

# Partnership and Familyship System of KISARAZU CITY

## Guide



*Partnership and Familyship  
System of KISARAZU CITY*

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*City Where Everyone Feels SaFe Regardless of Their Gender and Sexuality*

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## What is Partnership and Familyship System of KISARAZU CITY?

*Under this system, two individuals, regardless of aspects such as gender and sexuality, who have pledged to cooperate with each other in their daily lives as each other's partner are acknowledged that they are in partnership status.*

*If either or both of the two individuals have any family members such as children and parents, they can apply for Familyship status as well.*

*Unlike a marriage under the Japanese Civil Code, this system does not ensure any legal consequences.*

*However, through this system, the city supports everyone to be themselves and have a safe life with a significant partner and family member(s).*

### **Partnership**

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*The term refers to a relationship where two individuals pledge to cooperate financially, mentally, and/or in daily duties with each other as their partners in their daily lives.*

### **Familyship**

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*The term refers to a relationship where two individuals in partnership status promised to live with their family members such as children and parents as their family.*

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Guide

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# 1 Procedures to the Issuance

## ① Make an Appointment

Call or Email us at least 3 days (excluding Saturday, Sunday, public holidays, and the year-end and New Year holidays) before the day you want to come to submit your application. TEL : 0438-38-3089 EMAIL : kyosei@city.kisarazu.lg.jp

### 【 Reception Hours for Appointment 】

From 8:30 a.m. to 5:15 p.m. (Closed on Saturday, Sunday, public holidays, and the year-end and New Year holidays)

\*We accept emails 24 hours a day. However, for emails we received outside the reception hours, we get back to you from the following day. If you do not receive any response from us after 2-3 days, please contact us again.



## ② Submit the Application

On the day of your appointment, please bring the documents required (See Page 3) with you and visit Borderless Community Promotion Division.

\*Please try to visit us with your partner. If it is difficult to visit together, you can still come and submit the application alone.

\*In case of visiting alone, we notify your partner that we have received your application.

\*We do not accept applications submitted by someone else in place of the two individuals applying for the system.



## ③ Issue the Documents

### 【 If either of both of the applicants live in Kisarazu City 】

“Partnership Certificate” and “Partnership Certification Card” are issued by our staff on some subsequent day.

When the application is submitted, an issuance date will be arranged.

If you would like to receive the documents by mail, please bring an A4 (角2) envelop with your (a receiver’s) name, home address, and an appropriate amount of postage stamps (切手 — kitte).

### 【 If you are moving into Kisarazu City 】

Our staff issue you Reception Slip for Expected Moving-in.

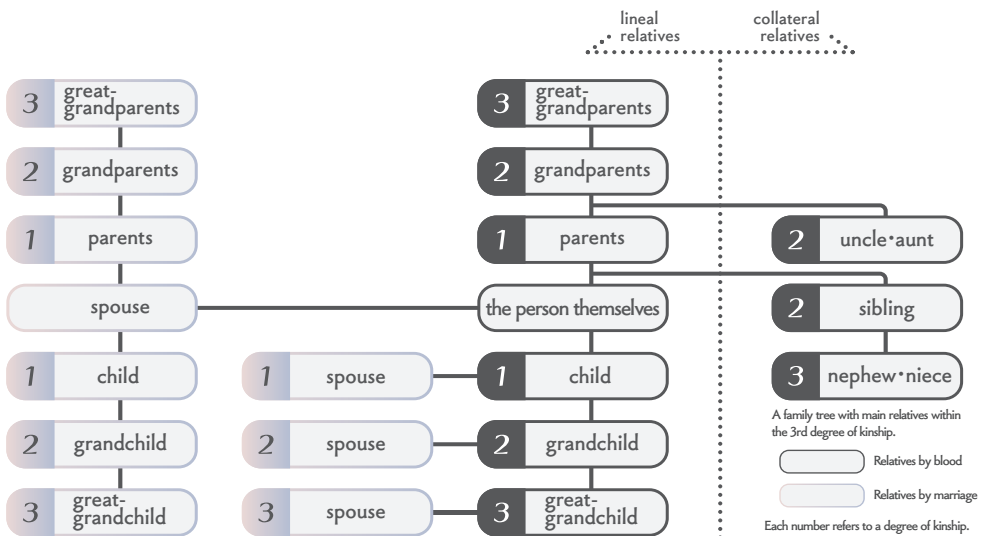
Within 14 days from the day you moved in, please submit a copy of your Certificate of Residence. When this is submitted, we issue “Partnership Certificate” and “Partnership Certification Card.”

