

\*\*\*Please read the Important Notes on the back page before submitting your issuance application\*\*\*

① 窓口に来た人 - Applicant - ※在留カードなどを 出してください。 Please present your ID such as Residence Card

Form for Applicant information including Current Address, Phone Number, Name, Date of Birth, and Address in Fujisawa. Includes a section for relationship with person 2.

② だれの証明が ほしいですか? - Whose certificate are you requesting? -

Form for selecting whose certificate is requested, including fields for Name and Date of Birth for both parties, and Address in Fujisawa.

③ どの証明が ほしいですか? - Which certificate are you requesting? -

Main form for selecting certificates: A 所得(課税・非課税)証明 - Income(Taxable/Non-Taxable) Certificate - and B 納税証明 - Tax Payment Certificate -.

Summary table for office use only, including fields for No. of copies, Total number of certificates, Total amount, and Prepaid amount.

ちゅういじこう  
◎注意事項 —Important Notes—

- **ほか ひと の しょうめいしょ が ほしいとき** If you are requesting a certificate on behalf of someone other than yourself

ひつよう  
必要なもの: Required documents

いんにんじょう げんほん  
委任状(原本<コピー していない 元の 書類>を 出してください。)

A letter of authorization (Original Required: a photocopy is NOT acceptable)

げんほん かえ  
※原本を 返して ほしい時は、①原本と、②コピーを 出してください。

If you wish to have the original letter of authorization returned, submit ①the original and ②a photocopy

- **かぞく しょうめいしょ が ほしいときで、あなたが 藤沢市に 住んでいないとき**  
If you are requesting a certificate on behalf of your family member but you are not residing in Fujisawa

ひつよう  
必要なもの: Required documents

(どちらかを 出してください) Please submit either

(1) **いんにんじょう** A letter of of authorization  
or

(2) **あなたの 住民票**

(①あなた(申請 する人)の名前、②証明書 がほしい 家族 の 名前、  
③続柄 (あなたと 家族 の 関係)が 書いてあるもの)

Your Certificate of Residence which includes all the following information;

- ①your (applicant's) name,
- ②name of the family member (person to be certified),
- ③the relationship between ①you and ②the family member

- **しょうめい ねんど がつついたち** If you have already moved out of Fujisawa to another municipality after January 1 of the fiscal year for which you are requesting a certificate  
**ふじさわし から ほか しくちょうそん ひっこ**  
藤沢市から 他の 市区町村に 引越しているとき

・②の「**ふじさわし じゅうしょ**」に、**ふじさわし す** 住んでいた時の **じゅうしょ か** 住所を 書いてください。

Please write the previous address of when you were residing in Fujisawa in the column ②Address in Fujisawa