

REQUEST FOR (INCOME / TAX PAYMENT) CERTIFICATE (税務証明交付申請書)

To Mayor of Naha city

Date ____/____/____

① APPLICANT INFORMATION 申請者

Address 住所

Name 氏名

Date of Birth (YYYY / MM / DD)

Daytime telephone number

② RELATIONSHIP TO PERSON ON THE CERTIFICATE (Check one) 証明書が必要な方との関係

- ☐ Self 本人
☐ A member of same household in Naha city 那覇市において同一世帯の方
☐ A Representative who have a Power of Attorney. 代理人(要委任状)

③ INFORMATION ABOUT PERSON WHOSE CERTIFICATE IS REQUESTED どなたの証明書が必要ですか

Current Address 現住所

Address in Naha city 那覇市の住所

Name 氏名

Date of Birth (YYYY / MM / DD)

Daytime telephone number

④ PURPOSE OF USE 使用目的

- ☐ VISA (Renewal etc.) ビザ更新等
☐ Other () その他

⑤ CERTIFICATE(S) REQUESTED (Check Box(es) below and add number(s) on line below.) 必要な証明書にチェック

Income Certificate 所得証明書

- ☐ **Income (and resident tax) certificate** *It shows income, resident tax, tax deduction.
所得証明書 (全項目) [内容: 所得額、課税額、扶養等の控除内訳]

Fiscal year: ____ 年度 Number of copies: ____ 通 × ¥300
*Enter the fiscal year requested.
Fiscal year: ____ 年度 Number of copies: ____ 通 × ¥300
Fiscal year: ____ 年度 Number of copies: ____ 通 × ¥300

Tip. For example, the period of fiscal year 2025 is Jan 1 to Dec 31, 2024.
例えば、令和7年度は令和6年1月1日～12月31日の期間の証明となります。

Tax Payment Certificate 納税証明書

- ☐ **Tax payment certificate (Resident tax)** *It shows how much resident tax you paid.
納税証明書 (市県民税)

Fiscal year: ____ 年度 } Number of copies: ____ 通 × ¥300
*Enter the fiscal year requested.
Fiscal year: ____ 年度 }
Fiscal year: ____ 年度 }
*Tax payment certificate can show several fiscal years
in one copy. 納税証明書は1枚で複数年度の記載が可能です。

Caution: Person who registered as a resident in Naha city as of January 1st of the fiscal year can request the certificate of the fiscal year. 証明年度の1月1日に那覇市に住民登録のある方はその証明年度の所得証明書・納税証明書が請求できます。

・その他詳しいことは、市民税課 (098) 862-9903 までお問い合わせ下さい。

受付		確認	免・住記B 在留・マケ・保	委任状		作成		世帯		審査		合計	円
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SAMPLE

REQUEST FOR (INCOME / TAX PAYMENT) CERTIFICATE (税務証明交付申請書)

To Mayor of Naha city

Date ____/____/____

① APPLICANT INFORMATION 申請者

Address 住所

O-O-O, KAGURAZAKA, SHINJUKU, TOKYO

Name 氏名

MICHAEL NAHA

Date of Birth (YYYY / MM / DD)

1980 / 1 / 1

Daytime telephone number

090-0000-0000

② RELATIONSHIP TO PERSON ON THE CERTIFICATE (Check one) 証明書が必要な方との関係

☒ Self 本人☐ A member of same household in Naha city 那覇市において同一世帯の方☐ A Representative who have a Power of Attorney. 代理人(要委任状)

③ INFORMATION ABOUT PERSON WHOSE CERTIFICATE IS REQUESTED どなたの証明書が必要ですか

Current Address 現住所

SAME AS ABOVE

Address in Naha city 那覇市の住所

1-1-1, IZUMIZAKI, NAHA

Name 氏名

SAME AS ABOVE

Date of Birth (YYYY / MM / DD)

1980 / 1 / 1

Daytime telephone number

090-0000-0000

④ PURPOSE OF USE 使用目的

☒ VISA (Renewal etc.) ビザ更新等☐ Other () その他

⑤ CERTIFICATE(S) REQUESTED (Check Box(es) below and add number(s) on line below.) 必要な証明書にチェック

Income
Certificate
所得証明書

Income (and resident tax) certificate

*It shows income, resident tax, tax deduction.

所得証明書 (全項目) [内容: 所得額、課税額、扶養等の控除内訳]

Fiscal year: **2025** 年度
*Enter the fiscal year requested.Number of copies: **1** 通 × ¥300

Fiscal year: _____ 年度

Number of copies: _____ 通 × ¥300

Fiscal year: _____ 年度

Number of copies: _____ 通 × ¥300

Tip. For example, the period of fiscal year 2025 is Jan 1 to Dec 31, 2024.

例えば、令和7年度は令和6年1月1日～12月31日の期間の証明となります。

Tax Payment
Certificate
納税証明書

Tax payment certificate (Resident tax)

*It shows how much resident tax you paid.

納税証明書 (市県民税)

Fiscal year: **2025** 年度
*Enter the fiscal year requested.

