

(4) Personal seals

In Japan, a personal seal (*inkan or hanko*) is used instead of a signature.



① Unregistered seal (*Mitomein*)

This seal is for everyday use.

You use *Mitomein* when submitting a notification or filing something at a municipal office or receiving a parcel at home.

You can purchase *Mitomein* at various shops and sometimes very cheaply.

② Registered seal (*Jitsuin*)

This seal is registered at the municipal office where you are registered as a resident.

Jitsuin is used especially for important contracts, such as when you purchase real estate, a car, etc.

Jitsuin is a very important seal.

Seal Registration

The items that are required to register your seal vary depending on who is applying, either the applicant in person or his/her agent. Please contact the Citizens' Affairs Division for more details.

The registration fee is 200 yen.

Only one seal is allowed to be registered per person.

There are certain regulations regarding the size, materials, characters/letters that you are permitted to use for a seal that you will register.

You cannot use a *Mitomein* as a *Jitsuin*.

You will be issued a "Personal seal registration card" upon completing your seal registration.

Certificate of Registered Seal

This is a certificate of the fact that this seal has been registered at a municipal office.

To obtain a copy of this certificate, you need to present your personal seal registration card and ID at the municipal office where you registered your seal.

There is a fee of 300 yen to issue a copy.

★Where to make enquiries and follow procedures:

Citizens' Affairs Division

TEL: 072-463-1212 (extension: 2111 to 2118)

