**Individual Number (My Number) Report Form**

Date submitted (yyyy/mm/dd):

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Staff/Student ID No. |  |  |  |  |  |  |  |  |  | Name |  |
| Affiliation  (School, department, division, etc.) |  | | | | | | | |  |
| Date of birth | / / |
| (yyyy/mm/dd) |
| Employment  start date | / / | | | | | | | |  | Email |  |
| (yyyy/mm/dd) | | | | | | | |

**I hereby submit the documents specified in 1 or 2 below to report my Individual Number.**

1. **A copy of Individual Number Card (both sides)**

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| --- |
| Front  Back  Please provide a copy of both sides of your card to verify your Individual Number and identity. No identification documents listed in 2 below are required if you submit a copy of both sides.  Individual Number |

1. **A copy of Individual Number Notification Card/certificate of residence with identification document(s)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| A copy of Individual Number Notification Card  （個人番号通知カード）    Individual Number | | **Or** | A copy of certificate of residence showing your Individual Number  Example of certificate of residence  Individual Number | |
| Note: The Individual Number Notification Card was replaced by the Individual Number Notification Letter (個人番号通知書) on May 25, 2020 and is no longer being issued. If you only received a Notification Letter from your municipality, please provide a copy of your Individual Number Card or certificate of residence for verification. | | | | |
| The above document must be accompanied by a copy of the identification document(s) below. | | | | |
| One of the following photo IDs | | **Or** | Two of the following non-photo IDs | |
| * Passport * Residence card * Special Permanent Resident Certificate * Driver’s license * Driving history certificate | * Student ID (with photo and date of birth) * Basic Resident Registration Card (with photo) * Disability certificate | * Health insurance card * Certificate of residence * Withholding tax statement * Pension book * Family register * Receipt of tax or utility payment | * Basic Resident Registration Card (without photo) * Certificate of Child Rearing or Special Child Rearing allowance * Certificate of seal impression |
| Science Tokyo staff ID is not acceptable as it shows neither address or date of birth. | | | | |

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■マイナンバー確認 下記のいずれか一つの書類でマイナンバー確認が可能

　　□個人番号カード □通知カード □マイナンバーの記載されている住民票

■身元確認

　下記のいずれか一つの身元確認書類（顔写真付き身分証明書）で身元確認が可能

　　□個人番号カード □運転免許証 □パスポート □運転経歴証明書

　　□障がい者手帳 □療育手帳 □在留カード □特別永住者証明書

　　□住民基本台帳カード（写真付） □学生証（写真付きで生年月日等が確認可能なら本学以外のものも可）

　下記のいずれか二つの身元確認書類（顔写真無し身分証明書）で身元確認が可能

　　□国民健康保険被保険者証 □健康保険被保険者証 □国家公務員共済組合員証

　　□国民年金手帳 □児童扶養手当証書 □特別児童扶養手当証書

　　□印鑑登録証明書 □戸籍の附票 □住民票

　　□源泉徴収票 □国税，地方税，社会保険料，公共料金の領収書

　　□住民基本台帳カード（写真なし）

■書類内容のチェック

　　□本人確認　（本人からの提出か）　 □氏名確認（マイナンバー確認書類と身元確認書類の氏名は同一か）

　　□生年月日または住所確認　（マイナンバー確認書類と身元確認書類の生年月日又は住所は同一か

受 領 印