



# Ichikawa City Partnership and Familyship

Notification System ICHIKAWA CITY  
Partnership & Familyship

## User's guide





## What is Ichikawa City Partnership and Familyship Notification System?

Under this system, whether same sex or different sex, (e.g. same-sex couples, common-law marriage) partners who have pledged to cooperate with each other in their daily lives as each other's life partners, can notify the partnership to the city. If the partners have minor child(ren), it can also be notified (Familyship).

Unlike a marriage under the civil code, this system shall not ensure any legal effect (e.g. inheritance, tax deduction). Still the city supports everyone who wishes to live true to oneself with a valuable partner or family.

### Partnership

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The term refers to a social and living relationship between two people who pledged to cooperate with each other in the income, living and spirit in their daily life.

### Familyship

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The term refers to a social and living relationship of the Partnership people and minor child(ren) of one or both of them.

# Ichikawa City Partnership and Familyship Notification System

## User's guide



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## 1

## Flow of procedures

STEP

### Appointment for the notification date



- Please contact us by phone or e-mail for an appointment by five days prior in general(excluding Saturdays, Sundays, holidays and the year-end and New Year's holidays) to the desired date of the notification.

#### Reception time for appointment

From 8:45 a.m. until 5:15 p.m.

(excluding Saturdays, Sundays, holidays and the year-end and New Year's holidays)

- ※ Appointment request by e-mail is available 24 hours. E-mail requests received outside reception time will be responded next day or later.

STEP

2

### Submit the notification form



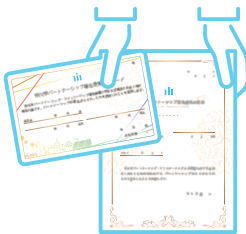
- On the day of the appointment, the couple is requested to come to the 4<sup>th</sup> Floor of Ichikawa City Gender Equality Center (Danjyo Kyodo Sankaku Center) with required documents.
  - ※ It is desirable that both of the couple come together. If it is not possible, even one person can perform the procedures.
  - ※ In the case of a one-person procedure, we will notify the other person that your notification has been accepted.
  - ※ Application by proxy will not be accepted.

- Our staff will confirm personal identity, necessary documents and requirements for the notification.

STEP

3

### Issue of certificate of the notification acceptance



【 If either or both of applicants live in Ichikawa City 】

- Certificate of the notification acceptance and Certification Card of the notification acceptance will be issued by our staff.

- ※ The issuance procedure takes about 60 minutes after the acceptance of the notification.

- ※ There may be times that the certificate will not be issued on the same day due to confirmation procedures of the requirements.

【 If you are scheduled to move in Ichikawa City 】

- Our staff will issue an Acceptance slip of an expectation for move-in.

#### Advanced reservation

Submit a notification of moved in with a copy of a Certificate of Residence of all applicants who have moved in within 14 days of the day of moving in.

Certificate of the notification acceptance and Certification Card of the notification acceptance will be issued in exchange for return of Acceptance slip of an expectation for move-in.

【 If you do not have time to come 】

- Issue them later.

If you prefer to receive it later, the date of issue will be adjusted when you submit the documents.

- Certificate will be sent by postal mail.

If you prefer receiving certificates by a postal mail, bring a self-addressed and stamped A4 sized envelope when you submit the documents.



# 2

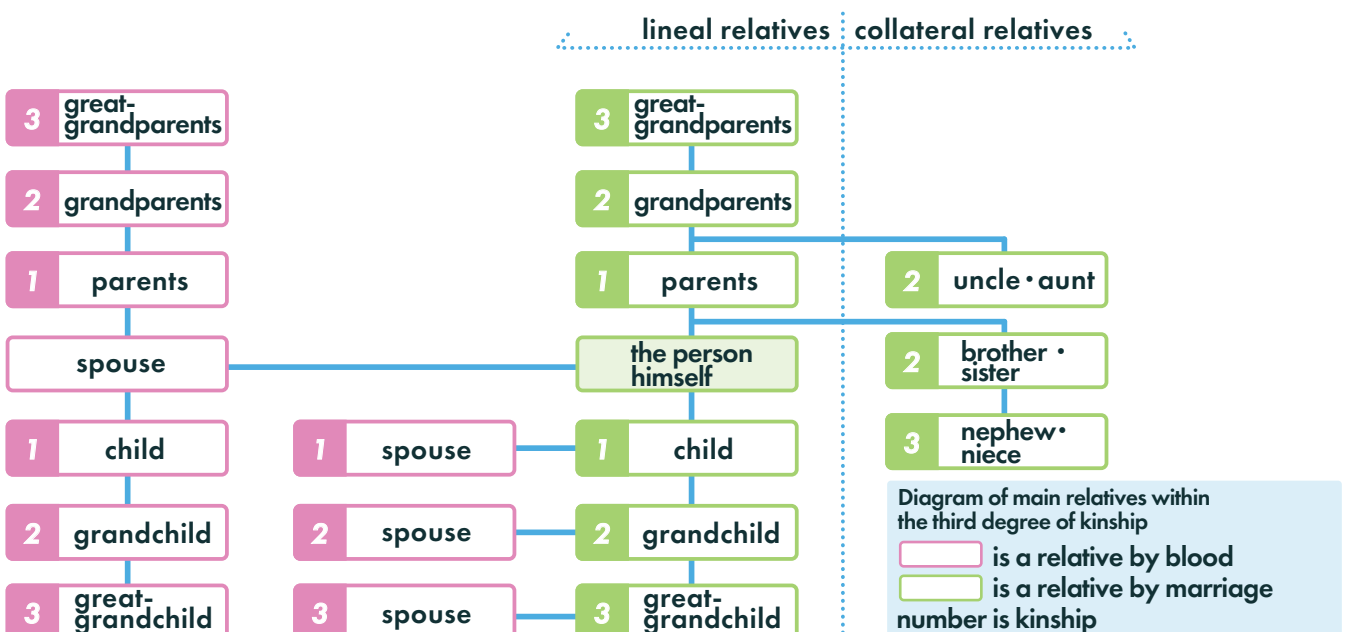
## A person who can apply for the system

