#### **Tondabayashi City Website:**

**URL:** <https://www.city.tondabayashi.lg.jp/>

**Supported languages:** English, Chinese (Simplified and Traditional), Korean, Portuguese, and Vietnamese.

To utilize the translation tool, click or tap "Foreign language" on the website, and then select the language shown at the bottom of the page.

#### **Urban Attraction Division**

3<sup>rd</sup> floor, City Hall

## Residence address notification

---

### Persons who need to register their address with City Hall

Foreign residents who must report their address to the city office for it to be added to the Residence Registration System include:

- Mid-term and long-term residents in possession of a residence card.
- Special permanent residents.
- Those who have been granted permission for temporary asylum or temporary stay.
- Provisional residents as a result of birth or loss of Japanese nationality.

### Notification of residence records

You are required to notify us when you first move in to Tondabayashi City, when you move out of Tondabayashi City, or when you move within Tondabayashi City.

Procedure	Reporting Period	Notifier	Items required for notification
Notification of transfer	Within 14 days from the move-in date.	The actual applicant, or a relative living in the same household.	<ul style="list-style-type: none"><li>- Transfer document from applicant's previous address (issued by the mayor of the location of the previous address)</li><li>- Identification documents (*)</li><li>- Personal seal</li><li>- My Number Card</li><li>- Residence card or special permanent resident documents for all household members.</li></ul>
Notification of moving out	By the day you move out.	The actual applicant, or a relative living in the same household.	<ul style="list-style-type: none"><li>- Identification documents (*)</li><li>- Personal seal</li><li>- Seal registration card (if registered)</li></ul>
Notification of moving in	Within 14 days from the move-in date.	The actual applicant, or a relative living in the same household.	<ul style="list-style-type: none"><li>- Identification documents (*)</li><li>- Personal seal</li><li>- My Number Card</li><li>- Residence card or special permanent resident documents for all household members.</li></ul>

If a third party (i.e. person other than a family member living in the same household) wishes to make a notification regarding a resident's official record, a letter of power of attorney is required.

(\*) Residence card, driver's license, passport, etc. Must be original and not expired.

**Civic Affairs Division**

Counters 1 and 2, 1st floor, City Hall

**Osaka Immigration Information Center**

**Telephone:** 0570-013904 (03-5796-7112 if you are calling from an IP phones, PHS, or overseas)

Weekdays: 8.30am - 5.15pm

## Registering your personal seal and seal certification

---

### Seal Registration

When you purchase or rent a home, or buy a car, you must first register your personal seal, called a “*Jitsu-in*” (実印), with City Hall.

Seal registration is available for city residents 15 years of age or older. When applying, please provide your own seal for registration. If a representative must apply in your place, they are required to bring a letter with them granting power of attorney.

After you apply, we will mail you an inquiry response letter for you to confirm. Please bring this response letter to the Civic Affairs Division with your personal seal and other identification documents (e.g. health insurance card, driver's license, etc.). Upon submission of the response letter, you will receive a seal registration card.

### Requesting a proof of seal registration certificate

A fee is charged when a proof of seal certificate is issued. Please attach your seal registration card when applying. A representative possessing a seal registration card is not required to provide a letter granting power of attorney. If your seal has not yet been registered, or if your seal registration card has been lost, please follow the process to register your seal. Note that requests cannot be made through postal mail.

**Civic Affairs Division**

Counters 1 and 2, 1st floor, City Hall

## My Number Card (Personal Number Card)

---

### My Number (Personal Identification Number)

All registered residents in Japan are given a unique 12-digit personal identification number called “My Number”.

### My Number Card (Personal Number Card)

My Number Card is an IC-embedded identification card that includes your photo and your personal number printed on the back.

Your My Number Card lets you confirm your number and identity at a government agency or at your place of work with just one identification card. Additionally, you can use your My Number to apply for a variety of government administrative procedures online, as well as take delivery of official resident certificates and cards at convenience stores.

**Eligibility:** Available to all that request one.

**Fee:** Free (800 yen is required for reissuance of your My Number card. Please inquire in advance about what is required to apply for reissuance of your card.)

**Expiration date:** 10th birthday after issuance (5th birthday for persons under 20 years old.)

### How to apply

Fill out the My Number application form, attach your photo to it, and mail it to the Japan Agency for Local Authority Information Systems. You can also use the QR code on the application form to apply online from your smartphone, an ID photo booth, or a computer.

\* If you do not have an application form, please contact the Civic Affairs Division.

### Receiving your My Number card

When your card is ready, we will send you a notice of issuance. Please bring your identification documents and other items listed on the issuance notice to the My Number Card Issuance Counter at City Hall.