## 2 Who is Eligible?

Anyone who would like to be registered under this system must meet all of the requirements below.

- Both of you are over Japan's legal adult age.
- Either one or both of you and your partner live in Kisarazu City. Or, either one or both of you are planning to move into Kisarazu City.
- You do not have a spouse under the civil code.
- You are not in partnership status with anyone (including a common-law marriage) but your partner.
- You and your partner are not in a relationship with each other where marriage is not allowed under the civil code such as close relatives.
- In case of the Familyship pledge, either one or both of you have family members such as children or parents.

Relationships (such as close relatives) where marriage is prohibited:

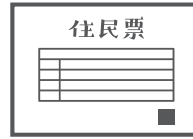


# 3 Things to Prepare



Partnership • Familyship Pledge

1



Copy of Certificate of Residence (Jumin hyo)

2

\*You need copies of the certificates of all individuals whose names will be written on "Partnership Certificate."  
\*Certificate of Residence must be issued within 3 months prior to the day you submit your application.

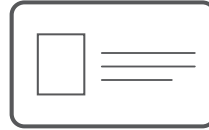


A kind of documents showing that you are not legally married

3

e.g., Certificate of Family Register with All Matters (Koseki zenshu jiko shomeisho)  
\*This must be issued within 3 months prior to the day you submit your application.

4



Identification(s) e.g., Driver's License

\*Refer to the list below.

## In case you are planning to move into Kisarazu City

If neither of you two does not currently live in Kisarazu City, you are required to submit a document that states you are moving into the city (e.g., a copy of a lease agreement).

## Identity Documents (must be within the validity period)

Type A	Type B
<ul style="list-style-type: none"> <li>Driver's License</li> <li>Certificate of Driving History</li> <li>Individual Number "My Number" Card</li> <li>Jumin Kihon Daicho Card (with a photograph of the holder)</li> <li>Passport</li> <li>Certificate of Alien Registration</li> <li>Residence Card</li> <li>Special Permanent Resident Certificate</li> <li>Certificate of Competency for Maritime Officer</li> <li>Certified Electrician License</li> <li>Radio Operator License of Japan</li> <li>Train Driver's License</li> <li>Passing Certificate of Aircraft Dispatcher Competence test</li> <li>Permit for Owning Hunting Rifles and Air Guns</li> <li>Certificate of Qualified Electrician for Special Electrical Work</li> <li>Certificate of Certified Electrical Workers</li> <li>Certificate of Airworthiness Inspector</li> <li>Certificate of Competency for Airman</li> <li>Certificate of Real Estate Transaction Agent</li> <li>Mariner's Pocket Ledger</li> <li>Pocket-Book of Wounded or Sick Retired Soldiers</li> <li>Certificate of the Qualification to Receive the Shooting Training</li> <li>Passing Certificate of Certificate Exams</li> <li>Pocket-Book of People with Physical Disabilities</li> <li>Health Care and Human Services Pocket-Book of People with Mental Disorders</li> <li>Pocket-Book of People with Intellectual Disabilities</li> <li>Identifications issued by the government or local governments to an officer or staff with a photograph of the holder</li> </ul>	<ul style="list-style-type: none"> <li>National Health Insurance Card</li> <li>Long-Term Care Insurance Card</li> <li>Medical Care Card for Late Elderly</li> <li>Sailor Insurance Card</li> <li>Certificate of Pension Receiver</li> <li>Pension Handbook</li> <li>Confirmation of Welfare Recipient</li> <li>Health Insurance Card</li> <li>Mutual Aid Association Member's Card</li> <li>Pension Certificate for Mutual Aid Pension</li> <li>Student ID (with a photograph of the holder)</li> <li>Basic Resident Registration Card (without a photograph of the holder)</li> <li>Employee ID (with a photograph of the holder)</li> </ul>
	Type C
	<ul style="list-style-type: none"> <li>Cash Card</li> <li>Deposit Passbook</li> <li>Clinic/Hospital Patient Card (not accepting ones that were written by the holder)</li> <li>Utilities Receipt etc.</li> </ul> <p>You need one of the following options:</p> <ul style="list-style-type: none"> <li>1 document from Type A</li> <li>2 documents from Type B</li> <li>1 document from Type B AND 1 document from Type C</li> </ul>