A person who wishes to notify should meet all the following requirements.



- Both parties must be adults.
- Both parties or one party must live in Ichikawa City or are/is scheduled to move into Ichikawa City.
- Both parties must not be married.
- Both parties must not be in a relationship of partnership with others.
- Both parties must not be in a family relationship (e.g. near relative) in which marriage is disallowed under civil law. [see the figure below](#)
  - ※ However, if the parties became relatives due to adoption and are same-sex couples, they are able to notify the Partnership.
- In case of the Familyship, one or both parties should have minor child(ren).

**Both parties must not be in a family relationship (e.g. near relative) in which marriage is disallowed under civil law.**



# 3

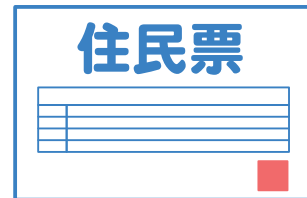
## Required documents for notification

1



Notification form of Partnership and/or Familyship

2



Copy of the Resident Register

- ※ A Certificate of Residence for all those listed on the notification is required.
- ※ A document should be issued within 3 months before the notification.

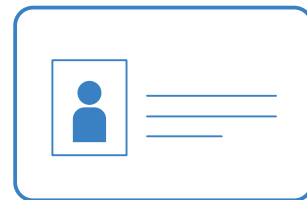
3



Certificate of all matters entered in the family registered, (Foreign nationals) a document of legal capacity to contract marriage such as a certificate of an unmarried status with Japanese translation.

- ※ A document should be issued within three months before the notification.

4



A proof of your identity, e.g. driver's license, etc.

- ※ Refer to the next page

### In case you plan to move in Ichikawa City

If neither you nor your partner live in Ichikawa City, submit a document which confirms your moving to the city such as a copy of the rental agreement in addition to the above documents.

## An identification document (must be within the validity period)

documents for which you need to provide just 1	documents for which you need to provide 2 or more
▪ driver's license	▪ National Health Insurance Card, Health Insurance Card, Seamen's Insurance Card or Nursing Care Certificate
▪ my number card (Individual Number Card)	▪ Membership Card for Mutual Aid Association
▪ passport	▪ National Pension Book
▪ Residence Card	▪ Pension Certificate of National Pension, Employee's Pension Insurance or Seamen's Insurance
▪ Special Permanent Resident Certificate	▪ Certificate of Mutual Aid Pension or Pension
▪ Identification Cards issued by the nation or municipal organizations (with photo)	▪ student ID Card, ID Card issued by your corporate employer with photo (※)
▪ seamen's competency license	▪ certificate of qualification issued by the nation or municipal organization (with a photo) (※)
▪ small vessel operator license	Please note that only documents with marked (※) will not be confirmed even if you submit two or more ones
▪ electrical engineer's license	
▪ certificate of real estate transaction agent	
▪ certificate of the qualification for receiving shooting training	
▪ mariner's pocket ledger	
▪ certificate of sick and wounded retired soldiers	
▪ handbook for people with disabilities	
▪ medical treatment and education handbook	
▪ radiotelephone operator's license	
▪ competence certification for an airman	
▪ certification of airworthiness inspector	
▪ passing certificate of aircraft dispatcher's competence examination	
▪ train driver's license	
▪ rifle/air gun ownership certificate	
▪ certificate of driving history (limited to one issued on or after April 1st, 2012)	
▪ special electrical engineer's license	
▪ certificate of qualified electrical engineering specialist	
▪ the passing certificate prescribed in the Security Services Act (Act No.117 of 1972)	

### For applicants who prefer using common name

The use of common name for Certificate of the notification acceptance, etc.

You can use your common name for Certificate of the notification acceptance and Certification Card of the notification acceptance.

※ If you use your common name, your family registered name is printed on the back of Certificate of the notification acceptance and Certification Card of the notification acceptance.



## 4

## Documents to be issued

When your application for Partnership/Familyship notification is accepted, you will receive the following two documents

## Partnership

## 1 Certificate of the notification acceptance of Partnership

- To certify the acceptance of Partnership notification.
- One certificate is issued for each partnership.



## 2 Certification Card of the notification acceptance of Partnership

- The Card certifies the acceptance of Partnership notification.
- One certification card is issued for each partner in the partnership.



## Familyship

## 1 Certificate of the notification acceptance of Familyship

- To certify the acceptance of Familyship notification.
- One certificate is issued for each partnership.



## 2 Certification Card of the notification acceptance of Partnership

- The Card certifies the acceptance of Familyship notification.
- One certification card is issued for each partner in the partnership.



