

# Koedo Kawagoe News



Kawagoe City, International Relations Division

5th floor of Kawagoe City Hall, 1-3-1 Motomachi, 350-8601

Tel: 049-224-5506 Website: <http://www.city.kawagoe.saitama.jp>

## Several Divisions Open Every 2nd & 4th Saturday

市役所の市民課などは第2土曜日や第4土曜日もあいています。  
あいている時間は午前8時30分からお昼の12時までです。

**For inquiries : Citizen Registration Division (Shimin-ka) TEL 049-224-5739 / FAX 049-226-5091**

**Tax Collection Division (Shuzei-ka) TEL 049-224-5837 / FAX 049-226-2538**

City office is open weekday, from 8:30 a.m. to 5:15 p.m. Besides, Citizen Registration Division (Shimin-ka), Minami Branch Office (Minami Renraku-jo) and Tax Collection Division (Shuzei-ka) are also open every 2nd and 4th Saturday, from 8:30 a.m. to noon. For more details, please refer the chart below.

**Sites open** Citizen Registration Division (Shimin-ka / 1st floor in the City Hall), Tax Collection Division (Shuzei-ka / 2nd floor in the City Hall) and Minami Branch Office (Minami Renraku-jo)

**Hours** 2nd and 4th Saturday of every month, 8:30 a.m. to noon

Sites	Procedures
Shimin-ka and Minami Renraku-jo	<p>(1) <b>Citizen registration</b> (moving into or out of Kawagoe, changing address within the city, changing household status, etc.)</p> <p>(2) <b>Family registration</b> (marriage, birth, divorce, death, transfer, etc.)</p> <p>(3) <b>Seal registration (Inkan Toroku)</b></p> <p>(4) <b>Procedures regarding to Citizen Card (Shimin Card)</b></p> <p>(5) <b>Getting a copy of Residence Certificate (Jumin Hyo)</b></p> <p>(6) <b>Getting a copy of certificate of All Family members' Records (Koseki Tohon)</b></p> <p>(7) <b>Getting a copy of certificate of Individual Records (Koseki Shohon)</b></p> <p>(8) <b>Getting an Identification Paper (Mibun Shomei-sho)</b></p> <p>(9) <b>Getting a Seal Registration Certificate (Inkan Toroku Shomei-sho)</b></p> <p>(10) <b>Getting a My Number Card</b> (available only for those who made prior reservation / <u>only at Shimin-ka</u>).</p> <p>* When inquiries to other city offices regarding acceptance of transfer registration, etc. are required, you can't get the certificate on that day.</p> <p>(11) <b>Getting a Tax Certificate, Income Certificate or Tax Exemption Certificate</b> * Business Certificates (Eigyō Shomei-sho) is not available.</p> <p>(12) <b>Getting a Tax Payment Certificate (Nozei Shomei-sho)</b></p> <p>(13) <b>Getting certificates regarding to Fixed Property Tax</b> * Certificate of Home for Residence (Jutaku-yo Kaoku Shomeisho) and Certificate of Registration of Tax Ledger of Fixed Property Homes (Kotei Shisan Kaoku Kazei Daicho Toroku Shomei-sho) are not available.</p>
Shuzei-ka	<p>(1) <b>Payment of City Tax</b> (including National Health Insurance Premium)</p> <p>(2) <b>Getting a Tax Payment Certificate (Nozei Shomei-sho)</b></p> <p>(3) <b>Reissuing a Payment Slip (Nohu-sho)</b></p> <p>(4) <b>Tax payment consultation service</b></p>

## The Importance of Removing Caps and Labels from Plastic Bottles

ペットボトルを捨てるときは注意が必要です。  
 キャップとラベルを外して捨てるリサイクルしやすくなります。

For inquiries : Resource Recycling Promotion Division(Shigen Junkan Suishin-ka)

TEL 049-239-6267 / FAX 049-239-5054

Citizens of Kawagoe are requested to remove caps and labels from plastic bottles before taking them to garbage collection sites. Here are the following reasons why:

- (1) It will improve efficiency of recycling because the materials of the bare bottles and that of the caps and labels are different.
- (2) It makes flattening bottles easier and enables carrying more of them at one time.
- (3) You can check easily whether there is any liquid or anything dangerous in the bottles.
- (4) By rinsing out bottles when you take off the caps, you can prevent insects and odor.

Your cooperation helps make recycling more efficient. Please take off caps and labels from plastic bottles when you dispose of them.

Koedo Kawagoe News (English Version of excerpts from KOHO KAWAGOE)  
 Translated by K.K.N. volunteers: Kan Ishijima, Yoko Komine and Kawagoe AETs

## International Center Information

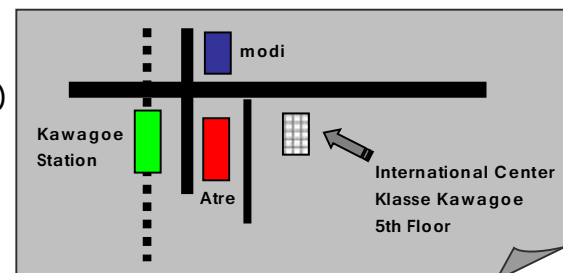
Hours: 9:30a.m. - 9:30p.m.

Closed: Tuesdays and New Year Holidays (Dec. 29th to Jan. 3rd)

Address: 23-10 Sugawara-cho

Tel: 049-228-7723 (Only in Japanese Language)

Inquiries: Kokusai Bunka Koryu-ka, Tel: 049-224-5506



### Klasse de Nihongo

Free Japanese language classes for foreign citizens. No prior registration is needed.

Date: Mondays, Fridays and Saturdays.

Time: 10:00 a.m.-12:00 noon, 2:00-5:00 p.m., 6:30-8:00 p.m.

### Consultation Services For Foreign Citizens

If you need an interpreter, please let Kokusai Bunka Koryu-ka know in advance.

- ▶ General (Japanese and Chinese)  
Monday April 8<sup>th</sup>, 22<sup>nd</sup>, May 13<sup>th</sup> and 27<sup>th</sup> 1:00 - 6:00 p.m.
- ▶ General (Japanese and Portuguese)  
Friday April 5<sup>th</sup>, 19<sup>th</sup>, May 3<sup>rd</sup> and 17<sup>th</sup> 1:00 - 6:00 p.m.
- ▶ Legal Affairs (Japanese) **Reservation available**  
Friday April 26<sup>th</sup> and May 24<sup>th</sup> 3:00 - 5:00 p.m.
- ▶ Visa status (Japanese)  
Saturday April 27<sup>th</sup> and May 25<sup>th</sup> 1:00 - 6:00 p.m.



Mascot of Kawagoe City,  
Tokimo