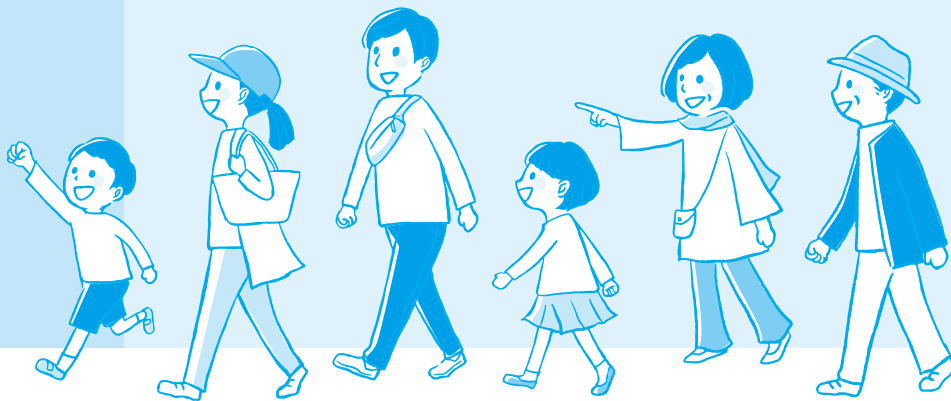


Information on Everyday Living for Foreign Residents of Shinjuku City



2024

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Preparing for
Emergencies
and Disasters



2

Notifications
and Taxes



3

Insurance, Health
Maintenance and
Welfare



4

Employment and
Status of
Residence



5

Childbirth,
Child-Raising,
and Education



6

Living



7

Sports, Libraries,
Learning,
Museums



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Useful Information



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Preparing for Emergencies and Disasters

Preparing for Emergencies, Accidents, Injuries, Illnesses and Disasters

Emergency Telephone Numbers



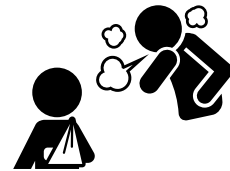
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Crime and Traffic Accidents



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Japan Is an Earthquake-Prone Country



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Being Ready for a Flood in Urban Areas



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Shinjuku City Evacuation Site Map



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Emergency Telephone Numbers

☞ **To Call the Police to Report a Crime or Accident, Dial 110**

☞ **To Call the Fire Brigade or Ambulance Regarding a Fire or Illness, Dial 119**

● **To call the police to report a crime or accident, etc., dial 110 (no area code necessary; available on a 24-hour basis, free of charge)**

When you call, give information in the following order:

1. Say whether you are calling to report an accident or a crime.
2. Give the location or address of the incident.
3. Give your name.

Notes:

1. If anyone is injured, an ambulance will be dispatched if you tell the police.
2. If you are a victim of a robbery or other such crime, report it to the police immediately.
3. If your bankbook or credit card is stolen, please contact your bank or credit card company immediately to prevent it being used fraudulently.

● **Sample Questions and Answers When Calling the Police**

Q = Questions/comments from the police

A = Your answers

Q: This is the police. Are you calling about an incident or an accident? *Keisatsu desu. Jiken desuka? Jiko desuka?*

A: An incident. Someone is on a rampage in a shop. *Jiken desu. Omise de boryoku wo furutte iru hito ga imasu.*

Q: Does he possess any weapons? Is anybody injured? *Aite wa kyoki wo motte imasuka? Keganin wa imasuka?*

A: He doesn't have any weapons, but he is beating and hurting other customers. *Aite wa nanimo motte imasen ga, hokano okyakusan wo nagutte, kega wo sasete imasu.*

Q: Where is the shop? (Please give the exact address.) *Basho wo oshiete kudasai, Nani-ku (shi), nani-machi, nan-chome, nan-ban, nan-go desuka?*

A: The shop is in front of XX Bldg., X-X-X XXX-machi in Shinjuku City. *Shinjuku-ku XX-machi XXX no XX biru no mae desu.*

Q: What is your telephone number? *Denwa bango wo oshiete kudasai.*

A: It is XXXX-XXXX. *XXXX-XXXX desu.*

Q: The police will be on the way immediately. *Imakara keisatsukan ga genba e mukaimasu.*

● **To call the fire brigade or ambulance regarding a fire or illness, dial 119 (no area code necessary; available on a 24-hour basis, free of charge)**

When you call, give information in the following order:

1. Say whether you are calling to report a fire or to call an ambulance.
2. Give the location.
3. Give your name.

Notes:

1. The police/fire department will be able to reach the location quickly if you describe buildings nearby that can serve as landmarks when giving them the location.
2. When you hear the ambulance approaching, send someone outside to direct the ambulance. While you wait for the ambulance, if time permits, you should gather your health insurance certificate and some cash.

● **Sample Questions and Answers When Calling for an Ambulance**

Q = Questions/comments from the Tokyo Fire Department

A = Your answers

Q: This is the Fire Department. Do you need the fire brigade or an ambulance? *Shobocho. Kajidesuka, kyukyu desuka?*

A: We need an ambulance. *Kyukyu desu.*

Q: Please state your location (city and address). *Kyukyusha ga mukau jusho wo oshiete kudasai.*

A: We are in front of XX Bldg., X-X-X XX-machi, Shinjuku City. *Shinjuku-ku XX-machi X-X-X no XX Biru-no mae desu.*

Q: What is the matter? *Doshimashitaka?*

A: There has been a traffic accident. (Please describe the situation with as much detail as possible, such as by saying, "Someone is stuck inside.") *Kot-su-jiko desu.*

(*"Hasamatte iru"* = "Someone is stuck inside.")

Q: Please state your name (in some cases, they may ask for your telephone number). *Namae wo oshiete kudasai (Denwa bango wo oshiete kudasai).*

A: It's XX. *XX desu.* (My telephone number is XXXX-XXXX. *Denwa bango wa XXXX-XXXX desu.*)

Q: All right. *Hai, wakarimashita.*



● Sample Questions and Answers When Calling the Fire Brigade

Q: This is the Fire Department. Do you need the fire brigade or an ambulance? *Shobocho. Kajidesuka, kyukyu desuka?*

A: There is a fire. *Kaji desu.*

Q: Please state your location (city and address). *Shobosha ga mukau jusho wo oshiete kudasai.*

A: We are in front of XX Bldg., X-X-X XX-machi, Shinjuku City. *Shinjuku-ku XX-machi X-X-X no XX Biru-no mae desu.*

Q: What is burning? *Nani ga moete imasuka?*

A: XX is burning. *XX ga moete imasu.*

Q: All right. *Hai, wakarimashita.*

Crime and Traffic Accidents

■ Koban (Police Box)

In Japan, there are small police stations on local street corners called *koban*, where police officers are stationed. These police boxes serve as mini police stations which police officers use as a base for community patrols, and where officers handle reports of crime, runaways and lost items as well as offering various services such as giving directions.

● Police Stations in Shinjuku City

- Ushigome Police Station
 - 🏠 1-15 Minami-Yamabushi-cho, Shinjuku-ku
 - ☎ 03-3269-0110
- Shinjuku Police Station
 - 🏠 6-1-1 Nishi-Shinjuku, Shinjuku-ku
 - ☎ 03-3346-0110
- Totsuka Police Station
 - 🏠 3-30-13 Nishi-Waseda, Shinjuku-ku
 - ☎ 03-3207-0110
- Yotsuya Police Station
 - ☎ 03-3357-0110
 - 🏠 6-5 Samon-cho, Shinjuku-ku

■ To Avoid Becoming a Victim of Crime

● Beware of Prowlers!

About sixty percent of prowlers break into homes through unlocked windows or doors. Many of them will break windows to gain entrance as well.

- Whether you are at home or away, make sure all your doors and windows are locked.
- Install auxiliary locks and anti-crime windows in your home.

● Beware of Purse-Snatchers

There has been an increasing number in the cases of purse-snatching. Many purse-snatchers commit the crime while riding motorcycles or bicycles, and they seem to particularly target women and the elderly.

- Carry your purse with both hands close to your chest, or carry your bag on the side that is closest to buildings (away from the road).
- Do not place valuables in the basket of your bicycle; alternatively, attach a purse-snatching preventative net over your basket.
- Do not walk in areas where there are few people.

■ If You Become the Victim of a Crime

As soon as you discover that your home has been burglarized, report to the police either by calling or going directly to the local police box or station. When your bank passbooks and credit cards have been stolen, you should also report to the banks and credit card companies.

● If You Become the Victim of Purse-Snatching

- Check the license plate number of the motorcycle of the purse-snatcher. Remember such special characteristics as the type of vehicle and its color, etc.
- Ask for help from people nearby and report the incident by dialing 110 immediately.
- Do not try to catch the thief (he/she may have a weapon).

● If You Forget or Lose Your Belongings

If you have left your belongings on the train or bus, contact the station office; if you have dropped something on the street or some other public area, contact the police station.

Items that are found and brought to the police are stored for a designated period, after which they are taken to the Lost and Found Center.





Police Department Lost and Found Center

1-9-11 Koraku, Bunkyo-ku
 0570-550-142

● **If You Are Involved in a Traffic Accident**

If you are involved in a traffic accident, report the incident to the police no matter how minor it may be. When you do, ask for an ambulance if anyone is injured. Although you may not look injured, or even if the injury is minor, after effects may occur later. So, if any part of your body has been hit, or if you have been injured, go to a hospital and undergo an examination by a physician.

Obtain the following information on the other party involved in the accident:

1. Write down the license plate number of the car.
2. Write down the driver's name, address, age, and contact number.
3. Write down the name of the car insurance company and membership number.
4. If there are witnesses, you must also ask for their names and addresses.

Illnesses and Injuries

■ If You Become Ill on a Holiday or at Night

The Fire Department and the Tokyo Metropolitan Government provide information on medical institutions that operate in evenings and on holidays and emergency facilities. Shinjuku City offers information over the phone about medical institutions where you can receive medical treatment on holidays, as well as consultation for emergency patients.

● **Information on Medical Institutions with Services in Foreign Languages**

Himawari (Tokyo Metropolitan Health and Medical Information Center)

03-5285-8181
www.himawari.metro.tokyo.jp/

Information on medical institutions with staff who speak English, Chinese, Korean, Thai, and Spanish is available.

Hours: Daily (includes Sat., Sun., and national holidays), 9 a.m. to 8 p.m.

● **Information on Medical Institutions with Services in Japanese**

03-5272-0303

Hours: Daily (includes Sat., Sun., and national holidays); available on a 24-hour basis

● **Emergency Telephone Consultation Center in Tokyo Fire Department**

#7119 (from cell phones, PHS's, and touch-tone lines)
 03-3212-2323 (from pulse dial lines)

Help is available on a 24-hour basis and covers such areas as determining the level of emergency, ascertaining the need for examination, providing advice on emergency first aid procedures, and giving information on medical facilities.

● **Emergency Telephone Information on Holidays**

Shinjuku City Medical Association Residents' Health Center

03-3208-2223

On Saturdays, Sundays, national holidays and December 29 through January 3 doctors and nurses offer consultation concerning doctors, dentists and hospitals, and about first aid for emergency patients.

If you have a bad toothache, call to get information on the dentist on duty.

Hours: Saturdays, 5 to 10 p.m.; Sundays, national holidays and December 29 through January 3, 9 a.m. to 10 p.m.

Note: Consultation services with a doctor or nurse are available until 5 p.m.

● **Medical Treatment on Holidays**

Shinjuku City Medical Association Residents' Health Center

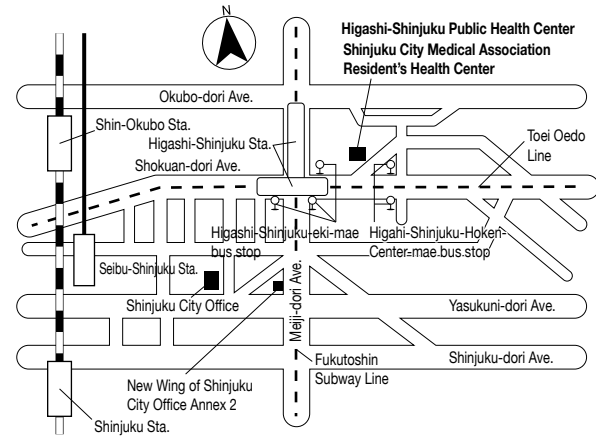
7-26-4 Shinjuku, Shinjuku-ku
 03-3208-2223

For emergency internal medicine and pediatric cases on Saturdays, Sundays, national holidays and December 29 through January 3, doctors offer examinations. This is a healthcare service provided by health insurance and is charged. Please bring your health insurance card, etc. Be sure to call first to make a reservation before you go.

Hours: Saturdays, 5 to 10 p.m.; Sundays, national holidays and December 29 through January 3, 9 a.m. to 10 p.m.

Notes:

1. Reception is accepted until 9:30 p.m. for both.
2. Only internal medicine is available after 5 p.m.



● Nighttime Medical Treatment for Children 👉 Shinjuku Nighttime Children's Treatment Room

🏠 Inside Center Hospital of the National Center for Global Health and Medicine, 1-21-1 Toyama, Shinjuku-ku

☎ 03-6228-0713

Pediatric medical services for children are also offered at night. If your child becomes ill, please bring your health insurance card, medical certificate for infants/toddlers, and/or children's medical certificate. Please call before you go if possible.

Eligibility: Children fifteen years of age or younger
Hours: Weekdays, 7 to 10 p.m.; Saturdays, Sundays, national holidays, and December 29 through January 3, 6 to 10 p.m.

Note: Reception is until 9:30 p.m.

■ Hospitals

Japanese medical institutions are roughly divided into two types: private clinics owned and operated by doctors and general hospitals. Clinics are usually located in neighborhoods, thus you can comfortably consult about your family's health condition. However, they are usually limited in the types of medical treatment they offer. General hospitals provide medical treatment in a greater number of fields and are equipped with more extensive facilities and manpower. However, because of the large number of patients, there is usually a long waiting list. Doctors also do not have as much time to spend with each patient, reducing the opportunity to have extensive consultations.

As medical institutions differ in their area of specialization and features, it is recommended that you check the medical institutions in your neighborhood before a problem arises.

■ General Hospitals in Shinjuku City

- National Center for Global Health and Medicine, Center Hospital
🏠 1-21-1 Toyama, Shinjuku-ku
☎ 03-3202-7181
- Okubo Hospital
🏠 2-44-1 Kabuki-cho, Shinjuku-ku
☎ 03-5273-7711
- Keio University Hospital
🏠 35 Shinano-machi, Shinjuku-ku
☎ 03-3353-1211
- Japan Community Healthcare Organization Tokyo Yamate Medical Center
🏠 3-22-1 Hyakunin-cho, Shinjuku-ku
☎ 03-3364-0251
- Seibo Hospital
🏠 2-5-1 Naka-Ochiai, Shinjuku-ku
☎ 03-3951-1111
- Tokyo Medical University Hospital
🏠 6-7-1 Nishi-Shinjuku, Shinjuku-ku
☎ 03-3342-6111
- Japan Community Healthcare Organization Tokyo Shinjuku Medical Center
🏠 5-1 Tsukudo-cho, Shinjuku-ku
☎ 03-3269-8111
- Tokyo Women's Medical University Hospital
🏠 8-1 Kawada-cho, Shinjuku-ku
☎ 03-3353-8111



Health Insurance and Medical Costs

In Japan, everyone is required to join either the Workers' Health Insurance Program or the National Health Insurance (NHI) Program. While the former is designed for company employees and members of organizations, NHI is for local residents, including foreign residents who are going to live in Japan for more than three months.

Under the health insurance programs, the policyholder and his/her dependent(s) pay 10% to 30% of the total cost of medical treatment.

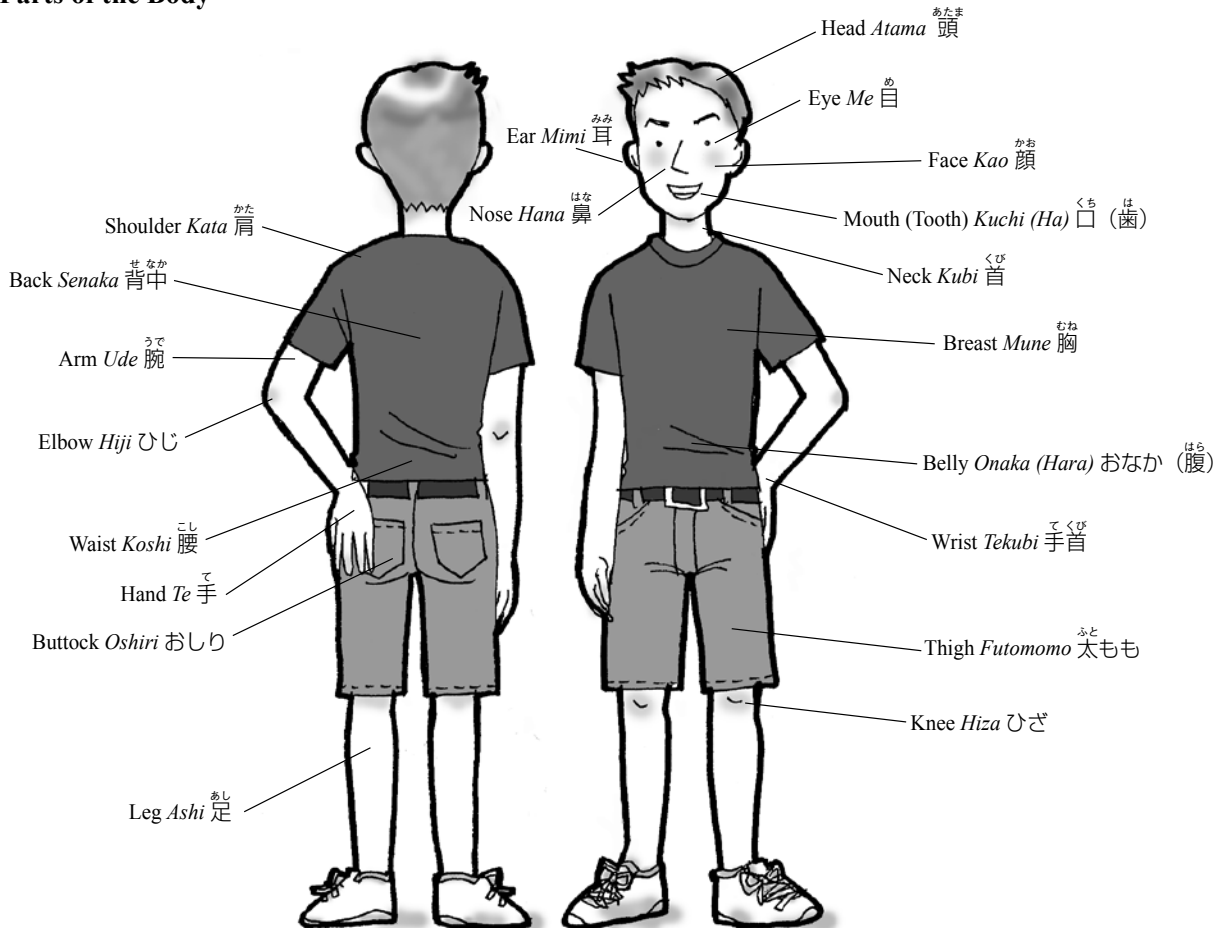
However, when medical costs become very expensive or you receive treatment for a rare disease, special tax breaks or medical expense deduction are available.

Receiving Outpatient Treatment

When you are examined or receive treatment at a hospital for the first time, you must register your name with the receptionist. Usually out-patient registration is open all morning, but at some locations it is open for only a short time or may require an appointment. Therefore, please check the registration system in advance. When you use your health insurance to receive medical treatment, you will be required by medical institutions designated by the insurance program (most are) to submit your health insurance certificate when you register. Otherwise, you will have to pay the entire cost of the medical treatment. However, when you don't have your certificate, for example when you are traveling or in times of emergency, you can apply to the insurance program for reimbursement of the covered expenses at a later date.

When you receive continued treatment at the same institution, you will be required to present your medical insurance certificate at the first visit of each month.

◆ Parts of the Body



Useful Japanese Expressions at a Hospital

Medical Departments

Internal medicine	<i>Naika</i>	内科
Pediatrics	<i>Shonika</i>	小児科
Psychiatry	<i>Seishinka</i>	精神科
Neurology	<i>Shinkeika</i>	神経科
External Medicine/Surgery	<i>Geka</i>	外科
Orthopedic Surgery	<i>Seikei Geka</i>	整形外科
Plastic Surgery	<i>Keisei Geka</i>	形成外科
Brain Surgery	<i>Noshinkei Geka</i>	脳神経外科
Obstetrics/Gynecology	<i>Sanfujinka</i>	産婦人科
Ophthalmology	<i>Ganka</i>	眼科
Otorhinolaryngology	<i>Jibiinkoka</i>	耳鼻咽喉科
Dermatology	<i>Hifuka</i>	皮膚科
Urology	<i>Hinyokika</i>	泌尿器科
Dentistry	<i>Shika</i>	歯科

General Words

Reception	Uketsuke	受付
First-Time Visit	Shoshin	初診
Outpatient	Gairai	外来
Health Insurance Card	Hokensho	保険証
Patient's Card	Shinsatsu-ken	診察券
Waiting Room	<i>Machiai-shitsu</i>	待合室
Prescription	<i>Shohosen</i>	処方箋
Pharmacy	<i>Yakkyoku</i>	薬局
Doctor	<i>Ishi</i>	医師
Nurse	<i>Kangoshi</i>	看護師

Describing Symptoms in Japanese

Common Symptoms

I feel sick.	<i>Mune ga mukamuka suru.</i>
I have chest pains.	<i>Mune ga kurushii.</i>
I have a headache.	<i>Zutsu ga suru.</i>
I feel tired.	<i>Karada ga darui.</i>
I have a fever.	<i>Netsu ga aru.</i>
I don't feel well.	<i>Kimochi ga warui.</i>
My back hurts.	<i>Koshi ga itai.</i>
I have no appetite.	<i>Shokuyoku ga nai.</i>
I feel anemic.	<i>Hinketsu gimi desu.</i>

Digestive Organ-Related

My stomach hurts.	<i>Onaka ga itai.</i>
I feel nauseated.	<i>Hakike ga suru.</i>
I have diarrhea.	<i>Geru wo shiteiru.</i>

Respiratory Organ-Related and Ear-Nose-and-Throat-Related

I have a sore throat.	<i>Nodo ga itai.</i>
I have asthma.	<i>Zensoku desu.</i>
My nosebleed won't stop.	<i>Hanaji ga tomaranai.</i>
I have an earache.	<i>Mimi ga itai.</i>
My ears are ringing.	<i>Mimi-nari ga suru.</i>

External Medicine-Related

I have a sprain.	<i>Nenza shita.</i>
I sprained my finger.	<i>Tsukiyubi shita.</i>
I have a broken bone.	<i>Kossetsu shita.</i>
I have a swelling that won't go away.	<i>Hare ga hikanai.</i>

Pediatrics-Related and Obstetrics/Gynecology-Related

The child has convulsions.	<i>Hikitsuke wo okoshite iru.</i>
The child is whining.	<i>Muzukatte iru.</i>
My menstrual period is irregular.	<i>Seiri ga fujun desu.</i>
I have severe morning sickness.	<i>Tsuwari ga hidoi.</i>

Dentistry-Related

My gums are bleeding.	<i>Haguki kara chi ga deru.</i>
My tooth hurts.	<i>Ha ga itai.</i>
My tooth feels loose.	<i>Ha ga uita youna kanji desu.</i>
My filling came off.	<i>Ha no tsumemono ga toreta.</i>
My teeth hurt when I eat something cold.	<i>Tsumetai mono ga shimiru.</i>



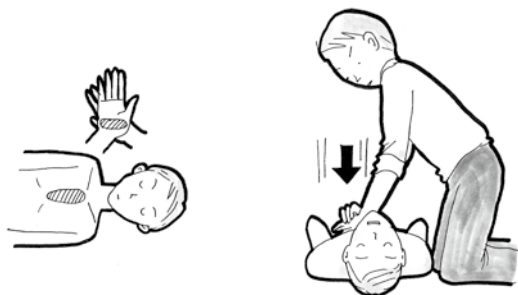
Useful First Aid Skills

■ If You See Someone Who Has Collapsed

Cardiopulmonary Resuscitation Procedures

1. Tap the victim on the shoulders while talking to him/her to see if he/she is responsive.
2. If there is no response, or if you are not sure what to do, shout for help, and ask people nearby to call 119 and to bring an AED (automatic external defibrillator).
3. Check to see if the victim is breathing. Observe the victim for approximately ten seconds, checking the movement of the chest and stomach to determine if he/she is breathing normally.
4. If the victim is not breathing normally, or if you are not sure what to do, administer thirty rapid chest compressions as shown in the illustration.

Compress the middle of the chest.



5. If you have the training and the will to do so, perform the chest compressions, and give two breaths of artificial respiration.

Breathe twice into his/her mouth within about one second until you see the chest rise*. Use an artificial respiration mouthpiece if one is available.

* Please do not perform artificial respiration in the following cases, but continue to give chest compressions:

- If you have not received training in artificial respiration
- If there is no artificial respiration mouthpiece or similar device available
- If there is any danger of becoming infected with a contagious illness because of blood or vomit

Note: Although the risk of contracting a contagious illness even without using an artificial respiration mouthpiece is reportedly very low, using the mouthpiece or something equivalent is safer from the perspective of preventing the spread of contagious illnesses.

Repeat the cycle of thirty chest compressions and two breaths of artificial respiration.



6. After the AED arrives...

Switch the machine on.

Note: Some AEDs are designed to turn on automatically when you open the lid.



■ Precautions to Take If an Epidemic Occurs:

- Check the reaction and breathing
Make sure there is sufficient distance between the injured/ill person and the rescuer.
- Chest compressions
Before beginning, make sure the nose and mouth of the injured/ill person are covered with a handkerchief, towel, mask or piece of clothing.
- About combining chest compressions and artificial respiration
As a rule, please do not perform artificial respiration, only chest compressions.
- After performing cardiopulmonary resuscitation
After the ambulance staff arrive and take over rescue efforts, wash your hands and face carefully with soap and water immediately. Dispose of the handkerchief or towel that was covering the injured/ill person without touching it.



7. Attach the electrode pads to the victim's chest.

Attach the electrode pads securely according to the illustration shown on them. If the victim's body is wet, please dry it with a towel or other absorbent material.

Note: Use electrode pads designed for children up to about six years of age if such pads are available. If no child-specific electrode pads are available, use the regular adult electrode pads.



8. The AED will assess the need to administer an electric shock.

Do not touch the victim's body while the electrocardiograph is making its analysis.



9. If the AED indicates that a shock must be administered, press the shock button.

After making sure that no one is touching the victim, press the flashing shock button.

After the shock has been administered, follow the instructions of the AED voice recordings (which will most likely be in Japanese).

Continue cardiopulmonary resuscitation or AED procedures until the victim becomes responsive—such as showing signs of discomfort—or starts breathing normally. If first aid workers arrive while you are doing so, they will continue first aid procedures.



■ If Somebody Is Bleeding

○ Hemostasis by direct pressure method

- Press the cut with a thick gauze or cloth (tissue paper and cotton are not suitable).



○ Hemostasis by indirect pressure method

- If blood is bursting out, press hard on the artery closest to the cut and the heart using your fingers.



■ If Somebody Has a Broken Bone

The patient should keep quiet in bed. If he/she must be moved for unavoidable reasons, the broken bone should be fixed beforehand.



