

Seal registration (*Inkan/Hanko Tōroku*),

6 Seal registration Certificate(*Inkan Tōroku Shōmei Sho*)



In Japan, you may use a seal (*Inkan / Hanko*) instead of writing your name.

You need to register your seal when you put your seal on important documents that you buy or sell cars, lands and buildings.

It is also used when creating a company.

Submit your seal registration (*Inkan Tōroku*) to < the Citizen Section (*Shimin Ka*) > at the City Hall.

(1) Section where you apply for seal registration.

If you are over 15 years old and live in Sammu City, able to register at the City Hall of < the Citizen Section (*Shimin Ka*) > or Branch Offices.

Once finish the registration, get a new registration card (*Tōroku Card*).



(2) Register a seal

who	what you bring	In case that you are unable to register on that day
You come to <u>register</u> at City Hall	① A seal which you would like to <u>register</u> . ② Residence Card(<i>Zairyū Card</i>) ↓ You are able to register on that day.	If you do not have a Residence Card (<i>Zairyū Card</i>), we will send you documents. You need to fill out and reply the documents within 14 days. ↓ You are able to register after several days.
Your substitute comes to <u>register</u> at City Hall	① A seal which you would like to <u>register</u> . ② Letter of attorney (<i>Inin Jō</i>) ③ Substitute's seal A substitute's <u>driver's license</u> (<i>Jidōsha Unten Menkyo Shō</i>) or a description of the substitute with a photo.	We will send you documents after your substitute comes. Fill out the documents. And you or your substitute needs to come to the City Hall within 14 days. ↓ You are able to register after several days.

(3) Seals that you are unable to register are as follows.

- ① Seals that is similar in shape to a family member's registered seal.
- ② Seals different from a name written on a certificate of residence(*Jūmin Hyō*).
- ③ Seals with something different written on it besides your name.
- ④ Seals smaller than 8mm.
- ⑤ Seals larger than 25 mm.
- ⑥ Seals made of rubber.
- ⑦ Seals with illegible names.



Seals cannot be registered

(4) Issuance of Certificate of Seal Registration (*Inkan Tōroku Shōmei Sho*)

After registering your seal, you are able to apply for a Certificate of Seal Registration (*Inkan Tōroku Shōmei Sho*) at < the Citizen Section (*Shimin Ka*) > or Branch Offices. Bring the following items.

< Bring the followings >

- ① Seal Registration Card (*Inkan Tōroku Shō / Tōroku Card*)
- ② 300 yen



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※Registration / Register (*Toroku*): In this page, it is to report your seal to the City Hall.

※Seal Registration Card (*Tōroku Card*): The card you get when you register your seal. It is very important, so do not lose it.

※Driver's License (*Jidosha Unten Menkyo Shō*): A card stating that you have been approved to drive.

Section in charge	Address	Phone Number
Citizen Section (<i>Shimin Ka</i>)	296 Tonodai Sammu City (Counter number 2)	0475-80-1141
Sanbu Branch Office	1884-1 Haniya Sammu City	0475-89-3600
Hasunuma Branch Office	Ha-233 Hasunuma Sammu City	0475-86-3111
Matsuo Branch Office	3012 Gotanda Matsuomachi Sammu City	0479-80-7117

< Reception Hours > Monday through Friday, 8:30 a.m. to 5:00 p.m.

※The procedures take time. Be sure you give yourself extra time.

※The office is closed on Saturdays, Sundays, National Holidays, and from December 29 to January 3.