

# How to Request Certificates by Mail

Certificates regarding taxes can be requested by mail. It is a comfortable service for those who doesn't have enough time to visit the city hall, or for those who have already moved to another city and need a certificate issued by the City of Minokamo.

Enclose in an envelope, a filled-in request form, self-addressed return envelope (stamped) and the issue fee, and send it to the Minokamo City Hall.

## 1. Documents to be sent

### ① Request form . . . **Download the request form.**

-Please be sure to fill out the blanks on the request form.

(Name, address, telephone number, etc.)

-If you are requesting a certificate of a third party, a letter of proxy is necessary.

(If you are living together or want to request a Light Vehicle Tax Payment Certificate, it will not be necessary to present a letter of proxy.)

### ② Issue fees . . . Certificates regarding taxes.

-*NOZEI SHOMEISHO* (Tax Payment Certificate) **¥300 per sheet**

-*SHOTOKU SHOMEISHO* (Income Certificate) **¥300 per sheet**

-*SHOTOKU KAZEI SHOMEISHO* (Income Tax Certificate) **¥300 per sheet**

-*SHAKENYO KEI JIDOSHAZEI NOZEI SHOMEISHO* **free**

(Light Vehicle Tax Payment Certificate (yellow number plate))

\* **Acquire a postal money order (Yuubin Teigaku Kogawase) at the post office, for the payment of the corresponding issue fee.**

\* **Payments in cash will not be accepted.**

### ③ Return envelope . . . Write the name, address of the applicant and attach sufficient postage stamp to it.

\* **The certificate could only be sent to the address of the applicant.**

\* **Mailing cost varies depending on the total weight of certificates you are requesting. For more details, please ask a staff member of the post office before sending the application.**

### ④ A copy of Gaikokujin-Touroku-Syoumeisyo

## 2. Address

〒505-8606

Minokamo-shi Ota-cho 3431-1

Minokamo Shiyakusho Zeimuka

## 3. Remarks

-Please fill in the appropriate items on the request form (required certificate, year and quantity).

-Please be sure to write your name and daytime phone number, in order to contact you if it is necessary to confirm some informations.

**For more information:**

Minokamo City Hall- Tax Administration Section

Tel.: (0574)25-2111 (Ext. 211, 212)