## To those who would like to use their preferred name

You can use your preferred name on "Partnership Certificate" and "Partnership Certification Card."

\*When you submit the documents at our office, please show us a kind of documents that confirms that you use your preferred name in your daily life (e.g., received mails, business card, employee ID, etc.).

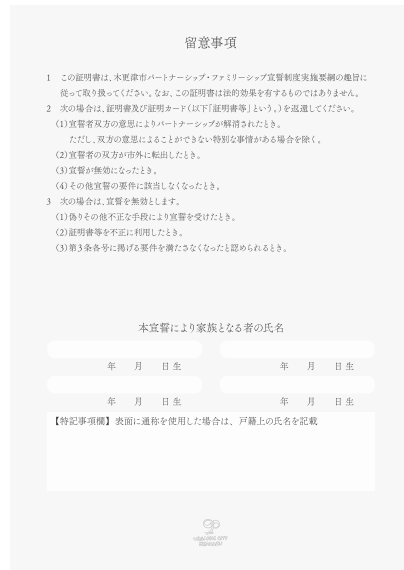
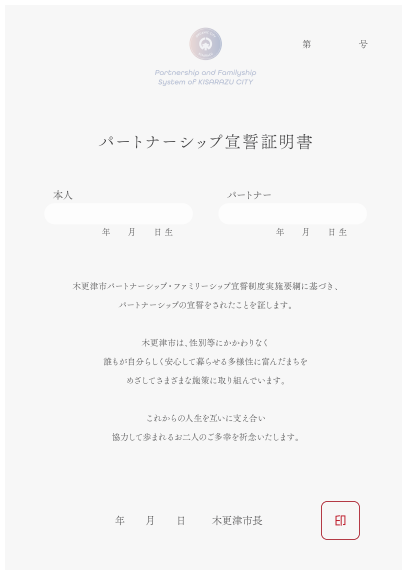
In case you choose to use your preferred name, your legal name is going to be on the back sides of the certificate and the certification card.

# 4 Documents to be Issued

When your application for Partnership and Familyship is accepted, these two documents below are issued.

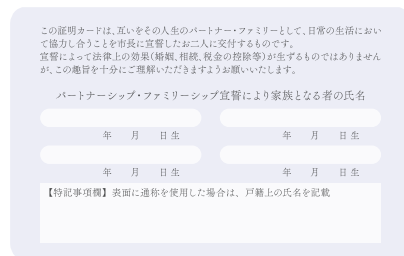
## Partnership Certificate

- This document certifies that your application for Partnership is accepted.
- Each person receives one copy.



## Partnership Certification Card

- This card certifies that your application for Partnership is accepted.
- Each person receives one card.
- You can choose from 6 colours: Lavender, Light Blue, Powder Pink, Pale Orange, Pale Green, or Light Yellow.



## 5 Reissue of the Certificates

In the following cases, “Partnership Certificate” and “Partnership Certification Card” can be reissued by completing prescribed procedures.