# 5

## Reissue of Certificate of the notification acceptance and Certification Card of the notification acceptance

In the following cases, Certificate of the notification acceptance and Certification Card of the notification acceptance of Partnership/Familyship will be reissued upon completion of the prescribed application procedures.

CASE

**01** Loss, defacement, or damage to the Certificate of the notification acceptance of Partnership/Familyship etc.

### Flow of Reissuance

※ Appointments for each procedure are accepted from 8:45 a.m. to 5:15 p.m. (except Saturdays, Sundays, national holidays, and year-end and New Year holidays).

STEP

**1**

Determination of application date

Advanced reservation

We will set a date and time for your application and confirm the required documents on the day of application. Please make an appointment by phone or e-mail.

※ We accept e-mails 24 hours a day, but we will contact you the next day or later if we receive the e-mail outside of the reserved time. If you have not heard from us after 2 or 3 business days, please contact us again.

STEP

**2**

Application for reissuance

Please come to the 4th floor of the Ichikawa Gender Equality Center (Danjo Kyodo Sankaku Center) on the reserved date and time with the required documents. [see page 11](#) ▶

Identity verification will be conducted at the time of application.

※ You are also available to proceed by yourself.  
 ※ No proxy is allowed to process the application.

STEP

**3**

Confirmation of application details

... About for **30** minutes

STEP

**4**

Reissuance



## Issue of Certificate of Notified Matters

In the following cases, you can obtain certification of the notified items by following the prescribed application procedures.

CASE

**01** When proof is required for matters notified.

### Flow of issuance of Certificate of Notified Matters

※ Appointments for each procedure are accepted from 8:45 a.m. to 5:15 p.m. (except Saturdays, Sundays, national holidays, and year-end and New Year holidays).

STEP

**1**

Determination of application date

Advanced reservation

We will set a date and time for your application and confirm the required documents on the day of application. Please make an appointment by phone or e-mail.

※ We accept e-mails 24 hours a day, but we will contact you the next day or later if we receive the e-mail outside of the reserved time. If you have not heard from us after 2 or 3 business days, please contact us again.

STEP

**2**

Application for issuance of Certificate of Notified Matters

Please come to the 4th floor of the Ichikawa Gender Equality Center (Danjo Kyodo Sankaku Center) on the reserved date and time with the required documents. [see page 11](#) ▶

Identity verification will be conducted at the time of application.

※ You are also available to proceed by yourself.  
 ※ No proxy is allowed to process the application.

STEP

**3**

Confirmation of application details

... About for **30** minutes

STEP

**4**

Issuance





## In case of any changes in notified matters

Please submit a Notification of Change in Notified Matters of Partnership/Familyship in the following cases. In addition, please submit documents that show the details of the change, the Certificate of the notification acceptance and Certification Card of the notification acceptance of Partnership/Familyship.

CASE

**01** When there is a change in the reported address.

CASE

**02** When your name or common name has changed.

CASE

**03** When a person who did not wish to use a common name at the time of notification wishes to use a common name.

CASE

**04** When there is any other change in the contents of the notification.

※ If there are any changes to the information on the already issued Certificate of the notification acceptance and the Certification Card of the notification acceptance, please return them. A new Certificate of the notification acceptance and Certification Card of the notification acceptance with the changes will be issued.

### Flow of the change in the notified matters

※ Appointments for each procedure are accepted from 8:45 a.m. to 5:15 p.m. (except Saturdays, Sundays, national holidays, and year-end and New Year holidays).

STEP

**1** Determination of notification date **Advanced reservation**

We will set a date and time for you to submit your application and confirm the required documents for the day of notification. Please make an appointment by phone or e-mail.

※ We accept e-mails 24 hours a day, but we will contact you the next day or later if we receive the e-mail outside of the reserved time. If you have not heard from us after 2 or 3 business days, please contact us again.

STEP

**2** Notification of Change in Notified Matters

Please come to the 4th floor of the Ichikawa Gender Equality Center (Danjo Kyodo Sankaku Center) on the reserved date and time with the required documents. [see page 11](#) ▶

Identity verification will be conducted at the time of notification.

※ You are also available to proceed by yourself.

※ No proxy is allowed to process the application.

STEP

**3** Confirmation of notification details

STEP

**4** Reissuance ※ Only if applicable

Certificate of the notification acceptance and Certification Card of the notification acceptance with the changed items will be issued.

... About for **30** minutes

# 8

## Return of Certificate of the notification acceptance

In the following cases, please submit the Return Form of Certificate of the notification acceptance and Certification Card of the notification acceptance of Partnership/Familyship etc. Please return the Certificate of the notification acceptance and Certification Card of the notification acceptance of Partnership/Familyship at the same time.

CASE

**01** When the partnership relationship or family-ship relationship is terminated.

CASE

**02** When a person no longer meets the eligibility requirements as defined by the City.  
see page 2 ▶

### Flow of return

※ Appointments for each procedure are accepted from 8:45 a.m. to 5:15 p.m. (except Saturdays, Sundays, national holidays, and year-end and New Year holidays).

STEP

**1**

Determination of notification date Advanced reservation

We will set a date and time for you to submit your application and confirm the required documents for the day of application. Please make an appointment by phone or e-mail.

※ We accept e-mails 24 hours a day, but we will contact you the next day or later if we receive the e-mail outside of the reserved time. If you have not heard from us after 2 or 3 business days, please contact us again.