■ If Somebody Receives a Burn

The burn should be put in clean water as soon as possible and cooled for ten to twenty minutes.



■ If Somebody Is Injured

1. Rinse the cut.
2. Place a piece of gauze or cloth on the cut and tie it up with a triangular bandage or a roller bandage.



Beware of Fires

Precautions to Take and Procedures to Follow

Please make efforts to avoid fire from occurring in the house.

● To Prevent Fires

- Don't smoke while walking or in bed.
- Keep a fire extinguisher in the kitchen and other places where fire is used.
- Do not leave the kitchen while cooking with oil.
- Don't keep flammable items close to the stove.
- Check all sources of heat before going out or going to sleep.
- Don't leave flammable items outdoors around the house.
- Use electrical appliances properly and avoid using a multiple outlet extension.
- Install a household fire alarm in each room. (All houses are obligated to install household fire alarms as of April 1, 2010.)

● If a Fire Breaks Out

If a fire breaks out, warn your neighbors first, shouting "*Kaji da!*" ("Fire!" in Japanese) and asking them for help. Then dial 119 (the fire department), and do what you can to contain or extinguish the blaze, such as pouring buckets of water over the flames or using a fire extinguisher.

Since many people become ill from inhaling smoke, when evacuating from a building that is on fire, stay low and cover your mouth with a wet handkerchief to prevent smoke inhalation.



Call 119 and call out to your neighbors for help.

What Should I Do? Tips to Extinguish Fire

● If Oil in a Deep Fryer Starts to Burn

- Use a fire-fighting item made exclusively to fight oil fires from a cooking pan. Be sure to insert it slowly from the edge of the pan rather than throwing it onto the hot oil, which is dangerous because the oil may splash out.
- Turn off gas appliances.

Important!

- After extinguishing the fire, don't forget to close the gas cock to prevent gas leakage.
- Don't pour water on the pan. (Fire develops rapidly when water is added.)
- Fire extinguishers that are effective for fighting oil-based fires have a yellow mark.

● If a Fire Starts on the Stove

- Use a fire extinguisher.

Important!

- Check that the anti-earthquake automatic switching off system is not broken or locked.

● If an Electric Appliance Causes a Fire

- Disconnect the plug and put out the fire with a fire extinguisher or water.
- If the cord is burning or starting to burn, don't disconnect the plug because you may get an electric shock. Instead, turn off the breaker and quench the fire.

Important!

- You may get an electric shock when you use water to fight fire. Make sure that there is no electricity running.
- Fire extinguishers that are effective for fighting fires originating from electric appliances have a blue mark.

● **If a Curtain, a Fusuma (Sliding Screen), or a Shoji (Paper Door) Starts to Burn**

- To avoid fire on a curtain from spreading to the ceiling, rip the curtain off first. Start dealing with the fire after the curtain has fallen on the floor.
- Kick fusuma and shoji so that they fall down. Fight the fire with water or a fire extinguisher.

● Please call the following fire stations concerning disaster preparedness drills, such as fire-extinguishing drills.

● **Fire Stations in Shinjuku City**

- Yotsuya Fire Station
 - 🏠 3-10 Yotsuya, Shinjuku-ku
 - ☎ 03-3357-0119
- Ushigome Fire Station
 - 🏠 5-16 Tsukudo-Hachiman-cho, Shinjuku-ku
 - ☎ 03-3267-0119
- Shinjuku Fire Station
 - 🏠 3-29-4 Hyakunin-cho, Shinjuku-ku
 - ☎ 03-3371-0119

■ **Coordination Services for the Purchase, Disposal, and Refill of Fire Extinguishers**

👉 **Community Disaster Prevention Section, Security Affairs Division**

☎ 03-5273-3874

👉 **Shinjuku Municipal Disaster Prevention Center**

☎ 03-5361-2460

The City Office offers services for the purchase, disposal, and refill of fire extinguishers at reasonable rates through cooperative ties with designated companies.

Fliers are available at Branch Offices, the Security Affairs Division, and the Municipal Disaster Prevention Center. Please apply directly with the designated dealers listed in the flier.



● **How to Use a Fire Extinguisher**

Dry chemical extinguisher and strengthened fluid extinguisher



1. Pull off safety pin in upward motion.



2. Unfasten the fire hose and aim its nozzle at the fire.



3. Clutch the lever to release the chemicals.

Japan Is an Earthquake-Prone Country

**Community Disaster Prevention Section,
Security Affairs Division**

What to Do When an Earthquake Strikes

When an earthquake strikes, please remain calm and take the following action. It is important to be prepared at all times.

● If You Are Indoors

- If you notice a tremor, protect yourself by hiding under a sturdy table.
- After the tremor is over, check to see if there are any flames.
- Open a door or window to secure an exit.
- Do not rush outside in a panic as there may be falling objects.
- Do not use the elevator.

● If You Are Outdoors

- Be careful of falling items, such as glass and billboards.
- Stay away from block walls, vending machines, and other structures that may topple over or fall.
- If you are on public transportation, underground shopping arcade, or a department store, follow the instructions of the staff.
- If you are driving a car, pull over to the left side of the road. If you leave your car, leave the key in the ignition (in case the car needs to be moved to let emergency vehicles through).

● When the Tremor is Over

- Gather correct information through the TV and radio. Do not believe false rumors.
- Find out whether your family members are safe.
- Help people trapped under a building or those injured.
- Before you leave your house, turn off both the main gas valve and the breaker.
- Evacuate to an evacuation site if you cannot live in your residence because it may collapse or catch fire.
(Do not use a car to evacuate.)

Be Always Prepared for Earthquakes

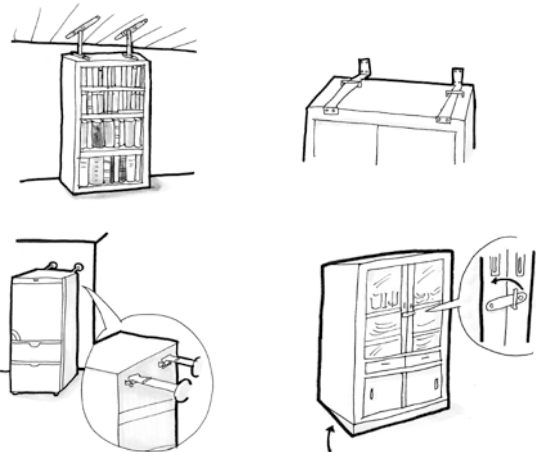
Japan is an earthquake-prone country. Please prepare your home to prevent injuries and accidents in the event of a major earthquake.

- Live in an earthquake-resistant building.
- Secure furniture with braces so that they will not topple over (earthquake tremors can do more damage than expected).

● Securing the Safety of Your Home (Preventing Furniture from Falling Over)

About 80 percent of the victims of the 1995 Great Hanshin Awaji earthquake were crushed to death because a building collapsed or furniture toppled over on them.

Secure furniture to prevent it from toppling over



- The City Office offers coordinating services for furniture falling prevention equipment. For details, please read the catalogue distributed at the Security Affairs Division, Shinjuku Municipal Disaster Prevention Center and Branch Offices. The City Office also offers consultation and installation services for the equipment. Please ask the Security Affairs Division for more information.

Security Affairs Section, Security Affairs Division

03-5273-4592

■ Quake-Resistance Examination and Reinforcing Quake-Resistance

Since non-wooden houses built before May 1981 and wooden houses built before May 2000 have a high risk of collapsing, a quake-resistance examination should be conducted to check their condition.

If the examination concludes that your house is not quake-resistant, please strengthen pillars, walls, the substructure, etc.

- The city subsidizes citizens for quake-resistance examinations and quake-resistance upgrading work, etc.

☞ **City Planning for Disaster Prevention Division**

☎ 03-5273-3829

■ Removing Block Walls, Etc.

Some block walls have a high risk of collapsing due to aging and faulty workmanship, so please have your block walls examined. Remove the wall if necessary.

- The city subsidizes the cost when citizens remove block walls, etc. facing roads that are one meter or higher and whose safety cannot be confirmed.

☞ **City Planning for Disaster Prevention Division**

☎ 03-5273-3829

- The city subsidizes the cost when citizens replace block walls, etc. facing roads by building hedges/ planting strips. This includes part of the cost of removing the block walls, etc., which will be replaced with planting strips.

☞ **Greenery Affairs Section, Greenery Affairs and Parks Division**

☎ 03-5273-3924

■ Inspecting Cliffs and Retaining Walls

Please inspect cliffs and retaining walls to ensure that typhoons and heavy rain do not trigger a landslide. For example:

- Is there water seeping out from the retaining wall?
- Does a tree root affect the structural integrity of the retaining wall?
- Does the cliff have a bulge?
- Are there cracks in the retaining wall?
- Is there a hole for water drainage (drainage pipe)?
- Has the ground sunk?

☞ **Construction Advisory Division**

☎ 03-5273-3745

■ Prepare an Emergency Backpack

Keep an emergency backpack handy with items necessary for daily life and a first-aid kit. We recommend that you refer to the following items when preparing an emergency backpack.

Note: Don't overstuff the backpack as you would have difficulty carrying it around. Three kilograms should be considered the maximum weight.

- Food (canned food, pouch-packed food, snacks), water
- Matches, a lighter
- Medicine (medicine usually kept at home), a first-aid kit
- Valuables (bank books; personal seals; cash; copies of health insurance certificates, passport, residence cards, etc.)
- Flashlights, a portable radio, spare batteries, mobile batteries
- Clothes, towels, work gloves, helmets (or disaster prevention hoods)
- Eyeglasses, toothbrushes, tissues, emergency toilets, etc.
- Masks, a thermometer
- Sanitary napkins

What to prepare for an emergency backpack



- As part of its disaster prevention goods coordinating service program, the City Office offers disaster prevention goods via mail order at reasonable rates through cooperative ties with designated companies. Catalogs showing these goods are available at Branch Offices, the Security Affairs Division, and the Municipal Disaster Prevention Center. Please apply directly with the designated dealers listed in the catalog.

☞ **Community Disaster Prevention Section, Security Affairs Division**

☎ 03-5273-3874

☞ **Shinjuku Municipal Disaster Prevention Center**

☎ 03-5361-2460





Hold Disaster Response Meetings with Your Family and Friends

Discuss and decide on the following topics so that you won't panic if a major earthquake strikes.

- The safest place in the house.
- Where evacuation sites and evacuation areas are located. (Actually walk to the sites.)
- Where to keep emergency backpacks.
- How to get in touch with family members outside the house and learn their current locations.

● Make Use of NTT Disaster Message Dial Service

This is a convenient voice-mail system you can use to get in touch with residents of disaster-struck areas and confirm their current locations. It can be used even when there is difficulty getting telephone calls through to a disaster-struck area.

How to Use Disaster Message Service Dial 171

Dial 171 and follow the instructions to record or play a message. NTT determines when this service is available and such conditions as the maximum number of recorded messages, and the service will be announced via TV and radio.

<p><To Record a Message> Dial 171</p> <p>▼ A recording will give instructions.</p> <p>To record a message, press 1</p> <p>▼ A recording will give instructions.</p> <p>Press (03)XXXX-XXXX</p>	<p><To Play a Message> Dial 171</p> <p>▼ A recording will give instructions.</p> <p>To play a message, press 2</p> <p>▼ A recording will give instructions.</p> <p>Press (03)XXXX-XXXX</p>
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Those calling from within the disaster-struck area as well as those calling from outside, should dial the telephone number of the person in the disaster-struck area, starting with the area code.

Note: For details on disaster message services, please ask your cell phone company.

● Participate in Disaster Prevention Activities

Disaster prevention resident organizations to coordinate neighborhood activities when a disaster strikes are organized by community.

It is a good idea to participate in the disaster prevention drills conducted by disaster prevention resident organizations, to be constantly prepared and to become familiar with the community disaster prevention system.

Rental of Disaster Prevention DVDs

DVDs and videos are available for rent as reference materials for spreading information on disaster prevention and preparing residents for disasters.

Can You Survive!?—*A Major Earthquake Strikes Shinjuku* (about 18 minutes) is a DVD on tips on how to prepare for earthquakes and is available in English, Chinese, and Korean. It can be rented at the Shinjuku Municipal Disaster Prevention Center.

📍 **Shinjuku Municipal Disaster Prevention Center**
☎ 03-5361-2460

Ride on an Earthquake Experience Car

Shinjuku City presents a program of earthquake experiences using an earthquake experience car at disaster drills and local events. You can experience seismic intensity levels from a weak 5 up to 7. More use of the car at local anti-disaster drills will enable more people to experience what a major quake is like and help them learn how to behave appropriately in such a situation.

Evacuation in the Case of a Major Earthquake

● Temporary Gathering Site

A temporary gathering site is a place to stay temporarily to grasp the situation before going to evacuation sites and evacuation areas.

● Evacuation Areas

Large parks and public squares are designated as evacuation areas so that you can protect yourself from fires when a major earthquake strikes.

● Evacuation Sites

These are locations for evacuation and temporary accommodation if your house is destroyed, or if you are unable to live in your own home due to a fire or other disaster. They serve as centers to provide information, distribute food and perform first aid. (See the map on pages 20 and 21)

● When and Where to Evacuate

1. When the tremor stops, proceed to a temporary gathering site designated in advance by disaster prevention resident organizations, usually a nearby park or an empty space, to grasp the situation.

2. If a large fire breaks out that threatens the safety of your residence and the nearby evacuation site, go to an evacuation area.
3. If your residence or a nearby building collapses or burns, preventing you from returning home, go to an evacuation site (e.g. a school) and stay there.

■ Seismic Intensity of Earthquakes

The seismic intensity of earthquakes and the effects that can be expected at each level are shown below. However, actual damage could be greater or less than described below, even though the seismic intensity may be the same as the figure listed. The actual effect depends on the buildings and ground condition of the area. In addition, the seismic intensity announced by the Meteorological Agency is the figure as measured by a seismograph. The figure does not represent the actual effects of a tremor.

Seismic Intensity	What Can Be Expected to Occur
Level 4	Most people will be startled. Hanging fixtures will sway. Unstable items may fall.
5 (Weak)	The majority of people will be afraid and will try to grab onto something. Dishes and books may fall from shelves. Furniture not fixed in place may move, and unstable items may fall.
5 (Strong)	Walking without grabbing onto something will be difficult. Many dishes and books will fall from shelves. Furniture not fixed in place may topple over. Nonreinforced brick walls may collapse.
6 (Weak)	It will be difficult to stand. Most furniture not fixed in place will move, and may fall over. Doors may become jammed shut. Windowpanes and wall tiles may crack and/or fall. Roof tiles on wooden buildings with low earthquake resistance may fall, and the buildings themselves may lean over or even collapse.

- 6 (Strong) It will be difficult to move forward without crawling. The tremors may throw you.
Most furniture not fixed in place will move, and may topple over.
Many wooden buildings with low earthquake resistance will lean over or collapse.
Cracks/fissures may appear in the ground. There may be serious landslides, and mountains may even collapse.
- 7 The majority of wooden buildings with low earthquake resistance will lean over or collapse.
Although rare, even highly earthquake-resistant housing may lean to one side.
Many concrete and steel buildings that have low earthquake resistance may collapse.

Being Ready for a Flood in Urban Areas

☞ Security Affairs Section, Security Affairs Division

■ Flooding Can Occur Even in Places Far from Rivers

The number of typhoons and concentrated heavy rain that exceed the capacity of sewerage systems has been increasing recently in Japan. In Shinjuku City, basements and streets may have been flooded, while sand and earth have entered some buildings because of typhoons and heavy rain.





● Typhoons

Typhoons are concentrated between July and September in Japan, causing landslides and floods. Take the following precautions to prepare against typhoons.

- To fight the strong wind, reinforce glass doors and close windows and shutters.
- Don't leave items outdoors that are likely to be blown away.
- Purchase flashlights and a portable radio as typhoons sometimes cause blackouts.
- Listen carefully to weather forecasts on television, radio and websites for information on approaching typhoons.

Wind Levels and Anticipated Damage

Wind speed 10-15 m/s	Utility pole lines and trees start to sway.
Wind speed 15-20 m/s	Roof tiles, signs and galvanized plates become loose.
Wind speed 20-25 m/s	Roof tiles, signs and galvanized plates start to fly off.
Wind speed 25-30 m/s	Temporary scaffolds that are inadequately maintained will collapse.
Wind speed 30 m/s or higher	Block walls and houses may collapse.

(According to the Japan Meteorological Agency. Average wind speed over a 10-minute period.)

● Concentrated Heavy Rain

Concentrated heavy rain refers to a heavy downpour that falls on a limited area for a limited time. This type of rain has been increasing in Tokyo in recent years. Since it typically occurs suddenly in a limited area, it is difficult to predict when and where such a downpour will occur.

Sewerage systems and small rivers may overflow and cause severe damage. Please pay attention to weather forecasts, such as on TV, radio and websites, and be extra careful when it starts to rain suddenly.

Amount of Rain per Hour and Its Description

Amount of rain per hour	Description
10-20 mm	Splashing rain. It is difficult to hear others.
20-30 mm	Water may pool on the ground after a heavy rainfall.
30-50 mm	Rain buckets. Roads become like a river.
50-80 mm	Waterfall-like heavy rain continues. Driving is dangerous.
More than 80 mm	You may sense pressure and fear, making it difficult to breathe. Heavy rainfall may also make it difficult to see.

(According to Japan Meteorological Agency)

■ Shinjuku City Flood Hazard Map


This map shows the estimated flood damage when Shinjuku City has a torrential maximum rainfall of 153 mm per hour and total rainfall of 690 mm.

■ Weather Information for Shinjuku City

Shinjuku City provides disaster prevention weather information, such as a 48-hour weather forecast for the city, the amount of rain in six locations of the city, and the river level in ten locations. Please take advantage of this service.

• From computers

Weather Information for Shinjuku City

 www.micosfit.jp/snjk/

• From cell phones

Shinjuku City Disaster Prevention Weather Information E-mail System

You can receive disaster prevention weather information via e-mail.

 <https://plus.sugumail.com/usr/shinjuku/home>



■ Evacuating during a Typhoon or Torrential Rain

Preparation is vital to avoiding storm and flood damage. It is a good idea to check the hazard map and confirm any potentially high-risk locations. It is also important to listen carefully to the information that public institutions provide, and to take appropriate action for evacuating to a safer place depending on the weather conditions and your own location.

● Evacuation Procedures

○ Stay safe indoors

If a disaster is predicted, refrain from going out if you are in a location that is safe until the typhoon or rainstorm passes.

○ Evacuate

If you are able to move to another location and take shelter at a friend's house or a safer location in the neighborhood, such as an evacuation site established by the city, do so.

○ Stay safe in an emergency

If a storm or flood is fast approaching and moving to another location is dangerous, evacuate to the second floor or higher.

● Evacuation Information

When there is a risk of a major disaster due to a typhoon or torrential rain, the City Office will typically make two types of announcement: “evacuation for the elderly, etc.” or “evacuation instructions.” “Evacuation for the elderly, etc.” encourages residents to prepare to evacuate, announcing that the possibility of a disaster occurring is high. Those who might take a lot of time preparing for evacuation—such as the elderly, the disabled and other people who need special assistance—should begin to evacuate at this point. “Evacuation instructions” is an announcement recommending evacuation to all local residents who live in an area where damage due to the coming disaster is predicted.

After the City Office confirms that a disaster has struck, it will announce “stay safe in an emergency” in as much detail as possible. Please take proper action to protect lives.

■ On the Street

Backed-up sewage may open up manholes, creating large holes underwater that cannot be seen. It is best to avoid walking through flooded streets.

Sometimes, waters form pools in V-shaped streets, and they may cause accidents, such as submerging cars.

■ In Basements

Since rain water from heavy rainfall or torrential rains can easily flow into basements, it is a good idea to have sandbags and boards that can halt the flow of water available. In addition, as it is sometimes difficult to realize the gravity of a situation when you are indoors, look outside from time to time and listen to the latest news on the TV or radio.

◎ Shinjuku City distributes sandbags. If you need sandbags, please contact any of the following offices and come pick up the sandbags.

For those who live east of Meiji-dori Avenue

☞ **Tobu Public Works Office**

🏠 2-42 Ichigaya-Nakano-cho, Shinjuku-ku
☎ 03-5361-2454

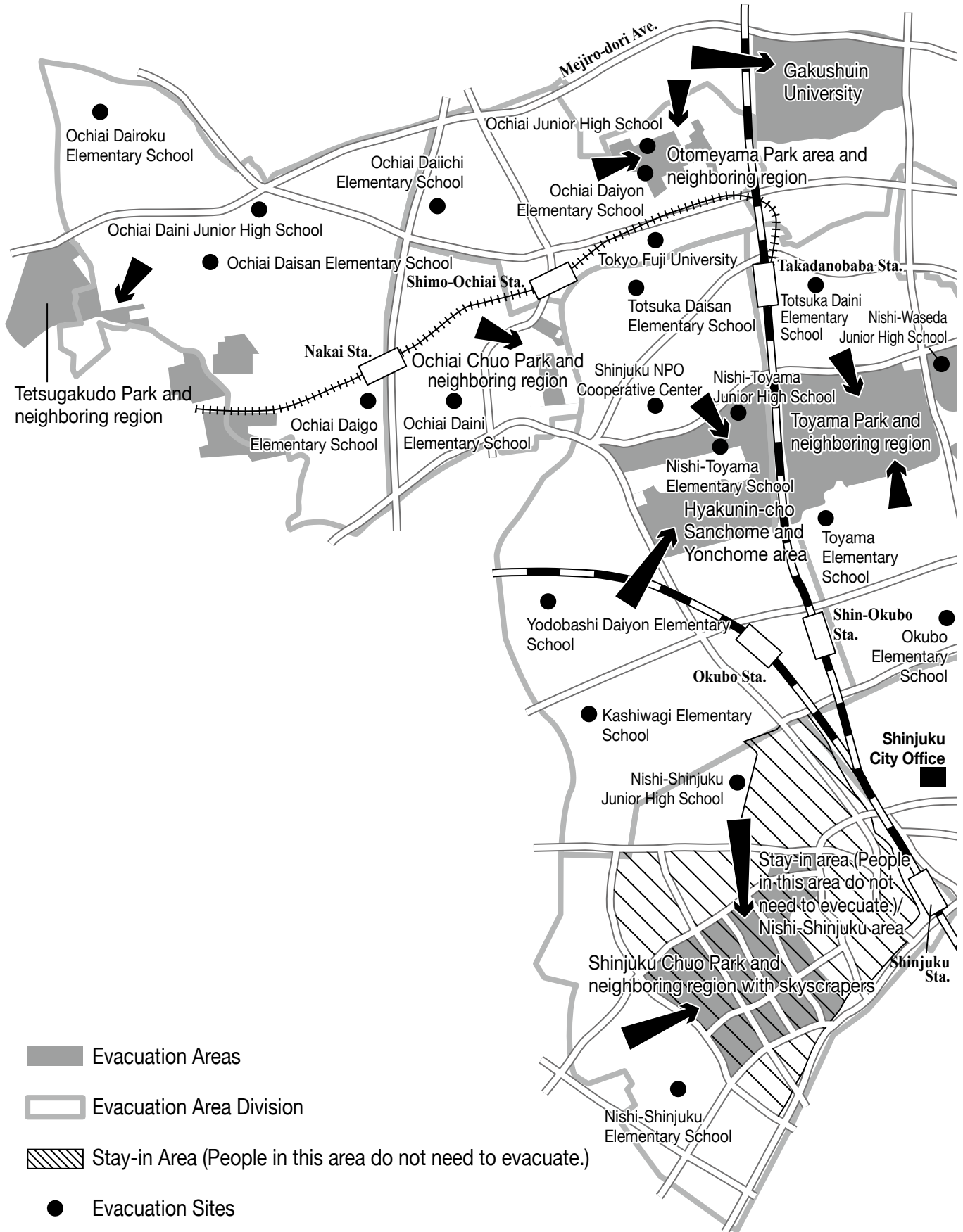
For those who live west of Meiji-dori Avenue

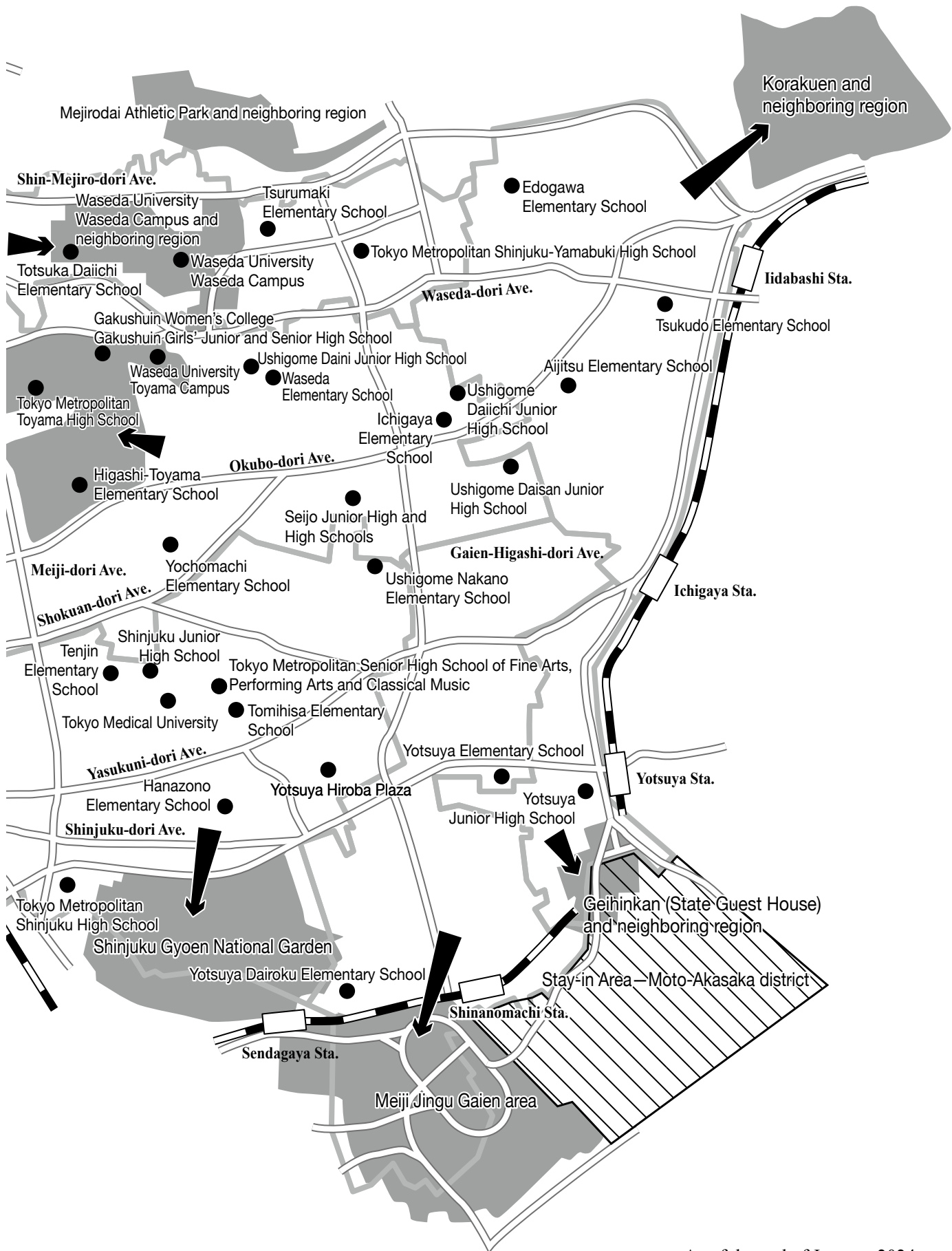
☞ **Seibu Public Works Office**

🏠 1-9-8 Shimo-Ochiai, Shinjuku-ku
☎ 03-3364-2422



Shinjuku City Evacuation Site Map





As of the end of January 2024



Notifications and Taxes

Notifications, such as for Changes of Address and Tax Payments

Going to the Shinjuku City Office



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Residence Records (*Juminhyo*)



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Notifications of Birth, Death, Etc.



