



English

# Living Guidebook for Residents

The City of Fujioka  
Gunma Prefecture



# THE CITY OF FUJIOKA

## LIVING GUIDEBOOK FOR RESIDENTS

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## RESIDENCE REGISTRATION FOR FOREIGN RESIDENTS

### INQUIRY

HEAD OFFICE: CIVIC AFFAIRS DIVISION TEL 0274-40-2256

ONISHI BRANCH OFFICE: ONISHI PROMOTION DIVISION

TEL 0274-52-3111

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### 1. RESIDENCE REGISTRATION FOR FOREIGN RESIDENTS

Foreign residents who fall under the items below are subject to the Basic Resident Registration System like the Japanese residents. Registration will enable you to receive public services, and to request a copy of the residence certificate that verifies your address.

When you change your address, you are required to notify the office.

#### ○ Foreign residents subject to the System

- A person who stays over the mind-to-long-term which exceeds three months (foreign people who are given the status of residence, excluding people with short-term stay visas)
- A Special Permanent Resident
- A person permitted to land for temporary refuge, or to stay provisionally
- A person who may continue to stay transitionally in Japan by birth or loss of Japanese nationality

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### 2. PROCEDURES FOR ADDRESS CHANGE

When you change your address, you are required to file a notice in person with a residence card or a special permanent resident certificate.

#### ○ Moving-in notice

When you enter Japan and settle down in the City of Fujioka, or move to the City of Fujioka from another city in Japan, you are required to file a moving-in notice within 14 days of the date of moving-in.

Things you need for filing a moving-in notice are shown below.

- Moving in from abroad

→A residence card or a special permanent resident certificate

→A passport

- Moving in from another municipality in Japan

→A moving-out certificate issued by a municipality where you lived previously, an Individual Number Card (My Number Card), or an Individual Number notification card

→A residence card or a special permanent resident certificate

#### ○Change-of-address notice

When you change your address within the City of Fujioka, you are required to file a change-of-address notice within 14 days from the date of the change with a residence card or a permanent resident certificate.

#### ○Moving-out notice

When you change your address from the City of Fujioka to another municipality, you are required to file a moving-out notice at the office in the City of Fujioka with a residence card or a special permanent resident certificate. When the notice is filed, a moving-out certificate will be issued.

This certificate is necessary when you submit the moving-in notice to your new municipal office in Japan.

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### 3. REQUEST FOR ISSUANCE OF A COPY OF THE RESIDENCE CERTIFICATE

A copy of the residence certificate verifies the location and residential relation of you and your household members.

You or a member of the same household is entitled to the issuance of the residence certificate with a residence card or a photo ID.

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### 4. OTHERS

#### ○Residence card

You can apply for a renewal of the residence card at immigration offices. The immigration office that covers the City of Fujioka is stated below.

■Takasaki Branch of the Tokyo Regional Immigration Bureau

Takasaki Legal General Office 1F, 26-5 Takamatsu-cho, Takasaki, Gunma 370-0829

Tel. 027-328-1154

※You cannot use an expired residence card for the above-noted procedures in the City of Fujioka.

○Special permanent resident certificate

You can renew the special permanent resident certificate at the Head office of the City of Fujioka. For the detailed information, please contact the above-noted office.



## TAX AND TAX PAYMENT

### INQUIRY

CONCERNING TAX AMOUNT OR TAXATION: TAXATION DIVISION  
TEL 0274-40-2231

CONCERNING TAX PAYMENT OR TAX PAYMENT CONSULTATION:  
TAX PAYMENT CONSULTATION DIVISION TEL 0274-40-2803

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### 1.DAILY LIFE AND TAX

When people live abroad, they can obtain various public services provided by the community they live in. Accordingly, when you have gained a certain level of income or assets by working in Japan, you are required to pay taxes (Inhabitants' Tax, Fixed Asset Tax, Urban Planning Tax, and Light Vehicle tax).

When you or your family members go to a doctor due to illness or injury in Japan, you are eligible to receive medical treatment under the insurance while paying part of the cost (This insurance is covered by National Health Insurance Tax).

When you receive a tax notice, you are required to confirm the due date for tax payment and pay the tax. If you have any questions or concerns, please seek advice from the Divisions stated above.

