

Certificate Issuance by Post & on Weekends/Holidays

By Post

People living outside of Oshu, or who otherwise cannot come to city hall, may receive certificates by post.

How to Apply

1. Call the relevant office on a weekday between 8:30AM – 5:15PM. Inform them of the certificate you would like to apply for and confirm that it can be issued.
 2. Fill out the application form for issuance of a tax certificate (letter paper is fine), and enclose it along with your My Number card, a copy of a Point 1 form of ID (such as a driver's license or another form of photo ID), a copy of a Point 2 form of ID (one without a photo such as an insurance card), a money order for the processing fee (pay at the post office), and a stamped return envelope.
 3. What to include on the application form:
 - Applicant's full name and current address
 - Phone number (where applicant can be reached during the day)
 - Full name and Oshu city address of the person who needs the certificate
 - Certificate year, type, and number of copies
 - Reason for application
- ※ In the case of application by proxy, you will need a Notification of Proxy form.

On Weekends/Holidays

People who cannot come to city hall on a weekday may receive certificates on a weekend or a holiday.

How to Apply

1. Call the relevant office on a weekday between 8:30AM – 5:15PM. Inform them of the certificate you would like to apply for, how many copies you'll need, when you can come to city hall, and confirm that it can be issued.
 2. Receive your certificate on the day you decided. Bring some form of official ID (My Number card, driver's license, etc.) and money for the processing fee.
- ※ This process can only be done by the applicant themselves or a member of the applicant's household.