

Ordinance for Enforcement of the Family Register Act

((Ordinance of the Ministry of Justice No. 94 of December 29, 1947))

The Ordinance for Enforcement of the Family Register Act is hereby established as follows.

Chapter I Family Register Books

Chapter II Procedure for Entry in Family Register

Chapter III Notification

Chapter IV Special Provisions for Handling of Affairs relating to Family Registers with Electronic Data Processing Systems

Chapter IV-2 Special Provisions for Notification or Application, etc. Using Electronic Data Processing Systems

Chapter V Miscellaneous Provisions

Supplementary Provisions

Chapter I Family Register Books

Article 1 Family register sheets shall be prepared in accordance with the Appendix 1 Form using durable paper of Japanese Industrial Standard "B" Series size 4; provided, however that this shall not preclude use of durable paper in the "mino" size.

Article 2 (1) When a family register consists of multiple sheets, the municipal mayor shall affix the mayor's official seal across every seam between sheets, and shall enter the sheet number on each sheet.

(2) If a portion of a family register sheet has been filled up, a paper strip overlay may be attached thereto. In this case, the municipal mayor shall affix the mayor's official seal across the boundary between the paper strip overlay and the main sheet.

Article 3 Family registers shall be compiled for each area specified by the municipal mayor in the order of the parcel number or the block code indicating registered domiciles, or in the order of "a," "i," "u," "e," "o" of the surnames of the persons entered as heads of families among those who have their registered domiciles within that area.

Article 4 (1) A family register book shall have a cover sheet prepared in

accordance with Appendix 2 Form.

- (2) A family register book may be divided into volumes. In this case, each volume shall be numbered on its cover sheet, and if the family register book is divided by area, the area name shall also be indicated on the cover sheet.

Article 5 (1) A register book of removed family registers shall be compiled separately for each year, with sheet numbers entered therein, and "Register Book of Removed Family Registers for Year XXXX" indicated on its cover sheet.

- (2) The provisions of paragraph (2) of the preceding Article shall apply mutatis mutandis to the register book of removed family registers for each year.
- (3) When the municipal mayor finds it to be reasonable, the mayor may combine register books of removed family registers for multiple years into one volume. In this case, the mayor shall attach an additional cover sheet and indicate the "Register Book of Removed Family Registers for Years XXXX through XXXX" thereon.
- (4) Register books of removed family registers shall be retained for 150 years from the year following the relevant year.

Article 6 (1) The municipal mayor shall prepare index books separately for family register books and register books of removed family registers according to Appendix 3 Form, and shall enter therein the names, registered domiciles, and other matters concerning the persons entered at the head of the family registers, arranging them in the old Japanese alphabetical order (in the order of "i," "ro," "ha"...) or in the modern Japanese alphabetical order (in the order of "a," "i," "u," "e," "o"...) of the surnames of such persons.

- (2) When the municipal mayor finds it to be reasonable, the mayor may enter the matters set forth in the preceding paragraph on index cards according to Appendix 4 Form, arrange them in the order prescribed in said paragraph, and substitute them for an index book.

Article 7 (1) Neither a family register book nor a register book of removed family registers may be taken outside the ward office or the town/village office, except for the cases where it is necessary to do so in order to avoid any contingent circumstance.

- (2) When a family register book or a register book of removed family registers is taken outside the ward office or the town/village office, the municipal mayor shall report it without delay to the competent Legal Affairs Bureau or District Legal Affairs Bureau or a branch office thereof.

Article 8 Family register books and register books of removed family registers shall be kept under strict guard by storing them in a lockable fire-resistant

bookcase or repository.

Article 9 (1) When the whole or a part of a family register book or a register book of removed family registers is lost, the municipal mayor shall report it without delay to the competent Legal Affairs Bureau or District Legal Affairs Bureau or a branch office thereof by a document containing the reason, the date, the name of the register book, the number of volumes, and other necessary matters concerning said loss.

(2) When the competent Legal Affairs Bureau or District Legal Affairs Bureau or a branch office thereof receives the report set forth in the preceding paragraph, it shall, after carrying out the necessary investigation, consider the method for replicating or supplementing the lost register book, and shall provide its opinion to the Minister of Justice.

(3) When the whole or a part of a family register book or a register book of removed family registers is likely to be lost, a report shall be made and an opinion shall be provided in the same manner as under the preceding two paragraphs.

Article 10 When the request set forth in Article 11-2 of the Family Register Act (including the cases where applied mutatis mutandis pursuant to Article 12, paragraph (2) of said Act) is made, a report shall be made and an opinion shall be provided in the same manner as under paragraphs (1) and (2) of the preceding Article.

Article 10-2 (1) The original family register of a family register replicated or removed pursuant to Article 11 of the Family Register Act (including the cases where applied mutatis mutandis pursuant to Article 12, paragraph (2) of said Act) shall be kept for one year from the year following the relevant year.

(2) The original family register of a family register replicated or removed pursuant to Article 11-2, paragraph (1) of the Family Register Act (including the cases where applied mutatis mutandis pursuant to Article 12, paragraph (2) of said Act) shall be kept for 150 years from the year following the relevant year.

(3) The original family register of a family register replicated or removed pursuant to Article 11-2, paragraph (2) of the Family Register Act (including the cases where applied mutatis mutandis pursuant to Article 12, paragraph (2) of said Act) shall be kept for one year from the year following the relevant year.

Article 11 The method specified by Ordinance of the Ministry of Justice referred to in Article 10, paragraph (3) of the Family Register Act (including the cases

where applied mutatis mutandis pursuant to Article 10-2, paragraph (6), Article 12-2, and Article 48, paragraph (3) of said Act) shall be either of the methods set forth in the following items:

- (i) postal mail; or
- (ii) correspondence delivery prescribed in Article 2, paragraph (2) of the Act on Correspondence Delivery by Private Business Operators (Act No. 99 of 2002) made by a general correspondence delivery operator prescribed in paragraph (6) of said Article or a specified correspondence delivery operator prescribed in paragraph (9) of said Article.

Article 11-2 The method specified by Ordinance of the Ministry of Justice referred to in Article 10-3, paragraph (1) of the Family Register Act shall be any of the methods set forth in the following items:

- (i) when making the request set forth in Article 10, paragraph (1) or Article 10-2, paragraph (1) or (2) of the Family Register Act, the method of presenting one or more documents from among the driver's license prescribed in Article 92, paragraph (1) of the Road Traffic Act (Act No. 105 of 1960), the passport prescribed in Article 2, item (v) of the Immigration Control and Refugee Recognition Act (Cabinet Order no. 319 of 1951), the residence card prescribed in Article 19-3 of said Act, the special permanent resident certificate prescribed in Article 7, paragraph (1) of the Special Act on the Immigration Control of, Inter Alia, Those Who Have Lost Japanese Nationality Pursuant to the Treaty of Peace with Japan (Act No. 71 of 1991), any of the licenses, permits, status certificates and so forth issued by a national or local government agency which are set forth in Appended Table 1, the residential basic book card prescribed in Article 30-44, paragraph (1) of the Residential Basic Book Act (Act No. 81 of 1967) which uses the form set forth in Appended Form 2 of the Ordinance for Enforcement of the Residential Basic Book Act (Ordinance of the Ministry of Home Affairs No. 35 of 1999), and an identification card issued by a national or local government agency with a photograph attached thereto;
- (ii) when making the request set forth in Article 10, paragraph (1) or Article 10-2, paragraph (1) of the Family Register Act, if none of the documents set forth in the preceding item can be presented, the method of presenting one or more documents from among those set forth in (a) and one or more documents from among those set forth in (b) (if none of the documents set forth in (b) can be presented, the method of presenting two or more documents from among those set forth in (a)):
 - (a) an insurance card for national health insurance, health insurance, mariners insurance, or long-term care insurance, a mutual aid association membership card, a national pension book, a pension certificate for the

- national pension, employees' pension insurance, or mariners' insurance, a certificate of a mutual aid pension or public officers' pension, the residential basic book card prescribed in Article 30-44, paragraph (1) of the Residential Basic Book Act which uses the form set forth in Appended Form 1 of the Ordinance for Enforcement of the Residential Basic Book Act, a seal registration certificate for the seal affixed to a document for requesting the issuance of a certified copycertified copy of a Family Register, etc., or other documents which the municipal mayor finds to be appropriate as documents equivalent thereto; and
- (b) a student identification card, an identification card issued by a juridical person (excluding a card issued by a national or local government agency), or a status certificate issued by a national or local government agency (excluding the documents set forth in item (i)), with a photograph attached thereto, or other documents which the municipal mayor finds to be appropriate as documents equivalent thereto;
 - (iii) when making the request set forth in Article 10, paragraph (1) or Article 10-2, paragraph (1) of the Family Register Act, if none of the methods set forth in the preceding two items can be used, the method of explaining, as required by the municipal mayor who receives said request, the matters entered in the family register of the person who is actually taking charge of making the request which is managed by said municipal mayor, or any other method which the municipal mayor finds to be appropriate for identifying the person who is actually taking charge of making the request;
 - (iv) when making the request set forth in Article 10-2, paragraphs (1) through (5) of the Family Register Act, the method of presenting any of the documents set forth in item (i) or a document proving the status of an attorney, judicial scrivener, land and house investigator, certified public tax accountant, social and labor insurance public consultant, patent attorney, marine procedure commission agent, or administrative scrivener (hereinafter referred to as an "Attorney, etc.") or of a person who assists in the affairs of an Attorney, etc., with a photograph attached thereto, and making the request by submitting a document requesting the issuance of a certified copycertified copy of a Family Register, etc. which has been created by the association to which the Attorney, etc. belongs (hereinafter referred to as a "Unified Request Form") with the official seal of said Attorney, etc. affixed thereto; or
 - (v) when making a request for a certified copy of a Family Register, etc. to be sent based on Article 10, paragraph (3) of the Family Register Act (including the cases where applied mutatis mutandis pursuant to Article 10-2, paragraph (6) of said Act), any of the following methods:
 - (a) when making the request set forth in Article 10, paragraph (1) or Article