Japan is a secure and safe, law-abiding country which guarantees the right to receive the same public services for both the Japanese and foreign people. In order to benefit from public services, you must meet the tax obligation by paying taxes. When people do not pay tax or do not respond to the City's inquiry, taxes are collected forcibly from them.

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### 2.TAXES HANDLED BY CITY OFFICES AND PLACES OF PAYMENT

○Taxes handled by city offices: Inhabitants' Tax, Fixed Asset Tax, Urban Planning Tax, Light Vehicle Tax and National Health Insurance Tax

○Places of payment : Banks, Shinkin Banks, Credit Associations, Labor Banks, Agricultural Cooperative Banks, JP Bank, and convenience stores which have stores within the City of Fujioka

Head Office: Tax Payment Consultation Division

Onishi Branch Office: Onishi Promotion Division

## NATIONAL HEALTH INSURANCE SYSTEM

### INQUIRY

HEAD OFFICE: NATIONAL HEALTH INSURANCE AND NATIONAL PENSION DIVISION TEL 0274-40-2259

BRANCH OFFICE: ONISHI PROMOTION DIVISION  
TEL 0274-52-3111

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### 1. TYPES OF PUBLIC HEALTHCARE INSURANCE

A Employees' Health Insurance: employment-based health insurance program that covers an employee and his/her family

B National Health Insurance (NHI): health insurance system managed by municipalities

NHI is the insurance that covers people other than those under category A. People under the NHI system receive health care services by paying 30% of the total medical expense.

※People who are not covered by the above insurance systems are required to pay the full amount of the medical expenses.

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### 2. ELIGIBILITY

Foreign people who indicate their residency as the City of Fujioka and stay for more than three months are required to enroll in the National Health Insurance System.

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### 3. NOTIFICATION OF ENROLLMENT IN INSURANCE

When you begin residing in the City of Fujioka, or stop being covered by Employees' Health Insurance (required a certificate verifying the discontinuation of Employees' Health Insurance), you are required to notify the City of Fujioka within 14 days from the said date. A health insurance card will be issued instantly at the time of application. To receive the benefit, please indicate the NHI card at your medical institution. When you move out from the City of Fujioka, or begin being covered by Employees' Health Insurance, you are required to return the NHI card to the above-noted office.

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#### 4. NATIONAL HEALTH INSURANCE TAX

When you enrolled in the National Health Insurance, you are obliged to pay insurance tax.

The tax payment begins from the month you start being insured by the National Health Insurance, not from the day you notified the City Office of your enrollment. Although you may have delayed the notification, you are required to pay the insurance tax retroactively from the time you became insured.

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#### 5. REIMBURSEMENT SYSTEM FOR HIGH-COST MEDICAL CARE

When a person has paid medical costs to the medical institution beyond the maximum co-payment for one month, the excess over the limit will be paid back later to the head of the household as a high-cost medical care free.

When you are eligible to apply the reimbursement under the system, a notice will be sent to the head of the household after the end of the two months later you became subject to the system. You can apply for the reimbursement with necessary documentation and items.

※The system does not cover the medical expenses caused by a traffic accidents involving other drivers, uninsured healthcare, etc.

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#### 6. MEDICAL COST REIMBURSEMENT

When you are unable to show your health insurance card when receiving health care for an unavoidable reason, or you bought a medical corset etc. that a doctor recognized as necessary, you pay the total cost once. Then, when the application is approved, the medical cost, excluding co-payment, will be reimbursed to the head of the household.

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#### 7. LUMP-SUM ALLOWANCE FOR CHILDBIRTH AND CHILDCARE

When a woman covered by the National Health Insurance gives birth, the lump sum is paid to the head of the household.

※When the said allowance is paid under another insurance system, the above-noted system above does not apply.



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## 8. FUNERAL ALLOWANCE

When a person covered by the National Health Insurance has died, the funeral allowance will be paid to the person who arranged the funeral.

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## 9. MEDICAL CHECKUPS

Medical checkups are provided for people aged 40 or over who are covered by the National Health Insurance and people covered by the medical insurance system for the elderly aged 75 or over. A thorough medical checkup is provided for people aged 35 or over who are covered by the National Health Insurance.