Fiscal year: _____ 年度

Fiscal year: _____ 年度

Number of copies: **1** 通 × ¥300

*Tax payment certificate can show several fiscal years

in one copy. 納税証明書は1枚で複数年度の記載が可能です。

Caution: Person who registered as a resident in Naha city as of January 1st of the fiscal year can request the certificate of the fiscal year. 証明年度の1月1日に那覇市に住民登録のある方はその証明年度の所得証明書・納税証明書が請求できます。

・その他詳しいことは、市民税課 (098) 862-9903 までお問い合わせ下さい。

受付		確認	免・住記B 在留・マ付・保	委任状		作成		世帯		審査		合計	円
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HOW TO REQUEST BY MAIL 郵送申請

✓ BY MAIL (Prepare your request and send us your request) 郵送申請

1

REQUEST FOR (INCOME / TAX PAYMENT) CERTIFICATE (証明請求書)

APPLICANT INFORMATION (申請者情報)

Name: _____ Date: ____/____/____

Address: _____

RELATIONSHIP TO PERSON ON THE CERTIFICATE (Check one) (証明対象者との関係)

☐ Self (本人)

☐ A member of same household (同居家族) (=Certificate of Residence called "JUMIN-HYO" or Power of Attorney is required. (Except Naha city residents) (※同居家族の証明には、住民票(「住居表示」)または委任状(本人を除く)が必要です。))

☐ A Representative who has a Power of Attorney (Power of Attorney is required.) (委任人(委任状必須))

INFORMATION ABOUT PERSON WHOSE CERTIFICATE IS REQUESTED (証明対象者の情報)

Current Address: _____

Address in Naha city: _____

Name: _____ Date of Birth (YYYY-MM-DD): ____/____/____

Telephone number: _____

PURPOSE OF USE (Check one) (用途)

☐ Income (and resident tax) certificate (所得(および住民税)証明書)

☐ Tax payment certificate (Resident tax) (住民税納付証明書)

CERTIFICATE(S) REQUESTED (Check boxes below and add number(s) on line below.) (請求する証明書の種類と枚数)

☐ Income (and resident tax) certificate (所得(および住民税)証明書)

Fiscal year: ____ Number of copies: ____ × ¥300

Fiscal year: ____ Number of copies: ____ × ¥300

Fiscal year: ____ Number of copies: ____ × ¥300

☐ Tax payment certificate (Resident tax) (住民税納付証明書)

Fiscal year: ____ Number of copies: ____ × ¥300

Fiscal year: ____ Number of copies: ____ × ¥300

Fiscal year: ____ Number of copies: ____ × ¥300

Caution: Person who registered as a resident in Naha city as of January 1st of the fiscal year can request the certificate of the fiscal year. (注) 令和元年度(平成31年度)に那覇市に住民登録した方が、令和元年度の証明書を請求できます。

2

定額小為替

¥〇〇〇

※ NO NAME HERE

※ NO NAME HERE

POSTAL MONEY ORDER

(Certificates cost ¥300 per copy. Payment may be made in POSTAL MONEY ORDER ONLY.)

3

Photocopy of your ID (Both sides)

A photocopy of your ID. (Both sides)
(If request is more than 1 person, each copy.)

COMPLETED REQUEST FORM(S)

4

TO
YOUR NAME
YOUR ADDRESS

STA
MP

A SELF-ADDRESSED, STAMPED
ENVELOPE FOR RETURN

FROM
YOUR NAME
YOUR ADDRESS

STA
MP

TO
SHIMINZEIKA YU-SO-TANTOU
(RESIDENT TAX DIVISION)
NAHA CITY HALL
1-1-1, IZUMIZAKI, NAHA,
OKINAWA, 900-8585

PUT 1,2,3,4 IN A STAMPED ENVELOPE AND MAIL TO US.

*MAIL REQUESTS ARE GENERALLY PROCESSED WITHIN 2 BUSINESS DAYS OF RECEIPT OF THE REQUEST WHEN ACCOMPANIED BY 1,2,3,4. 申請書が市民税課に到着後、特に不備等がなければ2営業日以内に発送しています。

- 1 記入した申請書
 - 2 証明手数料 (300 円 × 必要枚数) ※切手・収入印紙は取り扱っていません。
 - 3 本人確認書類の両面コピー (運転免許証、健康保険証など)
 - 4 返信用宛名を記入し、切手を貼った返信用封筒
- ※1,2,3,4 を那覇市役所市民税課まで郵送する。
(〒900-8585 沖縄県那覇市泉崎 1-1-1 那覇市役所 市民税課 郵送担当)

HOW TO REQUEST IN PERSON 窓口申請

✓ IN PERSON 窓口申請

1

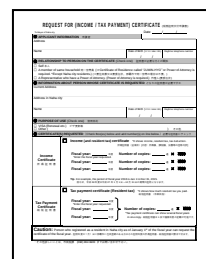
Go to NAHA CITY HALL.

市役所窓口へ行く

2

Complete REQUEST FORM and SUBMIT IT TO US.

申請書を記入し提出する

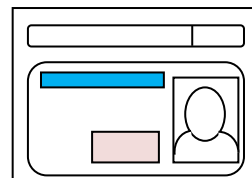


3

Show your ID card

(Driver's License, Residence card etc.)

本人確認書類(運転免許証等)のご提示



4

Payment and Receipt.

Certificates cost ¥300 per copy. Payment may be made in CASH.

手数料のお支払（一枚につき300円）後、お受取り。

* POWER OF ATTORNEY is needed if Applicant is a Representative. 代理人の場合は委任状が必要です。