10-2, paragraph (1) of the Family Register Act, a method of sending a copy of one or more of any of the documents set forth in item (i) or (ii) and designating the current address indicated on the copy of said document as the place to which the certified copy of the Family Register, etc. should be sent, a method of sending a copy of the address history attached to the family register or a copy of the residence certificate and designating the current address indicated on such copy as the place to which the certified copy of the Family Register, etc. should be sent, or a method of designating, as the place to which the certified copy of the Family Register, etc. should be sent, the current address indicated on the address history attached to the family register or the residence certificate of the person who is actually taking charge of making the request which is managed by the municipal mayor who received the request; provided, however, that the method shall be either of the following when the requester is a juridical person:

1. when the representative or a manager of the juridical person is actually taking charge of making the request, a method of sending a copy of one or more of any of the documents set forth in item (i) or item (ii), (a) and designating the location of the head office or a branch office of the juridical person (limited to the branch office if the person who is actually taking charge of making the request is a manager) indicated on a document proving the status of the representative or a manager of the juridical person as the place to which the certified copy of the Family Register, etc. should be sent; or
 2. when an employee of the juridical person is actually taking charge of making the request, a method of sending a copy of one or more of any of the documents set forth in item (i) or item (ii), (a) and a document for identifying the location of the business office or any other office of the juridical person to which the employee belongs, and designating said location as the place to which the certified copy of the Family Register, etc. should be sent;
- (b) when making the request set forth in Article 10-2, paragraph (2) of the Family Register Act, a method for designating the location of the office of the national or local government agency making the request as the place to which the certified copy of the Family Register, etc. should be sent; or
- (c) when making the request set forth in Article 10-2, paragraphs (3) through (5) of the Family Register Act, a method of sending a copy of any of the documents set forth in item (i) or of a document proving the status of an Attorney, etc. and a Unified Request Form with the official seal of the Attorney, etc. affixed thereto, and designating the location of the office of said Attorney, etc. as the place to which the certified copy of the Family Register, etc. should be sent; provided, however, that when the association

to which the Attorney, etc. belongs publishes the names of its members and the location of its office by a method that can be easily confirmed, a copy of any of the documents set forth in item (i) or of the document providing the status of an Attorney, etc. need not be sent.

Article 11-3 The matters specified by Ordinance of the Ministry of Justice referred to in Article 10-3, paragraph (1) of the Family Register Act shall be the name and the address or the date of birth; provided, however, that when making either of the requests set forth in the following items, they shall be the matters specified respectively in those items:

- (i) the request set forth in Article 10-2, paragraph (2) of the Family Register Act: the name and the agency to which the official belongs, the official's address or date of birth; and
- (ii) any of the requests set forth in Article 10-2, paragraphs (3) through (5) of the Family Register Act: the name and the address, the date of birth, or the location of the office of the requester.

Article 11-4 (1) The method specified by Ordinance of the Ministry of Justice referred to in Article 10-3, paragraph (2) of the Family Register Act shall be a method of submitting a power of attorney, a document proving the status of the representative or a manager of a juridical person, or any other document proving that the person who is actually taking charge of making the request is authorized to request the issuance of a certified copy of the Family Register, etc.

- (2) Any document set forth in the preceding paragraph which has been prepared by a government agency or public office shall be limited to one that has been prepared within the past three months.

Article 11-5 (1) A person who makes a request for the issuance of a certified copy of a Family Register, etc. (including the document set forth in Article 120, paragraph (1) of the Family Register Act) (hereinafter referred to as the "Issuance Request" in this Article) may request the return of the original of a document submitted upon the Issuance Request; provided, however, that this shall not apply to a power of attorney or any other document that has been prepared solely for the Issuance Request.

- (2) A person who requests the return of the original under the main clause of the preceding paragraph (hereinafter referred to as a "Request for the Return of the Original" in this Article) shall submit a certified copy containing a statement that it is identical to the original.
- (3) When a Request for the Return of the Original is made, the municipal mayor shall return the original of the document pertaining to the Request for the

Return of the Original after completing the examination pertaining to the Issuance Request. In this case, the mayor shall compare the certified copy set forth in the preceding paragraph and the original of the document pertaining to the Request for the Return of the Original, confirm that their contents are identical, and state on the certified copy set forth in said paragraph that the original has been returned.

- (4) Notwithstanding the provisions of the first sentence of the preceding paragraph, the municipal mayor may not return any counterfeit document or any other document suspected of being used for making an unlawful Issuance Request.
- (5) The return of the original under paragraph (3) may be carried out by the method of sending the original, upon the request of the person who has requested its return.

Article 11-6 With regard to the method and matters specified by Ordinance of the Ministry of Justice prescribed in Article 10-3, paragraph (1) of the Family Register Act as applied mutatis mutandis to a request for the issuance of a certified copy of a removed Family Register, etc. pursuant to Article 12-2 of said Act, the provisions of Articles 11-2 and 11-3 shall apply mutatis mutandis, with regard to the method specified by Ordinance of the Ministry of Justice prescribed in Article 10-3, paragraph (2) of said Act as applied mutatis mutandis to a request for the issuance of a certified copy of a removed Family Register, etc. pursuant to Article 12-2 of said Act, the provisions of Article 11-4 shall apply mutatis mutandis, and with regard to the return of the original of a document submitted upon the request for the issuance of a removed Family Register, etc., the provisions of the preceding Article shall apply mutatis mutandis.

Article 12 (1) A certified copy or abridged copy of a family register or a removed family register shall be prepared in the same form as that of the original.

- (2) In a certified copy or abridged copy, the municipal mayor shall make a supplementary note according to Appendix 15 Format in an adjacent location, as well as state the mayor's official title and affix the mayor's official seal thereto.
- (3) When a certified copy or abridged copy consists of multiple sheets, the municipal mayor shall affix the mayor's official seal across the seam between every two facing sheets, or take any other necessary measure for preventing the addition or removal of sheets.
- (4) When a paper strip overlay is attached to a certified copy or abridged copy, the municipal mayor shall affix the mayor's official seal across the boundary between the paper strip overlay and the main sheet.

Article 13 Deleted.

Article 14 (1) A certificate concerning the matters entered in a family register or a removed family register and any other certificate concerning a family register or a removed family register to be issued pursuant to the provisions of laws and regulations shall be prepared according to Appendix 17 Format; provided, however, that the municipal mayor may state the gist of the certificate and date of certification in a document containing the matters for which certification is sought or in a note attached thereto, as well as state the mayor's official title and affix the mayor's official seal thereto, and substitute it for a certificate.

(2) When making a certification under the preceding paragraph by an attached note, the municipal mayor shall affix the mayor's official seal across the boundary between the attached note and the main sheet.

Article 15 (1) In any of the following cases, the municipal mayor shall send duplicates of family registers or removed family registers along with a list thereof to the competent Legal Affairs Bureau or District Legal Affairs Bureau or a branch office thereof every month without delay:

(i) when any new family registers have been created;

(ii) when 25 years have passed from the day of the creation of any family registers; or

(iii) when all of any family registers have been deleted.

(2) Notwithstanding the provisions of the preceding paragraph, the competent Legal Affairs Bureau or District Legal Affairs Bureau or a branch office thereof may require the municipal mayor to send duplicates of family registers or removed family registers at any time.

Article 16 When sending duplicates of family registers or removed family registers, the date sent and the job title of the sender shall be stated in the list thereof.

Article 17 Deleted.

Article 18 (1) When the competent Legal Affairs Bureau or District Legal Affairs Bureau or a branch office thereof receives duplicates of family registers or removed family registers pursuant to Article 15, it shall, compile them separately for each municipality and keep them as a duplicate of a family register book or of a register book of removed family registers.

(2) The provisions of Article 5 shall apply mutatis mutandis to the register books

prescribed in the preceding paragraph.

Article 19 When the competent Legal Affairs Bureau or District Legal Affairs Bureau or a branch office thereof receives duplicates of family registers or removed family registers pursuant to Article 15, paragraph (1), item (ii) or (iii) or paragraph (2) of said Article, it may dispose of the duplicates of family registers which it has received earlier, notwithstanding the provisions of Article 5, paragraph (4) as applied mutatis mutandis pursuant to paragraph (2) of the preceding Article.

Chapter II Procedure for Entry in Family Register

Article 20 (1) When the municipal mayor accepts or receives a written notification, a written application or any other document, the mayor shall state the acceptance number and date in said document.

(2) When the municipal mayor corrects or makes an entry in a family register with the permission of the head of the competent Legal Affairs Bureau or District Legal Affairs Bureau pursuant to Article 24, paragraph (2) of the Family Register Act (including the cases where applied mutatis mutandis pursuant to Article 44, paragraph (3) and Article 45 of said Act), the mayor shall state the matters set forth in the preceding paragraph in the permit.