## NATIONAL PENSION SYSTEM

### Inquiry

Head Office: National Health Insurance and National Pension Division Tel: 0274-40-2259

Onishi Branch Office: Onishi Promotion Division Tel: 0274-52-3111

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## 1. NATIONAL PENSION SYSTEM

The public pension is a system of providing living expenses to a person who has reached the age of eligibility, is disabled and/or bereaved.

A person aged between 20 to 60 years old, who has registered him/herself as a resident is required to join the National Pension System.

You can join the system at the national pension counter of an office of the city you registered yourself as a resident. In a time of residence registration, you are required to join the national pension system as well (You need a passport for the procedures).

※Since a person who works for a company or a plant in Japan is covered by the employees' pension insurance, he/she does not require to join the National Pension Plan.

## LONG-TERM CARE INSURANCE

### INQUIRY

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#### 1.LONG-TERM CARE INSURANCE

Care is provided to support the elderly who needs help with their daily lives.

Long-term care insurance is a system to support the elderly by the whole society. Since the whole society supports nursing care, the elderly can live without anxiety.

When people become in need of care, they are certified as such and obtain nursing services.

In principle, people aged 40 or over join the system and pay premiums.

You are obliged to be enrolled in the long-term care insurance program if you are aged 40 or over, and are registered as a resident of the City of Fujioka who will:

- Stay in Japan for more than three months; or
- Stay with a three-month visa but you are regarded as staying for more than three months because of the purpose of the visit or actual situation after entry.

## HEALTH

### 1.CHILDREN'S HEALTH

#### INQUIRY

CHILDREN AFFAIRES DIVISION TEL: 0274-40-2385

■ If you become pregnant, please visit and obtain a maternity health record book at the following office.

Place of issue of the book: Children Affaires Division

■ For the sound growth of your baby

○ Public health nurses and other staff will provide you with advice as to how to raise a baby or any other concerns.

○ Have your baby or infant receive checkups and vaccinations. You can seek advice for nurturing a child and meals for him/her.

Confirm the date and place for checkups or vaccination in the municipal newsletter or on the City of Fujioka website.

- Checkups for newborns and infants

Checkups for four-month-old babies

Checkups for 12-month-old babies

Checkups for 18-month-old babies

Checkups for three-year old children

Checkups for five-year old children

- Vaccinations(at medical institutions): BCG, DPT-IPV, MR, etc.



### 2.CHECKUPS FOR ADULTS

#### INQUIRY

HEALTH PROMOTION DIVISION TEL: 0274-40-2808

■ Have a health checkup and take a health advice.

Those who can have checkups differ according to checkup type. For detailed information, please refer to municipal newsletters.

○Type of checkups

Chest X-ray, screening for cancer (colorectal cancer, uterine cancer, breast cancer, thyroid cancer and prostate cancer), screening for the hepatitis virus, and other types of checkups.



## HOW TO DISPOSE OF GARBAGE

### INQUIRY

CLEAN CENTER TEL: 0274-23-8305

ONIISHI RECYCLING CENTER TEL: 0274-52-6653

You are required to sort garbage into the categories of combustible, metal, glass, etc., and dispose of the garbage by putting it into designated bags, taking the bags out to the collection site from 7 am to 8:30 am on a designated day of the week.

Please refer to the waste collection schedule for the waste collection day.

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### 1.COMBUSTIBLE WASTE (WASTE THAT CAN BE BURNED)

[Dispose garbage into a waste bag designated in RED by the City of Fujioka, which are sold in supermarket or other local stores.]

- Kitchen garbage, diapers, plastics, leather items (bag, shoes, etc.)

※Please drain wet kitchen garbage well.

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### 2.NON-COMBUSTIBLE WASTE

[Dispose garbage into a waste bag designated in BLACK by the City of Fujioka, which are sold in supermarket or other local stores.]

- Broken bottle, pots and frying pan, broken umbrellas, small-size electric goods(hair dryers, etc.)

※When disposing dangerous materials such as kitchen knives and broken glass, please wrap them in cloth or paper before taking them out.