#### **Civic Affairs Division**

Counters 1 and 2, 1st floor, City Hall

# Taxes

---

## **Citizen tax**

Individual citizens tax is levied on residents who are living in the city as of January 1st and received income in the previous year, or individuals who do not live in the city, but own an office, business, or another residence that is located in the city (equal rate only).

You must report your previous year income to the Tax Administration Division between February 16 – March 15 (excludes Saturday, Sunday, and national holidays). If you have already submitted a final income tax return, or if your employer or business has submitted your salary earnings report to the city office and there have since been no subsequent changes to your income for the year, then you do not need to submit a tax return.

## **Property (Fixed Asset) tax and City Planning tax**

Fixed asset tax is collected if you own fixed assets or properties (i.e. land, houses, or other depreciable assets and property) in the city as of January 1. Additional City Planning tax is levied on those who own land and residences in urban development areas.

The tax is not imposed on land and houses owned by a person if the total taxable amount is less than 300,000 yen for land, less than 200,000 yen for houses, and less than 1,500,000 yen for depreciable assets.

## **Light vehicle tax (type discount)**

This tax applies if you own or use a motorized bicycle, light “kei” motor vehicle, small, specialized motor vehicle, or small two-wheel motor vehicle, as of April 1 (the date of tax imposition). If you are the owner of the vehicle on April 1, you are liable for the tax owed for the current fiscal year, even if you transfer the vehicle to another person or scrap the vehicle on, or after April 2.

If you move out of the city, sell or transfer ownership of the vehicle to another party, cease using the vehicle due to its condition, or if it is scrapped or stolen, please report the vehicle’s location status promptly.

### **Tax Administration Division**

Counter 13, 1st floor, City Hall



# National Health Insurance

---

## Enrollment in National Health Insurance

All Tondabayashi City residents under the age of 75 must sign up for and maintain enrollment in Japan's National Health Insurance system. This requirement excludes individuals and their dependents who are covered by health insurance at a place employment, and individuals who are receiving public assistance.

If you are late in enrolling into National Health Insurance, you may be required to make retroactive premium payments for the previous two years, or up to the date of the event you became eligible for National Health Insurance. Such events include the day after you resigned or retired from your job, or otherwise lost health insurance support from your employer, the date you took up residency in Japan, the date you stopped receiving public assistance, or birth date. Please contact the National Health Insurance & National Pension Division or Kongo Liaison Office and notify them of your eligibility as soon as applicable.

To apply for National Health Insurance, you will be required to submit one or more documents that confirms your identity, such as your residence card or driver's license, or documents that verify your government-designated personal identification number, such as your My Number card. For details, please contact the National Health Insurance & National Pension Division.

## Insurance premiums

National Health Insurance premiums are calculated based on household income and the number of family members enrolled. National Health Insurance enrollees from the age of 40 to 65 are required to pay premiums for medical care and support, as well as premiums for long-term care. National Health Insurance enrollees 65 years of age old or older who are enrolled in the National Health Insurance are required to pay premiums for long-term care insurance separately from their National Health Insurance premiums.

## Payment of insurance premiums

Insurance premiums should be paid by the end of every month, from June to March of the following year, with the following exceptions:

- If the last day of the month falls on a Saturday, Sunday, or national holiday, the payment is due on the next business day. December's premium payment is due on January 4 of the following year.

Please pay by the deadline at City Hall, the Kongo Liaison Office, at designated financial institutions and convenience stores.

### ► Late payment of premiums

Please pay on time. If you do not pay on time and you do not have a special reason, such as experiencing a disaster, the following actions may be taken:

If you fail to pay your insurance premiums for one year, you will be summoned to return your insurance card and a Certificate of Eligibility will be issued to you. In this case, you will be required to pay 100% of the medical expenses you may incur.

It is important that you do not forget to pay your insurance premiums. If you continue to be late with your insurance premium payments, without any reasonable event such as a disaster to explain the late payments, or if you fail to pay the premiums even after being sent a collection notice, property and assets (such as your bank and credit accounts) may be subject to seizure.

#### **National Health Insurance & National Pension Division**

Counters 10 and 11, 1st floor, City Hall

# National Pension

---

## National Pension plan members

Japanese law requires that all Japan residents from the age of 20 to 60 enroll in the National Pension Plan. Pension plan enrollees are categorized as follows:

**Category 1 insured person:** Individuals from the age of 20 years to 60 who is a farmer, self-employed, student, or unemployed.

**Category 2 insured person:** Individuals who are an employee of a private business, or the government.

**Category 3 insured person:** Dependent spouses of employees as defined with Category 2 insured persons, who are from the age of 20 years to 60 and have an annual income of less than 1.3 million yen.