Article 21 (1) The municipal mayor shall prepare an acceptance record book according to Appendix 5 Form every year, and shall state the following matters therein for the cases which it has accepted or received during the relevant year, in the order of their acceptance; provided, however, that the matters set forth in items (iii), (vi) and (vii) only need to be stated for the cases which it has accepted:

(i) the case name;

(ii) the name and the registered domicile or nationality of the party to the notification case;

(iii) when the person who made the notification is not the party to the case, the qualification and the name of the person who made the notification;

(iv) the acceptance number and date;

(v) the distinction of whether the case has been accepted or received;

(vi) in the case of the notification of a birth, the date of birth;

(vii) in the case of the notification of a death or disappearance, the date and time of death or the date of the deemed death; and

(viii) in the case of a Notification, etc. under Article 79-2, paragraph (2), a statement to that effect.

(2) When the municipal mayor finds it to be reasonable, the mayor may prepare

the acceptance record book set forth in the preceding paragraph separately for cases concerning persons who have their registered domiciles within the municipality and cases concerning persons who have registered domiciles outside the municipality.

(3) An acceptance record book shall be kept for 150 years from the year following the relevant year.

Article 22 The acceptance number shall be reset every year.

Article 23 (1) The types of case shall be specified according to the categories of cases set forth in Chapter IV, Sections 2 through 16 of the Family Register Act.
(2) The subsequent completion of a notification and correction of a family register shall be specified as an independent type of case, notwithstanding the provisions of the preceding paragraph.

Article 24 The municipal mayor of the place of the registered domicile shall make an entry in the family register without delay after carrying out the procedures set forth in Article 20 and Article 21, paragraph (1).

Article 25 When the registered domicile is to be transferred from one municipality to another municipality, the municipal mayor who accepted the notification or application shall send a copy of the written notification or the written application to the mayor of the other municipality without delay after making an entry in the family register.

Article 26 When there is a need for the mayor of the other municipality to make an entry in a family register other than in the case set forth in the preceding Article, the municipal mayor who accepted the notification or application shall send a copy of the written notification or the written application to the mayor of the other municipality without delay.

Article 27 When, after accepting a notification with regard to a person whose registered domicile cannot be ascertained or who has no registered domicile, a notification is made to the effect that the person's registered domicile has been ascertained or the person now has a registered domicile, the provisions of the preceding two Articles shall apply to said written notification and the earlier accepted written application.

Article 28 The provisions of the preceding three Articles shall apply mutatis mutandis to the case where an entry should be made in a family register based on a document other than a written notification or a written application. In

this case, the municipal mayor shall make a certified copy of the document the mayor has accepted and send it.

Article 29 The provisions of Article 16 shall apply mutatis mutandis to the case of sending a written notification, a written application or any other document or a certified copy thereof.

Article 30 The matters set forth in Article 13, item (viii) of the Family Register Act shall be the following:

- (i) in addition to the matters set forth in Article 13, items (i) through (vii) of the Family Register Act, matters concerning the person's status;
- (ii) the date of acceptance of a notification or application and if the notification or application has been made by a person who is not the party to the case, the qualification and the name of the person who made the notification or the person who made the application (excluding the name when a father or a mother is the person who made the notification or the person who made the application);
- (iii) the date of acceptance of a report, and the job title of the person who made the report;
- (iv) the date of the acceptance of a request, commission, or certified copy of a logbook;
- (v) when having received from the mayor of another municipality or from another government agency a written notification, a written application or any other document which has been accepted by said municipal mayor or government agency, the date of acceptance and the job title of the person who accepted said document; and
- (vi) the date on which a judicial decision ordering that an entry be made in the family register became final and binding.

Article 31 (1) When making an entry in a family register, neither simplified characters nor codes may be used, and the strokes of the characters shall be shown clearly.

(2) When entering a date, such kanji numerical characters as "壹," "弍," "参," and "拾" shall be used.

(3) The characters entered in a family register shall not be altered.

(4) When the municipal mayor corrects, adds, or deletes a character or characters upon making an entry in a family register, the mayor shall state the number of such characters in the margin of the page, affix the mayor's seal of approval thereto, and leave the deleted characters in a state that is still clearly readable.

Article 32 (1) Every time an entry is made in a family register, the municipal

mayor shall affix the mayor's seal of approval at the end of the entered text.

- (2) When a person who performs the duties of the municipal mayor on behalf of the mayor makes an entry in a family register, the person shall state the person's qualification to represent the mayor at the end of the entered text and affix the person's seal of approval.

Article 33 (1) Entries in a family register shall be made in the corresponding columns specified in the template in Appendix 6.

- (2) Entries in the details columns shall be made by changing the line for each case, according to the sample entries in Appendix 7.

Article 34 The following matters shall be entered in the family register history column:

- (i) matters concerning the creation of a new family register;
- (ii) matters concerning a change of surname;
- (iii) matters concerning the transfer of a registered domicile;
- (iv) matters concerning the deletion of the whole of the family register;
- (v) matters concerning the correction of the whole of the family register; and
- (vi) matters concerning the replication or re-formatting of the family register.

Article 35 The matters set forth in the following items shall be entered in the personal status history column of the persons prescribed respectively in those items:

- (i) with regard to matters concerning a birth, the child;
- (ii) with regard to matters concerning acknowledgment of parentage, the father and child;
- (iii) with regard to matters concerning an adoption (excluding a special adoption) or the dissolution of such adoptive relationship, the adoptive parent(s) and adopted child;
- (iii)-2 with regard to matters concerning a special adoption or the dissolution of such adoptive relationship, the adopted child, and if the adopted child is not a Japanese national (hereinafter referred to as a "Foreign National"), the adoptive parent(s);
- (iii)-3 with regard to matters concerning taking the surname used at the time of the dissolution of the adoptive relationship prescribed in Article 73-2 of the Family Register Act (including the cases where applied mutatis mutandis pursuant to Article 69-2 of said Act), the person who took the surname;
- (iv) with regard to matters concerning marriage or divorce, the husband and wife;
- (iv)-2 with regard to matters concerning taking the surname used at the time of a divorce as prescribed in Article 77-2 of the Family Register Act

- (including the cases where applied mutatis mutandis pursuant to Article 75-2), the person who took the surname;
- (v) with regard to matters concerning parental authority or guardianship over a minor, the minor;
 - (vi) with regard to matters concerning a death or disappearance, the deceased person or the disappeared person;
 - (vii) with regard to matters concerning a surviving spouse reverting to a previous surname or the ending of a relationship of relatives by affinity, the surviving spouse;
 - (viii) with regard to matters concerning the disinheritance of a presumptive heir, the disinherited person;
 - (ix) with regard to matters concerning the entry of a name in a family register prescribed in Articles 98 and 99 of the Family Register Act, the person whose name has been entered therein;
 - (x) with regard to matters concerning separation from a family register, the person who has separated from the family register;
 - (xi) with regard to matters concerning the acquisition or loss of Japanese nationality, the person who has acquired or lost Japanese nationality;
 - (xii) with regard to matters concerning a declaration of the selection of Japanese nationality or loss of Foreign Nationality, the person who has made the declaration or the person who has lost Foreign Nationality;
 - (xiii) with regard to matters concerning a change of surname as prescribed in Article 107, paragraphs (2) through (4) of the Family Register Act, the person who has changed surnames;
 - (xiv) with regard to matters concerning the change of a given name, the person who has changed given names;
 - (xv) with regard to matters concerning the registration of an unregistered person, the person who has been so registered; and
 - (xvi) with regard to matters concerning a change of gender, the person who has received a judicial decision of such change.

Article 36 (1) When a marriage is dissolved due to death, a statement to that effect shall be entered in the personal status history column of the surviving spouse.

(2) With regard to a person whose husband or wife is a Foreign National, matters concerning the nationality of the husband or wife shall be entered in the personal status history column of said person.

Article 37 In the case set forth in Article 108, paragraph (2) of the Family Register Act, the matters entered in the certified copy of the family register attached to the written notification shall be entered in the family register at

the place where a new registered domicile is designated; provided, however, that this shall not apply to the following matters:

- (i) the matters set forth in Article 34, item (i) and items (iii) through (vi);
- (ii) deleted;
- (iii) matters concerning a person whose name has been removed from a family register other than the person whose name is entered at the head of the family register;
- (iv) matters entered in the personal status history column of a person whose name was entered at the head of a family register but whose name has been removed; and
- (v) any other matters that need not be transferred when creating a new family register.

Article 38 Matters concerning the entry of a name in a family register with regard to a person for whom a new family register is to be created or whose name is to be entered in another family register and the reference to the previous family register of said person shall be entered in the personal status history column of said person.

Article 39 (1) With regard to a person for whom a new family register is to be created or whose name is to be entered in another family register, the matters set forth in the following items which have been entered in the previous family register shall be entered in the new family register or the other family register:

- (i) matters concerning a birth;
 - (ii) with regard to a child born out of wedlock, matters concerning the acknowledgment of parentage;
 - (iii) with regard to an adopted child, matters concerning an adoption where the adoptive parent-child relationship currently continues;
 - (iv) with regard to a husband and wife, matters concerning a marriage where the marital relationship currently continues, and matters concerning the nationality of each spouse;
 - (v) matters concerning parental authority over a person who is currently a minor or matters concerning guardianship over a minor;
 - (vi) matters concerning the disinheritance of a presumptive heir where the disinheritance has not been revoked;
 - (vii) matters concerning a declaration of the selection of Japanese nationality or loss of Foreign Nationality;
 - (viii) matters concerning the change of a given name; and
 - (ix) matters concerning a change of gender.
- (2) The provisions of the preceding paragraph shall apply *mutatis mutandis* to the case where an entry in a family register is to be recovered due to the

annulment of a marriage or an adoption or on any other grounds.