STEP

**2**

Return of Certificate of the notification acceptance, etc.

Please come to the 4th floor of the Ichikawa Gender Equality Center (Danjo Kyodo Sankaku Center) on the reserved date and time with the required documents. see page 11 ▶

Identity verification will be conducted at the time of notification.

※ You are also available to proceed by yourself.

※ No proxy is allowed to process the application.

※ In the case of a one-person procedure, we will notify the other person that your notification has been accepted.

# 9

## Required documents

- Application for reissuance
- Application for Certificate of Notified Matters
- Notification of Change in Notified Matters
- Return Form of Certificate of the notification acceptance, etc.

The documents required for application for reissuance, application for issuance of Certificate of Notified Matters, Notification of Changes in Notified Matters, and Return Form of Certificate of the notification acceptance etc. are as follows.

<p><b>Application for reissuance</b></p> <p>If you wish to request reissuance of Certificate of the notification acceptance or Certification Card of the notification acceptance.</p>	<ul style="list-style-type: none"> <li>✓ Application for Reissuance of Certificate of the notification acceptance of Partnership, etc. <b>Form No.12</b></li> <li>✓ Identification documents <a href="#">see page 4</a> ▶</li> </ul>
<p><b>Application for issuance of Certificate of Notified Matters</b></p> <p>If proof is required of the matters reported.</p>	<ul style="list-style-type: none"> <li>✓ Application for Certificate of Notified Matters of Partnership/Familyship <b>Forms No.13 and No.14</b></li> <li>✓ Identification documents <a href="#">see page 4</a> ▶</li> </ul>
<p><b>Notification of Change in Notified Matters</b></p> <p>When there is a change in the notified matters.</p>	<ul style="list-style-type: none"> <li>✓ Notification of Change in Notified Matters of Partnership/Familyship <b>Forms No.17 and No.18</b></li> <li>✓ Documents showing the fact of change, etc. Copy of Certificate of Residence (issued within the last 3 months), etc.</li> <li>✓ 1 copy of Certificate of the notification acceptance of Partnership/Familyship <b>Forms No.3 and No.5</b></li> <li>✓ 2 copies of Certification Card of the notification acceptance of Partnership/Familyship <b>Forms No.4 and No.6</b></li> <li>✓ Identification documents <a href="#">see page 4</a> ▶</li> </ul>
<p><b>Return Form of Certificate of the notification acceptance, etc.</b></p> <p>When returning a Certificate of the notification acceptance, etc.</p>	<ul style="list-style-type: none"> <li>✓ Return Form of Certificate of the notification acceptance of Partnership/Familyship, etc. <b>Forms No.19 and No.20</b></li> <li>✓ 1 copy of Certificate of the notification acceptance of Partnership/Familyship <b>Forms No.3 and No.5</b></li> <li>✓ 2 copies of Certification Card of the notification acceptance of Partnership/Familyship <b>Forms No.4 and No.6</b></li> <li>✓ Identification documents <a href="#">see page 4</a> ▶</li> </ul>

- ※ Application forms are available at the reception desk on the 4th floor of the Ichikawa Gender Equality Center (Danjo Kyodo Sankaku Center). They can also be downloaded from the Ichikawa City website.



# 10

## Invalid notification

The notification shall be invalid if any of the following applies.  
In case of invalidation, please return the Certificate of the notification acceptance and Certification Card of the notification acceptance of Partnership/Familyship.

CASE

**01** When it is recognized that there is no intention to continue the partnership relationship or the family-ship relationship.

CASE

**02** When a person no longer meets the requirements for eligibility defined by the City.  
[see page 2](#) ▶

# 11

## Q & A

<p><b>Q1.</b> Is there any cost to use the system?</p> <p><b>A1.</b> There is no fee to use the system or to receive a Certificate of the notification acceptance, etc. However, you will be responsible for the issuance fee for the necessary documents to be submitted at the time of notification.</p>	<p><b>Q2.</b> Can I use my common name when using the system?</p> <p><b>A2.</b> Available for use. See page 4 for details.</p>
<p><b>Q3.</b> Will my privacy be protected?</p> <p><b>A3.</b> We always ask you to make an appointment in advance for various procedures. We will prepare a private room for you. We will also ensure that you are asked to present identification to verify your identity. Please be assured that city employees are obliged to maintain confidentiality regarding privacy.</p>	<p><b>Q4.</b> Can I submit a notification even if I do not live in Ichikawa city?</p> <p><b>A4.</b> If both or one of them are planning to move into the city, it is possible to report. However, there are certain documents that must be submitted. Please see page 3 for details.</p>
<p><b>Q5.</b> Can I submit a notification even if I don't live with the partner?</p> <p><b>A5.</b> You do not have to live together to submit a notification.</p>	<p><b>Q6.</b> Can I mail the required documents and have the certificate of acceptance mailed to me?</p> <p><b>A6.</b> Notifications cannot be sent by mail. If there is not enough time after notification, Certificate of the notification acceptance and Certification Card of the notification acceptance can be issued by mail.</p>
<p><b>Q7.</b> Can I get a Certificate of the notification acceptance immediately?</p> <p><b>A7.</b> It takes about 60 minutes to check the documents to be submitted and to prepare the documents to be delivered, but a Certificate of the notification acceptance can be issued on the same day as the notification. However, there may be cases where the certificate cannot be issued on the same day due to the confirmation of requirements, etc.</p>	<p><b>Q8.</b> What if I move out of the city?</p> <p><b>A8.</b> If both of you are no longer citizens of Ichikawa due to moving out of the city, you no longer meet the requirements for eligibility, so please submit the Notification of Return and return the Certificate of the notification acceptance and Certification Card of the notification acceptance. If only one of you is no longer a citizen of Ichikawa, please submit a Notification of Change in Notified Matters. Please see pages 8 and 9 for details.</p>
<p><b>Q9.</b> What is the retention period for the notification?</p> <p><b>A9.</b> The retention period for notification forms, etc. is 30 years from the date of receipt of notification.</p>	<p><b>Q10.</b> Can I have my Certificate of the notification acceptance or Certification Card of the notification acceptance reissued?</p> <p><b>A10.</b> Reissued in case of loss, defacement, damage, etc. Please see page 6 for details.</p>



