



Whom should I consult?



I don't know what to do.



What happened?



I want to invite my parents to come from my home country to live with me, but I don't know what the procedure is to do...

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I listed up some examples of who you can go to for consultation when you don't know what to do.



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For example...	You are having difficulty renewing your visa You want to start a company
In this case...	Consult an administrative scrivener

For example...	You can't pay back money You want a divorce, but there are issues
In this case...	Consult an administrative scrivener

For example...	You were in a traffic accident You are being stalked You are being abused
In this case...	Consult the police

Other situations	
You lost your job...	Hello Work
Your company doesn't pay overtime...	Labor Standards Supervision Office
You don't receive paid leave...	Labor Standards Supervision Office
You are a victim of DV...	Women's Consultation Office
You were made to pay money simply by clicking on a website...	Consumer Affairs Center

You should consult with an administrative scrivener about what documents are necessary.



What is an administrative scrivener?



Administrative scriveners are people who compile documents to be submitted to city halls, immigration offices, police stations, etc. on someone else's behalf. They also can be consulted for compiling documents.



At the International Plaza, every 3rd Monday of the month from 3 - 5pm an administrative scrivener does consultation free of charge, so please set up an appointment by phone and use this service.



©Administrative scrivener consultation©

- Phone no.: 028-616-1564
- Receptionist: Tochigi Pref. Administrative Scrivener Assoc. Utsunomiya Branch
- ※4th Mon. when 3rd Mon. is a national holiday

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When you don't know who to consult about something, and you can't communicate in Japanese, please feel free to speak with an International Plaza consultant. Consultation can be done in English, Chinese, Thai, Portuguese, and Spanish. It is also possible to request an interpreter volunteer to accompany you to a public institution. Please refer to page 4 for details!



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■ People who need to declare

People who lived in the city as of January 1, 2016 and who had an income in 2015 from business, agriculture, etc. or who received a salary (including temporary and part time jobs), and for which any one of the following apply.

- ▽People whose place of work didn't submit a payroll report to the city hall.
- ▽People whose total amount of income other than salary/retirement income is ¥ 200,000 or less.
- ▽People who are trying to receive medical exemptions or social insurance exemptions, etc. by municipal taxes/prefectural taxes.
- ▽Even people whose income is only the public pension or whose total amount of income of the public pension and other income is ¥ 200,000 or less, and who don't have income taxes withheld, and who are trying to receive exemptions such as for dependents or social insurance, etc. in municipal taxes/prefectural taxes, other than what is notated on the withholding certificate.

■ If you don't declare

The municipal tax declaration is the base amount for calculation of national health insurance taxes, nursing insurance, municipal/prefectural housing rent, childcare, etc. For that reason, even if you didn't have an income, unless you declare that you didn't, it isn't possible to accurately calculate the fee, etc. This is especially true if there is even one person in a household that is part of the national health insurance plan who doesn't make a declaration. In that case they cannot receive a reduction in the national health insurance tax. In addition, if no declaration is made of necessary income certificates and (non) taxation certificates, it takes a number of days to issue.

■ Other

- ▽People who are receiving a public pension based on the laws of foreign countries, who are not applicable to income tax withholding, must file their final tax return from the 2015 portion.

■ Declaration consultation & reception

- ▽City Hall 2F Shimin Zei Ka, February 15 (Mon) – March 15 (Tues) (Excluding Sat & Sun) 9am – 4pm. However, Feb. 21 & 28 (Sun) 9am – 4pm they are open
Shimin Zei Ka ☎ 028-632-2233, 2221, 2214, 2217



My Number

A number that all people who are registered citizens are assigned.



People who haven't received a My Number "notification card":

Did you receive a My Number (Individual Number) notification card?

If you haven't received a card that means it was sent back to the city hall from the post office.

The storage period for notification cards sent back to the city hall is generally 3 months. Please contact the Shimin Ka as soon as possible.

After the storage period has passed at the city hall, it will cost ¥500 to have the card reissued.

People who applied for an "Individual Number Card" that can be used as an ID card:

If you applied for an Individual Number Card, then you will receive an issuance notification (postcard).

The issuance notification has the location the card can be picked up at and deadline, as well as necessary documents, etc.

When the issuance notification arrives, please take 2 forms of ID, such as your Residence Card, etc. and complete the procedures.