Article 40 (1) When removing the name of a person from a family register, the grounds therefor shall be entered in the personal status history column of the person whose name is to be removed, and a part of the family register shall be deleted.

(2) When the names of all of the persons in a family register have been removed therefrom, the whole of the family register shall be deleted.

(3) The provisions of paragraph (1) shall apply mutatis mutandis to the case of entering the name of an adopted child at the end of a family register pursuant to Article 14, paragraph (3) of the Family Register Act as applied mutatis mutandis pursuant to Article 20-3, paragraph (2) of said Act.

Article 41 (1) When, after a change of the place of the registered domicile, the municipal mayor of the former place of the registered domicile accepts a written notification, a written application or any other document, the mayor shall send the document to the municipal mayor of the new place of the registered domicile, as well as delete any entry that has been made in the family register based on said document and enter the grounds therefor in the family register.

(2) When the municipal mayor of the new place of the registered domicile receives the document set forth in the preceding paragraph, the mayor shall make an entry in the family register based on said document.

Article 42 In order to delete the whole or a part of or an entry in a family register, the deletion shall be made in red ink according to Appendix 8 Form.

Article 43 When written notifications have been made separately by multiple persons for the same case and an entry has been made in the family register based on a later accepted notification, the family register shall be corrected based on the earlier accepted notification.

Article 44 In order to correct a family register, the gist of and grounds for the correction shall be entered, and the entry to be corrected shall be deleted in red ink according to Appendix 9 Form. If the correction pertains to a part of the family register, the gist of and grounds for the correction shall be entered in the personal status history column of the person whose entry should be corrected.

Article 45 When there has been a change in an administrative district, a land name, a parcel number or block code, the entry in a family register shall be

deemed to have been corrected; provided, however, that this shall not preclude a person from making a correction of the entry.

Article 46 (1) In order to make the correction set forth in the preceding Article, the entry of the matter to be corrected in the registered domicile column shall be corrected according to Appendix 10 Form.

(2) When correcting the entry of an administrative district or a land name, the name entered on the cover sheet of the family register book shall be corrected, and the grounds therefor shall be entered at the back of the cover sheet.

Article 47 The notice set forth in Article 24, paragraph (1) of the Family Register Act shall be given in writing according to Appendix 18 Form.

Article 48 (1) When procedures for making entries in family registers have been completed, the written notifications, the written applications or any other documents shall be compiled separately based on whether the person has a registered domicile within or outside the municipality, by type of case, and according to the order in which they were accepted, and a list shall be made for each group of documents; provided, however, that when the municipal mayor finds it to be reasonable, it shall not be required to compile the documents by type of case.

(2) The documents set forth in the preceding paragraph which relate to persons who have their registered domiciles within a municipality shall be sent to the competent Legal Affairs Bureau or District Legal Affairs Bureau or a branch office thereof every month without delay.

(3) The documents set forth in paragraph (1) which relate to persons who have their registered domiciles outside the municipality shall be kept for one year from the year following the relevant year.

Article 49 (1) Documents which have been sent under paragraph (2) of the preceding Article shall be kept by compiling them separately based on the city office or town/village office which accepted or received the document, and by year; provided, however, that this shall not preclude such documents from being compiled in divided volumes.

(2) The documents set forth in the preceding paragraph shall be kept for 27 years from the year following the relevant year.

Article 49-2 When the competent Legal Affairs Bureau or District Legal Affairs Bureau or a branch office thereof receives duplicates of family registers or removed family registers pursuant to Article 15, paragraph (1), items (ii) and (iii) and paragraph (2) of said Article, notwithstanding the provisions of

paragraph (2) of the preceding Article, it may dispose of the documents concerning said family registers when five years have passed from the year following the year in which the municipal mayor accepted or received the documents.

Article 50 (1) The municipal mayor shall keep documents that have been accepted with regard to matters that need not be entered in a family register by compiling them separately by year and making a list thereof; provided, however, that this shall not preclude such documents from being compiled in divided volumes.

(2) Among the documents set forth in the preceding paragraph, those concerning an act which shall become effective upon notification shall be kept for 50 years from the year following the relevant year, and other documents shall be kept for ten years from the year following the relevant year.

Article 51 Deleted.

Article 52 The provisions of Article 8 shall apply mutatis mutandis to written notifications, written applications, and any other documents.

Article 52-2 With regard to the method and matters specified by Ordinance of the Ministry of Justice prescribed in Article 10-3, paragraph (1) of the Family Register Act as applied mutatis mutandis to a request for a certificate of acceptance or non-acceptance of the notification, a request for the inspection of a written notification or any other document accepted by the municipal mayor, or a request for a certificate concerning the matters stated in such document (hereinafter referred to as a "Request for a Certificate, etc." in this Article) pursuant to Article 48, paragraph (3) of said Act, the provisions of Article 11-2, items (i) through (iii) and item (v), (a) of said Article and the main clause of Article 11-3 shall apply mutatis mutandis, with regard to the method specified by Ordinance of the Ministry of Justice prescribed in Article 10-3, paragraph (2) of said Act as applied mutatis mutandis to a Request for a Certificate, etc. pursuant to Article 48, paragraph (3) of said Act, the provisions of Article 11-4 shall apply mutatis mutandis, and with regard to the return of the original of a document submitted upon a Request for a Certificate, etc., the provisions of Article 11-5 shall apply mutatis mutandis.

Chapter III Notification

Article 53 The provisions of the main clause of Article 11-3 shall apply mutatis mutandis to the matters specified by Ordinance of the Ministry of Justice as

referred to in Article 27-2, paragraph (1) of the Family Register Act.

Article 53-2 The provisions of Article 11-2, items (i) through (iii) shall apply mutatis mutandis to the provision or explanation of materials setting forth matters specified by Ordinance of the Ministry of Justice referred to in Article 27-2, paragraph (1) of the Family Register Act. In this case, the phrase "document requesting issuance of a certified copy of a Family Register, etc." in Article 11-2, item (ii), (a) shall be deemed replaced by "written notification", the phrase "receives said request" in item (iii) of said Article shall be deemed replaced by "receives said notification" and the phrase "the person who is actually taking charge of making the request" in said item shall be deemed replaced by "the person who has appeared".

Article 53-3 The method specified by Ordinance of the Ministry of Justice referred to in Article 27-2, paragraph (2) of the Family Register Act shall be the dispatch of a document to the current address entered in the attachment to a family register or in a residence certificate, as a postal item or mailed correspondence which need not be forwarded.

Article 53-4 (1) A request under Article 27-2, paragraph (3) of the Family Register Act shall be made through personal appearance by the person making said request at the city office or town/village office.

(2) The request set forth in the preceding paragraph shall be made through a document containing the matters set forth in the following items:

- (i) the fact that the person is making the request set forth in said paragraph;
- (ii) the date of the request;
- (iii) the name, date of birth, address, and reference to the family register of the person making the request; and
- (iv) when the request is made by a statutory agent of a person to be adopted in an adoption prescribed in Article 797, paragraph (1) of the Civil Code or a person who is to be the statutory agent of an adopted child in the dissolution of an adoptive relationship prescribed in Article 811, paragraph (2) of said Code, the name, date of birth, address, and reference to the family register of said person to be adopted or said adopted child.

(3) A request set forth in paragraph (1) shall be made through any of the methods prescribed in Article 11-2, items (i) through (iii), by clarifying that the person who has appeared is the person making the request. In this case, the phrase "document requesting issuance of a certified copy of a Family Register, etc." in Article 11-2, item (ii), (a) shall be deemed replaced by "document making a request under Article 27-2, paragraph (3) of the Family Register Act," the phrase "receives said request" in item (iii) of said Article shall be

deemed replaced by "receives said request", and the phrase "the person who is actually taking charge of making the request" in said item shall be deemed replaced by "the person making the request".

- (4) When a person making the request set forth in paragraph (1) is unable to appear in person due to illness or for any other unavoidable reason, notwithstanding the provisions of the said paragraph, said request may be made by sending the document set forth in paragraph (2) to the municipal mayor of the place of the registered domicile or any other method equivalent thereto. In this case, it shall be made clear that the person making the request is the individual concerned through submission of a notarial deed containing the matters set forth in paragraph (2) (excluding one prepared by engaging an agent) or any other method.
- (5) A person who has made a request as set forth in paragraph (1) may withdraw said request at any time.
- (6) The provisions of paragraphs (1) through (4) shall apply mutatis mutandis to withdrawal of a request under the preceding paragraph.

Article 53-5 The provisions of Article 53-3 shall apply mutatis mutandis to the method specified by Ordinance of the Ministry of Justice referred to in Article 27-2, paragraph (5) of the Family Register Act.

Article 54 With regard to a matter which is to be entered in two or more family registers in the same municipality, the head of the competent Legal Affairs Bureau or District Legal Affairs Bureau may instruct the municipal mayor to require the submission of the same number of written notifications or written applications as the number of said family registers; provided, however, that the municipal mayor may make certified copies of the accepted written notification or written application, and substitute them for such written notifications or written applications.