# Ichikawa City Partnership and Familyship Notification System User's guide



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## Prepared by:

Division of Social Diversity Promotion  
General Affairs Department,  
Ichikawa City

## Prepared Date :

February 2022

## For reservations and inquiries about the program:

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Ichikawa City

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TEL : 047-322-6700

FAX : 047-322-6888

✉ [tayosei@city.ichikawa.lg.jp](mailto:tayosei@city.ichikawa.lg.jp)





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Under this system, whether same sex or different sex, (e.g. same-sex couples, common-law marriage) partners who have pledged to cooperate with each other in their daily lives as each other's life partners, can notify the partnership to the city. If the partners have minor child(ren), it can also be notified (Familyship).

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### Partnership

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## Flow of procedures

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### 2 Submit the notification form



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  - ※ It is desirable that both of the couple come together. If it is not possible, even one person can perform the procedures.
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  - Issue them later. If you prefer to receive it later, the date of issue will be adjusted when you submit the documents.
  - Certificate will be sent by postal mail. If you prefer receiving certificates by a postal mail, bring a self-addressed and stamped A4 sized envelope when you submit the documents.

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    - Advanced reservation**
    - Submit a notification of moved in with a copy of a Certificate of Residence of all applicants who have moved in within 14 days of the day of moving in. Certificate of the notification acceptance and Certification Card of the notification acceptance will be issued in exchange for return of Acceptance slip of an expectation for move-in.

# 2

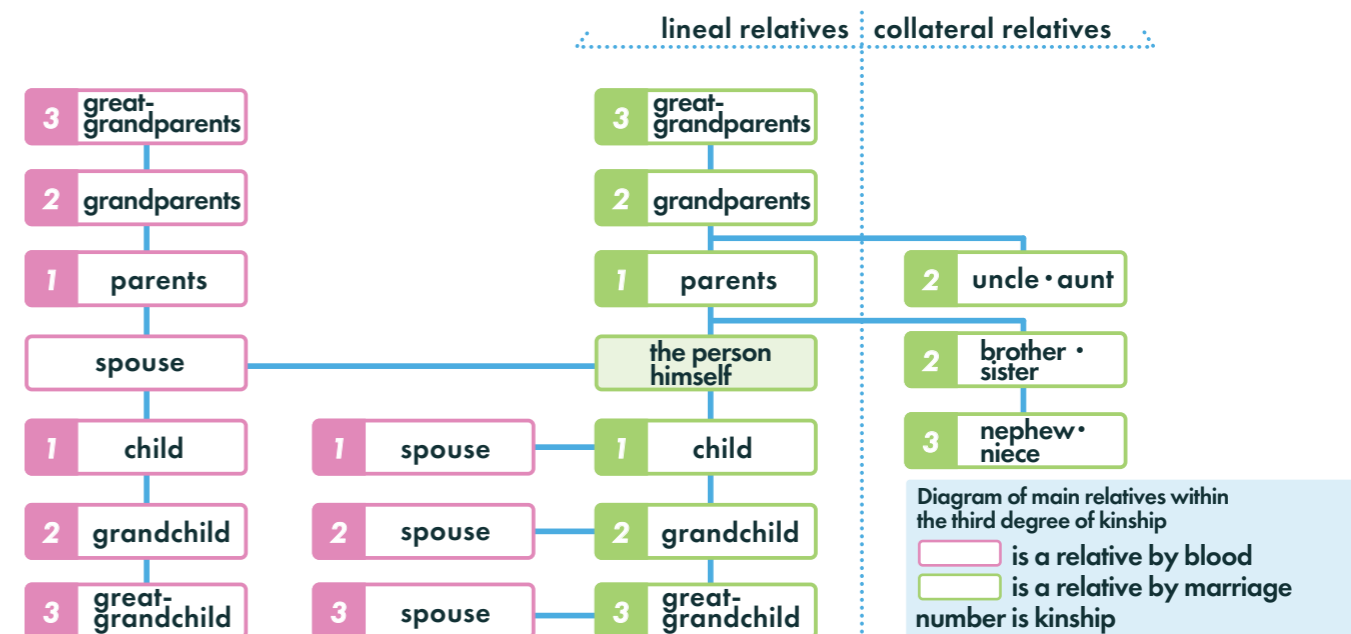
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- Both parties or one party must live in Ichikawa City or are/is scheduled to move into Ichikawa City.
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- Both parties must not be in a relationship of partnership with others.
- Both parties must not be in a family relationship (e.g. near relative) in which marriage is disallowed under civil law. [see the figure below](#)
  - ※ However, if the parties became relatives due to adoption and are same-sex couples, they are able to notify the Partnership.
- In case of the Familyship, one or both parties should have minor child(ren).