- 1 Lost or damaged certificate or certification card.

How to Reissue:

### ① Make an Appointment

Please decide on the date you are going to visit us to apply and prepare required documents. Please call or email us to make an appointment.

TEL : 0438-38-3089 EMAIL : kyosei@city.kisarazu.lg.jp

### 【Reception Hours for Appointment】

From 8:30 a.m. to 5:15 p.m. (Closed on Saturday, Sunday, public holidays, and the year-end and New Year holidays)

\*We accept emails 24 hours a day. However, for emails we received outside the reception hours, we get back to you from the following day. If you do not receive any response from us after 2-3 days, please contact us again.



### ② Submit the Form

On the day of your appointment, please bring the documents required (See Page 8) with you and visit Borderless Community Promotion Division.

We conduct an ID check when you submit your documents.

\*You can visit and go through the procedures alone.

\*No applications submitted by someone else in place of you is accepted.



### ③ Reissue after Confirmation

Our Staff issue a new one after confirming your application.

\*It is going to take about 30 minutes. Please kindly wait for us.



## 6 Change in Information

In the following cases, please submit “Request Form to Change Information on the Partnership • Familyship Pledge and Reissue.” In addition, please submit your original “Partnership Certificate,” your original “Partnership Certification Card,” and documents that demonstrate the change.

- 1 When a home address changed from the one written on the pledge.
- 2 When there is a change of your legal or preferred name.
- 3 Other changes in information provided in the pledge.

\*If there is any change in information on the certificate or the certification card that is already issued, please return them to us as well. We reissue new ones with updated information.

How to Notify Changes in Information:

### ① Make an Appointment

Please decide on the date you are going to visit us to apply and prepare required documents. Please call or email us to make an appointment.

TEL : 0438-38-3089 EMAIL : kyosei@city.kisarazu.lg.jp

#### 【Reception Hours for Appointment】

From 8:30 a.m. to 5:15 p.m. (Closed on Saturday, Sunday, public holidays, and the year-end and New Year holidays)

\*We accept emails 24 hours a day. However, for emails we received outside the reception hours, we get back to you from the following day. If you do not receive any response from us after 2-3 days, please contact us again.

### ② Submit the Form

On the day of your appointment, please bring the documents required (See Page 8) with you and visit Borderless Community Promotion Division.

We conduct an ID check when you submit your documents.

\*You can visit and go through the procedures alone.

\*No applications submitted by someone else in place of you is accepted.

### ③ Issuance after Confirmation \*if applicable

Our Staff issue a new one after confirming the application.

\*It is going to take about 30 minutes. Please kindly wait for us.

## 7 Return the Certificates

In the following cases, please submit “Notification of Returning Partnership Certificate and Partnership Certification Card.” In addition, please return your “Partnership Certificate” and “Partnership Certification Card” to us.

- 1 When your partnership status is dissolved.
- 2 When you no longer meet the criteria stipulated by Kisarazu City (See Page 2).

How to Return:

### ① Make an Appointment

Please decide on the date you are going to visit us to apply and prepare required documents. Please call or email us to make an appointment.

TEL : 0438-38-3089 EMAIL : kyosei@city.kisarazu.lg.jp

### 【 Reception Hours for Appointment 】

From 8:30 a.m. to 5:15 p.m. (Closed on Saturday, Sunday, public holidays, and the year-end and New Year holidays)

\*We accept emails 24 hours a day. However, for emails we received outside the reception hours, we get back to you from the following day. If you do not receive any response from us after 2-3 days, please contact us again.



### ② Return Documents

On the day of your appointment, please bring the documents required (See Page 8) with you and visit Borderless Community Promotion Division.

We conduct an ID check when you submit your documents.

\*You can visit and go through the procedures alone.

\*No applications submitted by someone else in place of you is accepted.

\*In case of visiting alone, we notify your partner that we have received your return form.