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Residence Cards and
Special Permanent Resident
Certificates

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Individual Number Notification
Card and Individual Number
("My Number") Card

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Seal Registration



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Certificate-Issuing Services at
Convenience Stores



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Tax Payment

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Resident's Tax, Income Tax, and *Kakutei Shinkoku* (Income Tax Report)

p33

Going to the Shinjuku City Office

● Shinjuku City Office

Open: Monday through Friday (except national holidays and December 29 through January 3) and the fourth Sunday of the month

Hours: 8:30 a.m. to 5 p.m. Note: Until 7 p.m. on Tuesdays and from 9 a.m. to 5 p.m. on the fourth Sunday of the month (Some matters cannot be handled after 5 p.m. or on Sundays because they involve other facilities. For more information, please contact the relevant service counter.)

Although the City Office handles various procedures for Shinjuku City residents, including foreign residents, the vast majority of staff members at service counters speak only Japanese. If possible, please visit the City Office with someone who can speak Japanese. The Foreign Resident Advisory Corner is located on the first floor of Shinjuku City Office. If you have any questions or concerns, please ask for advice.

The telephone number for the City Office is 03-3209-1111. The main switchboard operator will answer the call in Japanese. Please describe your situation or give the extension number slowly in Japanese. The operator will connect your call to the appropriate office.

Shinjuku City Office

🏠 1-4-1 Kabuki-cho, Shinjuku-ku

☎ 03-3209-1111

● Branch Offices

Open: Monday through Friday (except national holidays and December 29 through January 3)

Note: Branch Offices do not open on the fourth Sunday of the month.

Hours: 8:30 a.m. to 5 p.m.

Note: Tuesdays until 7 p.m. (Some matters cannot be handled during this extended period. Please contact the Branch Office you want to use for more information.)

As local offices, these Branch Offices handle the collection of taxes and insurance premiums and issue the *Mother and Child Health Handbook* (Boshi Kenko Techo) and application forms for city/metropolitan housing.

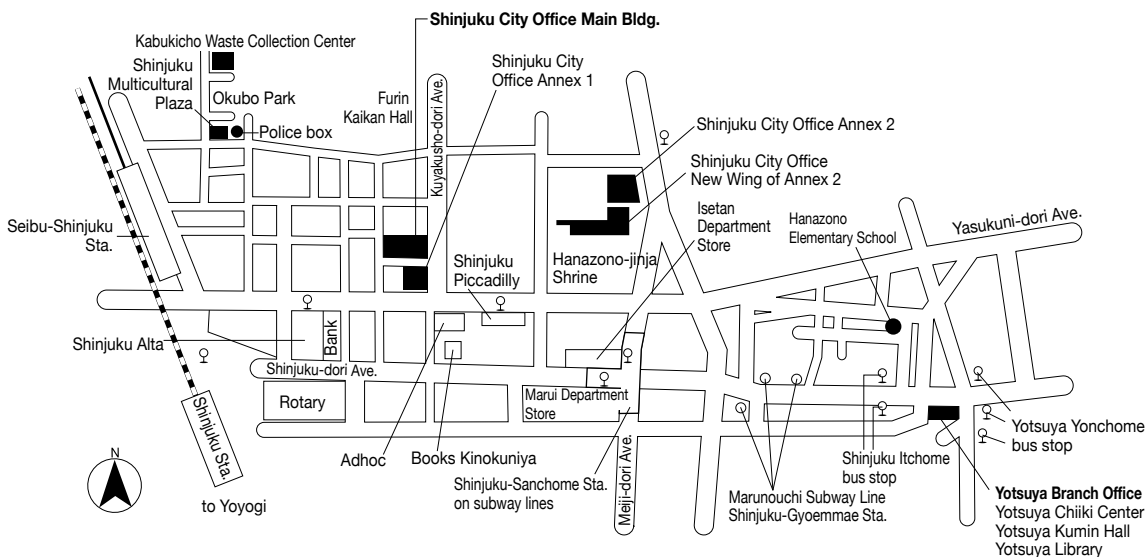
Notes

1. Please come to the Resident Registration Section, Family and Resident Registration Division at the City Office in the following cases:
 - If you move to Shinjuku City from a foreign country and need to file a notification of your move
 - If you become a medium- or long-term resident and need to file a notification of your new status
 - If you need an interpreter
2. If you file any notification as a group of ten or more members, please call the Resident Registration Section, Family and Resident Registration Division at the City Office in advance (☎ 03-5273-3601). Reservation required.

Yotsuya Branch Office

🏠 87 Naito-machi, Shinjuku-ku

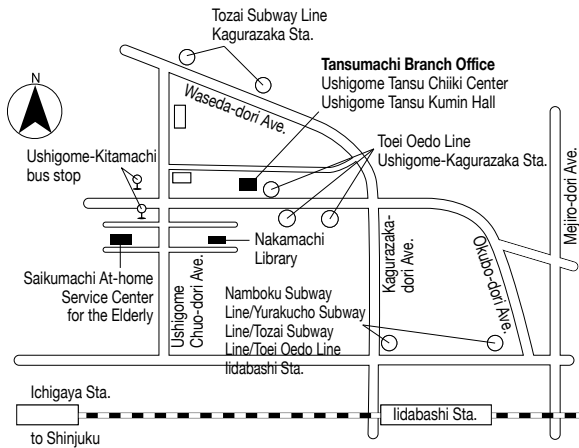
☎ 03-3354-6171



Tansumachi Branch Office

🏠 15 Tansu-machi, Shinjuku-ku

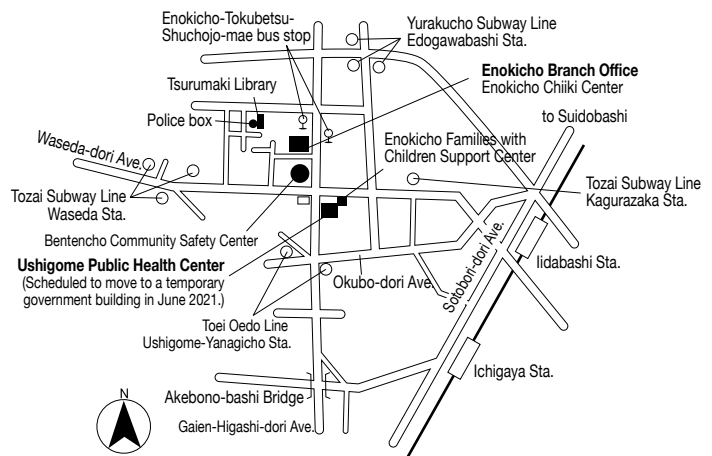
☎️ 03-3260-1911



Enokicho Branch Office

🏠 85 Waseda-machi, Shinjuku-ku

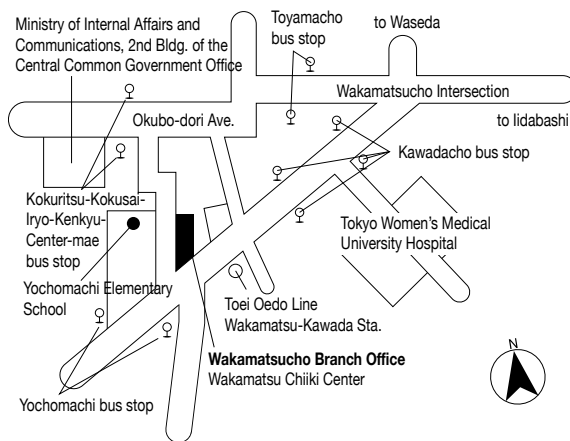
☎️ 03-3202-2461



Wakamatsucho Branch Office

🏠 12-6 Wakamatsu-cho, Shinjuku-ku

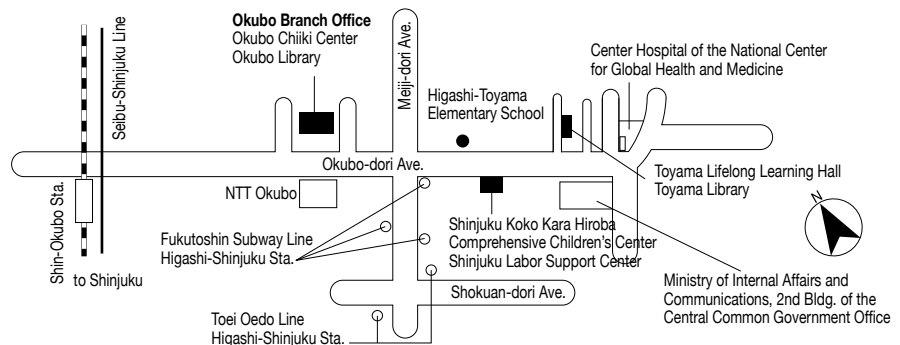
☎️ 03-3202-1361



Okubo Branch Office

🏠 2-12-7 Okubo, Shinjuku-ku

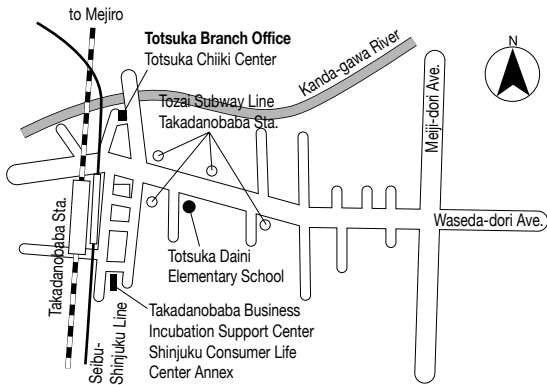
☎️ 03-3209-8651



Notifications and Taxes

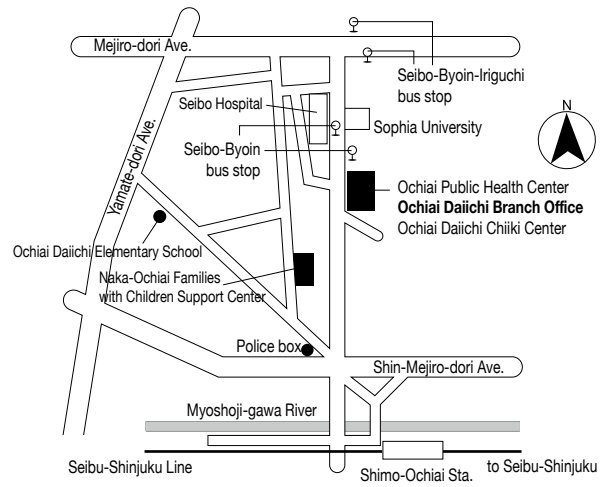
Totsuka Branch Office

🏠 2-18-1 Takadanobaba, Shinjuku-ku
☎ 03-3209-8551



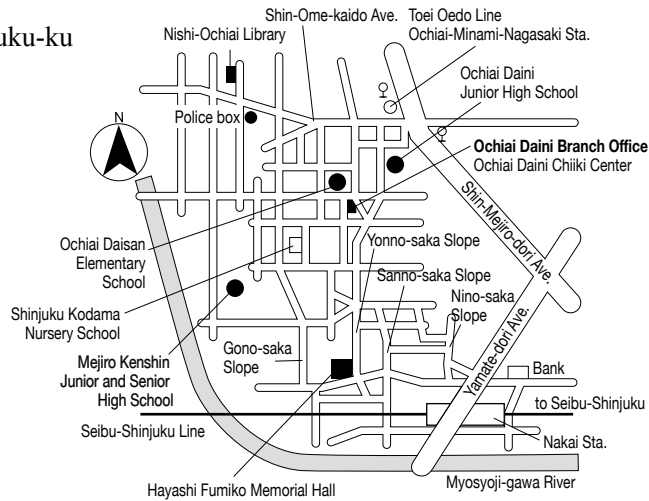
Ochiai Daiichi Branch Office

🏠 4-6-7 Shimo-Ochiai, Shinjuku-ku
☎ 03-3951-9196



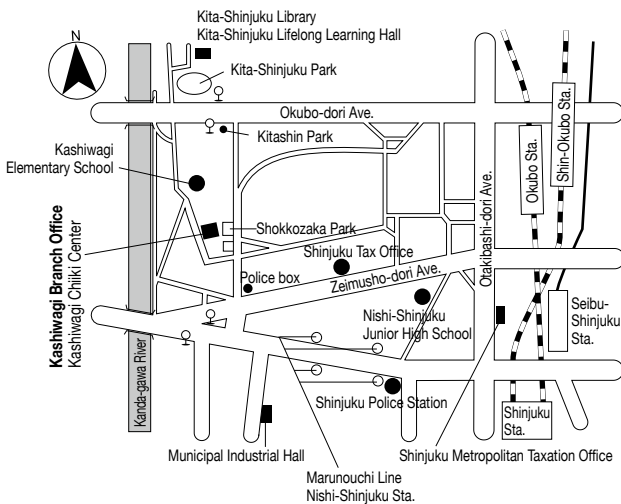
Ochiai Daini Branch Office

🏠 4-17-13 Naka-Ochiai, Shinjuku-ku
☎ 03-3951-9177



Kashiwagi Branch Office

🏠 2-3-7 Kita-Shinjuku, Shinjuku-ku
☎ 03-3363-3641



Tsunohazu Branch Office

🏠 4-33-7 Nishi-Shinjuku, Shinjuku-ku
☎ 03-3377-4381



Notifications and Taxes

Residence Records (Juminhyo)

Resident Registration Section, Family and Resident Registration Division and Branch Offices

Please come to the City Office's Resident Registration Section, Family and Resident Registration Division: if you move to Shinjuku City from a foreign country and need to file a notification of your move; if you become a medium- or long-term resident of Japan and need to file a notification of your new status; if you need an interpreter; or if you file any notification as a group of ten or more members.

Residence records will be made for eligible foreign residents, such as those entitled to a residence card and special permanent residents.

Residence records are made to retain and verify such information as address and household (meaning people who live together and share living expenses) and the head of household (meaning the representative of the household and/or the main person who supports the household). Personal seal registration, National Health Insurance, and taxes and other matters are based on these records.

● Foreign Residents Who Are Eligible for Residence Records

- Medium- to long-term residents (i.e., those who have or are eligible for a residence card)
- Special permanent residents
- Anyone with landing permission for temporary refuge or permission for a provisional stay in Japan
- Anyone in Japan through circumstances of birth, or who has renounced Japanese nationality and is in a transitional period without any status of residence

Residence records will not be made for foreign residents who do not fall under the abovementioned categories.

● Notification Procedures for a Change of Address

If you move to a different address or people leave or join your household, please complete the designated procedures to notify us of the change, either in person or through someone acting on your behalf. A proxy letter is required if someone other than a member of the same household files the change notification. The

Shinjuku City website offers a sample proxy letter

for your convenience. There is no handling fee for filing this type of notification.

Notification procedures for a change of address are different from the procedures for the previous method of foreign resident registration. To be specific, if you will be moving from Shinjuku City to somewhere else in Japan, or leaving Japan, please complete the designated procedures for moving out at the Shinjuku City Office before you do.

Please read the chart on page 29 for more information on the types of notification procedures for a change of address and the documents required to complete them.

● Obtaining a Copy of Your Residence Record

If you need a copy of your residence record or a certificate of registered items in the residence record, please bring in some form of personal identification (such as your residence card or special permanent resident certificate) and file a request.

Please note that if someone other than a member of the same household files a request on your behalf, a proxy letter is required. The Shinjuku City website offers a sample proxy letter for your convenience.


You can file a request by mail, but please ask about the documents required beforehand. The handling fee is ¥300 per copy.


Notes:

1. You can also obtain a copy of your residence record using certificate-issuing services at convenience stores. Please read page 31 for details.
2. Automated issuing services were terminated at the end of March 2020.

Residence Cards and Special Permanent Resident Certificates

Immigration Information Center, Immigration Services Agency, Ministry of Justice

 0570-013904

(From IP phones, PHS or from overseas, call  03-5796-7112)

● Residence Card Procedures

In the following cases, please conduct the designated procedures at your local regional immigration bureau:

- Your name, date of birth, sex, or nationality (country/region of origin) changes or was incorrect





- Your residence card is lost or stolen
- You renew your residence card
- You have a status of residence for working (e.g., engineers) or a status of residence for studying (e.g., students) and the institution you are affiliated with changes
- If you are a spouse of a Japanese national or a spouse (or dependent) of a foreign resident, and you divorce or your spouse dies

Please call the number above if you have questions about the documents required to complete the designated procedures.

● Special Permanent Resident Certificate Procedures

Please complete the designated procedures at the City Office's Resident Registration Section in the following cases:

- You are applying for special permanent residence for your child who was born in Japan
- Your name, date of birth, sex, or nationality (country/region of origin) changes or was incorrect
- Your special permanent resident certificate is stolen or lost
- You are renewing your special permanent resident certificate

Please call the abovementioned Immigration Services Agency or the Resident Registration Section of the Family and Resident Registration Division (☎ 03-5273-3601) concerning the documents required to complete the designated procedures.

● Converting Your Foreign Resident Registration Card

With the elimination of the Alien Registration Act on July 9, 2012, the foreign resident registration card was considered equivalent to the newly created special permanent resident certificate and residence card for a designated period of time. However, as a rule, the foreign resident registration card was to be converted into a special permanent resident certificate or residence card by July 8, 2015.

○ Residence Card

Please complete the designated procedures at your local regional immigration bureau.

- If you are a mid- or long-term resident: As a rule, since the conversion deadline was July 8, 2015, please complete the designated procedures as soon as possible.

○ Special Permanent Resident Certificate

Please complete the designated procedures at the City Office's Resident Registration Section of the Family and Resident Registration Division.

Conversion deadlines:

- For those 15 years of age and younger: On their 16th birthday

- For those 16 years of age or older whose foreign resident registration card renewal period (conversion date) is on or after July 9, 2015: Your first birthday during the designated renewal period of the foreign resident registration card
- For those other than the above: As a rule, since the conversion deadline was July 8, 2015, please complete the designated procedures as soon as possible.

Notifications of Birth, Death, Etc.

👤 Family Register Section, Family and Resident Registration Division

● Family Register (*Koseki*)

The *koseki* (family registration system) provides official authentication of a Japanese person's name, date of birth, parents' names, family relationships, spouse, and other personal information related to family.

● Family Register Notification Forms

Foreign residents must also file notification forms for births and deaths that take place in Japan. You may also file notification forms for marriages and divorces. There is no fee for filing a notification form. Please ask the section above about the documents required and other details.

● Birth Notification

The mother or father should complete the designated birth notification procedures within 14 days of the birth, at either the city office of the place of birth or the parent's present address.

Also, please be sure to complete the following procedures:

- Application for visa status at the Tokyo Regional Immigration Bureau within 30 days of the birth
- Procedures designated by your home country (such as passport application)

Notification Procedures for a Change of Address for Foreign Residents

Types of Notification	Notification Period	Documents Required (Please bring original documents.)
Moving to Shinjuku City from overseas	Within 14 days of moving to Shinjuku City	Your residence card, passport or special permanent resident certificate/foreign resident registration card Notes: 1. Documentation (original) certifying your relationship to the head of the household may be required. 2. If you are re-entering Japan, the passports of all household members moving in are required. ★ Please complete these notification procedures at the Resident Registration Section of the Family and Resident Registration Division of the City Office.
Becoming a mid- to long-term resident (If you live in Shinjuku City with a short-term visa and becomes a mid- or long-term resident)	Within 14 days of becoming a mid- to long-term resident	
Moving to Shinjuku City from another municipality	Within 14 days of moving to Shinjuku City	<ul style="list-style-type: none"> • Certificate of your move • Residence card or special permanent resident certificate/foreign resident registration card • National Health Insurance card (if you are in an enrolled household and the head of the household changes) • Individual number (“My Number”) card (if you have one) • Basic resident registration card (if you have one) Note: Documentation (original) certifying your relationship to the head of the household may be required.
Change of address (If you move within Shinjuku City)	Within 14 days of the move	<ul style="list-style-type: none"> • Residence card or special permanent resident certificate/foreign resident registration card • National Health Insurance card (if you are in an enrolled household) • Individual number (“My Number”) card (if you have one) • Basic resident registration card (if you have one) Note: Documentation (original) certifying your relationship to the head of the household may be required.
Moving out of Shinjuku City (Either within Japan or overseas)	Before moving out	<ul style="list-style-type: none"> • Residence card or special permanent resident certificate/foreign resident registration card • National Health Insurance card (if you are enrolled) • Individual number (“My Number”) card (if you have one) • Basic resident registration card (if you have one) • Personal seal registration card (if you have registered one) Note: If the head of the household moves out, documentation (original) that shows the family relationship with the new head of the household may be required. ★ You can notify Shinjuku City of your move by mail or via the Mynportal. Please see the Shinjuku City website for more information.
Change in the household (If there is a change in the head of the household, a household is split, or if two households join)	Within 14 days of the change	<ul style="list-style-type: none"> • Residence card or special permanent resident certificate/foreign resident registration card • Documentation (original) certifying your relationship to the head of the household • National Health Insurance card (if you are enrolled)
Change in the relationship to the head of the household (If the relationship between you and the head of the household changes, and the change will not be registered in the <i>koseki</i> [family registry] system)		

Notes:

1. If you need an interpreter or to complete notification procedures as a group of ten people or more, please call the service counter at the City Office’s Resident Registration Section of the Family and Resident Registration Division in advance.
2. Your personal identification will be checked when you file a notification. Please bring some form of official personal ID (such as your residence card or special permanent resident certificate) for this purpose. If someone other than a member of the same household files the notification on your behalf, they will need a proxy letter.
3. If the document certifying your family relationship to the head of the household is in a foreign language, please attach a Japanese translation with the name and contact details of the translator on it.
4. Please be aware that notifications of moving into the city from a foreign country and notifications of becoming a mid- to long-term resident are not handled during the Tuesday extended service counter hours (5 to 7 p.m.) nor during the special service counter hours on the fourth Sundays of every month.




Note: If you or your spouse is a special permanent resident and wishes to file a special permanent resident application for your child who was born in Japan, you will need to come to the Resident Registration Section within 60 days of the birth. A valid birth certificate is required for this application.

● **Death Notification**

A family member or person living in the same household should complete the designated death notification procedures within seven days of learning of the death of the person in question. This should be done at either the municipal office where the death took place, or at the city office of the applicant's current address.

Seal Registration

 **Resident Registration Section, Family and Resident Registration Division and each Branch Office**

● **Personal Seal (*Inkan*)**

In Japan, personal seals are used as a symbol of agreement or approval, like a signature, to verify official documents, such as contracts.

You can order a personal seal for your name at a stamp engraving outlet and register the imprint at the City Office. When necessary, you can request a personal seal registration certificate that certifies that the personal seal is registered.

● **Personal Seals That Cannot Be Registered**

- Stamps with letters that do not combine to form part of your full name, last name, first name, or nickname as registered in your residence record
- Stamps with other information, such as your occupation or degree
- Stamps made of rubber or other material that changes shape easily
- Stamps with imprints that are smaller than an 8-mm square or larger than a 25-mm square
- Stamps with imprints that are unclear or difficult to read
- Stamps with inverse engraving.
- Stamps that are inappropriate for registration (for example, stamps without an outer rim, cracked stamps, ready-made stamps, ring stamps, etc.)

● **Personal Seal Registration Procedures**

Please bring the personal seal you wish to register along with your valid residence card or special per-

manent resident certificate (foreign resident registration card) to the Family and Resident Registration Division of the City Office or local Branch Office, and complete the application procedures in person. Registration can be completed the same day. Some registration restrictions apply, such as those on age (must be 15 years of age or older).

If you apply in person without your valid residence card or special permanent resident certificate (foreign resident registration card), or if a representative with a proxy letter applies on your behalf, a letter of reference will be mailed to your home for confirmation. When you receive the letter, either you or the representative should bring the following items to the service counter where you filed your application:

- The response sheet
- The personal seal you want to register
- Some form of official personal identification

Note: If a proxy applies on your behalf, he or she must bring your identification, a proxy letter signed by you, his or her own identification and seal.

When registration has been completed, you will be issued a personal seal registration card. The handling fee for personal seal registration is ¥50.

● **Personal Seal Registration Certificate**

If you need a personal seal registration certificate, please bring your personal seal registration card, and apply for a certificate at the Family and Resident Registration Division of the City Office or any Branch Office. The handling fee is ¥300 per copy.

Note: You can also obtain a personal seal registration certificate through the convenience store certificate-issuing service. Please read page 31.

● **When Notification Is Necessary (for Personal Seal Registration)**

- (a) If you lose your personal seal or no longer need to your stamp to be registered → Notification of Discontinuation of Personal Seal Registration
- (b) If your personal seal registration card is lost, stolen or destroyed by fire → Personal Seal Registration Card Loss Notification
- (c) If your personal seal registration card is not usable because it is dirty or damaged → Personal Seal Registration Card Duplicate Application

● **If You Move Out of Shinjuku City (Personal Seal Registration)**

If you have completed personal seal registration but are moving out of Shinjuku City, please return the personal seal registration card. You will need to complete personal seal registration procedures at the municipal office of your new address. Even if you move back to the same address, you must still complete procedures for seal registration again.

● If You Leave Japan (Personal Seal Registration)

If a person with personal seal registration leaves Japan, the personal seal registration becomes invalid and is deleted.

Even if you move back to the same address, you must complete personal seal registration again.

● Those Who Are Not Eligible for a Registered Seal

Anyone who is not eligible for a residence record—including anyone with a short-term visa or who is staying in Japan illegally—cannot register a seal.

Certificate-Issuing Services at Convenience Stores

👤 Copies of Residence Records/Personal Seal Registration Certificates:

Resident Registration Section, Family and Resident Registration Division

👤 Certificates for Resident's Tax:

Collection Management Section, Tax Affairs Division

You will be able to obtain copies of your residence record, personal seal registration certificate, certificate of special city resident/metropolitan resident taxation (tax exemption), and certificate of special city resident/metropolitan resident tax payment at any convenience store, etc. across Japan that has a kiosk device (multifunctional photocopy machine). To use this service, you will need to have an individual number card (pages 31 and 32) loaded with user electronic certificates*.

○ Stores Offering This Service

Shops such as Seven-Eleven, Lawson, Family Mart, Mini-Stop, Poplar, as well as the Shinjuku Post Office.

However, this refers only to stores with a kiosk terminal (multifunctional photocopy machine).

○ Hours

6:30 a.m. to 11 p.m. (except during December 29 through January 3 and system maintenance periods)

○ Handling Fees

¥200 per copy (¥300 at the City Office service counter)

* The user electronic certificate certifies the user as the authorized person on the Internet. The certificate can be used as a means of confirming personal identification when logging in at a Mynportal, or when using convenience store certificate-issuing services.

Individual Number Notification Card and Individual Number (“My Number”) Card

👤 Resident Registration Section, Family and Resident Registration Division

● What Is an Individual Number Notification Card?