Both parties must not be in a family relationship (e.g. near relative) in which marriage is disallowed under civil law.



# 3

## Required documents for notification

1



Notification form of Partnership and/or Familyship

2



Copy of the Resident Register

- ※ A Certificate of Residence for all those listed on the notification is required.
- ※ A document should be issued within 3 months before the notification.

3



Certificate of all matters entered in the family registered, (Foreign nationals) a document of legal capacity to contract marriage such as a certificate of an unmarried status with Japanese translation.

- ※ A document should be issued within three months before the notification.

4



A proof of your identity, e.g. driver's license, etc.

- ※ Refer to the next page

### In case you plan to move in Ichikawa City

If neither you nor your partner live in Ichikawa City, submit a document which confirms your moving to the city such as a copy of the rental agreement in addition to the above documents.

### An identification document (must be within the validity period)

documents for which you need to provide just 1	documents for which you need to provide 2 or more
▪ driver's license	▪ National Health Insurance Card, Health Insurance Card, Seamen's Insurance Card or Nursing Care Certificate
▪ my number card (Individual Number Card)	▪ Membership Card for Mutual Aid Association
▪ passport	▪ National Pension Book
▪ Residence Card	▪ Pension Certificate of National Pension, Employee's Pension Insurance or Seamen's Insurance
▪ Special Permanent Resident Certificate	▪ Certificate of Mutual Aid Pension or Pension
▪ Identification Cards issued by the nation or municipal organizations (with photo)	▪ student ID Card, ID Card issued by your corporate employer with photo (※)
▪ seamen's competency license	▪ small vessel operator license
▪ electrical engineer's license	▪ certificate of real estate transaction agent
▪ certificate of the qualification for receiving shooting training	▪ mariner's pocket ledger
▪ certificate of sick and wounded retired soldiers	▪ handbook for people with disabilities
▪ medical treatment and education handbook	▪ radiotelephone operator's license
▪ competence certification for an airman	▪ certification of airworthiness inspector
▪ passing certificate of aircraft dispatcher's competence examination	
▪ train driver's license	▪ rifle/air gun ownership certificate
▪ certificate of driving history (limited to one issued on or after April 1st, 2012)	
▪ special electrical engineer's license	
▪ certificate of qualified electrical engineering specialist	
▪ the passing certificate prescribed in the Security Services Act (Act No.117 of 1972)	

Please note that only documents with marked (※) will not be confirmed even if you submit two or more ones

### For applicants who prefer using common name

The use of common name for Certificate of the notification acceptance, etc.

You can use your common name for Certificate of the notification acceptance and Certification Card of the notification acceptance.

- ※ If you use your common name, your family registered name is printed on the back of Certificate of the notification acceptance and Certification Card of the notification acceptance.

# 4

## Documents to be issued

When your application for Partnership/Familyship notification is accepted, you will receive the following two documents

### Partnership

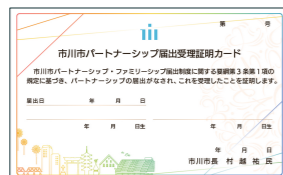
#### 1 Certificate of the notification acceptance of Partnership

- To certify the acceptance of Partnership notification.
- One certificate is issued for each partnership.



#### 2 Certification Card of the notification acceptance of Partnership

- The Card certifies the acceptance of Partnership notification.
- One certification card is issued for each partner in the partnership.



### Familyship

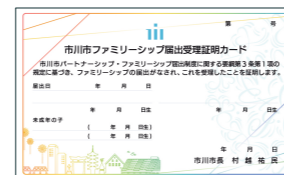
#### 1 Certificate of the notification acceptance of Familyship

- To certify the acceptance of Familyship notification.
- One certificate is issued for each partnership.



#### 2 Certification Card of the notification acceptance of Partnership

- The Card certifies the acceptance of Familyship notification.
- One certification card is issued for each partner in the partnership.



# 5

## Reissue of Certificate of the notification acceptance and Certification Card of the notification acceptance

In the following cases, Certificate of the notification acceptance and Certification Card of the notification acceptance of Partnership/Familyship will be reissued upon completion of the prescribed application procedures.

- CASE  
**01** Loss, defacement, or damage to the Certificate of the notification acceptance of Partnership/Familyship etc.

### Flow of Reissuance

※ Appointments for each procedure are accepted from 8:45 a.m. to 5:15 p.m. (except Saturdays, Sundays, national holidays, and year-end and New Year holidays).

STEP

## 1

#### Determination of application date Advanced reservation

We will set a date and time for your application and confirm the required documents on the day of application. Please make an appointment by phone or e-mail.

※ We accept e-mails 24 hours a day, but we will contact you the next day or later if we receive the e-mail outside of the reserved time. If you have not heard from us after 2 or 3 business days, please contact us again.

STEP

## 2

#### Application for reissuance

Please come to the 4th floor of the Ichikawa Gender Equality Center (Danjo Kyodo Sankaku Center) on the reserved date and time with the required documents. [see page 11](#)

Identity verification will be conducted at the time of application.

- ※ You are also available to proceed by yourself.
- ※ No proxy is allowed to process the application.