## 8 Things to Prepare for 5, 6, and 7

Below is the list of required documents to request for Reissue, Change, and Return respectively.

### Reissue of Certificates

-when you would like to request for a reissue of "Partnership Certificate" or "Partnership Certification Card"

- "Request Form to Reissue Partnership Certificate and Partnership Certification Card" 【Form No. 4】
- A copy of Certificate of Residence and Certificate of Family Register with all matters (Must be issued within 3 months prior)  
\*Only if 3 months has passed since the issuance date.
- ID Documents (See Page 3)

### Change in Information

-when there is a change in information provided in the submitted pledge

- "Request Form to Change Information on the Partnership • Familyship Pledge and Reissue" 【Form No. 5】
- A document that demonstrates that the change has been made e.g., a copy of Certificate of Residence (Must be issued within 3 months prior)
- 2 copies of "Partnership Certificate" you and your partner received 【Form No. 2】
- 2 copies of "Partnership Certification Card" you and your partner received 【Form No. 3】
- ID Documents (See Page 3)

### Return Certificates

-when you would like to return your certificates

- "Notification of Returning Partnership Certificate and Partnership Certification Card" 【Form No. 6】
- 2 copies of "Partnership Certificate" you and your partner received 【Form No. 2】
- 2 copies of "Partnership Certification Card" you and your partner received 【Form No. 3】
- ID Documents (See Page 3)

\*You can pick up the forms at Borderless Community Promotion Division. They are downloadable on Kisarazu City's official website as well.

\*If your partner passed away, their certificates should be returned. However, if you two pledged the Familyship as well, you can maintain the Familyship status by getting an agreement from the people whose names are listed on the certificates.

Please reach out to us for more information.

## 9 Void the Recognized Partnership

If any of the cases below applies to you, the partnership pledged by you and your partner shall be voided.

Should it be voided, please return your “Partnership Certificate” and “Partnership Certification Card” to us.

- 1 When you get your certificates with false information or by any other dishonest means.
- 2 When you abuse your “Partnership Certificate” or “Partnership Certification Card”
- 3 When you are considered ineligible based on the eligibility prescribed by Kisarazu City (See Page 2)

In addition, if it is deemed necessary, issue numbers of the certificates that are voided are going to be made public on the city’s official website.

## 10 Remove Your Name as a Family Member from the Documents

If your name is listed on the backs of the certificates as a family, you can remove your name from them by submitting an applicable form. Please submit “Request Form Regarding Partnership Certificate and Partnership Certification Card” 【Form No. 7】.

## 11 Q&A

Q1 Do I have to pay any fees to use this system?

A1 No, you do not have to pay any fees to use this system and issue the certificates.  
However, any fees for issuing necessary documents to apply for the system are at your expense.

Q2 Where can I get the forms to apply?

A2 At the Borderless Community Promotion Division office or from Kisarazu City’s official website.

Q3 Can I use my preferred name for this system?

A3 Yes, you can. If you would like to use your preferred name, please show us a kind of documents that confirms that you use your preferred name in your daily life (e.g., received mails, business card, employee ID, etc.) when submitting your application at our office.