Article 55 The matters set forth in Article 49, paragraph (2), item (iv) of the Family Register Act shall be the following matters:

- (i) the name of the householder and the relationship with the householder;
- (ii) the dates of birth of the parents and the ages of the parents at the time of the birth of the child;
- (iii) the main household occupation at the time of the birth of the child, and if the child was born between April 1 of the year in which the National Census is carried out and March 31 of the following year, the occupations of the parents; and
- (iv) the month and year in which the parents started to live together.

Article 56 The matters set forth in Article 74, item (ii) of the Family Register Act shall be the following matters:

- (i) if either party is a Foreign National, the nationality of that party;
- (ii) the names of the parents of the parties and their relationships with the parents, and if either party is an adopted child other than a special adopted child, the name(s) of the adoptive parent(s);
- (iii) whether it is the first marriage or a re-marriage for the parties, and if it is not the first marriage, whether the most recent marriage was dissolved due to death or due to divorce and the date thereof;
- (iv) the month and year in which the parties started to live together;
- (v) the main occupations of the parties' households before starting to live together, and if the notification is made between April 1 of the year in which the National Census is carried out and March 31 of the following year, the occupations of the parties; and
- (vi) the name of the householder of the parties.

Article 57 (1) The matters set forth in Article 76, item (ii) of the Family Register Act shall be the following matters:

- (i) the fact that the divorce is a divorce by agreement;
- (ii) if either party is a Foreign National, the nationality of that party;
- (iii) the names of the parents of the parties and their relationships with the parents, and if either party is an adopted child other than a special adopted child, the name(s) of the adoptive parent(s);
- (iv) the month and year in which the parties started to live together;
- (v) the month and year in which the parties started to live separately;
- (vi) their address before starting to live separately;
- (vii) the main household occupation before the parties started to live separately, and if the notification is made between April 1 of the year in which the National Census is carried out and March 31 of the following year, the occupations of the parties; and
- (viii) the name of the householder of the parties.

(2) The matters set forth in Article 77, paragraph (2), item (ii) of the Family Register Act shall be the following matters:

- (i) whether the divorce is a divorce by conciliation, a divorce by adjudication, a divorce by settlement, a divorce by acknowledgment of claim, or a divorce by a judgment; and
- (ii) the matters set forth in items (ii) through (viii) of the preceding paragraph.

Article 58 The matters set forth in Article 86, paragraph (2), item (ii) of the Family Register Act shall be the following matters:

- (i) the gender of the deceased person;

- (ii) if the deceased person was a Foreign National, that person's nationality;
- (iii) whether or not the deceased person had a spouse at the time of death, and if the person had no spouse, whether the person was unmarried or the most recent marriage was dissolved due to death or due to divorce;
- (iv) the age of the surviving spouse of the deceased person, if any, at the time of death;
- (v) if the deceased person died within 30 days of birth, the time of day at which the person was born;
- (vi) the main occupation of the household of the deceased person before the person's death, and if that person died between April 1 of the year in which the National Census is carried out and March 31 of the following year, the occupation and industry of the deceased person; and
- (vii) the name of the householder of the deceased person at the time of death.

Article 58-2 (1) The matters set forth in Article 102, paragraph (2), item (v) of the Family Register Act (including cases where applied mutatis mutandis pursuant to the second sentence of Article 102-2 of said Act) shall be the following matters:

- (i) matters concerning a birth;
 - (ii) matters concerning the acknowledgment of parentage;
 - (iii) matters concerning an adoption where the adoptive parent-child relationship currently continues;
 - (iv) matters concerning a marriage where the marital relationship currently continues;
 - (v) matters concerning parental authority over a person who is currently a minor or matters concerning guardianship over a minor; and
 - (vi) matters concerning the disinheritance of a presumptive heir where the disinheritance has not been revoked.
- (2) A written notification shall have attached thereto a document certifying the matters set forth in the preceding paragraph.

Article 59 A written notification of a birth shall be prepared according to Appendix 11 Form, a written notification of a marriage shall be prepared according to Appendix 12 Form, a written notification of a divorce shall be prepared according to Appendix 13 Form, and a written notification of a death shall be prepared according to Appendix 14 Form.

Article 60 Characters that are plain and in common use as referred to in Article 50, paragraph (2) of the Family Register Act shall be the following:

- (i) the kanji characters set forth in the national list of kanji characters in common use (Cabinet Notice No. 2 of 2010) (where a kanji character

accompanies an alternative kanji character in parentheses, it shall be limited to the kanji character outside the parentheses);

(ii) the kanji characters set forth in Appended Table 2;

(iii) katakana or hiragana characters (excluding obsolete kana characters).

Article 61 Deleted.

Article 62 (1) When a person who makes a notification, a person who makes an application or any other person needs to provide a signature and affix a seal but does not possess a seal, the person may provide a signature only. When such person is unable to provide a signature, the person may have another party write that person's name on that person's behalf, and affix a seal. If such a person is unable to provide a signature and does not possess a seal, the person may have another party write that person's name on that person's behalf, and affix a thumbprint thereto.

(2) In the case set forth in the preceding paragraph, the grounds therefor shall be stated in writing.

Article 63 When accepting a notification or application, if it is necessary for making an entry in or investigating a family register, the municipal mayor may require the submission of a certified copy of or abridged copy from the family register or any other document.

Article 63-2 With regard to any document attached to a written notification or any other document to be submitted to the municipal mayor which is prepared in a foreign language, its Japanese translation with the name of the translator clearly stated shall be attached thereto.

Article 64 The requisition referred to in Article 44, paragraph (1) or (2) of the Family Register Act (including the cases where applied *mutatis mutandis* pursuant to Article 45 or Article 117 of said Act) shall be made in writing according to Appendix 19 Format.

Article 65 When the municipal mayor becomes aware of any person who has failed to make a notification, make an application or subsequently complete a notification or application, the mayor shall give notice to the competent summary court to that effect along with the notification case without delay.

Article 65-2 The matters set forth in Article 104-3 of the Family Register Act shall be the following matters:

(i) the address and the date of birth; and

(ii) the reason for considering that the person is a person who should select a nationality.

Article 66 (1) A certificate of acceptance or non-acceptance of a notification or an application shall be prepared according to Appendix 20 Format. In this case, the provisions of the proviso to Article 14, paragraph (1) and paragraph (2) of said Article shall apply mutatis mutandis.

(2) A certificate of acceptance of a notification of a marriage, divorce, adoption, dissolution of adoptive relation, or acknowledgment of parentage may be prepared according to Appendix 21 Format upon request.

Article 66-2 The inspection of a written notification or any other document received by the municipal mayor shall be allowed only in the presence of a public official.

Article 67 (1) The provisions of Article 31, paragraphs (1), (3) and (4) shall apply mutatis mutandis to a written notification, a written application or any other document, the provisions of Article 12, paragraphs (2) and (3) shall apply mutatis mutandis to a certified copy of a written notification, a written application or any other document to be made by the municipal mayor, and the provisions of Article 14 shall apply mutatis mutandis to the matters stated in a written notification, a written application or any other document.

(2) The provisions of Article 11-5 shall apply mutatis mutandis to the return of the original of a document attached or submitted upon making a notification or an application.

Chapter IV Special Provisions for Handling of Affairs relating to Family Registers with Electronic Data Processing Systems

Article 68 The municipal mayor shall endeavor to handle affairs relating to family registers by means of an electronic data processing system.

Article 68-2 When handling affairs relating to family registers by means of an electronic data processing system, the municipal mayor shall take the necessary measures to prevent the loss of or damage to family registers or removed family registers prepared by means of magnetic disks (including objects that can record certain matters securely by an equivalent method; the same shall apply hereinafter) and to prevent the leakage of matters recorded therein.

Article 69 (1) The municipal mayor referred to in Article 118, paragraph (1) of

the Family Register Act shall handle all of the affairs relating to family registers by means of an electronic data processing system, except in the case prescribed in the following paragraph.

- (2) When the municipal mayor set forth in the preceding paragraph finds it to be reasonable, the mayor may specify a certain area of the municipality and handle the affairs relating to family registers of persons who have their registered domiciles within said area by means of an electronic data processing system.

Article 70 (1) The request referred to in Article 118, paragraph (2) of the Family Register Act shall be made via the competent Legal Affairs Bureau or District Legal Affairs Bureau or a branch office thereof.

- (2) The request set forth in the preceding paragraph shall be made while clarifying the fact that the electronic data processing system to be used is one which is capable of handling affairs relating to family registers properly and securely, and the contents of the measure prescribed in Article 68-2 (including the cases where applied mutatis mutandis pursuant to Article 72, paragraph (3)).

Article 71 With regard to the family register book and the register book of removed family registers referred to in Article 119, paragraph (2) of the Family Register Act, neither an index book nor index card shall be required to be prepared.

Article 72 (1) When handling affairs relating to family registers by means of an electronic data processing system, the municipal mayor shall keep a separate record of matters identical to the matters recorded in the family register book and the register book of removed family registers referred to in Article 119, paragraph (2) of the Family Register Act.

- (2) When the whole or a part of the family register book or the register book of removed family registers set forth in the preceding paragraph is lost, it may be recovered from the record set forth in said paragraph. In this case, the instruction and the public notice referred to in Article 11 of the Family Register Act (including the cases where applied mutatis mutandis pursuant to Article 12, paragraph (2) of said Act) shall not be required.
- (3) The provisions of Articles 7, 8 and 68-2 shall apply mutatis mutandis to the record set forth in paragraph (1).