An individual number notification card that states an individual number (“My Number”) will be sent by simple registered mail [no forwarding] to all residents of Japan. This includes newly registered residents who have moved here from overseas or were born recently. The Japan Agency for Local Authority Information Systems (J-LIS), which is contracted by municipalities across Japan, issues and mails the notification cards.

Please keep your individual number notification card in a safe place for your reference and security.

Note: The individual number notification card cannot be used as a document to certify your individual number.

● What Is an Individual Number (“My Number”) Card?

- This is an IC card with an ID photo. It has your name and address on the front, and individual number written on the back.
- Electronic certificates for personal public identification services are included in an IC chip as standard equipment. These can be used when logging in at a Mynportal or using convenience store certificate-issuing services.
- Although there is no handling fee for your first individual number card, there is a handling fee of ¥800 for a reissue, and an additional fee of ¥200 for reissuing electronic certificates.
- If there is a change in information such as your name or address, please file a notification at the City Office service counter within fourteen days. If you have extended your visa period of stay at the



Immigration Services Agency, please file a notification with the City Office service counter before your individual number card's expiration date to update your individual number card.

● Application and Issue of Individual Number Cards

1. Applying by mail

You can apply using the individual number card application form and the envelope for mailing it. You can obtain the form and envelope at the Family and Resident Registration Division or your local Branch Office, or download them from the website below.

Attach an ID photo to your application form, complete the form with the required information (such as your individual number), place the completed form in the designated envelope, and mail it.


Note: You can also use the application form attached to your notification card. If there is a change in your name, address or other information, please write the change and submit your application.

2. Applying via Internet/local ID photo booth

You can apply using the ID or two-dimensional code on the application form enclosed with your individual number notification card. If there was no application form enclosed with your notification card, please bring some form of official ID to the Family and Resident Registration Division or your local Branch Office and show it to obtain an application form with your application ID on it.

When applying via the Internet, take a photo of yourself with a digital camera or smartphone and save it, and then access the website below. After accessing the website, follow the instructions on the screen to complete application procedures.

When applying via a designated ID photo booth (showing the special sticker), select "Individual Number Card" on the touch panel of the ID photo booth, and follow the instructions on the screen to complete application procedures.

 <https://www.kojinbango-card.go.jp/en/>

3. Individual number card online application support service

City Office staff can help you apply on the first floor of the Shinjuku City Office Main Building, from taking the required photo to completing the application form. You must have the special application ID to apply. Please also bring some form of official personal ID (such as your residence card) to the Family and Resident Registration Division service counter and ask for an application form with an application ID written on it.

After filing an application, you will be notified by mail when your individual number card is ready.

Please make a reservation via the Internet or by phone before coming to the issuing location to pick up your card.

When picking up your card, please bring your individual number card issue notification and some form of official personal ID (such as your residence card or special permanent resident certificate). Please ask the Family and Resident Registration Division about forms of personal identification other than the abovementioned.

● Concerning the Basic Resident Registration Card

With the issue of the individual number card, the basic resident registration card will no longer be issued as of December 28, 2015. Although the basic resident registration cards can be used until their respective expiration dates, they will be collected when individual number cards are issued. You cannot use both your basic resident registration card and your individual number card.



Tax Payment

Objectives and Types of Taxes

Tax Affairs Section, Tax Affairs Division

● What Are Taxes?

Most of the work of the national and local governments concerns various aspects of our daily lives.

The national government is responsible for various national concerns, such as diplomatic affairs, basic social planning, and financial administrative measures.

Local governments, on the other hand, focus more on programs for the local community, such as welfare, education, health/sanitation, police stations, and fire stations.

All of us share the responsibility for the costs of these programs through taxes. In a sense, taxes are like membership fees for a safe and enhanced way of life.

● Resident's Tax (Special City Resident Tax and Metropolitan Resident Tax) and Income Tax

There are various types of taxes. Those that are most familiar to us are resident's tax and income tax.

Resident's tax (local tax) and income tax (national tax) are both levied on an individual's income, and both taxes have many points in common, such as reporting the amount of income. On the other hand, income tax is levied on income earned during the current year, while resident's tax is levied on income earned during the previous year. In addition, the tax ratios may vary.

Resident's Tax, Income Tax, and *Kakutei Shinkoku* (Income Tax Report)

Resident's Tax:

Taxation Section No. 1 and 2, Tax Affairs Division

Certificates of Resident's Tax Payment and Taxation (Tax Exemption):

Collection Management Section, Tax Affairs Division

Income Tax and

Kakutei Shinkoku (Income Tax Report)

Yotsuya Tax Office, ☎ 03-3359-4451

Shinjuku Tax Office, ☎ 03-6757-7776

● Those Who Must Pay Resident's Tax

As a rule, resident's tax is levied every year on registered residents in the municipality as of January 1 (regardless of nationality).

Even if you moved, pay to the city that was administering your address as of January 1.

● Those Who Do Not Have to Pay Resident's Tax

Resident's tax is not levied on those whose income in the previous year was below the standard amount. (The standard amount depends on the age of the taxpayer, the number of dependents, and other conditions.)

● Resident's Tax Report

Please file a report to the City Office Tax Affairs Division by March 15 every year on the income you earned during the previous year. However, those who have filed an income tax report with the tax office and those who are salaried employees of a company that submits a salary payment report to the City Office, do not need to file a resident's tax report to the City Office Tax Affairs Division.

● Resident's Tax Calculation Method

Resident's tax includes a per capita amount and an income-based amount.

- Per Capita Amount: The same amount per person regardless of income.
- Income-based Amount: Calculated according to the income earned during the previous year.

● Resident's Tax Payment Method

The methods of payment of individual resident's



tax are as follows:

○ Regular Collection

With this method, an individual pays the tax in four installments using the invoices enclosed with the notification sent by the City Office (in early June). The payment locations available are the City Office, Branch Offices, financial institutions such as banks, post offices and convenience stores.

You can also pay via electronic payment systems such as Pay-easy, credit card, your smartphone payment app, or *denshi* money.

Note: For more information, please either visit the Shinjuku City website or ask the Collection Management Section.

📄 www.city.shinjuku.lg.jp/hoken/file04_04_00001.html

○ Special Collection Deducted from Wages

If you are a salaried income earner, such as a company employee, your employer deducts the tax from your monthly salary and pays the City Office on your behalf. (In some cases, salaried employees can pay taxes by regular collection.)

Note: In addition, there is a special collection deducted from public pension.

● **Procedures Before Leaving Japan**

If you are taxed as a resident and plan to leave Japan before receiving the resident's tax notification (in early June), you must either designate someone to pay the taxes on your behalf, or pay the tax in advance (in other words, before you leave Japan). If you plan to leave Japan after receiving the resident's tax notification, you must either designate someone to pay the taxes on your behalf, or pay the rest of the tax before leaving Japan.

● **Acquiring a Certificate of Resident's Tax Payment or Taxation (Tax Exemption)**

Bring some form of official personal ID (such as a residence card, individual number card or health insurance card) when you file an application at the service counter of the Tax Affairs Division or your local Branch Office. The handling fee is ¥300 per copy.

Notes:

1. If someone is filing an application on your behalf, they will need a proxy letter from you. For more information, please ask the Collection Management Section.
2. You can also use certificate-issuing services at convenience stores (see page 31).
3. For more information, please either visit the Shinjuku City website or ask the Collection Management Section.

📄 www.city.shinjuku.lg.jp/hoken/file04_02_00001.html

● **Income Tax**

Income tax is levied on an individual's income. It is calculated by subtracting income deductions from the entire income earned in one year and applying a tax rate to the remaining amount.

● **Kakutei Shinkoku (Income Tax Report)**

Income tax is automatically deducted from monthly salaries in the case of salary earners, but others must submit *kakutei shinkoku* (income tax report) to the tax office.

Income tax is paid based on a reporting and payment system by which the taxpayer (who best knows his/her own income circumstances) calculates the tax and pays the tax according to the tax laws.

For more information on income tax and *kakutei shinkoku* (income tax report), please visit the National Tax Agency website.

📄 <https://www.nta.go.jp/>





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For a Healthy Life

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Pension System

 **Shinjuku Pension Office, or Pension Section,
Medical Insurance and Pension Division,
Shinjuku City Office**

● National Pension Plan

This is a pension plan managed by the national government to support the lives of the aged, disabled, and bereaved. All registered residents of Japan between 20 and 59 years of age is obliged by law to enroll in National Pension.

● Pension Plan Holders

Registered residents of Japan who are between 20 and 59 years of age

● National Pension Enrollment Procedure

If you are a registered resident under 20 years of age, you do not need to file an enrollment notification. The Japan Pension Service will send you information about enrolling in the National Pension plan within about two weeks after your twentieth birthday. The enrollment date for the National Pension is the day before your twentieth birthday.

If you become a registered resident after reaching 20 years of age, you will have to complete enrollment procedures at the service counter of the municipal office administering your address. Your enrollment date is the date you become a registered resident, etc. The Japan Pension Service will send you information about enrolling in the National Pension plan after you complete enrollment procedures.

● How to Pay Your National Pension Premiums

Within about two weeks after you reach 20 years of age, or after completing enrollment procedures, you will be sent invoices that you can use to pay your premiums. Please use these invoices to pay your premiums at a convenience store, etc. You can also choose to pay your premiums by account debit or by credit card.

● If You're Having Difficulty Paying Your National Pension Premiums

If you are having difficulty paying your premiums due to a low income or other reason, you can apply for a premium exemption/payment postponement or a student payment exception program. If your application is approved after screening your income from the previous year and other items, part or all of your premiums can be exempted or postponed.

● If You Work for a Japanese Company

If you work in a Japanese company, you are obliged to enroll in employees' pension insurance. The employer completes the enrollment procedures, so please submit your pension notebook or basic pension number notification issued to you after enrolling in the National Pension to your employer.

● Basic Pension for the Elderly

You are entitled to receive this pension from the age of 65 if the combination of the period you paid the premium for the National Pension Plan and the period you were exempted from paying it totals ten years or more.

● Basic Pension for the Disabled

You are entitled to receive the basic pension for the disabled if you become disabled through illness or injury and undergo your first examination before your twentieth birthday, or while you are enrolled in the National Pension Plan. Complete payment of pension premiums is a requirement.

● Basic Pension for the Bereaved

If a National Pension Plan member passes away, the spouse with a child or child of the deceased person who maintained the household's livelihood is entitled to receive the basic pension for the bereaved if the member had been paying the premium.

● If You Leave Japan

If you are not living in Japan when you become entitled to receive the pension, it will be sent to you.

● Lump Sum Withdrawal Payment System

To receive a Basic Elderly Pension, Basic Disability Pension or Basic Bereaved Family Pension, you must pay pension premiums for a designated period. There is a Lump-Sum Withdrawal Benefit program for short-term foreign residents who return to their home country without fulfilling the recipient eligibility period. A lump-sum benefit is paid upon request within two years of leaving Japan if you have paid pension premiums for more than six months.

● Social Security Agreement

Japan has closed the Social Security Agreement with several countries to prevent people from joining several pension systems simultaneously and to help them receive the pension they have paid for.

As of June 2022, Japan has signed agreements with Germany, Britain, South Korea, the United States, Belgium, France, Canada, Australia, the Netherlands, Spain, Ireland, the Czech Republic, Brazil, Switzerland, Hungary, India, Luxembourg, Philippines, Slovakia, China, Finland, and Sweden.



Please see the website of the Japan Pension Service for other details of the present situation.

 www.nenkin.go.jp/

Enrollment in National Health Insurance

Health Insurance—A Program That Everyone Is Required to Join

National Health Insurance Eligibility Section, Medical Insurance and Pension Division

● What Is Health Insurance?

Foreign residents who live in Japan must also be enrolled in some form of health insurance operated by a public institution so that everyone can receive medical treatment with peace of mind in case of illness or injury.

● Insurance Members

Registered residents in Shinjuku City must become members. However, the following people are exempt:

● National Health Insurance Does Not Apply to the Following

1. Those who are to enroll in the health insurance plan at their place of employment
2. Those who can enroll as a dependent of an insurance member through the latter's place of employment
3. Those who are receiving public financial assistance for everyday living
4. Those who are in Japan for the purpose of receiving medical treatment under the visa status of designated activities, etc.
5. Those who engage in tourism, vacation or other similar activities under the visa status of designated activities, etc.
6. Those with a diplomatic visa
7. Those who stay in Japan beyond the designated period of stay
8. Those whose visa is good for only three months or less. (This excludes those with a visa status of entertainer, technical intern/trainee, dependent, or designated activity who have some form of documentation that verifies their actual period of stay will be longer than three months.)

9. Those who are eligible for the Medical Care System for the Older Senior Citizen

● Enrolling, Withdrawing and Other Procedures

If any of these conditions for enrolling and withdrawing apply, please be sure to complete the designated procedures within 14 days. The head of the household is responsible for filing the notification form. Please call for more information.

○ Procedures for Enrollment

Eligibility for health insurance does not begin from the day you file the form, but from the day you should have enrolled in health insurance.

1. If you have moved into Shinjuku City from another city or country
2. If you have withdrawn from the health insurance plan of your place of employment
3. If you are no longer eligible for public financial assistance for everyday living
4. If a child is born in your family

○ Procedures for Withdrawal

1. If you have moved out of Shinjuku City
2. If you plan to leave Japan (return to your home country)
3. If you have enrolled in the health insurance plan at your place of employment
4. If you become eligible for public financial assistance for everyday living
5. If a member dies

● National Health Insurance Premiums

National Health Insurance premiums comprise a medical portion, support portion, and Long-Term Care Insurance portion (only for those between 40 and 64 years of age). Each portion is determined by adding together an income-based amount from the previous year and per-capita amount. The latter is calculated based on the number of all enrollees of the National Health Insurance (NHI). To ensure that NHI premiums are calculated correctly, an income tax report for the entire household is necessary. Your cooperation in this matter would be appreciated.


Also, please note that insurance premiums are calculated for the household as a unit, and the head of a household of insured members is responsible for paying insurance premiums. Therefore, please be careful and do not forget to pay your insurance premiums.



● How to Pay the National Health Insurance Premium

You pay the annual insurance premium (from April through March of the following year) using the invoices enclosed with the insurance premium notification the Shinjuku City Office sends out (around mid-June) to the home of the person responsible. The total amount for the year is broken down into ten installments from June through March of the following year. The payment deadlines are at the end of each month. (If the financial institution is closed on the last day of the month, the deadline is the following business day.) You can pay your insurance premiums at the City Office or Branch Offices, at financial institutions such as banks and post offices, or any designated convenience store. You can also pay by direct debit (automatic payment) or mobile-regi, pay-easy or electronic money code.

Note: For more information, please check the Shinjuku City website or ask the National Health Insurance Eligibility Section.


 https://www.city.shinjuku.lg.jp/hoken/hoken01_002031_00002.html

● Health Insurance Premium Payment Consultation

 **Payment Promotion Section, Medical Insurance and Pension Division**

As a rule, if you are behind in paying your National Health Insurance premiums, you must pay any overdue premiums in one lump sum. However, please take advantage of our consultation services if payment is difficult due to special circumstances.

■ If You Are Enrolled in Kokuho (National Health Insurance)

 **National Health Insurance Benefits Section, Medical Insurance and Pension Division**

National Health Insurance is a medical treatment health insurance plan that charges insurance premiums according to your income and covers medical expenses when you are ill or injured. If you show your National Health Insurance card (those 70 years of age or older must also show their Elderly Subsidy Recipient Card) at the hospital reception counter when receiving treatment for an illness or injury, then you only need to pay a portion of the medical expense. National Health Insurance will cover the remaining portion.

There are also benefits for childbirth and funeral expenses. You must file an application to receive these benefits. Please call for more information.

● Personally Borne Expense of Members

These are subject to change due to revisions in the law.

Insurance Member	Insurance Member's Personally Borne Percentage	Percentage Borne by National Health Insurance
Under compulsory-education age	20%	80%
Above compulsory-education age to 69 years of age	30%	70%
70 to 74 years of age	20%	80%
	30%*	70%

* Those with a designated level of income or higher. Please call for more details.

● High Medical Expense

If you have paid high medical fees in a one-month period and fulfill designated conditions, the portion of the personally borne expense that exceeds the designated amount can be reimbursed. The personally borne expense ceiling is determined by age, household income and total medical expenses.


■ Public Health Programs

 **General Affairs Section, Medical Insurance and Pension Division**

● Kokuho (National Health Insurance) Recreation Programs

There are recreation programs that Kokuho members can use for health and recreation. Please inquire for details.

● Special Health Checkups and Guidance

 **Health Checkup Section, Health Promotion Division**

Special health checkups that focus on metabolic syndrome are given to Shinjuku City National Health Insurance members between 40 and 74 years of age. This checkup is given together with the health checkup described on page 43. Those who are eligible will be sent a checkup slip in the mail.

Special health guidance is given to those whose special health checkup results show that they have a high risk of lifestyle-related diseases. This includes support to improve their lifestyle habits, such as through proper meals and exercise.

Special health checkups and guidance for those who are enrolled in a Health Insurance Union, Mutual Benefit Society, Japan Health Insurance Association or National Health Insurance Union (including depen-

dents) are conducted by the respective health insurance agency. For more information, please call your health insurance agency.

Enrollment in the Medical Care System for the Older Senior Citizen

■ A Health Insurance System for Those 75 Years of Age or Older

👤 Elderly Health Section, Elderly Health Division

Those who are currently enrolled in National Health Insurance or employee's health insurance will automatically be withdrawn from that insurance and enroll in the Medical Care System for the Older Senior Citizen when they turn 75 years of age.

● Those Who Are Eligible

Everyone 75 years of age or older who is registered as a resident in Shinjuku City must enroll in the Medical Care System for the Older Senior Citizen. In addition, those who are between 65 and 74 years of age with a designated level of disability can enroll in the Medical Care System for the Older Senior Citizen on a voluntary basis through an accelerated program. However, enrollment is not permitted for some individuals, such as those listed below:

1. If your status of residence is "Diplomat" or for medical purposes or tourism/vacation within "Designated Activities."
2. Those who stay in Japan beyond the designated period of stay or those whose period of stay stated on the visa (e.g., short-term visa) is three months or less (The latter exclude those who have some form of documentation that verifies their actual period of stay will be longer than three months.)
3. Those who are receiving public financial assistance for everyday living

Please call for more information on enrollment requirements.

● Acquisition/Loss of Eligibility and Necessary Procedures

Eligibility for insurance does not start from the date of application, but instead dates back to the date by which enrollment should have been completed.

1. If you reach 75 years of age (from your 75th birthday)
2. If you are 75 years of age or older and move into Tokyo (enter Japan) from another area (A notification form must be filed.)
3. If you are 65 years of age or older and are confirmed by the Tokyo Metropolitan Association of Medical Care Services for Older Senior Citizens as having a designated level of disability (An application form must be filed.)
4. If other conditions, such as the termination of public financial assistance for everyday living, apply (A notification form must be filed.)

If you lose your eligibility for membership, you must return your health insurance card.

1. If you move out of Tokyo (leave Japan) or return to your home country (A notification form must be filed.)
2. If a member dies
3. If you are between 65 and 74 years of age and no longer have a designated level of disability or if you request to withdraw your application to have your disability confirmed. (Note: You must submit a withdrawal application form.)
4. If other conditions, such as you start receiving public financial assistance for everyday living, apply (A notification form must be filed.)

● Health Insurance Card

Each qualifying member of the Medical Care System for the Older Senior Citizen will be issued a health insurance card.

A new health insurance card will be mailed to those who reach 75 years of age. You will not need to complete designated procedures.

● Health Insurance Premiums

Annual insurance premiums are calculated for each and every member and consist of a per capita amount, which everyone bears equally, and an income-based amount, which is borne according to income.

Insurance premium rates (uniform in Tokyo as a rule) and insurance premium ceilings are established by the Tokyo Metropolitan Association of Medical Care Services for Older Senior Citizens and considered for adjustment every two years.

Note: For those with a low income, there are reduction programs using designated standards.

● How to Pay the Insurance Premium

Because insurance premiums are an indispensable resource for the smooth operation of the Medical Care System for the Older Senior Citizen, please do not forget to pay your premiums.



1. Pension deduction: If you receive a designated amount or more in public pension and if the total sum of your premiums for Long-Term Care Insurance and Medical Care Insurance for Older Senior Citizens is within 1/2 of that pension amount, premiums are deducted directly from your pension. However, if you submit an application form for a change in payment method and a request form for the direct debit (automatic payment) service, then premiums are paid by direct debit from your financial account.
2. Other than pension deduction: If the requirements for pension deduction do not apply to you, please pay your premiums by the designated deadline at the service counters of financial institutions or convenience stores. Premiums can also be paid at the City Office or your local Branch Office. Paying by bank account debit (direct debit method) is convenient and recommended. Ordinarily, premiums are automatically deducted from your financial account at the end of each month. If you would like to take advantage of this service, please complete the request form for the direct debit (automatic payment) service enclosed with your premium invoice.

■ Membership Benefits of the Medical Care System for the Older Senior Citizen

👤 Elderly Health Section, Elderly Health Division

The Medical Care System for the Older Senior Citizen is a medical health insurance system in which members who are 75 years of age or older pay insurance premiums according to their income to cover medical expenses. If you receive treatment for an illness or injury and show your Older Senior Citizen's Medical Care Insurance card at the hospital reception counter, then you only need to pay a portion of the medical expense. The Medical Care System for the Older Senior Citizen will cover the remaining portion.

● Personally Borne Expense Paid at the Counter

The personally borne expense paid at hospitals and other medical institutions is from 10 to 30% of the total medical expense covered by health insurance. (Your income and other factors determine the percentage of medical expenses you pay.) Please call for more information.

● High Medical Expenses

If the medical fees you paid between the first and last days of the month exceed the designated ceiling for personally borne medical expenses, the excess amount can be reimbursed.

Because a notification from the Tokyo Metropolitan Association of Medical Care Services for Older Senior Citizens is mailed to those who can receive this benefit after a designated period, please complete the form after you receive the notification and apply for it.

● Financial Assistance for Hospitalization Expenses

If a member of the Medical Care System for the Older Senior Citizen is hospitalized for a total of seven days or longer during the fiscal year, a benefit of ¥10,000 to ¥30,000 is provided according to the length of hospitalization.

To receive this benefit, you must complete designated application procedures. Please call for more information concerning the required documents to complete this process.

● Funeral Expense Benefit

If a member of the Medical Care System for the Older Senior Citizen dies, a benefit of ¥70,000 is paid to the person who arranged the funeral.

To receive this benefit, an application form must be filed. Please call for more information concerning the required documents.

● Recreation Programs

Various recreation programs are provided to help members of the Medical Care System for the Older Senior Citizen maintain their health. Please inquire for details.

● Health Checkups

Health checkups are conducted for members of the Medical Care System for the Older Senior Citizen at local medical institutions. To apply for a health checkup, please read the section for health checkups on page 43.

Note: Please note that some people in eldercare facilities may not be eligible.

● Health Services

If you are a member of the Medical Care System for the Older Senior Citizen and are diagnosed as a result of your health checkup as having a high risk of being frail due to poor nutrition, you are eligible for individual support programs to improve your nutrition. Information of these programs will be mailed to those eligible. Please inquire for more information.

Long-Term Care Insurance System

Promotion Section, Long Term Care Insurance Division

Long-Term Care Insurance is an insurance program in which those 40 years of age and older are members and bear insurance premiums. When nursing care is authorized as necessary, members can use nursing care services by paying part of the costs incurred (10–30%).

● Members

Those who are 65 years of age or older and those between 40 and 64 years of age who are members of health insurance are members of Long-Term Care Insurance. As a rule, registered foreign residents of Shinjuku City are also eligible for Long-Term Care Insurance.

● Insurance Premiums

The annual premiums for those 65 years of age or older vary depending on their income and other factors and are revised every three years.

Those who are between 40 and 64 years of age pay by adding the Long-Term Care Insurance to the premiums for the medical health insurance they are enrolled in. The premium amount varies according to each person's medical health insurance plan.


● Using Long-Term Care Insurance Services

Those who are 65 years of age or older may use nursing care services if nursing care is necessary regardless of the reason. Those who are between 40 and 64 years of age may use nursing care services if nursing care is necessary due to illnesses associated with aging, such as cerebral blood vessel problems and presenile dementia.


You have to apply for and acquire a certification of long-term care or support to use the services. An inspector visits the home or hospital of the applicant to assess his/her physical and mental condition, as well as to check on the everyday lifestyle of the applicant. In addition, the family doctor must write an evaluation letter concerning the physical and mental condition of the applicant.

Please consult the General Consultation Center for the Elderly for advice on general nursing care and applying for certification.

Shinjuku City Office General Consultation Center for the Elderly

 03-5273-4593, 03-5273-4254 (There are General Consultation Centers for the Elderly in ten other locations in the city.)

● For General Inquiries concerning the Long-Term Care Insurance System

 Long Term Care Insurance Division
 Shinjuku City Office Main Bldg. 2F

Written information is also available in English, Chinese, and Korean.



Public Health Centers

☞ Shinjuku City Public Health Center (Health Department)

Health Promotion Division (Shinjuku City Office Branch of New Wing of Annex 2, 4F)

Sanitation Division (Shinjuku City Office Annex 2, 3F)

Public Health Promotion and Disease Prevention Division (Shinjuku City Office New Wing of Annex 2, 1F; Shinjuku City Office Branch of New Wing of Annex 2, 5F)

☞ Ushigome Public Health Center

🏠 6 Yarai-cho, Shinjuku-ku

☎ 03-3260-6231

Note: Scheduled to move to 50 Benten-cho after the new government building is completed.

☞ Yotsuya Public Health Center

🏠 10-16 Yotsuya San-ei-cho, Shinjuku-ku

☎ 03-3351-5161

☞ Higashi-Shinjuku Public Health Center

🏠 7-26-4 Shinjuku, Shinjuku-ku

☎ 03-3200-1026

☞ Ochiai Public Health Center

🏠 4-6-7 Shimo-Ochiai, Shinjuku-ku

☎ 03-3952-7161

These are facilities that serve to protect the health of city residents. They are central institutions for community health and sanitation. Public Health Centers conduct specialized programs, such as food sanitation, environment sanitation, emotional health, and tuberculosis/contagious disease countermeasures.

In addition, to provide accessible health services to everyone in the community, the city's Public Health Centers conduct various health consultation services and other health-related programs and promote health maintenance, health advancement, and spreading and teaching health awareness for city residents.

Since the dates and times for consultations and other services vary, please call in advance for more information.

● Health Support Center for Women (inside Yotsuya Public Health Center)

This is a center for helping women maintain good health.

The center offers consultation services and health seminars to help women stay healthy throughout their lifetime.

In addition, there is a hands-on corner where you can touch a model of a breast cancer tumor and con-

duct simple health checks using measuring machines, such as for checking body composition and vascular (blood vessel) age. You can also search for health information using the library and magazines.

■ Home Care Consultation Service Counter

☞ Regional Medical Service Section, Health Policy Division

☎ 03-5273-3839

It is now possible for even those with an acute need for medical treatment to receive medical services at home.

Nurses and public health nurses can provide specialized advice concerning the required home care—such as medical care, nursing, and physical therapy—so that all city residents can receive medical services at home with peace of mind.

○ Hours: Monday through Friday (except on national holidays and during the year-end/New Year's holidays), 8:30 a.m. to 5 p.m.