STEP

## 3

#### Confirmation of application details

STEP

## 4

#### Reissuance

... About for **30 minutes**

# 6

## Issue of Certificate of Notified Matters

In the following cases, you can obtain certification of the notified items by following the prescribed application procedures.

- CASE**  
**01** When proof is required for matters notified.

### Flow of issuance of Certificate of Notified Matters

※ Appointments for each procedure are accepted from 8:45 a.m. to 5:15 p.m. (except Saturdays, Sundays, national holidays, and year-end and New Year holidays).

**STEP**  
**1** Determination of application date **Advanced reservation**

We will set a date and time for your application and confirm the required documents on the day of application. Please make an appointment by phone or e-mail.

※ We accept e-mails 24 hours a day, but we will contact you the next day or later if we receive the e-mail outside of the reserved time. If you have not heard from us after 2 or 3 business days, please contact us again.

**STEP**  
**2** Application for issuance of Certificate of Notified Matters

Please come to the 4th floor of the Ichikawa Gender Equality Center (Danjo Kyodo Sankaku Center) on the reserved date and time with the required documents. [see page 11](#) ▶  
Identity verification will be conducted at the time of application.

※ You are also available to proceed by yourself.  
※ No proxy is allowed to process the application.

**STEP**  
**3** Confirmation of application details

... About for **30** minutes

**STEP**  
**4** Issuance

# 7

## In case of any changes in notified matters

Please submit a Notification of Change in Notified Matters of Partnership/Familyship in the following cases. In addition, please submit documents that show the details of the change, the Certificate of the notification acceptance and Certification Card of the notification acceptance of Partnership/Familyship.

- CASE**  
**01** When there is a change in the reported address.
- CASE**  
**02** When your name or common name has changed.
- CASE**  
**03** When a person who did not wish to use a common name at the time of notification wishes to use a common name.
- CASE**  
**04** When there is any other change in the contents of the notification.

※ If there are any changes to the information on the already issued Certificate of the notification acceptance and the Certification Card of the notification acceptance, please return them. A new Certificate of the notification acceptance and Certification Card of the notification acceptance with the changes will be issued.

### Flow of the change in the notified matters

※ Appointments for each procedure are accepted from 8:45 a.m. to 5:15 p.m. (except Saturdays, Sundays, national holidays, and year-end and New Year holidays).

**STEP**  
**1** Determination of notification date **Advanced reservation**

We will set a date and time for you to submit your application and confirm the required documents for the day of notification. Please make an appointment by phone or e-mail.

※ We accept e-mails 24 hours a day, but we will contact you the next day or later if we receive the e-mail outside of the reserved time. If you have not heard from us after 2 or 3 business days, please contact us again.

**STEP**  
**2** Notification of Change in Notified Matters

Please come to the 4th floor of the Ichikawa Gender Equality Center (Danjo Kyodo Sankaku Center) on the reserved date and time with the required documents. [see page 11](#) ▶  
Identity verification will be conducted at the time of notification.

※ You are also available to proceed by yourself.  
※ No proxy is allowed to process the application.

**STEP**  
**3** Confirmation of notification details

... About for **30** minutes

**STEP**  
**4** Reissuance ※ Only if applicable  
Certificate of the notification acceptance and Certification Card of the notification acceptance with the changed items will be issued.

# 8

## Return of Certificate of the notification acceptance

In the following cases, please submit the Return Form of Certificate of the notification acceptance and Certification Card of the notification acceptance of Partnership/Familyship etc. Please return the Certificate of the notification acceptance and Certification Card of the notification acceptance of Partnership/Familyship at the same time.

CASE

**01** When the partnership relationship or family-ship relationship is terminated.

CASE

**02** When a person no longer meets the eligibility requirements as defined by the City.  
see page 2 ▶

### Flow of return

※ Appointments for each procedure are accepted from 8:45 a.m. to 5:15 p.m.  
(except Saturdays, Sundays, national holidays, and year-end and New Year holidays).

STEP

1

**Determination of notification date** Advanced reservation

We will set a date and time for you to submit your application and confirm the required documents for the day of application. Please make an appointment by phone or e-mail.

※ We accept e-mails 24 hours a day, but we will contact you the next day or later if we receive the e-mail outside of the reserved time. If you have not heard from us after 2 or 3 business days, please contact us again.

STEP

2

**Return of Certificate of the notification acceptance, etc.**

Please come to the 4th floor of the Ichikawa Gender Equality Center (Danjo Kyodo Sankaku Center) on the reserved date and time with the required documents. see page 11 ▶  
Identity verification will be conducted at the time of notification.

- ※ You are also available to proceed by yourself.
- ※ No proxy is allowed to process the application.
- ※ In the case of a one-person procedure, we will notify the other person that your notification has been accepted.

# 9

## Required documents

- Application for reissue
- Application for Certificate of Notified Matters
- Notification of Change in Notified Matters
- Return Form of Certificate of the notification acceptance, etc.

The documents required for application for reissuance, application for issuance of Certificate of Notified Matters, Notification of Changes in Notified Matters, and Return Form of Certificate of the notification acceptance etc. are as follows.