Article 73 (1) The document referred to in Article 120, paragraph (1) of the Family Register Act shall contain the matters set forth in the following items for the categories of documents set forth respectively in those items:

- (i) a certificate of all the matters in a family register: all matters recorded in the family register;
 - (ii) a certificate of matters relating to an individual(s) in a family register: all matters recorded in relation to one or some of the persons recorded in the family register;
 - (iii) a certificate of a part of the matters in a family register: the matters recorded in the family register for which certification was sought;
 - (iv) a certificate of all the matters in a removed family register: all matters recorded in the removed family register;
 - (v) a certificate of matters relating to an individual(s) in a removed family register: all matters recorded in relation to one or some of the persons recorded in the removed family register; and
 - (vi) a certificate of a part of the matters in a removed family register: the matters recorded in the removed family register for which certification was sought.
- (2) The document set forth in the preceding paragraph shall be prepared according to Appendix 22 Form.
 - (3) In the document set forth in paragraph (1), the municipal mayor shall make a supplementary note according to Appendix 23 Format in an adjacent location, as well as state the mayor's official title and affix the mayor's official seal thereto.
 - (4) The provisions of Article 12, paragraph (3) shall apply mutatis mutandis to the document set forth in paragraph (1).
 - (5) In order to enter the date in the document set forth in paragraph (1), Arabic numerals may be used.
 - (6) Entries in the document set forth in paragraph (1) shall be made in the corresponding columns specified in the template in Appendix 24. In this case, entries in the details columns shall be made according to the sample entries in Appendix 25.
 - (7) When having deleted the whole or a part of a family register or a record thereof and when making an entry to that effect in the document set forth in paragraph (1), the entry shall be made according to Appendix 26 Form.
 - (8) When having corrected a family register and when making an entry to that effect in the document set forth in paragraph (1), the entry shall be made according to Appendix 27 Form.
 - (9) When entering the record set forth in Article 78 in the document set forth in paragraph (1), the record shall be entered according to Appendix 28 Form.

Article 74 (1) When family registers or removed family registers are prepared by means of magnetic disks, any certificate concerning a family register or a removed family register to be issued pursuant to the provisions of the Health

Insurance Act (Act No. 70 of 1922) or any other law or regulation shall be prepared according to the same form as that for a certificate of a part of the matters in a family register or a removed family register.

- (2) The provisions of paragraphs (3) through (9) of the preceding Article shall apply mutatis mutandis to the certificate concerning a family register or a removed family register set forth in the preceding paragraph, and the provisions of the proviso to Article 14, paragraph (1) and paragraph (2) of said Article shall apply mutatis mutandis to the case set forth in the preceding paragraph.

Article 75 (1) When family registers or removed family registers are prepared by means of magnetic disks, the municipal mayor shall send duplicates thereof prepared by means of magnetic disks to the competent Legal Affairs Bureau or District Legal Affairs Bureau or a branch office thereof. In this case, the provisions of Article 15, paragraph (1) shall not apply.

- (2) When the competent Legal Affairs Bureau or District Legal Affairs Bureau or a branch office thereof receives duplicates of family registers or removed family registers pursuant to the preceding paragraph, it shall keep them until it subsequently receives duplicates of family registers or removed family registers. The same shall apply when it receives duplicates of family registers or removed family registers prepared by means of magnetic disks pursuant to Article 15, paragraph (2).

Article 76 (1) When handling affairs relating to family registers by means of an electronic data processing system, the acceptance record book shall be prepared by means of a magnetic disk.

- (2) When the municipal mayor finds it to be reasonable, a document containing all of the matters recorded in the acceptance record book set forth in the preceding paragraph may be kept in lieu of said acceptance record book.

Article 77 When handling affairs relating to family registers by means of an electronic data processing system, the municipal mayor or a person who performs the duties of the municipal mayor on behalf of the mayor shall record an identification code every time the person makes a record in a family register.

Article 78 When handling affairs relating to family registers by means of an electronic data processing system and making the correction set forth in Article 45, matters concerning the change in the administrative district, the land name, the parcel number or block code shall be recorded in the family register history column.

Article 79 The provisions of Article 49-2 shall apply mutatis mutandis to the case where the competent Legal Affairs Bureau or District Legal Affairs Bureau or a branch office thereof receives duplicates of family registers or removed family registers pursuant to Article 75, paragraph (1).

Chapter IV-2 Special Provisions for Notification or Application, etc. Using Electronic Data Processing Systems

Article 79-2 (1) A request for the issuance of a certified copy of or abridged copy from a family register or a removed family register or any of the documents set forth in Appended Table 3 may be made using an electronic data processing system prescribed in Article 3, paragraph (1) of the Act on the Utilization of Information and Communications Technology in Administrative Procedures, etc. (hereinafter referred to as the "Act on the Utilization of Information and Communications Technology").

(2) Any of the notifications or applications set forth in Appended Table 4 (hereinafter referred to as a "Notification, etc.") made to a municipal mayor as referred to in Article 118, paragraph (1) of the Family Register Act may be made using an electronic data processing system set forth in the preceding paragraph.

Article 79-3 (1) A person who makes a request for issuance as set forth in paragraph (1) of the preceding Article or a Notification, etc. as set forth in paragraph (2) of said Article shall send, to a computer used by the municipal mayor, information pertaining to matters that are to be stated in the written request for issuance or the written notification or the written application pursuant to the provisions of the Family Register Act or this Ordinance. In this case, if there is a document, etc. to be attached or submitted (hereinafter referred to as an "Attached Document, etc.") upon making a request for issuance or a Notification, etc. pursuant to the provisions of the Family Register Act or this Ordinance, the person shall also send information in substitution for said Attached Document, etc.

(2) The person prescribed in the preceding paragraph shall affix an electronic signature (meaning an electronic signature as prescribed in Article 2, paragraph (1) of the Act on Electronic Signatures and Certification Business (Act No. 102 of 2000); the same shall apply hereinafter) to information sent pursuant to the preceding paragraph. With regard to notification of a case for which a witness is required, said witness shall also affix an electronic signature to the information set forth in the first sentence of the preceding paragraph.

(3) Information in substitution for an Attached Document, etc. prescribed in the

second sentence of paragraph (1) shall bear an electronic signature attached by its creator (where certification is required, the creator and the certifier).

(4) When sending information to which an electronic signature has been affixed pursuant to the preceding three paragraphs, the person shall also send an electronic certificate (meaning an electromagnetic record prepared for certifying that the matters used for identifying the person who affixed said electronic signature pertain to said person; the same shall apply hereinafter) pertaining to said electronic signature which falls under any of the following items:

(i) an electronic certificate prepared based on Article 3, paragraph (1) of the Act on Certification Business of Local Governments in Relation to Electronic Signatures (Act No. 153 of 2002);

(ii) an electronic certificate prepared based on Article 12-2, paragraphs (1) and (3) of the Commercial Registration Act (Act No. 125 of 1963) (including the cases where these provisions are applied mutatis mutandis pursuant to the provisions of another Act); or

(iii) any other electronic certificate based on which the person who affixed the electronic signature can be identified from a computer used by the municipal mayor, which has been specified by the municipal mayor as being equivalent to those set forth in the preceding two items.

Article 79-4 Inspection of the information set forth in paragraph (1) of the preceding Article under Article 48, paragraph (2) of the Family Register Act shall be made by a method of inspecting data output on a sheet of paper of Japanese Industrial Standard "A" Series size 3.

Article 79-5 The issuance of any of the documents set forth in Appended Table 5 may be made by using an electronic data processing system as prescribed in Article 4, paragraph (1) of the Act on the Utilization of Information and Communications Technology.

Article 79-6 When the municipal mayor issues a document under the preceding paragraph, the mayor shall affix an electronic signature to information pertaining to the matters to be stated in the certificates set forth in Article 66, paragraph (1) or the items of Article 73, paragraph (1) (including information pertaining to Appendix 29 Format, with regard to the certificates set forth in the items of Article 73, paragraph (1)), and shall record it in a file stored in a computer used by the municipality, along with an electronic certificate pertaining to said electronic signature.

Article 79-7 The measure for clarifying a person's name referred to in Article 3,

paragraph (4) of the Act on the Utilization of Information and Communications Technology or Article 4, paragraph (4) of said Act which is specified by ordinance of the competent ministry shall be an electronic signature affixed by the person who is to provide a signature, etc.

Article 79-8 The Notification, etc. set forth in Article 79-2, paragraph (2) shall be made at the place of the registered domicile of the party to the notification case; provided, however, that the notification prescribed in Articles 61 and 65 of the Family Register Act shall be made at the place of the registered domicile of the mother, the notification prescribed in Articles 102-2, 110 and 111 of said Act shall be made at the new place of the registered domicile, and a notification concerning a Foreign National shall be made at the location of the person who made the notification.

Article 79-9 (1) When a Notification, etc. under Article 79-2, paragraph (2) is made, the sending of the written notification or the written application to the mayor of the other municipality under Article 25 or 26 shall be carried out by the method of sending information pertaining to said written notification or the written application by using an electronic data processing system; provided, however, that this shall not preclude sending a document prepared by outputting said information.

(2) When sending the document set forth in the proviso to the preceding paragraph, the municipal mayor shall make a supplementary note according to Appendix 30 Format in an adjacent location, as well as state the mayor's official title and affix the mayor's official seal thereto.