Health Checkups and Cancer Checkups

■ Health Checkups and Various Cancer Checkups

☞ Health Checkup Section, Health Promotion Division

☎ 03-5273-4207

The medical institutions designated by Shinjuku City provide health checkups and various cancer checkups to Shinjuku City residents.

Note: The Health Promotion Division's Health Checkup Section and your local Public Health Center accept applications for checkup slips.

Note: Shinjuku City residents are eligible for the following health checkups and cancer checkups.

Type of Checkup	Eligibility	Location/Application	Fees, Etc.
Health checkup	16 years of age or older ¹	Medical institutions (apply for a checkup slip at the Health Promotion Division or your local Public Health Center)	Free of charge As soon as you receive your checkup slip in the mail, please inquire about details of the checkup at a designated medical institution (a list of these institutions is mailed with the checkup slip).
Stomach cancer checkup	50 years of age or older ² Once every two years	Medical institutions (apply for a checkup slip at the Health Promotion Division or your local Public Health Center)	Fees charged As soon as you receive your checkup slip in the mail, please inquire about details of the checkup at a designated medical institution (a list of these institutions is mailed with the checkup slip).
Colon cancer checkup	40 years of age or older	Medical institutions (apply for a checkup slip at the Health Promotion Division or your local Public Health Center)	Fees charged As soon as you receive your checkup slip in the mail, please inquire about details of the checkup at a designated medical institution (a list of these institutions is mailed with the checkup slip).
Lung cancer checkup	40 years of age or older	Medical institutions (apply for a checkup slip at the Health Promotion Division or your local Public Health Center)	Fees charged As soon as you receive your checkup slip in the mail, please inquire about details of the checkup at a designated medical institution (a list of these institutions is mailed with the checkup slip).
Uterine cancer checkup	Women 20 years of age or older (even-numbered years) ³	Medical institutions (apply for a checkup slip at the Health Promotion Division or your local Public Health Center)	Fees charged As soon as you receive your checkup slip in the mail, please inquire about details of the checkup at a designated medical institution (a list of these institutions is mailed with the checkup slip).
Breast cancer checkup	Women 40 years of age or older (even-numbered years) ³	Medical institutions (apply for a checkup slip at the Health Promotion Division or your local Public Health Center)	Fees charged As soon as you receive your checkup slip in the mail, please inquire about details of the checkup at a designated medical institution (a list of these institutions is mailed with the checkup slip).
Prostate cancer checkup	Men 50 years of age or older	Medical institutions (apply for a checkup slip at the Health Promotion Division or your local Public Health Center)	Fees charged Given together with the health checkup (conducted individually for those who are not eligible for the health checkup.)
Osteoporosis prevention checkup	20 years of age or older	Public Health Centers	Fees charged Announced in city publications
Dental health checkup	16 years of age or older	Medical institutions (apply for a health checkup slip at the Health Promotion Division)	Fees charged As soon as you receive your health checkup slip in the mail, please inquire about details of the checkup at a designated medical institution (a list of these institutions is mailed with the health checkup slip).

1. Health checkup eligibility: (1) Shinjuku City residents between 16 and 39 years of age (those who cannot undergo health checkups at their school or place of employment); (2) Those between 40 and 74 years of age who are Shinjuku City National Health Insurance members or receive public financial assistance for everyday living, etc.; (3) Those 75 years of age or older who are members of the Tokyo Metropolitan Medical Care System for the Older Senior Citizen (including members 65 years of age or older) or receive public financial assistance for everyday living, etc.

2. Stomach cancer checkup

(1) Select either a stomach endoscopy or a stomach X-ray examination.

(2) You can undergo a stomach X-ray examination every year.

(3) Those between 40 and 49 years of age can only undergo the stomach X-ray examination.

3. Uterine cancer/breast cancer checkup eligibility: Women of odd-numbered years of age who did not undergo an examination the previous fiscal year may also receive this checkup.



Immunizations

Disease Prevention Section, Public Health Promotion and Disease Prevention Division

A preliminary checkup sheet will be mailed to all eligible residents.

● Influenza Immunizations for the Elderly

Eligibility: Shinjuku City residents (1) 65 years of age or older; or (2) between 60 and 64 years of age with a serious disability equivalent to level 1 in the *Handbook for the Disabled* affecting the heart, kidneys, or respiratory or immune system.

You have to pay part of the total cost. (The personally borne expense will be exempted for those 75 years of age or older and those who receive public financial assistance for everyday living, etc.)

● Streptococcus Pneumococcal Vaccine for the Elderly

Eligibility: Shinjuku City residents (1) who will be turn 65 years of age between April 1, 2024 and March 31, 2025; (2) who are between 60 and 64 years of age with a serious disability equivalent to level 1 in the *Handbook for the Disabled* affecting the heart, kidneys, or respiratory or immune system.

Note: Those who have received the streptococcus pneumococcal vaccine (type 23) in the past are not eligible.

You have to pay part of the total cost. (The personally borne expense will be exempted for households that receive public financial assistance for everyday living, etc.)

● Rubella/Measles Antibody Test/Immunization

You can obtain subsidies for the rubella/measles antibody test and immunization to protect your unborn baby from congenital rubella syndrome and prevent premature birth or miscarriage due to measles. Please ask the Public Health Promotion and Disease Prevention Division for more information.

○ Eligibility

Rubella/measles antibody test:

1. Women 19 years of age or older who wish to become pregnant
2. The spouse, partner or cohabitant of 1. mentioned above
3. The spouse, partner or cohabitant of an expectant mother

Notes:

1. “Cohabitant” refers to a person whose address on resident registration is the same as the woman who wishes to become pregnant or is an expectant mother.
2. Those who have undergone this test before, or been immunized for rubella/measles (including

MR [measles and rubella combination]), and those who have been diagnosed as having had rubella/measles are not eligible for this program.

Immunization: If one of the three conditions mentioned above applies to you, and your rubella/measles antibody level is shown to be low during the rubella/measles antibody test (includes checkups for expectant mothers and past health checkups you have paid for).

The antibody test is free of charge.

You have to pay part of the total immunization cost. (The cost is subsidized for those who belong to a household receiving public financial assistance for everyday living, etc.)

● Rubella Fifth Term

The Ministry of Health, Labour and Welfare has decided to offer a rubella immunization program for men who did not have the opportunity to receive periodic immunizations in the past.

For periodic immunizations, a patient first undergoes an antibody test, and those with a low rubella antibody index receive the immunization.

You can receive an antibody test and the rubella immunization at designated medical institutions across Japan.

○ Rubella antibody test

Eligibility: Men who live in Shinjuku City and were born between April 2, 1962 and April 1, 1979.

No. of times: Once

Fee: Free

○ Rubella immunizations

Eligibility: Men who live in Shinjuku City and were born between April 2, 1962 and April 1, 1979, and whose rubella antibody test revealed that their rubella antibody index was low.

No. of times: Once

Fee: Free

As a rule, the MR (measles-rubella) vaccine will be administered.

Note: Please call if you would like the simple rubella vaccine.

● Shingles

To prevent shingles among city residents, promote their health maintenance, and alleviate the financial burden, Shinjuku City has offered the shingles vaccine since April 1, 2023.

Eligibility: Shinjuku City residents 50 years of age or older as of the day of immunization.

No. of times: Depends on the type of vaccine used.

A partial fee is charged.

Please also inquire if you have any questions.

Note: For information on immunizations mainly for children, please read the section, “Childbirth, Child-Raising, and Education.”



Hospitals and Dentists with Staff Who Speak Foreign Languages

Information on Medical Institutions in Foreign Languages

Himawari (Tokyo Metropolitan Health and Medical Information Center)

☎ 03-5285-8181

🌐 www.himawari.metro.tokyo.jp/

The service is offered in English, Chinese, Korean, Thai, and Spanish.

○ Hours: Daily (includes Saturdays, Sundays, and national holidays), 9 a.m. to 8 p.m.

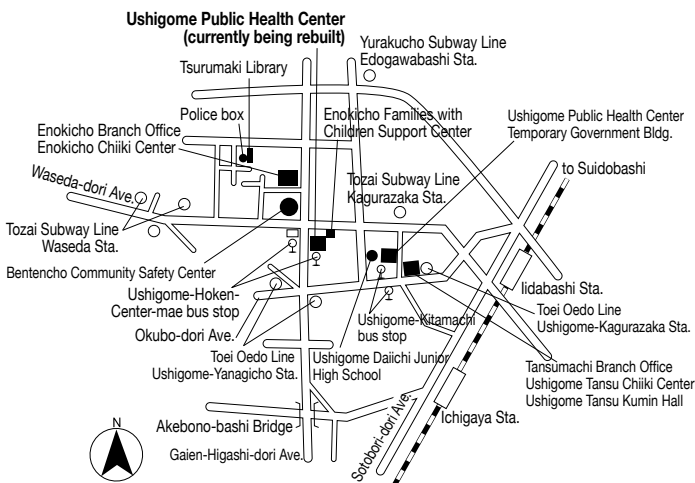
Public Health Centers

Ushigome Public Health Center

🏠 6 Yarai-cho, Shinjuku-ku

Note: Scheduled to move to 50 Benten-cho after the new government building is completed.

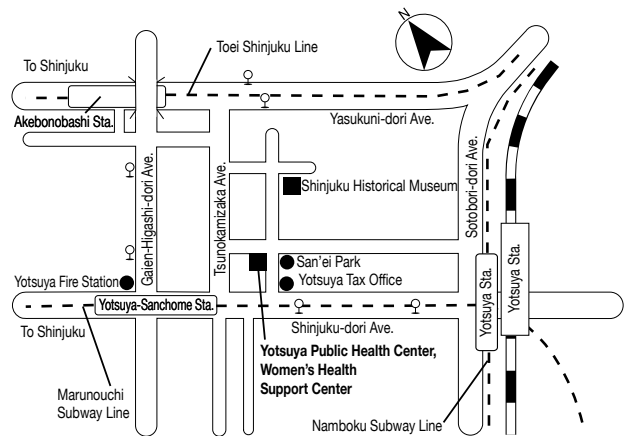
☎ 03-3260-6231



Yotsuya Public Health Center

🏠 10-16 Yotsuya-San-ei-cho, Shinjuku-ku

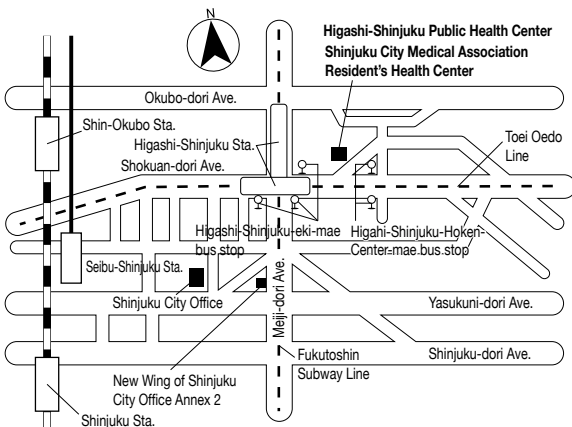
☎ 03-3351-5161



Higashi-Shinjuku Public Health Center

🏠 7-26-4 Shinjuku, Shinjuku-ku

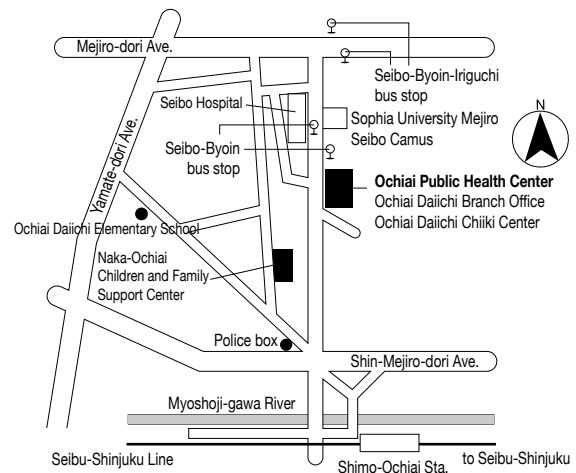
☎ 03-3200-1026



Ochiai Public Health Center

🏠 4-6-7 Shimo-Ochiai, Shinjuku-ku

☎ 03-3952-7161



Insurance, Health Maintenance and Welfare

HIV and Sexually Transmitted Infection Countermeasures

■ Telephone Consultations concerning AIDS

☎ **Shinjuku City Public Health Center Foreign Language Telephone Consultations**
☎ 03-3369-7110

Languages: English, Spanish, Portuguese, and Thai
Hours: Thursdays (as a rule; excludes holidays), 1 to 5 p.m. Thai-speaking staff is present twice a month on Thursdays. (On the days HIV tests are conducted.)

Note: Consultation can be conducted on an anonymous basis.

■ HIV and Sexually Transmitted Infection Testing (Consultations at the time of notification of test results are conducted by counselors who speak foreign languages)

Languages: English, Spanish, Portuguese, and Thai
Days: Two Thursdays per month (as a rule; excludes holidays).

Hours: 1 to 3 p.m.

Location: Shinjuku City Public Health Center test site (Shinjuku Taxation Office 1F, 7-5-8 Nishi-Shinjuku, Shinjuku-ku)

- Reservations are not required; 10 persons on a first-come, first-served basis.
- Syphilis, chlamydia and hepatitis B virus tests can also be taken at the same time upon request.
- Results are notified at the test location one week later, from the doctor directly to the patient only. Results are not provided over the phone, nor are medical certificates and other documents issued. You also cannot take photos of the results.

Notes: 1. Consultation can be conducted on an anonymous basis, and is free of charge.

2. For more information, please call the number above for the Shinjuku City Public Health Center Foreign Language Telephone Consultations.

Welfare Services for Single Parents

■ Consultations for Single Parents

☎ Development Assistance Section, Children and Family Division

Consultations on problems of single-parent families, employment, and general everyday living are available.

■ Single-Parent Family Employment Consultation

☎ Development Assistance Section, Children and Family Division

Consultation services are available concerning employment, such as job-hunting, changing jobs, and benefits for classes to prepare for acquiring qualifications.

■ Tokyo Metropolitan Single Parent Welfare Fund

☎ Development Assistance Section, Children and Family Division

Loans are available if a member of a single-parent household raising a child under 20 years of age needs funds to start school or employment.

■ Single Parent Family Rest Home

☎ Development Assistance Section, Children and Family Division

Single parents and their children (under 20 years of age) can use facilities designated by Shinjuku City at low rates up to three times per fiscal year. This program is not for single parent use or use of the child only.



■ Subsidies for Hiring Housekeeping Assistants (Housekeeping and Child-Rearing Support Program for Single-Parent Families)

👤 Development Assistance Section, Children and Family Division

Subsidies for hiring housekeeping assistants are available for single parents raising children who have not yet completed compulsory education.

■ Medical Subsidies for Single-Parent Families

👤 Development Assistance Section, Children and Family Division

A Maru-Oya Medical Certificate is issued upon application to a single parent raising a child until the first March 31 after the child's 18th birthday (under 20 years of age for those with a designated level of disability). The applicant and child must be enrolled in the required forms of Japanese health insurance and fall below a designated income level.

If you submit your health insurance card along with this medical certificate when receiving treatment at a medical institution, part or all of the personally borne expense will be subsidized.

Welfare Services for Women

■ Consultations for Women

👤 Consultation Support Section, Welfare Division

Proper support addressing the concerns of women and other various consultation topics is offered to women to enable them to lead financially and socially independent lives.

Consultations are available if you are threatened by or suffer violence from your husband or some other person, if you are worried about pregnancy/childbirth, or if you have left home with no place to go and need shelter.

Consultations are open to all women regardless of legal status, but those without a status of residency may not benefit from other services.

■ Emergency Temporary Shelters for Women and Mothers with Children

👤 Consultation Support Section, Welfare Division

If you need shelter because you are the victim of violence by your husband or some other person, and have no place to go, this shelter program offers lodging and food.

This program is for women and mothers with children; it is also available for foreign residents as well.

Welfare Services for the Elderly

■ General Consultation Center for the Elderly

👤 Senior Citizens' Consultation Section No. 1 and No. 2, Senior Citizens' Support Division

General Consultation Centers for the Elderly (Community General Support Centers) help senior citizens live comfortably in their hometown. It offers comprehensive support in the areas of nursing care, welfare, health and medicine.

The center offers consultation services about Long-Term Care Insurance, as well as help on how to apply for services other than those covered by Long-Term Care Insurance. The senior citizen himself/herself, family members and neighbors should feel free to ask for advice if you have any problems or questions about any aspect of everyday life.

■ Services Other than Those Covered by Long-Term Care Insurance

👤 Senior Citizen's Support Section, Senior Citizen's Support Division

There are services as listed below not covered by Long-Term Care Insurance that are designed to help the elderly keep living independently and safely in a town they are familiar with. Please call for details, such as concerning the programs and eligibility requirements.

Meal delivery service, barber/haircut service, bed-drying/disinfecting service, elderly diaper ex-



pense subsidy, hearing aid supply, emergency alarm systems, and others.

■ Chiiki Sasaeai Hall, Senior Activity Halls, and Community Exchange Halls

👤 Senior Citizens' Active Life Section, Regional Comprehensive Services Promotion Division

Those using these facilities for the first time should bring documentation to confirm their name, address, and age (such as their health insurance card), and obtain a user's card.

- Yakuo-ji Chiiki Sasaeai Hall: Those who wish to support the elderly as well as those 60 years of age or older living in Shinjuku can use this facility for community mutual support activities, health promotion and preventive care activities as well as programs for pursuing an active life.
- Senior Activity Halls: Shinjuku City residents 50 years of age or older can use these facilities for activities that make a social contribution, such as volunteer activities, health promotion and preventive care activities as well as programs for pursuing an active life.
- Community Exchange Halls: Shinjuku City residents 60 years of age or older can use these facilities for health promotion and preventive care activities, and programs for pursuing active life.

Welfare Services for the Disabled

■ Handbooks for the Disabled

👤 Consultation Section, Welfare Division for Disabled Persons

📞 03-5273-4518

Those who have been issued the *Handbook for the Physically Disabled*, *Handbook for the Mentally Disabled (Ai-no Techo)*, or *Health and Welfare Handbook for the Mentally Disabled* may take advantage of programs for the disabled.

Because eligibility (age, income, which handbook one has for which level, etc.) varies depending on the program, please call for more information.

The *Handbook for the Physically Disabled* is issued to those with physical disabilities affecting the eyes, hearing, sense of balance, ability to process sound/language, chewing ability, hands and feet, heart, kidneys, respiratory organs, bladder, rectum, small intestine, immunity functions, and liver. It is issued based on the examination certificate of designated doctors and with the authorization of the Tokyo Metropolitan Rehabilitation Center for the Physically and Mentally Disabled.

The *Handbook for the Mentally Disabled (Ai-no Techo)* is issued to those with intellectual disabilities. It is issued with the authorization of the Tokyo Metropolitan Rehabilitation Center for the Physically and Mentally Disabled (or the Children's Consultation Center in the case of children).

The *Health and Welfare Handbook for the Mentally Disabled* is issued to those with a designated level of mental disability. It is issued based on the examination certificate of a doctor, etc. and with the authorization of the Tokyo Metropolitan Chubu Comprehensive Center for Mental Health and Welfare.

Note: Please call a Public Health Center listed on page 42 concerning the *Health and Welfare Handbook for the Mentally Disabled*.

■ Welfare Services for the Disabled

👤 Consultation Section, Welfare Division for Disabled Persons

Services are available for those who have one of the three types of handbooks for the disabled mentioned above. All these services have certain requirements depending on the type of handbook/disability, age and income. Please call for more information.

Main services:

- Welfare allowance for the physically or mentally disabled
- Medical subsidies for the physically or mentally disabled
- Barber shop/beauty salon service
- Bedding drying and disinfecting service
- Diaper expense subsidy



■ Services Based on the Comprehensive Support Act for Persons with Disabilities/ Child Welfare Act

☞ Support Section, Welfare Division for Disabled Persons

☎ 03-5273-4583

Welfare services such as nursing care and training are available for those with physical and/or mental disabilities (children) and severe illnesses, etc. To use these services, you must write a usage plan first. Depending on the service, authorization is required to verify the level of disability. Please call for more information.

Welfare Services for Those Who Have Financial Difficulty in Everyday Living

■ Consultation concerning Work and Your Household Budget

☞ Life Support Consultation Service Counter, Life Welfare Division

🏠 Shinjuku City Office Annex 2, 1F

☎ 03-5273-3853

FAX 03-3209-0278

☞ Comprehensive Consultation Service Counter, Shinjuku Social Welfare Conference

🏠 1-17-20 Takadanobaba, Shinjuku-ku

☎ 03-5273-3546

FAX 03-5273-3082

When you need to handle major situations such as changing your lifestyle, need advice on work and your household budget or are having financial problems and don't know where to go for help, social workers or other qualified counselors are ready to help. Hours: Monday through Friday (excluding national holidays, etc.), 8:30 a.m. to 5 p.m.

■ Consultations for Reclusive People

👤 Reclusive People Comprehensive Consultation Service Counter (Life Support Consultation Service Counter), Life Welfare Division

🏠 Shinjuku City Office Annex 2, 1F

☎ 03-5273-3853

FAX 03-3209-0278

Consultants are available to listen to reclusive people and/or their family members, and we can work together with relevant institutions as well if necessary.

Hours: Monday through Friday (excluding national holidays, etc.), 8:30 a.m. to 5 p.m.

■ Public Financial Assistance for Everyday Living Provided in Special Cases for Foreign Residents

👤 Consultation Support Section, Welfare Division

Public financial assistance for everyday living is organized with the goal of helping people in Japan who are having financial difficulties in everyday life secure a stable source of income and make a living on their own based on the Public Assistance Act.

This law may be applied to foreign residents with specially designated visa status in some cases.

You will be asked questions on the following topics during the consultation process:

- Visa status
- Family situation (parents, children, and siblings)
- Past living situation (income, occupation, etc.)
- Housing situation (own home, public housing, private rental housing, and others)
- Property (real estate, savings, life insurance, old-age insurance, etc.)
- Other conditions, such as illnesses, etc.

Please call for more information.




Other Medical and Welfare Services

Family Consultations

Development Assistance Section, Children and Family Division


Consultations are available concerning general interpersonal relationships in family life (such as marriage, divorce, and legal recognition of children).

Hours: Monday through Friday (excluding national holidays, etc.), 1 to 5 p.m.


 03-5273-4558

Consulting Room

Gender Equality Division

 03-3341-0801 (for interview reservations)

 03-3353-2000 (consultant)

 03-3341-0905 (male consultant)


Note: Saturday afternoons only.

 03-5273-3646 (Shinjuku City Office Annex 1 consultant)

Note: Mondays only.

Consultation staff is available to listen to various problems and work with you toward a solution. Consultation services are offered from Monday through Saturday at the Gender Equality Promotion Center. Consultation hours are 10 a.m. to 4 p.m. (closed from noon to 1 p.m.). Telephone consultation services are available until 3:30 p.m. On Saturday from 1 to 4 p.m., both male and female staff provide consultation. The services are also offered at Shinjuku City Office Annex 1 on Mondays. The services are free of charge. Reservations are required for consultations in person. For a telephone consultation, please call the consultant line directly.


In addition, the Gender Equality Promotion Center has a Reference Corner that collects and provides information in Japanese related to gender equality. The center also has classes for raising awareness.


 16 Araki-cho, Shinjuku-ku

Closed: National holidays and during the year-end/New Year holidays

DV Consultation Hotline

Shinjuku City Spouse Violence Consultation and Support Center

 03-5273-2670

 03-5273-2722

Violence caused by an intimate partner, such as a spouse or lover, is called domestic violence (DV). DV is a major infringement of human rights.

Specialized consultants are available for phone consultations if you are involved in a DV situation. These consultations are free of charge, and all information will be kept strictly confidential. You can receive advice anonymously.

If necessary, you can also request personal face-to-face consultations.

Hours: Monday through Friday (excluding national holidays and during the year-end/New Year's holidays), 9 a.m. to 5 p.m.





Employment and Status of Residence

Working in Japan

Public Employment Security Offices (Hello Work)

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Tokyo Employment Service Center for Foreigners

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Shinjuku Employment Assistance and Instruction Center for Foreigners

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Immigration Bureau



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Permission to Engage in an Activity beyond the Scope of a Visa

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Employment Eligibility Certificate

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Staying and Working Illegally



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Labor Consultations



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To work in Japan, you must have a status of residence that allows employment. Status of residence can be divided into three general categories:

- (1) Status of residence that do not restrict employment (4 types): Permanent residence, spouse (etc.) of a Japanese, spouse (etc.) of a permanent resident, and long term resident
- (2) Status of residence authorizing employment (19 types): Diplomat, official, professor, artist, religious activities, journalist, highly-skilled professional, business manager, legal/accounting services, medical services, researcher, instructor, engineer/specialist in humanities/international services, intra-company transferee, nursing care, entertainer,

skilled labor, specified skills, and technical intern training

- (3) Status of residence that do not allow employment (5 types): Cultural activities, temporary visitor, student*, trainee, and dependent

* As a rule, and under certain conditions, foreign residents in Japan possessing student visas who receive advance permission from the Regional Immigration Bureau of the Ministry of Justice to engage in an activity outside the scope of their visa may work up to 28 hours a week.

Note: If your status of residence is designated activities, permission for employment varies individually.

Public Employment Security Offices (Hello Work)

Hello Work is a government-run institution (Ministry of Health, Labour and Welfare) with offices in various parts of Japan that offers employment consultations and referrals regardless of nationality. They can introduce job-hunters to companies according to the conditions the candidates desire, such as type of work, wages, work hours and commuting conditions. Some Hello Work offices have foreign-language interpreters.

Please note that they will check your qualifications, such as your residence card and passport (with the designated document), to make sure that employment is possible.

● Shinjuku Public Employment Security Office

Nishi-Shinjuku Branch

🏠 Shinjuku L Tower Bldg. 23F, 1-6-1 Nishi-Shinjuku, Shinjuku-ku

Job Consultations, ☎ 03-5325-9593

A three-minute walk from JR Shinjuku Station

Tokyo Employment Service Center for Foreigners

🏠 Yotsuya Tower 13F, CO·MO·RE Yotsuya, 1-6-1 Yotsuya, Shinjuku-ku

☎ 03-5361-8722

🌐 <https://jsite.mhlw.go.jp/tokyo-foreigner/english.html>

This is a government-run institution (Ministry of Health, Labour, and Welfare) that helps foreign students as well as those with a status of residence that permits employment in specialized or technical fields look for jobs.

(1) Who can use the center?

1. Foreign residents with a visa in a specialized or technical field, such as engineer/specialist in humanities/international services or skilled labor.
2. Foreign students who wish to work in Japan after graduating from a university, college, graduate school, junior college or vocational school. (Registration is possible from one school year before the year of graduation.)

(2) What to bring (must be original documents; photocopies are not acceptable):

Those with a visa for engineer/specialist in humanities/international services or skilled labor: Residence card

Those with a visa for designated activities: Residence card and passport (to confirm the designated document)



Foreign students: Residence card and student ID

(3) Advisors for visa status and interpreters

1. English-speaking and Chinese-speaking interpreters are available. If you need an interpreter, please call in advance to confirm that one is available.

Consultation hours: 9 a.m. to 5 p.m.

2. Specialized consultation services concerning visa status are available.

Consultation hours: 10 a.m. to 5 p.m.

