

Regarding disclosure request related to alien registration records

February 23, 2015
Immigration Bureau, Ministry of Justice

1. Those eligible to make disclosure request

A person who can make disclosure request is either one of the following:

- (1) A person whose personal information is registered in the requested alien registration record
- (2) The statutory agent (a person who has parental authority or a guardian of adult) of a person whose personal information is registered in the requested alien registration record in cases where the person is a minor or an adult ward

Request from a mandatory is not accepted.

2. What can be requested

- (1) The alien registration record of the person who makes disclosure request
- (2) The alien registration record of an individual different from the person who makes disclosure request

* Above (2) suggests cases where request is made for “personal information of the person who makes disclosure request which is registered on the alien registration record of another individual”. Therefore, as a rule, personal information of an individual different from the person who makes disclosure request is not to be disclosed (except information which the person making disclosure request customarily knows or has access to).

3. Personal information registered on an alien registration record

Personal information registered on an alien registration record includes the following items of (1) to (24) which were submitted to local governments for registration before the Alien Registration Act was repealed on July 9th, 2012. Please be advised that this does not mean all the items are registered because items that were not submitted for registration are not registered and the form and items to be submitted for an alien registration record were revised repeatedly.

- (1) Name, (2) Sex, (3) Date of birth, (4) Nationality, (5) Occupation, (6) Passport number, (7) Passport issue date, (8) Registration date, (9) Registration number, (10)

Date of landing permit, (11) Residence status, (12) Duration of stay, (13) Birthplace, (14) Domicile or residence in the country of nationality, (15) Place of residence, (16) Name of the householder, (17) Relationship to the householder, (18) Name and location of work place or office, (19) Household members in cases where the alien concerned is the householder (relationship to the householder, name, date of birth, and nationality), (20) Father, mother and spouse if they are in Japan (except those listed in (19). Name, date of birth and nationality), (21) Signature, (22) Photo, (23) Changes registered, (24) Correction

* History of changes submitted for registration to local governments regarding information registered on the alien registration record prior to July 8th, 2012 is also registered (including name, nationality, occupation, residence status, period of stay, name of and relationship to the householder, residence, etc.)

* Please refer to [this \[PDF format\]](#) for the form of the alien registration record.

4. Disclosure request form

Please use one of the following disclosure request forms for an alien registration record.

[\[Word format\]](#) [\[PDF format\]](#)

[* Please refer to this for an entry example for the disclosure request form. \[PDF format\]](#)

(1) “2. How requested disclosure is made”

Please choose the applicable option A or B in order to make prompt disclosure (issuance, delivery, etc. of a copy).

○ “A. Want disclosure in the office.”

Please choose this option if the person who request information wants to visit the Ministry of Justice and view the alien registration record or receive its copy.

○ “B. Want delivery of a copy.”

Please choose this option if you want a copy of the alien registration record to be delivered through mail, etc. If you choose this option, please enclose a return-mail envelope (with 92 yen’s worth of stamps required in general if you want regular mail).

(2) “3. Regarding fees”

As a fee, please affix 300 yen’s worth of fiscal stamps per request to the request form. (Please do not cancel them.)

5. Submission of identity verification documents

Please submit documents to be used to verify your identity.

		Required documents
1. In cases where request is made by the person concerned.	A. Request by visiting the office	<ul style="list-style-type: none"> • A document such as a driver's license which can be used to verify that the visitor is the person concerned.
	B. Request by mail, etc.	<ul style="list-style-type: none"> • A copy of a document such as a driver's license which can be used to verify that the sender is the person concerned. • A copy of the residence certificate (accepted only if issued within last 30 days and without Individual Number. A photocopy of a copy of the residence certificate is not accepted.)
2. In cases where request is made by the statutory agent	A. Request by visiting the office	<ul style="list-style-type: none"> • A document such as a driver's license which can be used to verify that the visitor is the statutory agent. • A document such as a copy of his or her family register which proves that the visitor is qualified as the statutory agent (accepted only if issued within last 30 days. A photocopy of a copy of his or her family register is not accepted.)
	B. Request by mail, etc.	<ul style="list-style-type: none"> • A copy of a document such as a driver's license which can be used to verify that the sender is the statutory agent. • A copy of the residence certificate (accepted only if issued within last 30 days and without Individual Number. A photocopy of a copy of the residence certificate is not accepted.) • A document such as a copy of his or her family register which proves that the visitor is qualified as the statutory agent (accepted only if issued within last 30 days. A photocopy of a copy of his or her family register is not accepted.)

(Notes)

- Apart from a driver's license, a health insurance certificate, a residence card, etc. can be used to verify personal

identity.

- In cases where you cannot submit a copy of the residence certificate due to compelling reasons, please contact the disclosure request office in advance.
- Apart from a copy of one's family register, an abstract of one's family register, a certificate from a family court, etc. can be used to confirm qualification of the statutory agent.
- Documents are not acceptable if they show a name, residence, etc. different from the ones entered in the request form due to marriage, move, etc. Please provide other documents which contain the same name, residence, etc. as entered in the request form.

6. Period of time needed to decide about disclosure

The law stipulates that decision must be made within 30 days of the day when the disclosure request was made.

In practice, each request is handled on a case-by-case basis and may take a different time period.

7. Where to submit a disclosure request form

Please submit (or mail) your disclosure request form and identity verification documents to the following.

Place of submission: Personal Information Protection Section, Secretarial Division, Minister's Secretariat, Ministry of Justice

Address: 1-1-1 Kasumigaseki, Chiyoda-ku, Tokyo 100-8977

TEL: 03-3580-4111 (Ext.) 2034

Hours: From 9:30 AM to noon and 1 PM to 5 PM (except Saturdays, Sundays and public holidays)