Article 79-10 The standards specified by Ordinance of the Ministry of Justice referred to in the Family Register Act shall be as follows:

- (i) the provision of information shall pertain to a request by a university or any other body aimed at the production of statistics or academic research or by a person who belongs to such body;
- (ii) the production of statistics or academic research shall be aimed at medical development or any other matter that is found to serve the public interest, and the contents of said statistics or academic research shall be published;
- (iii) the use of information pertaining to matters entered in a family register, a removed family register or a written notification or any other document accepted by the municipal mayor (hereinafter referred to as a "Family Register, etc.") shall be essential for the production of statistics or academic research, and the scope of said information shall not exceed the extent necessary for achieving the purpose of the production of the statistics or academic research; and

(iv) the provision of information pertaining to matters entered in a Family Register, etc. shall be found to be unlikely to harm the rights and interests of the person entered in the Family Register, etc., or such person's spouse, lineal ascendants or lineal descendants, or any other relatives.

Article 79-11 A person who intends to make a request for the provision of information pertaining to matters entered in a Family Register, etc. pursuant to Article 126 of the Family Register Act shall, when said information is held by a municipality, obtain the approval of the head of the Legal Affairs Bureau or District Legal Affairs Bureau which has jurisdiction over said municipality (if there are two or more such Legal Affairs Bureaus or District Legal Affairs Bureaus, the head of one such bureau) in advance.

Article 79-12 (1) The provision of information pertaining to matters entered in a Family Register, etc. under Article 126 of the Family Register Act shall be carried out by issuing a certified copy of or abridged copy from a family register or a removed family register or a certificate concerning matters entered in a Family Register, etc. In this case, a certificate concerning matters entered in a Family Register, etc. shall be prepared according to Appendix 31 Format.

(2) When family registers or removed family registers are prepared by means of magnetic disks pursuant to Article 119 of the Family Register Act, the provision of information shall be carried out by issuing a document certifying the whole or a part of the matters recorded in a family register or a removed family register prepared by means of a magnetic disk, in lieu of such certified copy, abridged copy or certificate.

(3) The provisions of Article 73 (excluding paragraph (1), items (iii) and (vi), paragraph (2) and paragraph (3) of said Article) shall apply mutatis mutandis to the document set forth in the preceding paragraph. In this case, the document set forth in the preceding paragraph shall contain the matters set forth in the following items for the categories of documents respectively set forth in those items:

(i) a document certifying a part of a family register: a part of the matters recorded in the family register; and

(ii) a document certifying a part of a removed family register: a part of the matters recorded in the removed family register.

(4) In the case set forth in the preceding paragraph, the document set forth in paragraph (2) shall be prepared according to Appendix 22 Form (excluding Nos. 3 and 6) or Appendix 32 Form.

(5) In the case set forth in paragraph (3), in the document set forth in paragraph (2), the municipal mayor shall make a supplementary note according to Appendix 23 Format (excluding Nos. 3 and 6) in an adjacent location, as well as

state the mayor's official title and affix the mayor's official seal thereto.

Chapter V Miscellaneous Provisions

Article 80 (1) When there has been a change in the district of a municipality, relevant family registers and documents related thereto shall be handed over to the relevant municipality without delay.

(2) When succession of documents has been completed pursuant to the preceding paragraph, the municipal mayor who took over the documents shall report it to the competent Legal Affairs Bureau or District Legal Affairs Bureau or a branch office thereof.

Article 81 When there has been a change in the administrative jurisdiction of the competent Legal Affairs Bureau or District Legal Affairs Bureau or a branch office thereof due to a change in the district of a municipality, duplicates of family registers and removed family registers of persons who have their registered domiciles within the former jurisdictional district and documents related thereto shall be handed over to the new Legal Affairs Bureau or District Legal Affairs Bureau having administrative jurisdiction.

Article 82 When any question arises with regard to the handling of affairs relating to family registers, the municipal mayor may seek for an instruction from the Minister of Justice via the competent Legal Affairs Bureau or District Legal Affairs Bureau or a branch office thereof.

Article 83 With regard to the designated cities set forth in Article 252-19, paragraph (1) of the Local Autonomy Act, the provisions of this Ministerial Ordinance which relate to cities, city mayors and city offices shall apply mutatis mutandis to wards, ward mayors and ward offices. The same applies to the areas of Metropolitan Tokyo that have cities as administrative districts.

Supplementary Provisions [Abridged copy] [Extract]

Article 84 This Ministerial Ordinance shall come into effect as of January 1, 2011.

Article 85 With regard to family registers that were created prior to the enforcement of this Ministerial Ordinance, the matters set forth in Article 34 shall be entered in the details column of the person whose name is entered at the head of the family register.

Article 86 The provisions of Articles 37 and 39 shall not apply to matters which have been entered in family registers pursuant to the Family Register Act prior to revision by Act No. 224 of 2010 but which are not required to be entered under the Family Register Act after the revision.

Article 88 (1) The following Ministerial Ordinance shall be abolished:

Detailed Regulations for Enforcement of the Family Register Act
Ordinance of the Ministry of Justice No. 81 of 1946 (Case concerning the forms of written notifications of birth, marriage, divorce and death)

(2) The provisions of Articles 48, 51 and 52 of the Detailed Regulations for Enforcement of the Family Register Act shall remain in force after the enforcement of this Ministerial Ordinance.

(3) The register book of removed family registers prescribed in Article 51, paragraph (1), item (i) and Article 52 of the Detailed Regulations for Enforcement of the Family Register Act shall be kept for 150 years from the year following the relevant year.

(4) The original family register prescribed in Articles 48 and 51 of the Detailed Regulations for Enforcement of the Family Register Act shall be kept for 150 years from the year following the re-formatting thereof.

Supplementary Provisions [Ordinance of the Ministry of Justice No. 41 of November 1, 1984] [Abridged copy] [Ordinance of the Ministry of Justice No. 41 of November 1, 1984] [Extract]

(2) The provisions of Article 58-2 of the Detailed Regulations for Enforcement of the Family Register Act after the revision by this Ministerial Ordinance shall apply mutatis mutandis to a notification of acquisition of Japanese nationality in the case of having acquired Japanese nationality pursuant to Article 5, paragraph (1) or Article 6, paragraph (1) of the Supplementary Provisions of the Act for Partial Revision of the Nationality Act and the Family Register Act (Act No. 45 of 1984).

Supplementary Provisions [Ordinance of the Ministry of Justice No. 51 of October 21, 1994] [Extract]

(Re-formatting of Family Registers)

Article 2 (1) The municipal mayor referred to in Article 118, paragraph (1) of the Family Register Act shall re-format family registers pertaining to affairs which are to be handled by means of an electronic data processing system into the family registers set forth in Article 119, paragraph (1) of the Family Register Act; provided, however, that this shall not apply where the family registers do

- not conform to being handled by means of an electronic data processing system.
- (2) The re-formatting of family registers pursuant to the preceding paragraph shall be carried out by transferring the matters entered in the family registers to family registers prepared by means of magnetic disks (including objects that can record certain matters securely by an equivalent method; the same shall apply in paragraph (4)). In this case, the matters set forth in the proviso to Article 37 of the Ordinance for Enforcement of the Family Register Act after the revision by this Ministerial Ordinance may be omitted.
 - (3) When re-formatting a family register pursuant to paragraph (1), the entry of matters concerning the re-formatting of the family register to be made in the previous family register may be made in the margin of its first sheet.
 - (4) When the municipal mayor has re-formatted family registers pursuant to paragraph (1), the mayor shall send duplicates thereof prepared by means of magnetic disks to the competent Legal Affairs Bureau or District Legal Affairs Bureau or a branch office thereof.
 - (5) The provisions of the first sentence of Article 75, paragraph (2) of the Ordinance for Enforcement of the Family Register Act after the revision by this Ministerial Ordinance shall apply mutatis mutandis to the case where the competent Legal Affairs Bureau or District Legal Affairs Bureau or a branch office thereof receives duplicates of family registers pursuant to the preceding paragraph.
 - (6) When having re-formatted a family register pursuant to paragraph (1) and having deleted the whole of the previous family register, the removed family register and a duplicate thereof shall be kept for 150 years from the day of the re-formatting.

**Supplementary Provisions [Ordinance of the Ministry of Justice No. 7 of
February 24, 2000] [Abridged copy] [Ordinance of the Ministry of Justice
No. 7 of February 24, 2000] [Extract]**

- (Transitional Measures Concerning Making an Entry in a Family Register)
- Article 2 (1) With regard to making an entry in a family register when a notification for which the provisions then in force are to remain applicable pursuant to Article 6, paragraph (1) of the Supplementary Provisions of the Act on Guardianship Registration, etc. has been made or when a commission for making an entry in a family register for which the provisions then in force are to remain applicable pursuant to Article 3 of the Supplementary Provisions of the Rules for Partial Revision of the Domestic Relations Trial Rules, etc. (Rules of the Supreme Court No. 1 of 2000) has been given, the provisions then in force shall remain applicable.
- (2) With regard to the application of the provisions of the Ordinance for

Enforcement of the Family Register Act concerning quasi-incompetent persons and the curators thereof for which the provisions then in force are to remain applicable pursuant to Article 3, paragraph (3) of the Supplementary Provisions of the Act for Partial Revision of the Civil Code (Act No. 149 of 1999), in addition to the provisions of the preceding paragraph, the provisions then in force shall remain applicable.