Center reception hours: 9 a.m. to 5 p.m. (Closed: Sat., Sun., national holidays, and during the year-end/New Year holidays)

Shinjuku Employment Assistance and Instruction Center for Foreigners

🏠 Hello Work Shinjuku (Kabukicho Branch) 1F, 2-42-10 Kabuki-cho, Shinjuku-ku
☎ 03-3204-8609

The center provides job consultations and referrals for those with the following visas:

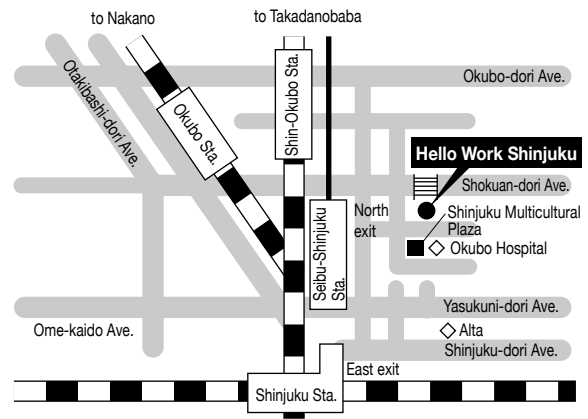
- Visas with no labor restrictions, such as permanent resident, long-term resident, spouse or child of Japanese national, or spouse or child of permanent resident
- Foreign students and those with a dependent visa who would like to work part-time
- Those on a working holiday

What to bring (must be original documents; photocopies are not acceptable):

Residence card, passport (with designated document), and student ID (in the case of student visas)

This center has English-speaking and Chinese-speaking interpreters. If you need an interpreter, please call to make a reservation for one. Doing so means you will not have to wait, and we can proceed smoothly. Please also call if you need to cancel or change your reservation.

Hours: 8:30 a.m. to 5:15 p.m. (Closed: Sat., Sun., national holidays, and during the year-end/New Year holidays)

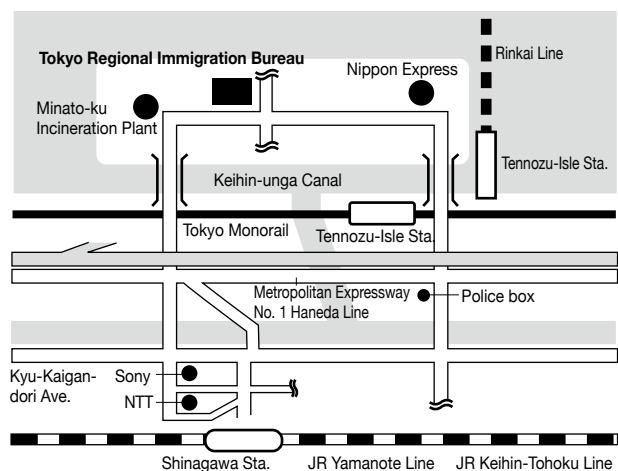


Immigration Bureau

Tokyo Regional Immigration Bureau

🏠 5-5-30 Konan, Minato-ku
☎ 0570-034259
03-5796-7234 (from IP phones and overseas)
🌐 www.immi-moj.go.jp/

How to Get There: 1) Take the Shinagawa Futo Junkan Toei Bus or Tokyo Shutsunuyokoku Zairyu Kanrikyoku-mae Orikaeshi Toei Bus at JR Shinagawa Station, Konan exit (east exit) and get off at the Tokyo-Shutsunuyokoku-Zairyu-Kanrikyoku-mae bus stop; or 2) A 15-walk from Tennozu-Isle Station (south exit) on the Tokyo Monorail or Tennozu-Isle Station (exit A) on the Rinkai Line (boarding from the JR Saikyo Line).



Change or Renewal in Visa Status or Period of Stay

Visa-related applications for foreign residents in Japan, such as for a change or renewal in their visa status, or for a re-entry permit, should be completed by applying in person at the Regional Immigration Bureau with jurisdiction over the area of your address. As a rule, a family member in the same household must file the application on behalf of those under 16 years of age and those who are unable to file an application in person due to illness or other unavoidable reasons.

■ Re-entry Permit

Re-entry permits include permits for multiple re-entry and those for single re-entry. The valid period for re-entry permits is for up to five years from the date of issue.

Based on the special re-entry permit system, as a rule, if you re-enter Japan within one year after leaving (only in the case of being within the visa period of residence), a re-entry permit is unnecessary if you show your valid passport and residence card. However, this excludes those who have a visa period of three months or less or those with a temporary visitor visa.

For more information, please contact the Tokyo Regional Immigration Bureau.

Permission to Engage in an Activity beyond the Scope of a Visa

👉 Immigration Information Center

☎ 0570-013904

03-5796-7112 (from IP phones and overseas)

🌐 <https://www.moj.go.jp/isa/consultation/center/index.html>

Foreign residents may engage in activities within the range designated under their status of residence. To engage in income-generating activities covered by a different status of residence, or to receive remuneration for activities, you must receive permission in advance at the Immigration Bureau.

Since the objective of foreign students is to study, as a rule, income-generating activities are not authorized. However, if you apply for permission at the Immigration Bureau on the basis that work will not interfere with studies, then you may be able to work

within the designated range.

● Status of Residence: Student

Unlimited hours per day (up to 28 hours per week)

During long holidays: Up to 8 hours per day

● Status of Residence: Dependent

Unlimited hours per day (up to 28 hours per week)

- Part-time work at entertainment-related industries, such as “snack” bars, pubs, and pachinko outlets is not permitted.
- Establishments that hire foreign students without a permit for activity outside the visa status and employers who allow a student to work beyond the permit range, may be incarcerated for three years or less or fined ¥3,000,000 or less, as punishment for facilitating illegal employment.
- Foreign students who work part-time without a permit for activity outside the visa status may be incarcerated for one year or less or fined ¥2,000,000 or less.
- Foreign students who work beyond part-time level and live in Japan with the main objective of making money, may be deported and incarcerated for three years or less or fined ¥3,000,000 or less as well.

Employment Eligibility Certificate

👉 Immigration Information Center

☎ 0570-013904

03-5796-7112 (from IP phones and overseas)

🌐 <https://www.moj.go.jp/isa/consultation/center/index.html>

The eligibility of a foreign resident to undertake employment can be established by checking the landing permit stamped in the passport, the residence card, or permit for activity outside the visa status. However, it may be difficult to understand exactly what activities are permitted for the specific type of status of residence without checking the details of each visa type.

For this reason, for the convenience of both the employer and the foreign student, the Employment Eligibility Certificate, which specifically states the type of employment activity the holder is allowed to



do, is issued upon the request of the foreign resident.

Please apply for this certificate at the Immigration Bureau.

Staying and Working Illegally

Living in Japan beyond the permitted period of stay is illegal, and violators will be deported.

Illegal labor activity is when an illegal alien (those entering or remaining in Japan illegally) works and earns money, or when a foreign resident who does not have a visa status to work (such as a temporary visitor or student visa) works and earns money illegally. (However, this does not apply if a foreign resident with a permission to engage in nonspecified activities works.)

Business owners who hire foreign residents without proper authorization to work and those who assist illegal entry to Japan are also punishable by law.

Foreign residents who work illegally not only cause various problems in terms of labor, but also in terms of various aspects of life, such as maintaining peace and order. In addition, foreign residents who work illegally themselves are at a disadvantage, as they may not be able to receive sufficient assistance even if they are exploited or involved in some accident during their work.

Employment for Foreign Students after Graduation

Immigration Information Center

☎ 0570-013904

03-5796-7112 (from IP phones and overseas)

🌐 <https://www.moj.go.jp/isa/consultation/center/index.html>

For a college student to work in Japan after graduation depends on whether or not the status of residence can be changed. You may work if you carry out the designated procedures to change your status of residence at the Immigration Bureau and receive authorization. The following documents are usually required for these procedures:

1. Application for Change of Status of Residence
2. Reference material clearly describing the specific content of the activities in which you engaged and are going to engage in while in Japan.
3. Passport and residence card (or other equivalent official ID)

For authorization to change the status of residence, such matters as the subject the college student majored in, the knowledge and skills he/she has learned, whether or not the studies will be a part of his/her duties after employment, which apply to status of residence types (such as engineer/specialist in humanities/international services), the objective of future employment, and reason for wanting employment will all come under deliberation. In addition, the hiring company, the objective for hiring the college student and the need for the particular college student will also come under inspection.

Finalizing Labor Contracts

As a rule, the Japanese Labor Standards Act, Minimum Wages Act, Industrial Safety and Health Act, and Workers' Accident Compensation Insurance Act apply to all those who work in Japan, regardless of nationality or sex, and regardless of legal status under immigration laws.

The main elements concerning labor conditions must be issued in writing to laborers. Since misunderstandings may arise, especially for foreign residents, written labor contracts are necessary to avoid any trouble that may occur in the future.

When finalizing a labor contract according to Labor Standards Act, the following main subjects must be indicated in writing:

1. Contract period and terms of renewal
2. Location and content of the job.
3. Starting time, finishing time, whether work is required beyond the designated working hours, break time/holidays, and the possibility of changing work hours
4. Salary, calculation and payment method, payment date, pay period and raises in salary
5. Retirement and resignation procedures



Labor Insurance System

Labor Standards Inspection Office for Workers' Accident Compensation Insurance Public Employment Security Office for Employment Insurance

In Japan, there are two types of programs that insure laborers: Workers' Accident Compensation Insurance and Employment Insurance.

Workers' Accident Compensation Insurance offers medical treatment compensation, work-absence related loss, disability compensation, or bereaved family compensation if a worker of a company or business location is injured or dies during work or on the commute to/from work.


Employment Insurance offers unemployed workers benefits for a designated period of time until he/she obtains another job. Foreign residents who live in Japan are considered members regardless of nationality, excluding foreign civil servants and those who are proved to be a recipient of unemployment compensation benefits of a foreign country.


Employers must pay the insurance premiums for the Workers' Accident Compensation Insurance plan. The insurance premiums for Employment Insurance are to be paid by the employer and the worker.

Labor Consultations

At the following institutions, consultations on labor conditions and Workers' Accident Compensation Insurance are available:

● Tokyo Metropolitan Labor Consultation Center

 Tokyo Shigoto Center 9F, 3-10-3 Iidabashi, Chiyoda-ku


 03-3265-6110


English: Mon. through Fri., 2 to 4 p.m.

Chinese: Tue. through Thu., 2 to 4 p.m.

Consultations are also available with videophone interpreters communicating in Spanish, Portuguese, French, Russian, Korean, Thai, Vietnamese, Nepalese, Indonesian, Filipino, Hindi, and Myanmar (Burmese).

● Tokyo Labor Bureau Consultation and Support Office for Foreigners

 Foreign Residents Support Center (FRESC)
Yotsuya Tower 13F, 1-6-1 Yotsuya, Shinjuku-ku

 03-5361-8728

English: Mon. through Fri.

Chinese: Mon. through Fri..

Tagalog: Mon., Tue., Wed. and Fri.

Vietnamese: Tue., Thu. and Fri.

Nepalese: Mon. through Thu.


Cambodian: Wed.

Mongolian: Fri.

Hours: 9:30 a.m. to 4:30 p.m. (excluding 12 noon to 1 p.m.)

● Shinjuku Labor Standards Inspection Office—Advisory Services for Foreign Workers

 Shinjuku Rodo Sogo Chosha 4F, 4-4-1 Hyakunin-cho, Shinjuku-ku

 03-5338-5582

English: Mon. and Tue.

Chinese: Tue., Thu. and Fri.

Myanmar (Burmese): Mon.


Korean: Thu. and Fri.


Thai: Wed.

Indonesian: Wed.

Hours: 9:30 a.m. to 4:30 p.m. (excluding 12 noon to 1 p.m.)

● Shinagawa Labor Standards Inspection Office—Advisory Services for Foreign Workers

 3-13-26 Kami-Osaki, Shinagawa-ku

 03-3440-7556

Chinese: Wed. and Fri.

Tagalog: Mon. and Thu.

Hours: 9:30 a.m. to 4:30 p.m. (excluding 12 noon to 1 p.m.)

● Ministry of Health, Labour and Welfare Telephone Consultation Service for Foreign Workers

Hours: 10 a.m. to 3 p.m.

(excluding 12 noon to 1 p.m.)

English: Mon. through Fri.

Chinese: Mon. through Fri.

Portuguese: Mon. through Fri.

Spanish: Mon. through Fri.

Tagalog: Mon. through Fri.


Vietnamese: Mon. through Fri.


Myanmar (Burmese): Mon.


Nepalese: Mon. through Thu.


Korean: Thu. and Fri.


Thai: Wed.


 0570-001701


 0570-001702


 0570-001703


 0570-001704


 0570-001705

 0570-001706




 0570-001707

 0570-001708

 0570-001709

 0570-001712

Indonesian: Wed.
Cambodian: Wed.
Mongolian: Fri.

 0570-001715
 0570-001716
 0570-001718



Employment and Status of Residence



Childbirth, Child-Raising, and Education

Child-Raising Support

Pregnancy, Childbirth, and Child-Raising



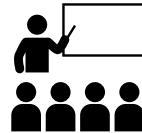
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Child-Raising Support Services



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Child-Raising Seminars



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Nursery Schools,
Etc.

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Kodomoen

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Kindergartens

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Elementary School and
Junior High School

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Education after
Compulsory Education

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Children's Halls, Children's Corners, and Children's Clubs



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Japanese-Language Studies at School

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Japanese-Language Studies in the
Community

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Pregnancy, Childbirth, and Child-Raising

■ Issuance of the *Mother and Child Health Handbook* (Boshi Kenko Techo)

- ☞ **Ushigome Public Health Center**
☎ 03-3260-6231
- ☞ **Yotsuya Public Health Center**
☎ 03-3351-5161
- ☞ **Higashi-Shinjuku Public Health Center**
☎ 03-3200-1026
- ☞ **Ochiai Public Health Center**
☎ 03-3952-7161
- ☞ **Health Services Section, Health Promotion Division**
☎ 03-5273-3047

If you become pregnant, please submit a notification to a Public Health Center, Health Services Section of Health Promotion Division, or a Branch Office at your earliest convenience.

The *Mother and Child Health Handbook* (Boshi Kenko Techo), which records the pregnancy and childbirth progress, the child's development, health checkups, and immunizations, is issued to those who are pregnant.

A Mother and Child Health Bag, which contains a guidebook on pregnancy, childbirth, and child-raising, and a pregnant women's health examination slip, is given to those who are registered as residents.

- Eligibility
Those who are pregnant (as a rule, for those who have completed resident registration in Shinjuku City)
- Application Procedures
Please file a pregnancy registration form available at the City Office counter.
- Filing Locations
Public Health Centers
Health Services Section, Health Promotion Division
Branch Offices

Notes:

1. Please call the center/section above for more information.
2. There is a *Mother and Child Health Handbook* foreign-language version in Korean, Chinese, Spanish, Tagalog, English, Portuguese, Thai, Indonesian, Vietnamese, and Nepalese. You can pick a copy up at the Health Promotion Division and Public Health Centers. The Korean, Chinese, and English versions are also available at our Branch Offices. If you want one, please say so at the ser-

vice counter when you receive your *Mother and Child Health Handbook*.

■ Childbirth/Childrearing Support Programs (“Yurikago [Cradle]” Shinjuku)

☎ Public Health Centers and Health Services Section, Health Promotion Division

To support women from the time of pregnancy and through the childrearing years, specialists such as public health nurses offer personal consultation and information on pregnancy and post-delivery to ensure peace of mind. If you submit a pregnancy notification at a local Public Health Center or at the Health Services Section of the Health Promotion Division, you can receive personal consultation services on the spot. If you file your pregnancy notification at a Branch Office, please bring your *Mother and Child Health Handbook* (Boshi Kenko Techo) to a local Public Health Center or the Health Services Section of the Health Promotion Division. Expectant mothers who go through a personal consultation with a specialist will receive a *Yurikago* (Cradle) support gift (worth ¥10,000) and a childbirth support gift (worth ¥50,000) at a later date.

You are also eligible for personal consultation services if you move into Shinjuku City while you are pregnant.

■ Mother's/Parents' Classes

☎ Public Health Centers

Classes are held for expectant mothers and fathers concerning pregnancy, childbirth, and child-raising.

○ Application

Please make your reservations for the mother's class by phone directly with the Public Health Center where the class will be held. For the parents' class, please ask the contracted company.

- ☞ **Contracted company: Josanshi Mirai Shinjuku (JMS)**
☎ 080-3710-0361

■ “Nice to Meet You” Baby Support Class

☎ Public Health Centers

Midwives and public health nurses offer consultation, advice, and information concerning child-raising for expectant mothers and nursing mothers.

Please make your reservations directly by phone with the Public Health Center where the class will be held.



■ Pre-/Post-partum Support

👤 Comprehensive Children's Center

The city will dispatch a helper, etc. to your home to assist you with housework or taking care of children before/after childbirth as necessary.

○ Eligibility

Shinjuku City residents who meet any of the following conditions:

- An expectant mother
- A person taking care of an infant under 1 year old
- A person taking care of a child between 1 and 2 years of age and a sibling 3 years of age or younger
- A person taking care of multiple-birth children (such as twins or triplets) between birth and 2 years of age

○ Fees

¥1,000 or ¥1,500 per hour; there is a fee-reduction program available upon application.

- You must register first to use this program. For more information on how to register and the details of the services, please scan the two-dimensional code.



■ Babysitter Use Support Program (One-time Use Support)

👤 Comprehensive Children's Center

If you use a babysitter because of work, to take a break, or due to illness, part of the fee can be subsidized.

○ Eligibility

Shinjuku City residents who have newborn up to preschool children.

○ Hours

On a 24-hour basis, 365 days

○ Subsidy amount

¥2,500 per child per hour (7 a.m. to 10 p.m.) or ¥3,500 per child per hour (10 p.m. to 7 a.m.) is provided.

○ Application

Please apply for the subsidy by mail after using the babysitting service. Please check for eligible establishments and application procedures via the two-dimensional code.



■ Birth Notification

👤 Family Register Section, Family and Resident Registration Division

The mother or father should complete the designat-

ed birth notification procedures within 14 days of the birth, at either the city office of the place of birth or the parent's present address.

Also, please be sure to complete the following procedures:

- Application for visa status at the Tokyo Regional Immigration Bureau within 30 days of the birth
- Procedures designated by your home country (such as passport application)

Note: If you or your spouse is a special permanent resident and wishes to file a special permanent resident application for your child who was born in Japan, you will need to come to the Resident Registration Section of the Family and Resident Registration Division within 60 days of the birth. A valid birth certificate is required for this application.

■ Post-Childbirth Programs

👤 Public Health Centers and Health Services Section, Health Promotion Division

There are support programs for new mothers and their babies. This includes help for concerns such as worries because you don't have anyone to help with childrearing when you go home and when you are so tired from childbirth and childrearing that you don't feel well.

There are three types of programs: short stays overnight at a support facility; day service in which you can commute during the day; and outreach in which a midwife comes to visit your home. For more information, please scan the two-dimensional code.



○ Eligibility

- For mothers who are registered Shinjuku City residents and have just given birth to those with infants of the following ages:
- For short stay and day service programs, the infant must be under 4 months of age.
- For outreach, the infant must be under 1 year of age.

○ Fees

Personally borne expenses apply. (Reduction/exemption programs are available.)

○ Application

You must register in advance. Please apply at 8 months (28 weeks) of pregnancy or later at the service counter of the Public Health Center of your community or by mail.

■ Home Visit Health Checkups for Babies

👤 Public Health Centers

An instructor (such as a midwife or public health nurse) will visit the home of a family with a baby who





is 4 months of age or younger. The instructor will weigh the baby, offer childrearing advice, and provide information on the mother and child health support services Shinjuku City offers (free of charge). If you do the home visit health checkup for babies, you will be sent a childrearing support gift (worth ¥100,000 per newborn) at a later date. Please mail the Home Visit Health Checkups for Babies Request Form (Birth Reporting Form) attached to your *Mother and Child Health Handbook* (Boshi Kenko Techo) as soon as your baby is born.

■ Weaning and Solids Class

👤 Public Health Centers

This class concerning how to handle weaning and the introduction of solid foods (includes cooking practice during the class and taste-testing), as well as about how to prevent accidents, is for parents with children around 5–6 months of age. Information will be mailed to those who are eligible.

Please make your reservations directly by phone with the Public Health Center where the class will be held.

■ Class on Preparing Meals for Babies

👤 Public Health Centers

This class concerning meals and snacks after weaning and the introduction of solid foods is for parents with infants 12–18 months of age.

Please take the class on the date printed on the first dental consultation notification.

■ Dental Health Consultation

👤 Public Health Centers

Consultations with dentists and dental hygienists are available for children who are 1 and 2 years of age.

Notifications are mailed individually to all eligible residents.

■ Health Consultation for Infants and Toddlers

👤 Public Health Centers

Public health nurses, nutritionists, and dental hygienists offer consultation concerning the physical and mental health, development, child-raising, nutrition, and teeth of infants and toddlers.

Child-Raising Support Services

■ Health Checkups for Infants and Toddlers

👤 Public Health Centers

The city examines the health of babies free of charge on designated months of the baby's age. Public Health Centers will send invitations to parents. Please make use of this opportunity.

● Health Checkups for Children 3–4 Months of Age

Location: Public Health Centers

Notification: Individual notification is sent.

Description: Physical measurements, health checkup and individual consultation.

● Health Checkups for Children 6–7 Months of Age and Health Checkups for Children 9–10 Months of Age

Location: Contracted medical institutions in the metropolitan area

Notification: The checkup slip is issued at the health checkup for children 3–4 months of age.

Description: Physical measurements and health checkup

● Health Checkups for Children 1 Year and 6 Months of Age

Location: Contracted medical institutions in Shinjuku City

Notification: The checkup slip is sent individually.

Description: Physical measurements and health checkup

After the health checkup, Shinjuku City will send you a birthday support gift.

● Dental Health Checkups for Children 1 Year and 6 Months of Age

Location: Public Health Centers

Notification: Individual notification is sent.

Description: Dental checkup, individual consultation

● Health Checkups for Children 3 Years of Age

Location: Public Health Centers

Notification: Individual notification is sent.

Description: Physical measurements, health checkup, dental checkup, and individual consultation

Note: Please call for more information.

■ Immunizations

🏠 Disease Prevention Section, Public Health Promotion and Disease Prevention Division

Immunization is important to protect babies against illnesses. Shinjuku City conducts immunizations for eligible city residents. The immunization time period varies depending on age and the type of immunization. Preliminary checkup sheets are mailed to those who are eligible.

Government Recommended Periodic Immunizations (Type A; free of charge)

● Hepatitis B

Eligibility: Under 1 year of age, three times

Note: Since health insurance covers the mother and child contagious disease prevention program, children eligible for the program who already received the hepatitis B vaccine are not eligible for this government recommended periodic immunization.

● Rotavirus

Eligibility: Children born on August 1, 2020 or after who meet any of the following conditions:

- (1) Between 6 weeks (the sixth week after the child's birth; the same day of the week) and 24 weeks (the twenty-fourth week after the child's birth; the same day of the week) of age; twice (if single-reassortant Rotarix is administered).
- (2) Between 6 weeks (the sixth week after the child's birth; the same day of the week) and 32 weeks (the thirty-second week after the child's birth; the same day of the week) of age; three times (if five-reassortant RotaTeq are administered).

Note: With either vaccine, it is recommended that your child receive the first dose before he/she reaches 14 weeks and 6 days of age.

● Hib

Eligibility: 2 months of age to 4 years of age, one to four times (the number of inoculations varies according to the date of the initial immunization)

● Pneumococcus

Eligibility: 2 months of age to 4 years of age, one to four times (the number of inoculations varies according to the date of the initial immunization)

● DPT-IPV (four-type combination: diphtheria, pertussis, tetanus, and inactive polio vaccine) 1st term

Eligibility: 2 months of age to 7 years and 5 months of age, four times

Government Recommended Periodic Immunizations (A)	1 month of age	2 months of age	3 months of age	6 months of age	9 months of age	1 year of age	2 years of age	3 years of age	4 years of age	5 years of age	6 years of age	7 years of age	8 years of age	9 years of age	10 years of age	11 years of age	12 years of age	13 years of age	14 years of age	15 years of age	16 years of age	17 years of age	18 years of age	19 years of age	
Hepatitis B	↓	█	█	█																					
Rotavirus		↓	█	█	█																				
Hib		↓	█	█	█	█	█	█	█	█															
Pneumococcus		↓	█	█	█	█	█	█	█	█															
DPT-IPV (four-type combination: diphtheria, pertussis, tetanus, and inactive polio vaccine) 1st term		↓	█	█	█	█	█	█	█	█	█	█	█	█	█										
BCG (tuberculosis)	↓	█	█	█	█	█	█	█	█	█															
MR (measles and rubella combination) 1st term							↓	█	█	█															
MR (measles and rubella combination) 2nd term											↓	█	█	█											
Varicella							↓	█	█	█															
Japanese encephalitis 1st term																									
Japanese encephalitis 2nd term																									
DT (two-type combination: diphtheria and tetanus vaccine) 2nd term																									
Human papillomavirus																									



● **BCG (tuberculosis)**

Eligibility: 11 months of age or younger, once

● **MR (measles and rubella combination) 1st term and 2nd term**

Eligibility: 1st term, 12 to 23 months of age, once; 2nd term, 5 and 6 years of age (from one year before entrance to elementary school [April 1] up to the day before entrance to elementary school [March 31]), once

● **Varicella**

Eligibility: 1 and 2 years of age, twice

● **Japanese encephalitis**

Eligibility: 1st term, 6 months of age to 7 years and 5 months of age, three times; 2nd term, 9 to 12 years of age, once

Note: Children born between April 2, 1995, and April 1, 2007, who have not received or completed the required Japanese encephalitis immunization can now receive (or complete) the free immunization at any point until they reach 20 years of age.

● **DT (two-type combination: diphtheria and tetanus vaccine) 2nd term**

Eligibility: 11 to 12 years of age, once

● **Human papillomavirus**

Eligibility: Female children between the sixth grade of elementary school and first year of high school (and those of an equivalent age); two or three times depending on the type of vaccine used and the age when vaccination began.

Note: Children born between April 2, 1997 and April 1, 2007 who have not received or completed all their immunizations can receive their remaining immunizations free of charge until March 31, 2025.

Optional Immunization

The following are optional immunizations. Please call for more details. The personally borne expense for these immunizations is exempted in some cases, such as for residents who belong to a household that receives public financial assistance for everyday living.

● **Mumps**

Eligibility: From one year of age up to the day before they enter elementary school (until the first March 31 after their sixth birthdays), once
You have to pay part of the total cost.

● **Influenza**

Eligibility: 12 years of age or younger, twice
You have to pay part of the total cost.

● **MR (measles and rubella combination)**

Eligibility: Children between 2 and 18 years of age who have not received the government recommended periodic immunization (excluding those who are eligible for the periodic immunization); up to two times (for the incomplete portion). Free of charge.

■ Children's Dental and Oral Checkup

🏠 Health Services Section, Health Promotion Division

Dentists of contracted dental institutions in Shinjuku City provide dental and oral health checkups and fluoride treatment to strengthen teeth free of charge for children between 3 and 7 years of age. The City Office will mail checkup slips to those eligible.

■ Birthday Present Program

🏠 Children's Medical Care and Allowance Section, Children and Family Division

To celebrate the birth of a child, presents are given to him/her.

To be eligible, you must have an address in Shinjuku City, have recently had a child, and the child's address must also be in Shinjuku City. The City Office will notify those who are eligible.