- Q4 Will my privacy be protected?  
A4 For any procedures, we always ask you to make an appointment beforehand and prepare a private room. In addition, we ensure that your ID is presented to verify your identity. Every Kisarazu City employee is obligated to maintain confidentiality of your privacy and private information, so please rest assured.
- Q5 Is this system only for same-sex couples?  
A5 No, we do not limit eligibility by sex or gender; couples such as cross-sex couple in a common-law marriage can apply as well if they meet the criteria. However, two individuals who would like to use this system need to have an intention to get married when legal system for marriage is reformed in the future.
- Q6 Can a person with non-Japanese nationality also apply?  
A6 Yes, they can. If an individual with non-Japanese nationality would like to apply, they need a document that demonstrates their legally unmarried status such as Certificate of Legal Capacity to Contract Marriage (issued within 3 months prior to your appointment date) which is issued by an embassy or consulate. They also should attach a Japanese translation of that document and submit both.
- Q7 Can I still apply if I am in an adoptive relationship with my partner?  
A7 If the adoptive relationship is based on a partnership with your partner, you are eligible to use this system. Please contact and let us know beforehand.
- Q8 Can we apply if we do not live in Kisarazu City?  
A8 You are eligible if either one or both of you are planning to move into Kisarazu City. However, you need an additional document when applying. Please see Page 3 for more information.
- Q9 Can we apply even if we do not live together?  
A9 Yes, you can.
- Q10 If I cannot write on my own, am I allowed to have someone write for me?  
A10 Yes, you are.
- Q11 Can I mail necessary documents and receive the certificates by mail?  
A11 You cannot apply by mailing the documents to us. However, if you prefer, you can receive “Partnership Certificate” and “Partnership Certification Card” by mail.
- Q12 Can I make an appointment on a date that is not a weekday?  
A12 As a general rule, we are only open on weekdays (excluding public holidays and the year-end and New Year holidays) from 8:30 a.m. to 5:15 p.m. However, if you are under exceptional circumstances and cannot visit us during these days and times, please reach out to us.

- Q13 Can I receive the certificates immediately?  
 A13 No, please understand that we cannot issue them immediately since it takes us some time to check your application and print out the certificates.
- Q14 What should I do if I move out of Kisarazu City?  
 A14 If both of you move out of Kisarazu City, both of you are no longer eligible to use this system; thus, both of you need to submit “Notification of Returning Partnership Certificate•Partnership Certification Card” and return your “Partnership Certificate” and “Partnership Certification Card.” If either one of you moves out of Kisarazu City, you need to submit “Request Form to Change Information on the Partnership Application and Reissue.” Please see Page 6 to 8 for more information.
- Q15 How long is a retention period of my Partnership pledge and documents?  
 A15 The retention period for the documents is 30 years since the day we received your application. However, there is no expiration dates for “Partnership Certificate” and “Partnership Certification Card” ; therefore, you can continue to use these even after 30 years have passed.
- Q16 Can you reissue “Partnership Certificate” and “Partnership Certification Card”?  
 A16 Yes, we reissue when they are lost or damaged. Please see Page 5 for more information.
- Q17 I am worried about malicious uses such as identity theft and forgery.  
 A17 We prevent such malicious uses by requiring individuals to show us their ID as well as submit a document (such as Certificate of Family Register or a single status certificate) showing that you are not legally married. Moreover, when we found out that the individual does not meet the criteria anymore, we void the applicable partnership and ask them to return their “Partnership Certificate” and “Partnership Certification Card” to us. Additionally, if it is deemed necessary, issue numbers of the certificates that are voided are going to be made public on the city’s official website.
- Q18 What kind of services will I be able to access by using Kisarazu City’s Partnership System?  
 A18 You will gain access to some services in Kisarazu City with partnership status, and some services would be proceeded smoothly with partnership status as well. Also, some private businesses offer some services that you can access if you meet their certain requirements and submit documents such as the certificates. We continue to try to expand administrative services that are accessible with partnership status. We are committed to raise public awareness so that various private businesses understand the goal of this system, and the number of accessible services increase.
- Q19 Where can I check the services that I can access by using the Partnership System?  
 A19 They are listed on the Kisarazu City’s official website as it is expected that available services are going to be regularly updated. Please refer to the link and the QR code on the next page.
- Q20 What are some ways to establish a legal relationship with my partner?  
 A20 As a way to establish a legal relationship that is similar to marriage, there are procedures to make contracts such as a voluntary guardianship contract or an agreement contract by a notarial act.

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*Issued in April, 2023*

*Contacts for Inquiries and Appointment  
Borderless Community Promotion  
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City of Kisarazu*

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*<https://www.city.kisarazu.lg.jp/kurashi/sanka/1011021/1011023.html>*