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### 3.RECYCLABLE WASTE

[Dispose waste into a transparent or semi-transparent bag (plastic bags available at supermarkets, etc.).]

- Cans

※Take out the contents, rinse lightly and dispose out in the BLUE basket.

※Empty cans should be rinsed out with water before disposal.

- Bottles

※Dispose transparent bottles in the WHITE basket and colored bottles in the ORANGE basket.

- PET Bottles

※Remove the caps, rinse lightly, and remove labels and stickers.

※Dispose the PET bottle in the GREEN basket.

※Dispose the caps in the RED basket.

- Food trays

※Wash the tray and dispose it in the BLUE net bag.

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#### 4. USED PAPER

[Bind paper, according to types, with twine before disposal.]

- Newspapers, magazines, cardboard and cartons.

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#### 5. HARMFUL GARBAGE

- Dry-cell batteries

[Put in a transparent or semi-transparent bag and dispose in the RED basket.]

- Fluorescent lamps

[Put it in the case that contained the fluorescent tube and dispose it in the RED basket.]

- Spray cans and gas cylinders

[Dispose it out in the RED basket without making a hole by using it up.]

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#### 4. BULKY WASTE

[You cannot dispose of bulky waste at the collection sites. Bring them to the Clean Center.]

- Desks, chairs, furniture, futons, bicycles.

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#### 5. WASTE THAT CANNOT BE DISPOSED OF

As for refrigerators, washing machines, air conditioners, clothes dryers subject to the Home Appliance Recycling Act, you can ask home electronics shops about their disposal. Recycling charges and transportation fees will be required.

As for tires, gas cylinders, fire extinguishers, concrete blocks, etc., you are required to ask specialized disposers or suppliers about their disposal.

**★ CAUTION! ★**

WHEN YOU THROW OUT COMBUSTIBLES MIXED WITH METAL OR GLASS WASTE, OR YOU DO NOT OBSERVE CONCERNING TIME, PLACE AND DAYS OF THE WEEK, IT MAY CAUSE TROUBLE WITH YOUR NEIGHBORS. BE SURE TO FOLLOW THE RULES.

CONTACT THE MUNICIPAL OFFICE FOR ANY QUESTIONS.

## SHELTERS (EVACUATION SITES)

### INQUIRY

COMMUNITY SAFETY DIVISION TEL: 0274-22-7444

Shelters for the City of Fujioka are shown in the list below. In the event of a disaster, such as a heavy rain or an earthquake, evacuate immediately.

According to circumstances, evacuate to the nearest safe shelter at your discretion, regardless of the area you live.

Shelters	Address	Tel
Higashi Junior High School	786 Hongou	22-0761
Fujioka Public Hall	1639-5 Fujioka	22-0534
Fujioka Technical High School	47-2 Shimototuka	22-2153
Kita Junior High School	283-2 Shimokurisu	22-1352
Gunma University of Health and Welfare	78-2 Fujioka	24-2941
Fujioka Daini Elementary School	991 Fujioka	22-0854
Fujioka Daiichi Elementary School	1848-2 Fujioka	22-0549
Fujioka City Comprehensive Learning Center	1485 Fujioka	50-8228
Mikabo Miraikan	2728 Fujioka	22-5511
Shinryu Elementary School	190 Shimototuka	22-2444
Fujioka Chuo High School	909 Nakakurisu	24-6660
Ono Elementary School	541 Mori	22-2546
Ono Junior High School	407 Tatuishi	24-0104
Nishi Junior High School	639 Kamiotuka	22-0704
Midori Elementary School	222 Shimootuka	22-2545
Fujioka Kita High School	90 Shinoduka	22-2308
Nagatsu Public Hall	401-1 Kamiochiai	
Seven-car gate	805-5 Kamiochiai	
Mikurihigashi Elementary School	2067 Hongou	22-0813
Bikunori Public Hall	945 Jinda	22-1334
Mikurinishi Elementary School	769 Sanbongi	22-1945



