

User Registration for Residency Applications

User Registration Manual
(For Foreign Nationals, Legal Representatives, and
Family Members)

Introduction

Purpose of This Manual

This manual explains how to register as a user in order to use the Online Residence Application System.

Who is This Manual For?

- Foreign nationals making their own residency applications
- Legal representatives or family members making residency applications on behalf of foreign nationals

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1. User Registration Instructions

1.1 Items to Prepare before Registering as a User

Please prepare the following items before starting the user registration process.

- Your Individual Number card
- Your Residence Card, if you intend to make residency applications for yourself
- Install the user client software on your computer
- Connect an IC card reader to your computer

Please read the [Startup Guide](#) for details about preparing for the user registration process.

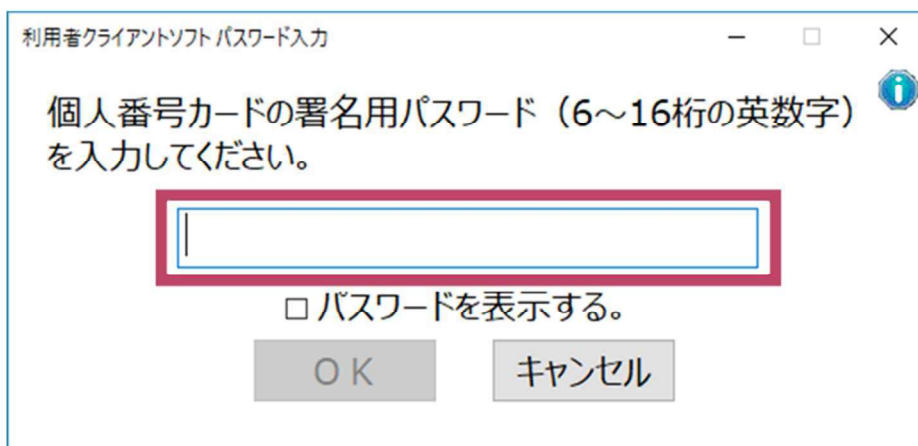
1.2 Scan Your Individual Number Card

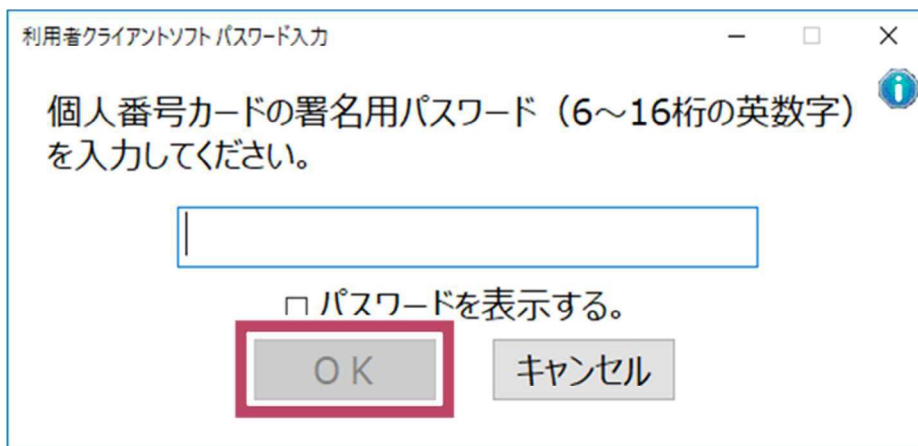
- 1 Scan your Individual Number card with an IC card reader.
- 2 Click **Foreign national (applicant) / other** on the *New User Registration (Registration to use the online system)* home page.



The *Enter Password* dialog will open on the user client software.

- 3 Enter your Individual Number card's Digital Signature PIN code. The Digital Signature PIN code is between six and 16 digits long.



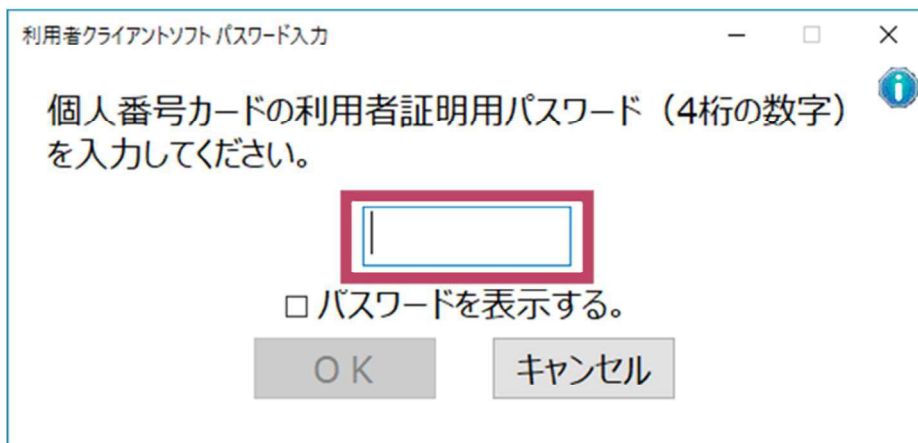
4 Click **OK**.