## Pension premiums

If you are in **Category 1**, you will be sent a payment slip to include with your pension premiums. You can pay your premiums in advance using bank account transfers. Premium discounts are offered if you pay in advance. Please contact the National Health Insurance & National Pension Division for details.

If you are designated as **Category 2 or 3**, you do not need to pay premiums separately to the National Pension plan, as your contributions are made through the pension system to which you or your spouse are subscribed through employment.

## Pension Lump-Sum withdrawal payment

Foreign resident pension plan enrollees who have made premium payments for at least 6 months while staying in Japan, but will not be eligible to collect a basic old-age pension may request a lump-sum withdrawal payment within two years after leaving Japan and no longer having a residence in Japan. Please check with the National Health Insurance & National Pension Division for details.

### National Health Insurance & National Pension Division

Counter 8, 1st floor, City Hall

### Tennoji Pension Office

**Address:** 7-6 Hidenincho, Tennoji-ku, Osaka City

**Phone:** 06-6772-7531

# Long-term Care Insurance

---

## Long-term care insurance subscribers

The long-term care insurance system is a mutual support system that gives society the peace of mind that individuals will have access to long-term care services, if needed. Generally, individuals 40 years old and older are enrolled in the system and are categorized according to age:

**Category 1:** Insured persons 65 years old or older.

**Category 2:** Insured persons from the age of 40 to 65 who are enrolled in Health Insurance.

## Long-term care insurance premiums

Typically, insurance premium payments for **Category 1** insured persons are deducted from their pension. Premiums paid by **Category 2** insured persons are combined with the premiums for Health Insurance.

## Determining when you are eligible to utilize long-term care insurance services

**Category 1** insured persons who have applied to the city for long-term care insurance services and have been certified as in need of nursing care or support based on their physical and/or mental condition, or those who have been determined to be eligible based on a basic checklist.

**Category 2** insured persons who require long-term care due to age-related illnesses (16 specific diseases) and have applied to the city and been certified as in need of nursing care and support.

### ► Applying for long-term care insurance services

To make use of long-term care services, you should apply with the city and have your need certified (support levels 1 or 2, long-term care levels 1 – 5), or determined based on a basic checklist.

Apply with the Senior Citizens Welfare & *Kaigo-Hoken* (Long-Term Care Insurance) Division, the Regional Comprehensive Support Center (located in the “*Keaparu*” and “*Kagari no Sato* Community Center”), the Kongo Liaison Office, the Human Rights Culture Center, or the Home Care Support Center. Please bring your long-term care insurance card (or your health insurance card if you belong to Category 2) to apply.

If needed, an in-home care support provider or a nursing care insurance administrator can apply on your behalf.

**Senior Citizens Welfare & *Kaigo-Hoken* (Long-Term Care Insurance) Division**

Counter 5, 1st floor, City Hall

## Life assistance

---

### Welfare consultation

We are a comprehensive community point of contact where everyone can feel comfortable asking for help. Social workers are located in the three areas of the city who collaborate with school districts and local welfare committees to provide living assistance consultation at convenient locations. Our consultation services are also available at City Hall, the General Welfare Hall, and at the Kagari no Sato Community Center.

#### **Social Welfare Division**

Counter 23, 2nd floor, City Hall

### Assistance to protect a minimum basic standard of living

A system similar to the Public Assistance Act is available to ensure a minimum standard of living for foreign citizens who are in need and to promote self-reliance. The system assesses income with the standard set by the government and provides support for any shortfall in income. Please consult with us for specific cases and requirements.

#### **Public Assistance Division**

Counter 18, 1st floor, City Hall

### Children's Medical Care

Children from birth to their 3rd year of junior high school are issued a Children's Medical Care card and receive a partial allowance for medical expenses. Meal expenses during hospitalization are also subsidized.

#### **Welfare Medical Care Division**

Counter 17, 1st floor, City Hall

# Water

---

## Repair of water leaks in buildings and on premises

If you need a water leak repaired in your building or on your premises, first turn off the water at the main valve on your property. Then, contact the city's designated contractor, or the city's plumbing union association (Tel: 0120-032-497 or 0721-29-6161). However, if you call the union, please also contact the City Hall office (Tel. 0721-25-1000) after 5:30 p.m. on weekdays, or on Saturdays, Sundays, and national holidays.

### **Waterworks Construction Division**

2nd floor, City Hall

## Water usage fees

We will visit you every two months and read your water meter. Please do not place any objects on top of the meter. We also offer a two-month receipt.

