

証明請求・住所異動用

Request for Certificate & Address Transfer

委任状

A letter of attorney

代理人（受任者）Proxy (Delegated Person)

住所Address

氏名Name

生年月日（明治・大正・昭和・平成・西暦4桁）年 月 日  
Birthday（MEIJI / TAISHOU / SHOWA / HEISEI / Universal 4 Digit）\_\_\_\_Year \_\_\_\_Month \_\_\_\_Day

私にかかる下記事項につき、上記の者を私の代理人と定め、その権限を委任します。  
I have appointed above person as my Proxy, and I leave my right to do following matter.

委任事項 Delegated Matter

あなたが必要な文書の〃□〃に、チェックマーク〃レ〃を付けてください。  
Please write a check mark "レ" into the box "□" of your necessary document..

- 住民票・戸籍等証明書請求 Request for Residence Certificate or Family Register etc.
  - ☐ JUUMINHYOU (住民票, Residence Certificate with complete information in City Hall Format)
  - ☐ JUUMINHYOU KISAI JIKOU SHOUMEISHO (住民票記載事項証明書, Residence Certificate with partial information)
    - ☐ In City Hall format. City Hall prepare extracted version of Residence Certificate. 情報を抽出した住民票
    - ☐ In your format. City Hall check your document with comparing our record in JYUUMIN KIHON DAITYOU [住民基本台帳, Basic Resident Resistor]. 持参して頂いた様式の記載に対する証明
  - ☐ KOSEKI TOUHON/SYOUHON (戸籍謄本・抄本, Full or Extract Copy of Family Register)
  - ☐ MIBUN SHOUMEI SHO (身分証明書, ID = Identification Card)
  - ☐ KOSEKI NO FUHYOU (戸籍附票, Appended Table of Family Register)
  - ☐ SONO HOKA (その他, Others) ( )
- \*【HONSEKI 本籍】  
Legal Address on Family Register :

使用目的（何に使いますか）	記載内容
Purpose of Use（Where will you submit ?）	Description (Required Information)

- 住所異動手続き Procedure for Transfer Address  
Type of registration 届出の種類: ☐ TEN NYUU (転入, Move in)、☐ TEN SHUTSU (転出, Move out)、☐ TENKYOU (転居, Change Address in Hikone City)、☐ SETAINUSHI HENKOU (世帯主変更, Update Householder)、☐ GAPPEI (合併, Combine Family Register)、☐ BUNRI (分離, Separate Family Register)

HEISEI 平成Year 年Month 月Day 日

委任者 Request Person

住所Address

氏名（自署）（Hand Writing）  
Name（Signature in Block Letter）Seal 印

生年月日（明治・大正・昭和・平成・西暦4桁）年 月 日  
Birthday（MEIJI / TAISHOU / SHOWA / HEISEI / Universal 4 Digit）\_\_\_\_Year \_\_\_\_Month \_\_\_\_Day

電話Telephone

彦根市長 様Attention to: The Mayer of Hikone City

- 【お願い Request】
- 上記内容は、委任者本人が記入押印してください。  
Request Person must give your hand writing to all the contents and seal.
  - 外国人住民の場合は、通称名または在留カード等のおりに記入してください。  
If you are a foreigner, please write your name exactly same with your TSUU-SHOU-MEI (Registered name to use in daily life) or the name written on your ZAIRYUU Card (Residence Card).
  - \*本籍は戸籍関係の請求を委任される場合のみ必ず記入してください。  
Regarding the area of "\*\*HONSEKI (本籍, Legal Address on Family Register)", please write only in the case you are going to delegate about the request for Family Register related issue.
  - 窓口で、代理人の方の本人確認をさせていただきます。  
Window person in Hikone City Hall ask your proxy to show her / his ID (Identification Card).  
本人確認資料は、在留カード・運転免許証・旅券・写真付き住民基本台帳カード・写真付きマイナンバーカード等は1点、  
Please bring one of your ID (Identification Card) like ZAIRYUU Card (Residence Card), Driver License Card, Passport, JYUUKI Card with Face Photo, My Number Card with Face Photo or equivalent.  
それ以外は保険証と年金手帳等、2点ご用意ください。  
If you are going to bring other ID (Identification Card), please bring two of your ID (Identification Card) like HOKENSHOU (Health Insurance Card), NENKIN TECHOU (Pension Book) or equivalent.