■ Medical Subsidies for Children

🏠 Children's Medical Care and Allowance Section, Children and Family Division

Children up to the first March 31 after he/she reaches 18 years of age enrolled in Japanese health insurance are issued medical certificates upon application.

If you submit your health insurance card along with this medical certificate at the service counter of a medical institution in the metropolitan Tokyo area, you can be exempted from the personally borne cost for medical treatment covered by insurance. In addition, please apply for a subsidy if you pay the personally borne cost for medical treatment (for example, if you pay the cost of meals during hospitalization or if you undergo medical treatment at an institution outside of the metropolitan Tokyo area).

○ Procedures

Bring the required documents and complete the designated application procedures at the Children's Medical Care and Allowance Section of the Children and Family Division, or at any Branch Office.

○ Required Documents

- Documentation verifying the account information of the applicant
- A copy of the child's health insurance card

■ Children's Short Stay Program

Comprehensive Children's Center

● What Is the Children's Short Stay Program?

For this program, child welfare facilities and co-operating families in the city provide childcare for children under 18 years of age day and night when parents/guardians are unable to care for their children in the following cases:

- Hospitalization for illness or childbirth
- Nursing family members in illness
- Becoming a victim of an accident or disaster
- Exhaustion as a result of childrearing
- Taking a business trip that includes an overnight stay (number of days per year-restricted)
- Other conditions making it impossible to take care of the child at home

○ Eligibility

Children who live in the city from 60 days through 17 years of age.

○ Number of Nights of Possible Use

Up to seven nights (24 hours per night); this program cannot be used for one-day business trips.


○ Child Care Facility, etc.

Futaba Infant and Toddler Center, short stay cooperation families in the city

○ Fees

¥3,000 per night (24 hours) (Programs for reduction/exemption of fee, according to the income of the parents, are available.)

○ Application

Please apply to the Comprehensive Children's Center ( 03-3232-0675).

■ Twilight Stay

Comprehensive Children's Center

In this program, a cooperating family in Shinjuku City will take care of your child at night for a maximum of five hours if you are not able to do so.

○ Eligibility

Children who live in the city from 60 days through 17 years of age.


○ Number of Hours and Times of Possible Use

As a rule, five hours between 5 and 10 p.m. Twelve times per year.

○ Fees

¥2,000 each time (reduction/exemption programs are available according to the income of the parents)

○ Requirements and Application

Please ask the Comprehensive Children's Center ( 03-3232-0675).

■ Child Allowance

Children's Medical Care and Allowance Section, Children and Family Division

An allowance is available for those who are raising a child until the first March 31 after the child's 15th birthday. Please note that there are income restrictions for this benefit.

For each eligible child

Under the income restrictions

From birth to under 3 years of age	¥15,000 per month
First child/second child 3 years of age through elementary school age	¥10,000 per month
Third or subsequent child 3 years of age through elementary school age	¥15,000 per month
Junior high school student	¥10,000 per month

Note: Up to the first March 31 after the child reaches 18 years of age.

Over the income restriction but under the income ceiling (special case benefit)

From birth through junior high school age (equally across the board)	¥5,000 per month
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Note: If your income is above the income ceiling, you cannot receive the special case benefit.

○ Important

An application must be filed in order to receive the allowance. If you delay in filing an application, the starting date for the allowance may be delayed as well.

In addition to the application form, you may be asked to submit other documents in the application process.

● The following revisions to the program are scheduled to be implemented during FY2024:

- Elimination of income restrictions
- Expansion of eligible age range
- Additional benefits for the third and subsequent children





■ Child-Raising Allowance

👤 Development Assistance Section, Children and Family Division

There are two types of Child Raising Allowances, both of which are paid upon application. Both allowance programs have income restrictions.

● Development Allowance

For those raising a child meeting any of the following conditions, until the first March 31 after the child's 18th birthday

- A child whose parents are divorced
- A child whose father or mother is dead
- A child whose father or mother has a severe disability (*Handbook for the Physically Disabled*, Level 1 or 2)
- A child with a father or mother for whom it is unclear whether he/she is dead or alive
- A child whose father or mother has abandoned the home for one year or longer
- A child whose father or mother was issued a protection order from a court related to his/her domestic violence
- A child whose father or mother has been incarcerated for one year or longer
- A child born out of wedlock and not supported by the father (or mother in the case of a single-father household)

○ Benefit Amount

¥13,500 per month per child

● Allowance for the Disabled

For those raising a child under 20 years of age with any of the following level of disability

- A child with a mental disability, with *Handbook for the Mentally Disabled (Ai-no Techo)*, Level 1, 2, or 3
- A child with a physical disability, with a *Handbook for the Physically Disabled*, Level 1 or 2
- A child with cerebral palsy or progressive muscular dystrophy

○ Benefit Amount

¥15,500 per month per child

■ Child Support Allowance

👤 Development Assistance Section, Children and Family Division

Child Support Allowance is provided to fathers, mothers, or those raising a child meeting any of the following conditions, until the first March 31 after the child's 18th birthday (under 20 years of age for

those with a designated level of disability). An application must be filed in order to receive the allowance. Also, income restrictions apply.

- A child whose parents are divorced
- A child whose father or mother is dead
- A child whose father or mother has a severe disability (*Handbook for the Physically Disabled*, Level 1 or 2)
- A child with a father or mother for whom it is unclear whether he/she is dead or alive
- A child whose father or mother has abandoned the home for one year or longer
- A child whose father or mother was issued a protection order from a court related to his/her domestic violence
- A child whose father or mother has been incarcerated for one year or longer
- A child born out of wedlock and not supported by the father (or mother in the case of a single-father household)

Note: The allowance will not be provided if the child lives overseas.

○ Benefit Amount (as of April 2023)

- For one child

Total payment: ¥44,140 per month

Partial payment: ¥10,410 to ¥44,130 per month, depending on income

- For the second child

Total payment: ¥10,420 per month

Partial payment: ¥5,210 to ¥10,410 per month, depending on income

- For the third and subsequent child

Total payment: ¥6,250 per month

Partial payment: ¥3,130 to ¥6,240 per month, depending on income

■ Special Child Support Allowance

👤 Development Assistance Section, Children and Family Division

Special Child Support Allowance is provided to those raising a child under 20 years of age with any of the following levels of disability. An application must be filed in order to receive the allowance. Also, income restrictions apply.

● Physical disabilities

- Generally, persons with a *Handbook for the Physically Disabled*, levels 1 through 3. (This includes some people with level 4 for a lower limb disability.)
- Persons requiring long-term rest due to an illness

● Mental disabilities

- Generally, persons with a *Handbook for the Mentally Disabled* (Ai-no Techo), levels 1 through 3

● Mental disorders

- Persons with the same level of disability as mentioned above (significantly restricted in everyday life due to an autism spectrum disorder or the like)

● Multiple disorders

- Persons with more than one disorder—even if each disorder is not as serious as those mentioned above—may be eligible to receive the allowance.

- Benefit Amount (as of April 2023)
Monthly amount per disabled child
Level 1: ¥53,700
Level 2: ¥35,760
(Determined according to the level of disability.)

■ Family Support Programs

👉 Shinjuku Social Welfare Conference Shinjuku City Family Support Center

- 🏠 1-17-20 Takadanobaba, Shinjuku-ku
- ☎ 03-5273-3545

● Regular Childcare Program

This is a mutual assistance program that is run by city residents on a membership basis and provides child-raising support in local communities. Registration is required for those who would like to receive assistance in child-raising (user member) and those who would like to offer assistance (provider member).

○ Eligibility

Parents of children between 43 days old and 18 years of age who live, work, or go to school in Shinjuku City

○ Mutual Assistance Childcare Program

- Providing childcare until the opening hours of a childcare facility such as a nursery school, *ko-domo-en*, kindergarten, elementary school or Children's Club
- Providing childcare after the closing hours of a childcare facility, etc.
- Taking children to and picking them up from a childcare facility, etc.
- Providing childcare when the childcare facility, etc. is closed
- Providing necessary services to help members with childrearing

○ Hours

6 a.m. to 10 p.m.

○ Fees

¥800 per hour between 7 a.m. and 7 p.m.; ¥900 per hour between 7 p.m. and 10 p.m. and during year-end/New Year holidays

○ How to Use

- (1) Complete registration procedures at the Family Support Center and apply for these services (reservation required).
- (2) Ask to be introduced to a provider member and discuss details with the provider member in advance.
- (3) Request support from the provider member when necessary.

● Childcare Program for Ill or Recovering Children

This is a program in which a program support staff member will provide childcare services at your home or the staff member's home when your child is sick or recovering and cannot be looked after at a nursery school or other childcare facility.

○ Who Can Use the Program

Parents of children from one year in age through the sixth grade of elementary school who live in Shinjuku City. Member registration is required.

○ Hours

8 a.m. to 6:30 p.m. (except on national holidays and during the year-end/New Year holidays)

○ Fee

¥1,000 per hour

Note: A doctor's examination is required beforehand. This service may not be used in some cases.

- To take advantage of this program, please call for more information.

■ Community Childrearing Support Center

These plazas are play areas and gathering areas for infants and toddlers and their parents. There is no charge for using these facilities.

Please call for information such as the opening hours and closed days.

● Futaba Community Child Raising Support Center

- 🏠 4 Minami-Moto-machi, Shinjuku-ku
- ☎ 03-5363-2170

Transportation: An eight-minute walk from JR Shinanomachi Station, or a 13-minute walk from JR Yotsuya Station



● Haramachi Miyuki Community Child Raising Support Center

🏠 2-43 Hara-machi, Shinjuku-ku

☎ 03-3356-2663

Transportation: A two-minute walk from Ushigome-Yanagicho Station on the Toei Oedo Line

■ Yuttarino

A membership-based facility for children and their parents. Please call for more information.

🏠 Kita-Yamabushi Children's Hall 1F, 2-17 Kita-Yamabushi-cho, Shinjuku-ku

☎ 03-5228-4377

How to Get There: A 10-minute walk from Kagurazaka Station on the Tozai Subway Line; a 10-minute walk from Ushigome Kagurazaka Station or Ushigome Yanagicho Station on the Toei Oedo Line; a five-minute walk from the Yamabushicho bus stop on the Ii (飯) 62 or Hashi (橋) 63 Toei Bus; or a 10-minute walk from the Ushigome Yanagicho-eki-mae bus stop on the Shiro (白) 61 Toei Bus.

■ Comprehensive Children's Center/Families with Children Support Center

The Comprehensive Children's Center, which opened on April 1, 2011, offers all-inclusive support for child-raising, including assistance for children with disabilities. This facility functions as a Families with Children Support Center and a children's hall and provides such services as offering a venue for after-school children's clubs as well as activities after school for children with disabilities.

The Families with Children Support Center not only functions as a children's hall but also offers support for families raising children in the community.

● Comprehensive Consultations for Families with Children

Please ask for advice on any concerns, problems, or questions you may have about child-raising. The staff at the center will think matters through with you and offer advice. Also, they can introduce you to specialized institutions as necessary.

● Childcare Services, Etc.

- Pre-/Post-partum Support (See page 61)
- Children's Short Stay Program (See page 65)
- Twilight Stay (See page 65)
- Short-Time Childcare in a Play Area

This program provides short-time childcare for infants and toddlers. The program is conducted at the Comprehensive Children's Center, Enokicho Families with Children Support Center and Naka-Ochiai Families with Children Support Center.

○ Visiting Childrearing Consultation

Experienced consultants can visit your home, offer advice, introduce games, offer encouragement at meals and provide other information related to childrearing. Please apply to the Comprehensive Children's Center.

○ Home Visit Childrearing Volunteer Promotion Program (Home Start)

Volunteers visit homes where the parents and expectant mothers who have concerns about pregnancy and childrearing (from newborns up to 6 years of age).

● Play Area for Parents and Children

- There is an open play area where parents and children can feel free to come and play during the center's business hours.
- The center holds events and continuous child-raising support classes so that parents with infants/toddlers can have friendly exchanges and make friends.

● Child Abuse Prevention

If you are wondering, *is this a case of child abuse?* please do not hesitate to call the Comprehensive Children's Center or Families with Children Support Center. The community, relevant institutions, and the Tokyo Metropolitan Child Guidance Center will work together to find a solution.

● Consultation on Child Development and Use of Services

Consultation services are available to address any worries you have about your child's development and to inform you of related services you can use. In addition, the center offers specialized support as well as babysitting services for children with developmental concerns.

📍 Comprehensive Children's Center

🏠 7-3-29 Shinjuku, Shinjuku-ku

☎ 03-3232-0675

📍 Shinanomachi Families with Children Support Center

🏠 20 Shinano-machi, Shinjuku-ku

☎ 03-3357-6855

📍 Enokicho Families with Children Support Center

🏠 36 Enoki-cho, Shinjuku-ku

☎ 03-3269-7345

📍 Naka-Ochiai Families with Children Support Center

🏠 2-7-24 Naka-Ochiai, Shinjuku-ku

☎ 03-3952-7752

👉 **Kita-Shinjuku Families with Children Support Center**
🏠 3-20-2 Kita-Shinjuku, Shinjuku-ku
☎ 03-3362-4152

Child-Raising Seminars

■ Guidance on Advancing to High School for Children with Foreign Roots

👉 **Regional Exchange Division, the Shinjuku Foundation for Creation of Future**
☎ 03-3232-5121
FAX 03-3209-1833

Mainly, information and consultations on advancing to high school in Japan are provided to foreign students who live or go to school in Shinjuku City and their parents. In addition to providing information on public and private high schools, junior high school teachers and other professionals offer an overview of the school counseling given to children concerning future courses. Interpreters are available. Please call for more information, such as the guidance schedule.

■ Child-Raising Classes and Toddler Circles

👤 Children's Halls

There are classes related to child-raising and circles for infants and toddlers to make friends.

For more information, please contact the particular facility.

Nursery Schools, Etc.

■ Entering a Certified Nursery School, Etc.

👤 Enrollment and Approval Section (for both municipal and private nursery schools, etc.), Nursery School Division

Certified nursery schools are child welfare facilities that provide childcare and education together if the parent/guardian is unable to take care of the child due to employment. There are also nursery rooms within companies that offer similar childcare.

Childcare fees are determined according to the number of hours needed for childcare, the resident's tax amount the parents/guardians pay, and the age of the child. (The fees for children between 3 and 5 years of age are waived.) The Nursery School Division handles applications.

After admission, support is offered as needed to children and parents/guardians who have difficulty communicating in Japanese. If you need support, please consult the nursery school your child attends.

Kodomoen

■ Enrollment in a Certified Kodomoen

👤 Enrollment and Approval Section (for both municipal and private kodomoen), Nursery School Division

Certified *kodomoen* are facilities that focus on the development and growth of children, functioning as both nursery school and kindergarten that offer comprehensive childcare and education together.

Childcare fees are determined according to the number of hours needed for childcare, the resident's tax amount the parents/guardians pay, and the age of the child. (The fees for children between 3 and 5 years of age are waived.) Applications are accepted directly at the certified *kodomoen* if you want to take advantage of the kindergarten function. If you want to use the nursery school function, apply at the Nursery School Division, which also handles applications for certified nursery schools, etc.



After admission, support is offered as needed to children and parents/guardians who have difficulty communicating in Japanese. If you need support, please consult the *kodomoen* your child attends.

Kindergartens

Enrollment in a Municipal Kindergarten

Kindergarten Section, School Management Division

☎ 03-5273-3103

Kindergartens are available as educational facilities for preschool children from 3 through 5 years of age.

There are municipal and private kindergartens.

Municipal kindergartens have classes for children from 3 through 5 years of age.

Children registered with their parents in the city as residents are eligible for admission.

There are no fees for enrollment or nursery school attendance.

Each kindergarten accepts applications for admission.

Please call for more information.

Enrollment in a Private Kindergarten

Kindergarten Section, School Management Division

☎ 03-5273-3103

Subsidies are available for nursery fees, etc. for registered residents of the city who are parents/guardians of children attending a private kindergarten (regardless of whether it is in or outside of Shinjuku City) and other such facilities. However, the amount and other details of the subsidies vary depending on the kindergarten your child attends and the amount of resident's tax you pay.

For more information, please call the School Management Division.

Elementary School and Junior High School

Enrollment in Municipal Elementary/Junior High Schools

School Management Support Section, School Management Division

☎ 03-5273-3089

To Enter

Compulsory education in Japan includes six years of elementary school and three years of junior high school for a total of nine years from 6 to 15 years of age.

Although foreign children are not obligated to receive compulsory education, if you are a foreign resident and would like to enroll your child in a Japanese school, you can apply for admission. Please bring your and your child's residence cards and other necessary documents and consult with the Board of Education.

Education Fees

There is no charge for enrollment, classes, or textbooks for municipal elementary or junior high schools. However, parents must bear the cost for school supplies, field trips, and excursions. If you have financial difficulty in meeting these costs, there are subsidies available to cover educational expenses depending on income.

For more information, please contact the School Management Support Section of the School Management Division of the Board of Education.

For Children Who Need Special Support

Special Support Education Section, Education Support Division

For enrollment or transfer into a school for a child who needs special attention, such as when a child has a physical or mental disability, a school support committee provides counseling.

Shinjuku City also has the following facilities:

- *Manabi* Classrooms (special education support classrooms) for developmentally disabled children
- Special support classes for students with mental disabilities
- Shinjuku Municipal School for Disabled Children for those with disabilities in the arms and legs

Consultations on enrollment or transfer into metropolitan special-needs schools are also available.




Education after Compulsory Education

Admission to High School or University in Japan (for foreign students studying at their own personal expense)

The eligibility requirements for taking an entrance examination to a Japanese public or private high school are: 1. 15 years of age by April 1 of the school year of admission; 2. Having completed nine years of school education in a foreign country, or having graduated from a Japanese junior high school or expecting to graduate.

As a rule, for admission to a Japanese university, the applicant must be 18 years of age and have received 12 years of education from elementary school through high school. Although the requirement is the same for those of foreign nationality, the number of years in school may not be enough, depending on the country.

For details concerning entrance examinations, see the Japan Student Services Organization website ( www.jasso.go.jp/).

Scholarships for Foreign Students

Multicultural Society Promotion Section, Multicultural Society Promotion Division

A scholarship award (¥240,000 for the year) is offered to foreign students living in Shinjuku City who are enrolled in a graduate school, university, junior college, or vocational school in the city for one year or longer and meet designated requirements.

Children's Halls, Children's Corners, and Children's Clubs

Children's Halls and Children's Corners

Comprehensive Children's Center, Families with Children Support Centers, or Children's Halls

There are Children's Halls (Jidokan) in each area of the city, offering a wholesome play area for children, opportunities to make friends, special events, and consultation services (see page 72).

These facilities also have toddler clubs, provide information on child-raising to parents, and offer con-

The Educational System in Japan

Basic education in Japan includes six years of elementary school, three years of junior high school, three years of high school, and four years of college.

Of these, elementary and junior high school education are compulsory. Although foreign residents are not obliged to go to school, parents may enroll or transfer their children into an elementary or junior high school in Shinjuku City.

As a rule, admission to high school and university (for those who choose to go) is by examination.

In Japan there are also nursery schools and kindergartens for preschoolers, and vocational schools and other schools with the goal of teaching special skills and trades, mainly for junior and senior high school graduates. There are also schools that provide special support to the disabled.

Schools are divided into three types: national, public (metropolitan/prefectural/municipal), and private.

All grades begin the academic year in April and end in March of the following year.



sultation services. They can also be used as a place for families to visit together.

■ Children's Clubs

👤 Children's Clubs

Shinjuku City has the following Children's Clubs: Shinanomachi Children's Club, Honshio-cho Children's Club, Children's Club in Yotsuya Dairoku Elementary School, Kitayamabushi Children's Club, Saikumachi Children's Club, Higashi-Gokencho Children's Club, Enokicho Children's Club, Yakuo-ji Children's Club, Waseda-Minamicho Children's Club, Children's Club in Tsurumaki Elementary School, Children's Club in Tomihisa Elementary School, Tomihisacho Children's Club, Children's Club in Higashi-Toyama Elementary School, Children's Club in Okubo Elementary School, Children's Club in the Comprehensive Children's Center, Children's Club in Toyama Elementary School, Hyakunincho Children's Club, Takadanobaba Daiichi Children's Club, Takadanobaba Daini Children's Club,

Children's Club in Totsuka Daini Elementary School, Children's Club in Ochiai Daiichi Elementary School, Children's Club in Ochiai Daiyon Elementary School, Children's Club in Ochiai Daigo Elementary School, Kami-Ochiai Children's Club, Nakai Children's Club, Nishi-Ochiai Children's Club, Kita-Shinjuku Daiichi Children's Club, Kita-Shinjuku Daini Children's Club, Nishi-Shinjuku Children's Club

○ Eligibility

Elementary school children who live in Shinjuku City, who are able to cooperate in organized group activities and are unable to receive continuous care at home during Children's Club hours because of the parent's work or illness

○ How to Apply

Apply to a Children's Club by completing an application form and attaching a document certifying the parent's employment (distributed with the application form).

Fees: ¥6,000 per month (exemption programs are available upon application for those receiving public financial assistance for everyday living and those who are nontaxable for resident's tax.)

● Children's Halls (Jidokan) Hours

Hours and Other Information		Honshio-cho Children's Hall, Kitayamabushi Children's Hall, Nakamachi Children's Hall, Higashi-Gokencho Children's Hall, Waseda-Minamicho Children's Hall, Tomihisacho Children's Hall, Hyakunincho Children's Hall, Takadanobaba Daiichi Children's Hall, Kami-Ochiai Children's Hall, Nakai Children's Hall, Kita-Shinjuku Daiichi Children's Hall, Nishi-Shinjuku Children's Hall	Children's Corner of the Comprehensive Children's Center	Children's Corner of the Shinanomachi Families with Children Support Center, Children's Corner of the Enokicho Families with Children Support Center, Children's Corner of the Naka-Ochiai Families with Children Support Center and Children's Corner of the Kita-Shinjuku Families with Children Support Center	Yakuo-ji Children's Hall, Takadanobaba Daini Children's Hall, Nakai Children's Hall and Nishi-Ochiai Children's Hall
Hours	Mon. through Fri.	9 a.m. to 6 p.m.	9:30 a.m. to 6 p.m. Open until 7 p.m. for junior high school students and older children		9:30 a.m. to 6 p.m.
	Sat., Sun., and national holidays	9 a.m. to 6 p.m.		9:30 a.m. to 6 p.m.	9 a.m. to 5 p.m.
	Mon. through Fri. during Long School Holidays	9 a.m. to 6 p.m.	9 a.m. to 6 p.m. Open until 7 p.m. for junior high school students and older children		9 a.m. to 6 p.m.
Closed		December 29 through January 3			
Main Eligibility Requirements		Children under 18 years of age living, working, or going to school in the city and their parents			
Use Procedures		Parents should complete an application for use form and submit it to the facilities. A user's card will be issued.			



Extended Use Fees: ¥2,000 per month or ¥200 each time

Notes:

1. Extended use requires separate applications.
2. Services can be used only during summer, winter and spring school vacations and on Saturdays as well.

○Hours

- Monday through Friday (excluding national holidays): After school until 6 p.m.; extended use: 6 to 7 p.m.
- Saturdays (excluding national holidays) and Monday through Friday during long school holidays: 9 a.m. to 6 p.m.; extended use: 8 to 9 a.m., 6 to 7 p.m.

Note: Closed from December 29 through January 3

Japanese-Language Studies at School

Japanese-Language Support Classes

 Education Center, Education Support Division

Basic Japanese-language instruction in the child's mother tongue is offered for children who have transferred into a kindergarten, elementary school, or junior high school in Japan but cannot speak Japanese, to help them adjust to the Japanese language and school life in Japan. Teaching formats include intensive instruction at the Education Center and individual instruction at kindergartens/schools in which instructors are dispatched to schools and kindergartens.


The intensive instruction at the Education Center consists of about ten days of three-hour classes per day. The classes are mainly conducted in Korean or Chinese.

The individual instruction at kindergartens/schools consists of 50 hours of classes for kindergarten children and elementary school first- and second-graders, and 70 hours for elementary school third- through sixth-graders and junior high school students.

Besides instruction in the Japanese-language, instructors can also provide consultation for communication between the school and family.

In the past, many children have learned Japanese through these classes and have been able to enjoy school life in Japan.

Support Classes for Japanese Language and School Subjects


 Education Center, Education Support Division


The city can dispatch a Japanese-language tutor to local elementary and junior high schools to help students who can speak basic Japanese and wish to receive individual help in the Japanese language and in their school studies in Japanese. The tutoring takes place after school or at other prearranged times 2 to 3 days a week.

Basically, instruction is for two hours each time, for up to 70 sessions (140 hours). For students in their third year of junior high school, even if they have already completed this Japanese-language and school subjects support program, a program offering extra support is available to help them pursue advanced education.

Japanese-Language Studies in the Community

 Regional Exchange Division, the Shinjuku Foundation for Creation of Future

 03-3232-5121

 FAX 03-3209-1833

Shinjuku City Japanese-Language Class

There are classes for students (excluding junior high school students and younger) at the introductory/beginning level in various locations in the city.

Let's start by learning how to greet each other in Japanese!

You can join in at any time of the year if there is an opening. Please inquire for more information.

Hours: Monday through Friday, 9:30 to 11:30 a.m. and 6:30 to 8:30 p.m. (evening classes are on Mondays and Thursdays only.)

First Term: April through July

Second Term: September through December

Third Term: January through March

Fee: For classes once a week:

- First and second terms: ¥2,000
- Third term: ¥1,500



■ Free Japanese-Language Lessons Nihongo Hiroba

Shinjuku Multicultural Plaza

The Plaza provides free Japanese-language classes that you can join without a reservation. Why not study with a Japanese-language volunteer?

Days: Monday: Kanji characters

Tuesday: General Japanese

Wednesday: Conversation and beginning grammar

Saturday: Conversation

Hours: 2 to 3 p.m.

Location: Shinjuku Multicultural Plaza

(Hygeia 11F, 2-44-1 Kabuki-cho)

Eligibility: Must be at least 16 years of age

■ Children's Support Classes for the Japanese Language (Children's Club Shinjuku)

Support classes for Japanese and school subjects are offered to children in the fourth grade of elementary school through the third year of junior high school. Please call for the location, schedule, and other details of these classes.

Hours: Tue. and Thu., 5:30 to 7 p.m. for elementary school children, 7 to 9 p.m. for junior high school children; Sat., 5:30 to 8:30 p.m. for junior high school children

Location: Education Center

Fee: Free of charge





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Garbage and Recycling

How to Dispose of Recyclable Resources and Garbage

👉 Shinjuku Waste Collection Office

🏠 2-1-1 Shimo-Ochiai, Shinjuku-ku

☎ 03-3950-2923

👉 Shinjuku-Higashi Waste Collection Center

🏠 10-16 Yotsuya-Sanei-cho, Shinjuku-ku

☎ 03-3353-9471

👉 Kabukicho Waste Collection Center

🏠 2-42-7 Kabuki-cho, Shinjuku-ku

☎ 03-3200-5339

As a rule, the collection of recyclable resources and garbage from regular households is free of charge. There is a fee, however, for the collection of large amounts of garbage and oversized garbage.

As a rule, the city would like shops and businesses to handle their own recyclable resources and garbage (through use of a waste collection company or recyclable resource collection company). The Shinjuku City Office only deals with small-scale shops and businesses that have difficulty finalizing contracts with waste-collection companies or other similar organizations, and they must attach official Shinjuku City Garbage Handling Fee Tickets to their garbage. Please purchase these stickers at any shop showing the Garbage Handling Fee Ticket agency sign, and place the stickers on garbage bags, newspapers, and magazines in a spot where they can easily be seen.