You can pay for water charges in different ways:

### ► **Account transfer system**

This is a system that allows you to pay your water bill automatically via account transfer at your bank or financial institution. Please apply in person at your selected financial institution with your water usage notice, savings bankbook, and the seal you use for the bankbook.

### ► **Pay slip system (included with the water usage notification)**

You can pay the fee by the due date using the pay slip sent by the city at your local financial institution, convenience store, at the Waterworks Customer Service Center in City Hall, or at the Kongo Liaison Office.

### **Waterworks Customer Service Center**

First basement floor, City Hall

# Garbage Disposal

---

## Household garbage (collected twice a week)

Tondabayashi City provides stickers that are applied to bags when disposing of household garbage using garbage bags recommended by the city. Put one sticker on a recommended blue see-through 30-liter garbage bag. Put two stickers on a recommended white see-through 45-liter garbage bag.

## Recyclable waste

Empty cans, empty glass bottles	You can mix empty cans and empty glass bottle in the same bag. Please dispose of in a clear or see-through bag, or in a designated disposal bin.	Twice a month
PET bottle (clear plastic beverage bottle)	Please separate by type and put out in a clear or see-through bag.	
Plastic containers and packaging		
Paper beverage containers (milk cartons, etc.)	Please put out in a clear or see-through bag.	Once a month

\* Please do not put earthenware or glass cups in bags.

\* Spray cans and cassette cylinders will be collected with empty cans and empty bottles. However, if gas remains, it may lead to a serious accident such as a fire or explosion. Ensure that the gas is fully released from the container prior to disposal. In a well-ventilated place, make a hole in the can to remove the gas before disposal.

## Oversized garbage (Collected once a month)

Please put an 'oversized garbage' sticker on your bulky garbage when disposing of it.

Large gas cylinders, fire extinguishers, tires, small scooters, batteries, etc. cannot be collected, so please have the dealer you purchased the item from pick them up or contact a disposal specialist. Note that industrial waste, hazardous materials, and items larger than 150 cm<sup>2</sup> cannot be collected.

## **Home appliances**

Due to the enactment of the Home Appliance Recycling Law, air conditioners, televisions, refrigerators, freezers, washing machines and clothes dryers cannot be disposed of as bulky waste.

If you need to dispose of an appliance, please contact the dealer where you purchased the item or the store where you are considering purchasing a replacement. Retailers are obligated to take back your old appliances when they sell you a new one. However, you may need to pay a recycling fee and/or collection and transportation fees at the retailer.

## **PC**

Because computers used at home are collected and recycled, they cannot be disposed of as bulky waste.

If you no longer need a computer, please contact the appropriate computer manufacturer. Please note that a recycling fee is required for computers sold before October 1, 2003.

## **Garbage stickers for disposable diapers**

A sticker system is in place for garbage discharged from general households, but additional stickers can be provided, on request, for infants under the age of three and people who use disposable diapers (including peritoneal dialysis, stoma, etc.) and due to being bedridden or incontinence. For details, please contact the Environmental Health Division.

### **Environmental Health Division**

Counter 3, 1st floor, City Hall



# Marriage or divorce

---

## Marriage

### ► Requirements for marriage between a foreign national and a Japanese national

The city or ward office should be notified. Japanese nationals must meet all the requirements for marriage specified by Japanese law. Foreign nationals must meet all the requirements for marriage specified by the laws in their home country.

#### **Documents required to apply for marriage:**

- A copy of the Japanese national's family register.
- Passport (for proof of nationality).
- The foreign national must provide a certificate of legal capacity to marry, issued by the embassy or consulate of their home country, or a document in place of a legal capacity certificate (if the document is not recorded in Japanese, a translation with the translator's name, address and seal).
- Marriage registration application (available at the Civic Affairs Division counter. The notification of marriage must be signed and sealed by two witnesses who are at least 20 years old. The form must be completed and submitted in Japanese).

A foreign national who marries in Japan also needs to report the marriage to their home country. The procedures to follow vary from country to country, so please check with the embassy or consulate of your country.

### ► Marriage between two foreign nationals

Contact your country's embassy or consulate for requirements and procedures.

### ► Change of status of residence

If you are married to a Japanese national and want to change your residence status to that of a spouse of a Japanese national, or if you are married to a foreign national and wish to change your residence status to that of a spouse, please contact the Osaka Immigration Information Center.

### ► Change of information on resident card

If your name changes due to marriage, you are required to report the change to the Immigration Office. If there is a change in your place of residence, contact your local ward office.

### ► Other changes

Taxes, pensions, health insurance, and benefit details may change at your workplace after you get married. Please consult with your employer for more information.