利用者クライアントソフト パスワード入力

個人番号カードの署名用パスワード（6～16桁の英数字）
を入力してください。

パスワードを表示する。

OK キャンセル

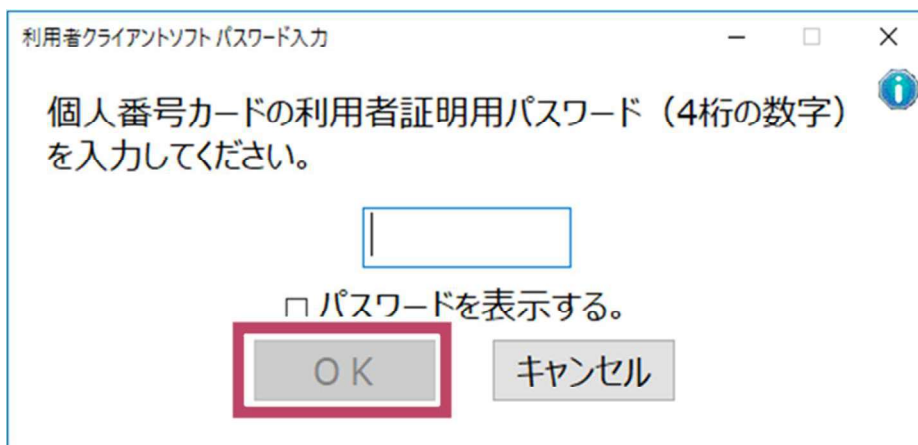
5 Next, enter your Individual Number card's Digital User ID PIN code. The Digital User ID PIN code consists of four digits.

利用者クライアントソフト パスワード入力

個人番号カードの利用者証明用パスワード（4桁の数字）
を入力してください。

パスワードを表示する。

OK キャンセル

6 Click **OK**.

利用者クライアントソフト パスワード入力

個人番号カードの利用者証明用パスワード（4桁の数字）
を入力してください。

パスワードを表示する。

OK キャンセル

The page will open where you enter your name and other details.

Please proceed to Section 1.3 — *Enter Your Name and Other Details*.

1.3 Enter Your Name and Other Details

- 1 Enter your name and other details on the *Register User Information* page.

User information registration

Enter user information (STEP1) / Confirm user information (STEP2) / Completion of user information registration (STEP3)

Enter user information (STEP1)

User name Required
 1-byte alphabetical letters(upper case), up to 104 letters, separate two words by a space.
 (S)HOUMU TARO

Sex Required
 Omit

Certificate of proxy notification number
 Required if the selected user type is Attorney /Administrative Procedures Legal Specialist
 For information on how to check your number of certificate of proxy Notification, refer to the following link:
[How to check your number of certificate of proxy Notification](#)
 1-byte numeric characters, up to 12 letters
 (S)123456789012

Read the Terms of Use and if you agree, check "I agree to the Terms of Use."
[Terms of Use are here.](#)

I agree to the Terms of Use.

The User name, Date of birth, and Sex fields will be pre-populated from the information stored on your Individual Number card. Please fill in the other required fields. If the User name, Date of birth, or Sex field is not pre-populated, please fill in the respective field.

No.	Field	Description
1	User name	This field will be pre-populated with your name stored on your Individual Number card.
2	Sex	This field will be pre-selected with your sex stored on your Individual Number card.
3	Date of birth	This field will be pre-populated with the Year, Month, and Day of your birth stored on your Individual Number card.

No.	Field	Description
4	Address in Japan (prefecture and municipality)	Enter your place of residence in Japan. Click Search to open the <i>Search</i> dialog. Select your prefecture in the Search Conditions field and click Search . From the Search Results, select the municipality where you live that matches the address on your Residence Card.
5	Address in Japan (street address)	Enter the street address (including the block and building number, the name of the building, and/or the apartment number, etc.) of your place of residence in Japan.
6	User contact information Telephone No.	Enter either your landline telephone number or your cellular phone or smartphone number. If you do not have either of these numbers, please enter a telephone number where you can be reached during the day.
7	Email address	Enter your email address.
8	Email address (confirm)	Re-enter your email address.

No.	Field	Description
9	User category	<p>Here you select who you will be making residency applications for.</p> <p>Select Foreign National if you will be making residency applications for yourself.</p> <p>Select Legal Representative if you will be making residency applications on behalf of a family as a person legally recognized to perform proxy procedures.</p> <p>Select Spouse, Child, Father, or Mother (excluding legal representatives) if you will be making residency applications on behalf of a family as the wife, husband, child, or parent of the family.</p>
10	Residence Card number	If you selected Foreign National as your User Category, enter the number of your Residence Card.