Inquiries: Shimin Ka ☎028-632-5266

Fun events 🎵 🎵

UCIA Bus Tour



- 🕒 February 21 (Sun) 12 - 7:30 pm (if according to plan)
* The meeting time and place will be explained when you sign up.
- 😊 A bus tour to go snow trekking, look at igloos, and experience the beautiful winter in Japan.
* Please come wearing warm clothes that are easy to move around in.
- Cap.** First 40 people
- Cost** ¥ 3,500 (UCIA members: ¥ 3,000, exchange students: ¥ 2,500) (Includes insurance, snow shoe rental fee, and a light meal)
- Sign up** Please sign up and pay UCIA by February 14. Please notify UCIA of your name, name in Furigana, address, phone no., date of birth, nationality, and shoe size.
- @ Nikko Senjogahara & Yumoto
- ☎ UCIA ☎028-616-1870 **FAX** 028-616-1871 ✉ ucia@ucia.or.jp



African Music Concert



- 🕒 March 13 (Sun)
1:30 – 3:15pm (Doors open at 1pm)
- 😊 An African music concert by the Mukuna Band.
- Cap.** First 300 people (Kids 1 yr. or older)
- Cost** Free
- Sign up** Please call, FAX, or e-mail the event name, your name, your name in furigana, your phone no. by Feb. 29.
- @ Utsunomiya-shi Higashi Shimin Katsudo Center "Hall"
- ☎ UCIA 028-616-1870

Italian Cooking Class



- 🕒 March 6 (Sun) 10am – 1pm
- 😊 A cooking class to enjoy making Italian home-style cooking taught by an Italian instructor. Interaction time as well.
(Bring: apron, head cover cloth)
- Cap.** First 25 people
- Cost** ¥ 1,000
- Sign up** Please call, FAX, or e-mail the event name, your name, your name in furigana, your phone no. by Feb. 28.
- @ Sogo Community Center
- ☎ UCIA 028-616-1870

Japanese Culture Event

- 🕒 February 14 (Sun)
10am – 2pm (Registration: 9:30am -)
- 😊 Watch a Japanese dancing, martial arts, etc. show, and try wearing a kimono, tea ceremony, flower arrangement, calligraphy, origami, etc.
- Cost** ¥ 300 (Elem. school students: ¥ 100)
- Sign up** Not necessary
- @ City Hall 14F Dai Kaigi Shitsu
- ☎ UCIA 028-616-1870



🎵 International Exchange Salon



- 🕒 4th Sunday of every month
February 28 (Sun)
4 – 6pm
- 😊 An event at which you can talk with people from various countries
- Cost** Free
- @ UIP
- ☎ UIP 028-616-1563



Oya History Museum



In Utsunomiya some house's walls and warehouses are made of Oya rock. At the Oya History Museum, you can see a very spacious underground cavity made from where Oya rock was taken. The underground average temperature is around 8°C. Near the museum is the Oya Landscape Park and a 27m tall Peace Kanon carved in an Oya rock wall.

Business hours	9am- 5pm (Entrance permitted until 4:30pm)
Closed	December 28 – January 1
Admission	¥ 700 ※Elementary & junior high school students: ¥ 350, young children: free
Inquiries	909 Oya-machi, Utsunomiya-shi ☎ 028-652-1232

In Utsunomiya there are many places and buildings that are made of Oya rock, so see if you can find some of them!



UIP Services

Consultation for Foreign Residents



		Spanish Portuguese	Chinese	Thai	English
UIP ☎028-616-1564	3:00PM - 6:00PM	Mon	Tues	Wed	Fri
		4 th Sunday of month (appointment needed)			
City Hall ☎028-632-2834 (during office hours)	9:00AM - 12:00PM	Thurs	2 nd Thurs	—	—
	2:00PM - 5:00PM	Thurs	—	2 nd Thurs	2 nd Thurs
Administrative Scrivener ☎028-616-1564	3:00PM - 5:00PM	3 rd Monday (appointment needed)			

Interpreter Volunteer Service

Go with someone needing language assistance to such places as national and prefectural facilities and the city hall and interpret for them.

- ▶ Monday – Saturday 9:00AM - 5:00PM
- ▶ 2,000yen per session (2hrs)
- ▶ Please fill out an application form at UIP.

Clip art on page 1 provided by:
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