Article 3 (1) When the person for whom a new family register is to be created or whose name is to be entered in another family register prescribed in Article 39, paragraph (1) of the Ordinance for Enforcement of the Family Register Act after the revision by this Ministerial Ordinance (including the cases where applied *mutatis mutandis* pursuant to paragraph (2) of said Article) is a person who is deemed to be an adult ward pursuant to Article 3, paragraph (1) of the Supplementary Provisions of the Act for Partial Revision of the Civil Code or a person who is deemed to be a person under curatorship pursuant to paragraph (2) of said Article, the matters concerning guardianship and curatorship for said person which had been entered in the previous family register shall also be entered in the new family register or the other family register.

(2) The matters referred to in Article 102, paragraph (2), item (v) of the Family Register Act (including the cases where applied *mutatis mutandis* pursuant to the second sentence of Article 102-2 of said Act) prescribed in Article 58-2, paragraph (1) of the Ordinance for Enforcement of the Family Register Act after the revision by this Ministerial Ordinance shall include matters concerning the guardianship or curatorship of a person who is deemed to be an adult ward pursuant to Article 3, paragraph (1) of the Supplementary Provisions of the Act for Partial Revision of the Civil Code or a person who is deemed to be a person under curatorship pursuant to paragraph (2) of said Article (excluding a person for whom the registration of guardianship or curatorship has been made pursuant to Article 2, paragraph (1) or (2) of the Supplementary Provisions of the Act on Guardianship Registration, etc.).

(3) With regard to entering the matters set forth in the preceding two paragraphs in a family register, the provisions then in force shall remain applicable.

(Replication of Family Registers)

Article 4 The provisions of Article 10 of the Ordinance for Enforcement of the Family Register Act after revision by this Ministerial Ordinance shall apply *mutatis mutandis* to the case of replicating family registers pursuant to Article 2, paragraph (5) of the Supplementary Provisions of the Act on Guardianship Registration, etc. In this case, matters concerning incompetence or quasi-incompetence shall not be entered in the family registers after the replication.

Appended Table 3 (Re: Article 79-2, paragraph (1))

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| (i) Certificate concerning the matters entered in a family register referred to in Article 10, paragraph (1) of the Family Register Act |
| (ii) Certificate concerning the matters entered in a removed family register referred to in Article 12-2 of the Family Register Act |
| (iii) Certificate of acceptance or non-acceptance of a written notification referred to in Article 48, paragraph (1) of the Family Register Act |
| (iii) Certificate of acceptance or non-acceptance of a written notification referred to in Article 48, paragraph (1) of the Family Register Act |

Appended Table 4 (Re: Article 79-2, paragraph (2))

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| (i) Notification of birth under Article 49, paragraph (1) and Article 54, paragraph (1) of the Family Register Act |
| (ii) Notification of acknowledgment of parentage under Articles 60, 61, 63 and 64 of the Family Register Act |
| (iii) Notification of stillbirth under Article 65 of the Family Register Act |
| (iv) Notification of adoption under Articles 66, 68 and 68-2 of the Family Register Act |
| (v) Notification of annulment of adoption under Article 69 of the Family Register Act |
| (vi) Notification of taking the surname that had been used during adoption under Articles 69-2 and 73-2 of the Family Register Act |
| (vii) Notification of dissolution of adoptive relation under Articles 70, 71 and 72 and Article 73, paragraph (1) of the Family Register Act |
| (viii) Notification of annulment of dissolution of adoption under Article 73, paragraph (1) of the Family Register Act |
| (ix) Notification of marriage under Article 74 of the Family Register Act |
| (x) Notification of annulment of marriage under Article 75, paragraph (1) of the Family Register Act |
| (xi) Notification of taking the surname that had been used during marriage under Articles 75-2 and 77-2 of the Family Register Act |
| (xii) Notification of divorce under Article 76 and Article 77, paragraph (1) of the Family Register Act |
| (xiii) Notification of annulment of divorce under Article 77, paragraph (1) of the Family Register Act |
| (xiv) Notification concerning parental authority or the right of administration of property under Articles 78, 79 and 80 of the Family Register Act |
| (xv) Notification concerning guardianship of a minor under Article 81, paragraph (1) and Articles 82, 84 and 85 of the Family Register Act |
| (xvi) Notification of death under Article 81, paragraph (1) and Articles 82, 84 and 85 of the Family Register Act |
| (xvii) Notification of adjudication of disappearance or revocation of an adjudication of disappearance under Article 94 of the Family Register Act |
| (xviii) Notification of reversion to original surname under Articles 95 and 99 of the Family Register Act |
| (xix) Notification of the ending of the relationship between relatives by affinity under Article 96 of the Family Register Act |

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| (xx) Notification of the disinheritance of a presumptive heir or revocation of disinheritance of a presumptive heir under Article 97 of the Family Register Act |
| (xxi) Notification of entry of name in a family register under Article 98 of the Family Register Act |
| (xxii) Notification of separation from a family register under Article 100, paragraph (1) of the Family Register Act |
| (xxiii) Notification of acquisition of Japanese nationality under Article 102, paragraph (1) of the Family Register Act |
| (xxiv) Notification of naturalization under Article 102-2 of the Family Register Act |
| (xxv) Notification of loss of Japanese nationality under Article 103, paragraph (1) of the Family Register Act |
| (xxvi) Notification of reservation of Japanese nationality under Article 104, paragraph (1) of the Family Register Act |
| (xxvii) Notification of selection of Japanese nationality under Article 104-2, paragraph (1) of the Family Register Act |
| (xxviii) Notification of loss of foreign nationality under Article 106, paragraph (1) of the Family Register Act |
| (xxix) Notification of change of surname under Article 107 of the Family Register Act |
| (xxx) Notification of change of personal name under Article 107-2 of the Family Register Act |
| (xxxi) Notification of transfer of registered domicile under Article 108, paragraph (1) of the Family Register Act |
| (xxxii) Notification of registration of unregistered person under Article 110, paragraph (1) and Article 111 of the Family Register Act |
| (xxxiii) Application for correction of a family register under Articles 113 and 114 and Article 116, paragraph (1) of the Family Register Act |

Appended Table 5 (Re: Article 79-5)

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| (i) Certificate of acceptance or non-acceptance of a notification referred to in Article 48, paragraph (1) of the Family Register Act |
| (ii) Document certifying all or part of the matters recorded in a family register or a removed family register prepared by means of a magnetic disk referred to in Article 120, paragraph (1) of the Family Register |

Appendix 1 Form Family register (Re: Article 1)

Appendix 2 Form Family register cover sheet (Re: Article 4)

Appendix 3 Form Index book (durable paper of Japanese Industrial Standard "B" Series size 4; horizontal writing allowed) (Re: Article 6)

Appendix 4 Form Index card (Re: Article 6)

Appendix 5 Form Acceptance record book (durable paper of Japanese Industrial

- Standard "B" Series size 4; horizontal writing allowed) (Re: Article 21)
- Appendix 6 Template for entries in a family register (Re: Article 33)
- Appendix 7 Sample entries in a family register
- Appendix 8 Form Deletion of a family register (Re: Article 42)
- Appendix 9 Form Correction of a family register (Re: Article 44)
- Appendix 10 Form Correction of a registered domicile (Re: Article 46)
- Appendix 11 Form Written notification of birth (Japanese Industrial Standard "A" Series size 4) (Re: Article 59)
- Appendix 12 Form Written notification of marriage (Japanese Industrial Standard "A" Series size 3) (Re: Article 59)
- Appendix 13 Form Written notification of divorce (Japanese Industrial Standard "A" Series size 3) (Re: Article 59)
- Appendix 14 Form Written notification of death (Japanese Industrial Standard "A" Series size 4) (Re: Article 59)
- Appendix 15 Format (Re: Article 12)
- Appendix 16 Deleted
- Appendix 17 Format (Re: Article 14)
- Appendix 18 Format (Re: Article 47)
- Appendix 19 Format (Re: Article 64)
- Appendix 20 Format (Re: Article 66)
- Appendix 21 Format (high-quality paper Japanese Industrial Standard "B" Series size 4, weighing 90 kilograms or more per 1,000 sheets) (Re: Article 66)
- Appendix 22 Form Document set forth in Article 73, paragraph (1) (Japanese

- Industrial Standard "A" Series size 4) (Re: Article 73, paragraph (2))
- Appendix 23 Format (Re: Article 73, paragraph (3))
- Appendix 24 Template for statements in the document set forth in Article 73, paragraph (1) (Re: Article 73, paragraph (6))
- Appendix 25 Sample Statements in the document set forth in Article 73, paragraph (1) (Re: Article 73, paragraph (6))
- Appendix 26 Form Deletion of a family register (Re: Article 73, paragraph (7))
- Appendix 27 Form Correction of a family register (Re: Article 73, paragraph (8))
- Appendix 28 Form
- Appendix 29 Format (Re: Article 79-6)
- Appendix 30 Format (Re: Article 79-9, paragraph (2)) Correction of a registered domicile Re: Article 73, paragraph (9)
- Format (Re: Article 79-12, paragraph (1)) Certificate of matters entered in a family register (removal, written notification, written application, etc.)
- Appendix 32 Form Document set forth in Article 79-12, paragraph (2) (Re: Article 79-12, paragraph (4))
- Appendix 33 Format (Re: Article 79-12, paragraph (5))