<b>Application for reissuance</b> <small>If you wish to request reissuance of Certificate of the notification acceptance or Certification Card of the notification acceptance.</small>	<input checked="" type="checkbox"/> Application for Reissuance of Certificate of the notification acceptance of Partnership, etc. <b>Form No.12</b>
	<input checked="" type="checkbox"/> Identification documents <a href="#">see page 4 ▶</a>
<b>Application for issuance of Certificate of Notified Matters</b> <small>If proof is required of the matters reported.</small>	<input checked="" type="checkbox"/> Application for Certificate of Notified Matters of Partnership/Familyship <b>Forms No.13 and No.14</b>
	<input checked="" type="checkbox"/> Identification documents <a href="#">see page 4 ▶</a>
<b>Notification of Change in Notified Matters</b> <small>When there is a change in the notified matters.</small>	<input checked="" type="checkbox"/> Notification of Change in Notified Matters of Partnership/Familyship <b>Forms No.17 and No.18</b>
	<input checked="" type="checkbox"/> Documents showing the fact of change, etc. Copy of Certificate of Residence (issued within the last 3 months), etc.
	<input checked="" type="checkbox"/> 1 copy of Certificate of the notification acceptance of Partnership/Familyship <b>Forms No.3 and No.5</b>
	<input checked="" type="checkbox"/> 2 copies of Certification Card of the notification acceptance of Partnership/Familyship <b>Forms No.4 and No.6</b>
	<input checked="" type="checkbox"/> Identification documents <a href="#">see page 4 ▶</a>
<b>Return Form of Certificate of the notification acceptance, etc.</b> <small>When returning a Certificate of the notification acceptance, etc.</small>	<input checked="" type="checkbox"/> Return Form of Certificate of the notification acceptance of Partnership/Familyship, etc. <b>Forms No.19 and No.20</b>
	<input checked="" type="checkbox"/> 1 copy of Certificate of the notification acceptance of Partnership/Familyship <b>Forms No.3 and No.5</b>
	<input checked="" type="checkbox"/> 2 copies of Certification Card of the notification acceptance of Partnership/Familyship <b>Forms No.4 and No.6</b>
	<input checked="" type="checkbox"/> Identification documents <a href="#">see page 4 ▶</a>

※ Application forms are available at the reception desk on the 4th floor of the Ichikawa Gender Equality Center (Danjo Kyodo Sankaku Center). They can also be downloaded from the Ichikawa City website.



# 10

## Invalid notification

The notification shall be invalid if any of the following applies.  
In case of invalidation, please return the Certificate of the notification acceptance and Certification Card of the notification acceptance of Partnership/Familyship.

CASE  
**01** When it is recognized that there is no intention to continue the partnership relationship or the family-ship relationship.

CASE  
**02** When a person no longer meets the requirements for eligibility defined by the City.  
[see page 2](#) ▶

# 11

## Q & A

<p><b>Q1.</b> Is there any cost to use the system?</p> <p><b>A1.</b> There is no fee to use the system or to receive a Certificate of the notification acceptance, etc. However, you will be responsible for the issuance fee for the necessary documents to be submitted at the time of notification.</p>	<p><b>Q2.</b> Can I use my common name when using the system?</p> <p><b>A2.</b> Available for use. See page 4 for details.</p>
<p><b>Q3.</b> Will my privacy be protected?</p> <p><b>A3.</b> We always ask you to make an appointment in advance for various procedures. We will prepare a private room for you. We will also ensure that you are asked to present identification to verify your identity. Please be assured that city employees are obliged to maintain confidentiality regarding privacy.</p>	<p><b>Q4.</b> Can I submit a notification even if I do not live in Ichikawa city?</p> <p><b>A4.</b> If both or one of them are planning to move into the city, it is possible to report. However, there are certain documents that must be submitted. Please see page 3 for details.</p>
<p><b>Q5.</b> Can I submit a notification even if I don't live with the partner?</p> <p><b>A5.</b> You do not have to live together to submit a notification.</p>	<p><b>Q6.</b> Can I mail the required documents and have the certificate of acceptance mailed to me?</p> <p><b>A6.</b> Notifications cannot be sent by mail. If there is not enough time after notification, Certificate of the notification acceptance and Certification Card of the notification acceptance can be issued by mail.</p>
<p><b>Q7.</b> Can I get a Certificate of the notification acceptance immediately?</p> <p><b>A7.</b> It takes about 60 minutes to check the documents to be submitted and to prepare the documents to be delivered, but a Certificate of the notification acceptance can be issued on the same day as the notification. However, there may be cases where the certificate cannot be issued on the same day due to the confirmation of requirements, etc.</p>	<p><b>Q8.</b> What if I move out of the city?</p> <p><b>A8.</b> If both of you are no longer citizens of Ichikawa due to moving out of the city, you no longer meet the requirements for eligibility, so please submit the Notification of Return and return the Certificate of the notification acceptance and Certification Card of the notification acceptance. If only one of you is no longer a citizen of Ichikawa, please submit a Notification of Change in Notified Matters. Please see pages 8 and 9 for details.</p>
<p><b>Q9.</b> What is the retention period for the notification?</p> <p><b>A9.</b> The retention period for notification forms, etc. is 30 years from the date of receipt of notification.</p>	<p><b>Q10.</b> Can I have my Certificate of the notification acceptance or Certification Card of the notification acceptance reissued?</p> <p><b>A10.</b> Reissued in case of loss, defacement, damage, etc. Please see page 6 for details.</p>



## Ichikawa City Partnership and Familyship Notification System User's guide



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