Homi Public Hall	130-1 Homi	
Community Center Peace	543-6 Sanbongi	24-0057
Takayama Public Hall	1219-3 Takayama	
Nishihirai Public Hall	1102-6 Nishihirai	24-1301
Hirai Elementary School	388 Midono	22-0705
Higashihirai Community Center	1088-1 Higashihirai	
Shiroishi Public Hall	757 Shiroishi	24-6468
Mitsugi Public Hall	47-1 Mitugi	
Hino Elementary School	658 Kanai	22-0824
Former Hinocho Elementary School	2246 Shimohino	
Kashima Resident Center	3054-1 Shimohino	
Former Hino Nishi Elementary School	886 Kamihino	
Ogashi Public Hall	443-1 Kamihino	
Narayama Public Hall	117 Kamihino	28-0225
Mikabu Public Hall	3-64 Kamihino	
Onishi Elementary School	439 Onishi	
Onishi Junior High School	235-1 Onishi	52-2756
Onishikita Elementary School	842 Jobouji	52-2750
Onishi Multipurpose Hall	158 Onishi	52-2754
Experiential learning hall	1089-2 Yuzurihara	20-3011
Yasuhara Disaster Prevention Center	1089-2 Yuzurihara	52-2300
Minoyama Community Center	1867 Hominoyama	
Sakahara Community Center	789-1 Sakahara	
Mihara Five Wards Meeting House	1678 Sakahara	
Hokyu meeting place	2276 Sakahara	

## VARIOUS ADVICES

### INQUIRY

COMMUNITY DEVELOPMENT DIVISION TEL: 0274-40-2211

The staff at the office may not be able to consult in your native language. Please visit the office with someone who can interpret for you.

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#### 1.LEGAL ADVICE

Lawyers will provide you with a consultation service as to your concerns such as marriage, divorce, the lending and borrowing of money, traffic accidents, labor issues, etc.

- Date    Head office: 1<sup>st</sup> and 3<sup>rd</sup> Friday of each month, second Thursday of even-numbered months  
          Onishi Community Center: 4<sup>th</sup> Thursday of odd months
- Hours   13:00 – 16:00
- Place    Head office, Onishi Community Center
- Application   Reservations are necessary

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#### 2.HUMAN RIGHTS COUNSELING

Civil Rights Commissioners will provide you with a counseling service on human rights issues such as bullying, abuse and discrimination.

- Date    Head office: 2<sup>nd</sup> and 4<sup>rd</sup> Friday of each month (Schedule will change in June and December)  
          Onishi Community Center: 3<sup>th</sup> Thursday of April/ July/ September/ December
- Hours   13:00 – 15:00
- Place    Head office, Onishi Community Center

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#### 3.ADMINISTRATIVE ADVICE

Administrative Counselors will provide you with advice opinions and requests to government agencies.

- Date Head office: 2<sup>st</sup> and 3<sup>rd</sup> Wednesday of each month  
Onishi Community Center: 3<sup>th</sup> Thursday of each month
- Hours 14:00 - 16:00
- Place Head office, Onishi Community Center

## ONE-STOP CONSULTATION CENTER FOR FOREIGN RESIDENTS OF GUNMA

If you visit or call the One-Stop Consultation Center for Foreign Residents of Gunma, the counselor will assist you in your native language about residence procedures, employment, medical care, welfare, and childbirth/child-rearing/education.

■Place: Gunma Prefectural Office Showa Building 1F (1-1-1 Ote-machi, MAEBASHI)

■Hours: 9:00 – 17:00 (weekdays)

■Languages:

Available Languages: English, Chinese, Spanish, Portuguese and Vietnamese

Other languages: Electronic translator (11 or more languages) and easy Japanese

■Tel 027-289-8275



## USE OF TAP WATER

### INQUIRY

MANAGEMENT DIVISION TEL: 0274-22-1951

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#### 1. WHEN STARTING TO USE TAP WATER, WHEN STOPPING WATER SUPPLY

Please call the number above immediately.

※The office is closed on Saturdays, Sundays and holidays. Please contact the office on weekdays.

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#### 2. PAYMENT OF WATER CHARGES

The payment of the bill can be made at banks, Shinkin banks, credit associations, labor banks, agricultural cooperative banks, JP Bank, convenience stores or a counter of Water Supply Division.

※If payment is not made by the deadline, a reminder will be sent the following month.