2 Click **Read Terms of Use** to verify the Terms of Use.

Certificate of proxy notification number

Required if the selected user type is Attorney /Administrative Procedures Legal Specialist

For information on how to check your number of certificate of proxy Notification, refer to the following link:
[How to check your number of certificate of proxy Notification](#)

1-byte numeric characters, up to 12 letters

Read the Terms of Use and if you agree, check "I agree to the Terms of Use."
[Terms of Use are here.](#)

I agree to the Terms of Use.

3 Check the *I agree to the Terms of Use* check box.

Certificate of proxy notification number
 Required if the selected user type is Attorney /Administrative Procedures Legal Specialist
 For information on how to check your number of certificate of proxy Notification, refer to the following link:
[How to check your number of certificate of proxy Notification](#)
 1-byte numeric characters, up to 12 letters

例)123456789012

Read the Terms of Use and if you agree, check "I agree to the Terms of Use."
[Terms of Use are here.](#)

I agree to the Terms of Use.

Confirm Back

4 Click **Confirm**.

Certificate of proxy notification number
 Required if the selected user type is Attorney /Administrative Procedures Legal Specialist
 For information on how to check your number of certificate of proxy Notification, refer to the following link:
[How to check your number of certificate of proxy Notification](#)
 1-byte numeric characters, up to 12 letters

例)123456789012


Read the Terms of Use and if you agree, check "I agree to the Terms of Use."
[Terms of Use are here.](#)

I agree to the Terms of Use.

Confirm Back

The *Confirm User Information (Step 2)* page will open.

If You Have Trouble

If an error occurs, find the field(s) indicated with a red exclamation mark  and re-enter your information.



Once you have corrected your entry, click **Confirm** again.

- 5 Confirm the entered information is correct and complete.

User information registration

Enter user information (STEP1) / **Confirm user information (STEP2)** / Completion of user information registration (STEP3)

Confirm user information (STEP2)

Information entered in Enter user information (STEP1)

User name
HOUMU TARO

Sex
男 male

Date of birth
Omit

I agree to the Terms of Use.

Registration Back

If you wish to make a correction, click **Back**. You will return to the page where you enter your details.

- 6 Once you have confirmed that all entered information is correct, click **Registration**.

User information registration

Enter user information (STEP1) / **Confirm user information (STEP2)** / Completion of user information registration (STEP3)

Confirm user information (STEP2)

Information entered in Enter user information (STEP1)

User name
HOUMU TARO

Sex
男 male

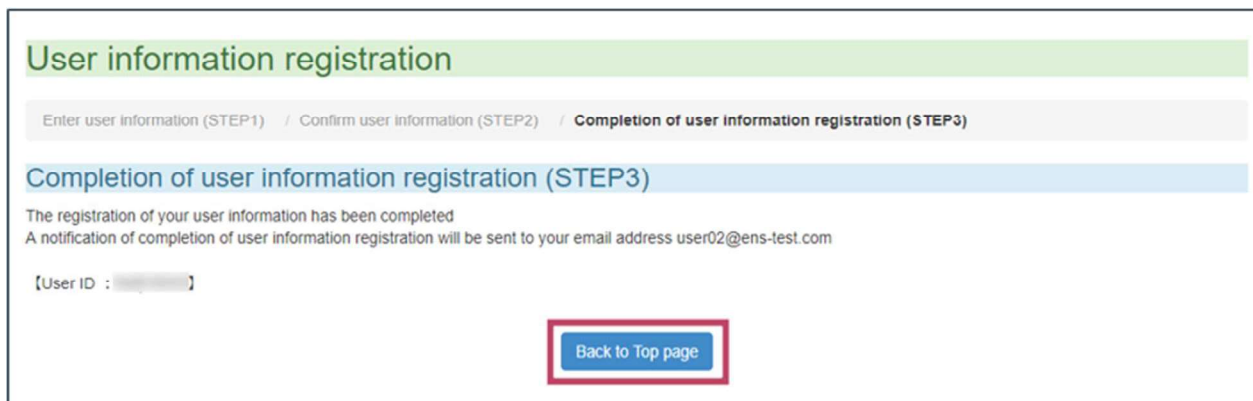
Date of birth
Omit

I agree to the Terms of Use.

Registration Back

The *User Registration Complete (Step 3)* page will open.

7 Click **Back to Top Page**.



User information registration

Enter user information (STEP1) / Confirm user information (STEP2) / **Completion of user information registration (STEP3)**

Completion of user information registration (STEP3)

The registration of your user information has been completed
A notification of completion of user information registration will be sent to your email address user02@ens-test.com

(User ID : [redacted])

[Back to Top page](#)

You will be returned to the first page. An email confirming your registration will be sent to the email address you entered in Step 1. Follow the instructions in the confirmation email and set a password.

This completes your user registration in order to use the Online Residence Application System.

You can now make residency applications with the Online Residence Application System. Please read the *Making Online Residency Applications* manual for instructions on how to make residency applications.