## **Divorce**

### **► When getting a divorce**

If one of the marriage partners is a Japanese national living in Japan, and both spouses agree to divorce, they can get a divorce under Japanese law. However, if the divorce is finalized in Japan, but the divorce process is not followed in the foreign national's home country, the marriage may still be considered valid in their country. Please also follow the proper legal procedures to get a divorce in your home country.

If both marriage partners are foreign nationals, the requirements and steps for divorce may vary from country to country. Please contact the embassy or consulate in your home country for information.

### **► Status of residence after divorce**

If you are living in Japan as a spouse of a Japanese national, or as a spouse of a foreign national with a residence status such as "Spouse or Child of Permanent Resident" or "Family Stay", you must notify the Immigration Office within 14 days of the divorce.

If you do not engage in activities as a spouse for more than six months, your residence status may be subject to revocation. If you do not properly change your residence status, you may not be able to continue living in Japan, so please contact a consultation office or the Osaka Immigration Information Center.

### **► Registration information changes**

If your name changes after a divorce, you must report the change to the Immigration Office. If you want to change your place of residence, you must notify your local ward office.

#### **Civic Affairs Division (Procedures at Tondabayashi City Hall)**

Counters 1 and 2, 1st floor, City Hall

#### **Osaka Immigration Information Center <Consultation regarding change of status of residence>**

**Phone:** 0570-013904 (03-5796-7112 from IP phones, PHS, and overseas)

Monday-Friday: 8:30 a.m. - 5:15 p.m

## Pregnancy and childbirth

---

### Issuance of Mother and Child Health Handbook

When you report your pregnancy to the city, you will be issued a Mother and Child Health Handbook. The vaccination details recorded in the Mother and Child Health Handbook is used as proof of vaccination, so it is important to keep it with you throughout your child's life. You can receive a handbook at the Public Health Center and at the Parenting Support Office at City Hall.

When you receive your Mother and Child Health Handbook, you will also be given vouchers for a pregnancy health examination, a maternity health examination, a pregnancy dental health examination, and a health examination for your baby.

#### **Public Health Center / Positive Health Promotion Division**

**Address:** 1-3-35, Koyodai, Tondabayashi City, Osaka Prefecture

**Phone:** 0721-28-5520

### Submitting notification of birth

Notification of birth must be submitted within 14 days of the birth of the child.

Reporting Period	Reporting Location	Notifier	What you need to submit
Within 14 days of birth	Either the permanent address of the parents, the location of the notifier, or the town where the person notifying the birth was born.	The child's father and/or mother.	One copy of the notification of birth. <b>Attached documents:</b> Birth certificate (attached to the notification form, completed and stamped or sealed by a doctor or midwife) <b>Things to bring:</b> Mother and Child Health Handbook, personal seal of the person submitting the application, and National Health Insurance card (if applicable)

\* You may be eligible to receive a child allowance (subject to income and payment limitations).

\* You may also be eligible to receive financial assistance for child medical expenses.

#### **Civic Affairs Division**

Counters 1 and 2, 1st floor, City Hall

## **Admission to childcare facilities, certified kindergartens, and kindergartens**

---

### **Enrollment in a childcare center or kindergarten**

When to apply for admission to nursery schools, certified childcare centers, and home-based childcare facilities will be announced in the November issue of the "Tondabayashi City Public Relations". Applications for admission to kindergartens will be announced in the September issue of the "Tondabayashi City Public Relations ".

For more details on applying for childcare facilities, certified childcare centers, and/or kindergarten, please contact the Parenting Support Office. (Childcare fees are free for children 3 years and older and are determined according to the income of the parents for children 0-2 years old.)

Additionally, children 3 - 5 years of age who are enrolled in private kindergartens will be free of charge, up to 25,700 yen per month.

#### **Parenting Support Office**

Counter 21, 2nd floor, City Hall

## Attending Elementary and Junior High Schools

---

### Enrollment in Elementary and Junior high schools

For new enrollment in elementary and junior high schools, a school enrollment notice will be sent to the parents of school-aged children and students, assigning the school they will enter. School assignments are based on resident registration details.

If you move out of the city, or your city address changes, please report your address change to the Civic Affairs Division, so that you can obtain a transfer notice to a new school. Please notify your current school of your transfer.

### Schooling assistance system

A school assistance system is available that may help with a portion of school expenses, such as school supplies and lunches, and school field trips.

### City Scholarship Program

A city scholarship program is offered for students who have trouble paying for attending high school.

**Scholarship:** 40,000 yen (per year)

**Enrollment preparation fee:** 10,000 yen (first-year students only)

### Educational Guidance Office

Counter 30, 3rd floor, City Hall