It is important that everybody observes the rules when disposing of recyclable resources and garbage, to eliminate any possible problems with neighbors.

Shinjuku City Office has information in foreign languages on how to dispose of recyclable resources and garbage, so please use this information.

You can also find answers in the garbage and recyclable resource sorting app 3R (Three R).



Also, a PDF version is available on Shinjuku City's Information on Everyday Living for Foreign Residents website.

📄 www.foreign.city.shinjuku.lg.jp/en/

● Reduce Waste with 3Rs

Recycling items instead of throwing them away as garbage helps the global environment in that it conserves natural resources. Let's work together to reduce garbage and reuse recyclable resources.

Observe the following 3Rs to reduce garbage:

○ Reduce

Reduce items that will become garbage.

For example, do not buy unnecessary items.

○ Reuse

Make the most of items without throwing them away.

For example, use the same bottle over and over again.

○ Recycle



Process items into recyclable resources.

For example, separate old paper, bottles, and cans and dispose of them as recyclable resources.



Living


● How to Dispose of Recyclable Resources

Category	Collection Frequency	Collection Site	Please Be Aware of the Following Points!
Newspapers Magazines (includes notebooks, confection boxes, wrapping paper, and envelopes) Cardboard Paper Cartons (for foods and beverages)	Once a week	Recyclable resources and garbage collection site Please put out by 8 a.m. on the collection day.	<ul style="list-style-type: none"> ○ Bind items with string according to type. Collection is made on rainy days as well. ○ Fold newspapers into four (A4-size). ○ The following items are not collected as recyclable resources, so please dispose of them as combustible garbage: Photographs, heat-sensitive paper, paper cups, window envelopes, paper scraps, plastic-coated paper, waxed cardboard, oily stained paper such as pizza home-delivery boxes, etc. ○ There is a charge for the collection of business-related recyclable resources. Please attach a Shinjuku City Garbage Handling Fee Ticket to the garbage.
<p>Recyclable Plastic*</p> <p>- Plastic items (items within 30 cm on every side and made of 100 percent plastic) Includes hangers, toothbrushes, sealed containers, rulers, washbasins, combs, buckets and clear files.</p> <p>- Plastic Containers and Wrapping with the Identifying  Mark (such as plastic bottles, cups, trays, packages, and tubes; plastic bags for confections and frozen food; retort pouches; plastic lids; plastic clasps; plastic shopping bags; etc.)</p> <p>*“Recyclable plastic” refers to both plastic containers and wrapping (once collected as recyclable resources) as well as items made of 100 percent plastic that will now be collected as recyclable resources. These will be collected together as recyclable plastic starting in April 2024.</p>	Once a week	Recyclable resources and garbage collection site Please put out by 8 a.m. on the collection day.	<ul style="list-style-type: none"> ○ As of April 2024, items that were once collected as plastic containers and wrapping and other plastic items will be collected together as recyclable plastic. ○ Dispose of items together in a transparent/semitransparent garbage bag. ○ Items that are dirty are not considered recyclable resources. ○ Items that are not completely emptied or that are difficult to clean should be disposed of as combustible garbage. ○ Hard kitchen boards at least 5 mm thick are not recyclable. ○ Please do not include items with small rechargeable batteries inside them and items that may be the cause of fires, such as lighters. ○ There is a fee for the collection of business-related recyclable resources. Please attach a Shinjuku City Garbage Handling Fee Ticket that matches the size of the bag.
Bottles (for food, beverages, cosmetics, and medicines)	Once a week	Recyclable resources and garbage collection site Please put out by 8 a.m. on the collection day.	<ul style="list-style-type: none"> ○ After rinsing the insides out with water, please place these items in a transparent/semitransparent plastic bag. As a rule, broken bottles, bottles you cannot clean properly, medicine bottles (except for bottles that contained medicinal drinks), light bulbs, and fluorescent lamps are not collected as recyclable resources. Please dispose of these items together with metal, ceramic, and glass items.
Cans (for food and beverages)			<ul style="list-style-type: none"> ○ After rinsing the insides out with water, please place these items in a transparent/semitransparent plastic bag. Cans you cannot clean properly, cans that held contents other than food and beverage, and <i>itto-kan</i> (18-liter cans) are not collected as recyclable resources. Please dispose of them together with metal, ceramic, and glass items.
Spray Cans, Gas Cylinders, Disposable Dry-Cell Batteries			<ul style="list-style-type: none"> ○ Please place these items in a transparent/semitransparent plastic bag after using up their contents as much as possible.
Plastic PET Bottles (with the identifying mark )			<ul style="list-style-type: none"> ○ After rinsing the insides out with water, please crush plastic bottles and place them in a transparent/semitransparent plastic bag. Dispose of caps and labels together with recyclable plastic.
	<p>Notes:</p> <ol style="list-style-type: none"> 1. At some garbage collection sites, such as those for apartments and condominiums, the collection containers/nets are distributed. Please place bottles in the yellow containers; cans in the blue containers; spray cans, gas cassettes, and dry-cell batteries in the green containers; and plastic PET bottles in the blue nets. 2. A fee is charged for the collection of business-related recyclable resources. Please place such items in a bag and attach the Shinjuku City Garbage Handling Fee Ticket according to the size of the bag. 		



Category	Collection Frequency	Collection Site	Please Be Aware of the Following Points!
Collection of used small electronic devices (mobile phones, mobile music players, portable game devices, digital cameras, portable video cameras, portable car navigators, electronic dictionaries, calculators, and accessories such as remote controllers, AC adaptors and cables)	—	Collection boxes located at Shinjuku Waste Collection Office, Shinjuku-Higashi Waste Collection Center, Kabukicho Waste Collection Center, Shinjuku Waste Station/Resource Center, Shinjuku Recycling Center, Nishi-Waseda Recycling Center, Waste Reduction and Recycling Division of Shinjuku City Office (Shinjuku City Office Main Bldg. 7F) and Branch Offices.	<ul style="list-style-type: none"> ○ Nine types of used small electronic devices are collected at service counters of the collection sites at left. ○ Please note that the schedules for these service counters vary. ○ Put these items in the collection boxes at the City Office Main Building 1F, Branch Offices and the Environmental Studies and Information Center (Eco Gallery Shinjuku).
Ink Cartridges Ink cartridges for home-use printers; must be completely empty. Restricted to branded cartridges from Brother Industries, Canon, Seiko Epson, and HP Japan.	—	Collection boxes located at Shinjuku City Office Main Bldg. 1F, Shinjuku Waste Collection Office, Shinjuku-Higashi Waste Collection Center, Shinjuku Recycling Center, Nishi-Waseda Recycling Center, Environmental Studies and Information Center, and Branch Offices.	<ul style="list-style-type: none"> ○ Put these items in the collection boxes. ○ Please note that the schedules for these service counters vary. ○ Inquiries: Waste Reduction and Recycling Division ☎ 03-5273-3318 ☎ 03-5273-4070



● How to Dispose of Garbage

Category	Collection Frequency	Collection Site	Please Be Aware of the Following Points!
Combustible Garbage (Kitchen scraps, paper scraps, wood chips, plastic items containing other materials, rubber items, leather items, disposable diapers, sanitary napkins, chemical rags, cigarette butts, etc.)	Twice a week	Recyclable resources and garbage collection site Please put out by 8 a.m. on the collection day.	<ul style="list-style-type: none"> ○ Please separate garbage properly and place the garbage in containers or transparent/semitransparent plastic bags. Please pick up your empty containers as soon as possible. ○ Wrap sharp objects, such as glass and skewers, using thick paper, and label it “kiken (dangerous)” before disposal. ○ Be sure to use up the contents of lighters as much as possible before disposal. Please put them in a separate bag from other garbage. ○ Please be sure to place household mercury thermometers and mercury blood pressure measuring machines in a separate transparent/semitransparent bag so that the contents can be seen. ○ Please wrap fluorescent lamps in paper or put them in their cartons before disposal. ○ There is a fee for the collection of business-related garbage. Please attach a Shinjuku City Garbage Handling Fee Ticket.
Metal, Ceramics, and Glass (This category includes small electric appliances, lighters, etc.)	Twice a month		
Oversized Garbage (excluding air conditioners, TVs, refrigerators, freezers, laundry machines, clothes dryers, and personal computers) Call the Oversized Garbage Reception Center, ☎ 03-5304-8080 for reservations (Mon. through Sat., 8 a.m. to 7 p.m.). Reservations can also be made over the Internet (24 hours). Oversized Garbage Reception Center  ☎ https://www.shinjuku-sodai.com	On a reservation basis	In front of the house, etc. Please put out by 8 a.m. on the collection day.	<ul style="list-style-type: none"> ○ Garbage items measuring over 30 cm on any side—such as furniture, bedding, electric products or bicycles—are considered oversized garbage. ○ There is a fee for the collection of all oversized garbage. After making a reservation with the Oversized Garbage Reception Center, please purchase the appropriate Shinjuku City Oversized Garbage Handling Fee Tickets and attach them to the oversized garbage on the day of collection. ○ There are handling fee reduction programs for victims of natural disasters and fires, those receiving public financial assistance for everyday living, and recipients of Child Support Allowance, Special Child Support Allowance, and Age Welfare Pension. ○ The city does not collect oversized garbage produced from business activities. Please make arrangements to dispose of these items.



Living

● Air Conditioners, TVs, Refrigerators (Freezers), Laundry Machines, Clothes Dryers, and Personal Computers

<p>Air Conditioners, TVs, Refrigerators (Freezers), Laundry Machines, and Clothes Dryers</p> <p>Electric Appliance Recycling Reception Center</p> 	<ul style="list-style-type: none"> ○ Since these items are covered by the Home Appliance Recycling Law, the city does not collect them. ○ When replacing your old appliances, please ask the store where you are purchasing a new one to handle your used appliance. If you are simply throwing away your old appliance, ask the original store of purchase to handle your used appliance. ○ If you are unable to ask an electric appliance store to handle your used appliance, please call the Electric Appliance Recycling Reception Center. Electric Appliance Recycling Reception Center, ☎ 0570-08-7200 (Mon. through Fri., 9 a.m. to 5 p.m.) You can also apply via the Internet on a 24-hour basis. (Information is in Japanese only.) 🌐 https://kaden23rc.jp ○ The person disposing of items must bear the cost of the recycling fee and a separate collection/transportation fee. For more information on recycling fees and collection/transportation fees, please ask the retail store or the Electric Appliance Recycling Reception Center.
<p>Personal Computers</p> <p>Renet Japan Recycle, Inc.</p> 	<p>Shinjuku City does not collect personal computers that are no longer used at home. To dispose of these, you can either ask a collaborative or cooperating company of Shinjuku City to collect your used computer or ask the computer's manufacturer to collect it.</p> <ul style="list-style-type: none"> ○ Authorized companies that operate based on the Small Home Appliance Recycling Law collect computers using home delivery services. Please inquire/apply to Renet Japan Recycle, Inc. (🌐 https://www.renet.jp/). ○ Please apply directly to the manufacturer of the computer you plan to dispose of for collection. You can find the telephone number of the manufacturer at the PC3R Promotion Association (☎ 03-5282-7685, 🌐 https://www.pc3r.jp).

Note: The following items are not collected by the city. Please call the waste collection office or waste collection center for more information.

Hazardous items, dangerous items, items that emit strong odors, and items that are difficult to dispose of.

Examples: Chemicals, fireworks, matches, gas cylinders (excluding those for tabletop cooking equipment), paint thinner, light oil, kerosene, gasoline, paint, printing ink, car batteries, soil, sand, rocks, concrete blocks, sludge, fire extinguishers, automobiles, motorcycles, tires, pianos, heat-resistant safes, etc.

■ To Prevent Crows, Cats, etc. from Causing Damage to Garbage/Recyclable Resources Collection Sites

- 👉 **Shinjuku Waste Collection Office**
🏠 2-1-1 Shimo-Ochiai, Shinjuku-ku
☎ 03-3950-2923
- 👉 **Shinjuku-Higashi Waste Collection Center**
🏠 10-16 Yotsuya-Sanei-cho, Shinjuku-ku
☎ 03-3353-9471
- 👉 **Kabukicho Waste Collection Center**
🏠 2-42-7 Kabuki-cho, Shinjuku-ku
☎ 03-3200-5339

To prevent crows, cats, etc. from scattering kitchen scraps and to keep garbage/recyclable resources collection sites as clean as possible, the City Office serves as a source for the rental of crow-prevention nets.

Crow-prevention nets are free for use by those who use or maintain garbage collection sites.

■ Handling Animal (Dog, Cat, etc.) Carcasses

- 👉 **Shinjuku Waste Collection Office**
🏠 2-1-1 Shimo-Ochiai, Shinjuku-ku
☎ 03-3950-2923
- 👉 **Shinjuku-Higashi Waste Collection Center**
🏠 10-16 Yotsuya-Sanei-cho, Shinjuku-ku
☎ 03-3353-9471
- 👉 **Kabukicho Waste Collection Center**
🏠 2-42-7 Kabuki-cho, Shinjuku-ku
☎ 03-3200-5339

If a pet dies, you can bury your pet in a private cemetery or ask the waste collection office (Handling fee: ¥3,000 per animal) to handle the carcass. The waste collection office will not handle any carcass weighing 25 kg or more.

If you find an animal carcass on the street, or on park or private land (including empty lots), please tell a maintenance person who will handle its disposal.



Living

● City Roads

Tobu Public Works Office

Jurisdiction: East of Meiji-dori Avenue

☎ 03-5361-2454

Seibu Public Works Office

Jurisdiction: West of Meiji-dori Avenue

☎ 03-3364-2422

● City Parks

Tobu Park Office

Jurisdiction: East of Meiji-dori Avenue

☎ 03-5361-2451

Seibu Park Office

Jurisdiction: West of Meiji-dori Avenue

☎ 03-3364-2421

● Metropolitan Roads (contracted to Shinjuku City by the Tokyo Metropolitan Government)

Shinjuku Waste Collection Office

☎ 03-3950-2923

Shinjuku-Higashi Waste Collection Center

☎ 03-3353-9471

Kabukicho Waste Collection Center

☎ 03-3200-5339

● National Roads

Tokyo National Highway Office Yoyogi Branch

☎ 03-3374-9451

● Private Property (including empty lots)

The carcass will be handled at the expense of the property owner. If you ask a waste collection office or waste collection center to handle the carcass, a handling fee (¥3,000 per animal) will be charged.

■ Shinjuku Recycling Center

🏠 4-10-2 Takadanobaba, Shinjuku-ku

☎ 03-5330-5374

Closed: Mon. (Open if Mon. is a national holiday, and closed the following day) and during the year-end/New Year holidays (December 29 through January 3)

To promote the three Rs (reduce, reuse and recycle), the Center conducts classes on recycling and various programs geared toward the reduction of garbage.

(1) Reading area and rental of library books

(2) Classes on the environment and recycling

A venue for people to enjoy learning about the three Rs, the Center holds classes two or three times per month.

(3) Flea Markets

Held on the first and third Sundays of the month

(4) Recycle Shop Moichido Club

Clothes and daily commodities that are no longer needed are sold.

(5) Catalog of Items

Used electric appliances and oversized household objects are posted on the bulletin board, and items that are cataloged in this manner are sold.

(6) Collection of Recyclable Resources

Nine kinds of items are collected at recyclable resource collection stations.

(7) Food Drive

Unwanted/unneeded food is collected from households. The food collected is then sent to welfare groups, facilities, food banks, etc. to be distributed.

(8) Clothes Post

Clothes that are no longer needed at home can be accepted.

Third Saturday of the month, 1 to 3 p.m.

(9) Meeting Room Rentals


City residents can rent meeting rooms for recycling activities.


Note: Registration is required before using services (3) through (5).



Living

■ Nishi-Waseda Recycling Center

 3-19-5 Nishi-Waseda, Shinjuku-ku

 03-5272-5374

Closed: Mon. (Open if Mon. is a national holiday, and closed the following day) and during the year-end/New Year holidays (December 29 through January 3)

To promote the three Rs (reduce, reuse and recycle), the Center conducts classes on recycling and various programs geared toward the reduction of garbage.

- (1) Reading area and rental of library books
- (2) Classes on the environment and recycling
A venue for people to enjoy learning about the three Rs, the Center holds classes on an ongoing basis.
- (3) Flea Markets
Held on the second and fourth Saturdays of the month
- (4) Catalog of Items
Used electric appliances and oversized household objects are posted on the bulletin board, and items that are cataloged in this manner are sold.
- (5) Display and Sale of Furniture
Used furniture is collected, repaired and sold.
- (6) Collection of Recyclable Resources
Nine kinds of items are collected at recyclable resource collection stations.
- (7) Food Drive
Unwanted/unneeded food is collected from households. The food collected is then sent to welfare groups, facilities, food banks, etc. to be distributed.
- (8) Clothes Post
Clothes that are no longer needed at home can be accepted.
Third Saturday of the month, 1 to 3 p.m.

Note: Registration is required before using services (3) and (4).

■ To Prevent Damages Caused by Littering of Empty Cans and Smoking on the Street

City Beautification Section, Waste Reduction and Recycling Division

Littering is prohibited in the public areas of Shinjuku City (such as the streets). Violators will be fined (¥20,000 or less), especially in the Designated Beautification Areas (Shinjuku Station east exit, Shinjuku Station west exit, and Takadanobaba Station areas).

Smoking on the street is prohibited throughout the entire city except for certain designated areas. Smoking while walking is, of course, prohibited, as well as smoking while standing using a portable ashtray. Respect the rules and observe the designated smoking and nonsmoking areas so that everyone—particularly those who need to avoid cigarette smoke for specific health reasons (e.g., asthmatics), those who are sensitive to smoke, and children—can breathe free and enjoy their time outside.

Please cooperate in creating a safe, clean town we can live in with peace of mind.



Energy Conservation and Ecology

Ten Things That Can Be Done at Home

Our consumption of utilities that are essential in our everyday lives, such as electricity, gas, water, and gasoline, increases the amount of CO₂ in the air and causes global warming.

If each and every one of us leads a life of environment-friendly habits, we can significantly reduce the amount of CO₂ produced. Let's maintain an efficient and environment-friendly lifestyle in a fun way for children, who will shoulder the responsibility for future generations.

What to Reduce	Amount of CO ₂ Cut (annually)	Amount of Money Saved (annually)
1. Set the air conditioner/cooler thermostat at roughly 28°C.	About 14.8 kg	About 1,060 yen
2. Set the air conditioner/heater thermostat at roughly 20°C.	About 26.0 kg	About 1,860 yen
3. Adjust the thermostat in the refrigerator according to the season.	About 30.2 kg	About 2,170 yen
4. Adjust the setting of the TV so that the screen is not too bright.	About 13.3 kg	About 950 yen
5. Put larger loads in the clothes dryer to reduce the number of times of use.	About 20.5 kg	About 1,470 yen
6. Reconsider using the computer (desktop) power-saving option.	About 6.2 kg	About 440 yen
7. Do not keep the electric pot on "warm" for long periods of time.	About 52.6 kg	About 3,770 yen
8. Turn off the shower when not rinsing off.	About 30.7 kg	About 4,000 yen
9. Replace incandescent electric lightbulbs with LED bulbs.	About 45.0 kg	About 3,230 yen
10. Close the lids of electric toilets when they are not in use.	About 17.1 kg	About 1,220 yen

Source: *Katei-no Sho-ene Handbook 2023* (Household Energy Conservation Handbook 2023), Tokyo Metropolitan Government Bureau of Environment.



Use of Bicycles

Traffic Rules for Bicycles

● Let's obey the traffic rules for bicycles

Thinking that you are safe on a bicycle and ignoring the traffic rules can lead to a major, or even fatal, accident. Although you do not need a license to ride a bicycle, if you do not obey the traffic rules, this is considered to be a traffic violation punishable (in some cases) by a fine or imprisonment.

● Ride on the left side of the road

As a rule, if there is a sidewalk for pedestrians, you should ride your bicycle on the street with other vehicles. In addition, you must generally ride on the left side of the road. (Violators may be imprisoned for three months or less or fined up to ¥50,000.)

You can ride your bicycle on the sidewalk if there is a sign that says bicycles are permitted. However, bicycles must be ridden on the side closest to the road. If there are bicycle lanes, you must use them unless there are unavoidable circumstances.

● Pedestrians have the right of way on sidewalks, so ride slowly

Be careful of the safety of pedestrians while riding your bicycle. Particularly, if you are riding on the sidewalk—slow down and pay attention to pedestrian activity. You must make a complete stop if riding is dangerous. (Violators may be fined up to ¥20,000.)

● Observe traffic signals and signs

(Violators may be imprisoned for three months or less or fined up to ¥50,000.)

● Follow the rules for turning right

Stay on the left side of the road whenever possible. When making a right turn at an intersection, you must go straight to the opposite corner of the intersection where you want to turn right. Make sure you lower your speed sufficiently. If there is a traffic signal at the intersection and you want to turn right, obey the traffic light and go straight to the other side of the street; then stop there and change directions to the right and after the traffic signal in front of you turns green, ride across the street.

● Turn on the front light of your bicycle when it is dim or dark outside

(Violators may be fined up to ¥50,000.)

● Riding a bicycle while using an umbrella or cell phone is not permitted

(Violators may be fined up to ¥50,000.)

● You must not ride your bicycle while under the influence of alcohol

(Violators may be imprisoned for five years or less or fined up to ¥1,000,000.)

● Do not carry passengers on your bike

Bicycles must be ridden without passengers except in the following cases (violators may be fined up to ¥20,000):

(1) Regular bicycles

A rider 16 years of age or older may carry only one preschooler if there is a seat for toddlers on the bicycle.

(2) Bicycles with seats for two preschoolers

A rider 16 years of age or older may also carry two preschoolers if the bicycle meets the safety standards for carrying two toddlers.

● Wear a helmet when you ride a bicycle

● When changing directions while riding, be sure to look back to check for safety before proceeding

● Park bicycles in designated areas, such as parking lots for bicycles

● Check your bicycle for safety before riding it



■ Bicycle Casualty Insurance

As of April 1, 2020, the Tokyo Metropolitan Government requires all bicycle riders to enroll in insurance to ensure that they can pay for any damage or injury to others if the rider is involved in a cycling accident.

If the bicycle rider is under legal age (a minor), the parent/guardian must enroll in this type of insurance.

● Types of Insurance

You may be able to include bicycle casual insurance as a special contract in casualty insurance, fire insurance or vehicle (car) insurance. There are also insurance programs for bicycles in which you can easily enroll at convenience stores or via the Internet. There is also insurance that is displayed on bicycles (TS mark) that have undergone official safety inspection. Since there are cases in which liability is covered in insurance plans that you are already be enrolled in, please check with your insurance agent.

For more information, please ask your insurance company or insurance agent.

■ Parking Lots for Bicycles and Motorcycles

👤 Bicycle Countermeasures Section, Traffic Affairs Division

Bicycles are a convenient means of transportation that anyone can use—you can carry luggage and widen your range of activity. However, if you leave your bicycle on the street, this obstructs pedestrian traffic and makes areas where crowds gather, such as station areas, particularly dangerous.

Shinjuku City has established bicycle/motorcycle parking lots near stations in the city.

These parking lots are operated by cooperating private companies, and are mainly unstaffed parking lots that you can use on an hourly basis. Some parking lots can also be used on a regular basis. In addition, some parking lots can be used to park motorcycles (over 50 cc) and motorcycles (50 cc or less).

Tobu (East) Area



Seibu (West) Area



● Removal of Illegally Parked Bicycles and Motorcycles

With the increase in the use of bicycles, illegally parked bicycles that obstruct traffic have become a social problem across Japan. Shinjuku City removes and stores bicycles and motorcycles that are left on the street near station areas. To reclaim your bicycle, you must pay a handling fee.

○ Fee to Have a Bicycle/Motorcycle Returned

Bicycles	Motorcycles (50 cc or less)
¥3,000	¥5,000

■ Bicycle Sharing

The bicycle-sharing system allows you to borrow and return bicycles at any of several “cycle ports” (bicycle borrow/return locations) within the community, typically on a 24-hour basis. You can use any of the cycle ports in Shinjuku, Chiyoda, Chuo, Minato, Bunkyo, Taito, Sumida, Koto, Shinagawa, Meguro, Ota, Setagaya, Shibuya, Nakano, Sugunami, and Nerima cities.

● How to Register and Use the Bikes

(1) Membership registration

Please download the Bikeshare app from the two-dimensional code and register your member information and payment method, such as your credit card.



(2) Register your card key

Obtain your eight-digit password for registration from the app. Use the bicycle panel to register your Traffic-IC card or smartphone as your card key.

Note: Even if you do not register your card key, you can unlock a bicycle using the four-digit pass code from the app.

(3) When renting a bicycle

- Press the “Start” button on the bicycle panel
- Use your registered Traffic-IC card or smartphone to unlock the bicycle

Note: You can unlock a bicycle using the four-digit pass code from the app.

(4) When returning the bicycle

Lock the bicycle manually at the “cycle port.”

- For bicycles with square keys: Press the “Enter” button, and confirm the “返却 (Return)” option on the panel.
- For bicycles with round keys: Press the “返却 (Return)” button, and make sure the ring displays a blue light.



Note: If you are unable to return your bicycle, please notify the call center.

- (5) Temporary parking
- (a) Lock the bicycle manually
 - (b) To keep riding, unlock the bicycle using the same procedures as for renting a bicycle

○ Fees

Plan	Basic fee	Extension fee
One-time membership	¥165 for first thirty minutes	For each additional thirty minutes: ¥165
Monthly membership	¥3,300 per month First thirty minutes: Free	For each additional thirty minutes: ¥165
One-day pass	¥1,650 per day	None (Until 11:59 p.m. of the day of use)

● One-Day Pass

You can purchase a pass using the two-dimensional code.

Check the Bikeshare Service app or DoCoMo Bikeshare website for details about bicycle use and “cycle port” locations.



👉 DoCoMo Bikeshare Inc. (fees are charged)

☎ 0570-783-677

🌐 <https://docomo-cycle.jp/?lang=en>

Renting Accommodation

Housing Consultation

👤 Residence Support Section, Housing Division

You can use consultation services offered by housing consultants (real estate brokers) dispatched by real estate industry groups within Shinjuku City.

Hours: First through fourth Thursdays and Fridays (excluding national holidays, etc.), 1 to 4 p.m. (Reservations required.)

Location: Housing Division, Shinjuku City Office Main Bldg. 7F

● Relocation Consultation

Information on housing vacancies is provided so that elderly and disabled persons unable to look for a place to live can find private rental places without problems.

● Real Estate Broker Consultation

You can ask for advice about problems related to private rental contracts for the elderly or disabled persons. Advice is also given on real estate transactions, rental contracts and other topics.

Before Looking for Accommodation

If your company does not have company housing, or if your school does not have a dormitory, or if there is no room available even if there is such housing, then please visit the consultation desk of your company or school and ask if it is possible for them to introduce you to an apartment or other such housing.

If your company or school cannot offer advice, then you must find housing by yourself.

The best way to find housing is to ask your friends who live in Japan, look at housing information websites via the Internet, gather information, such as what kind of room (in terms of size and facilities) you can rent in a specific area for a specific rate, and consider your own needs, such as your income and convenience in terms of transportation for your commute to work or school. Then decide on the range of rent you are able to afford and the area where you would like to live.

Please note that it is best to set a limit of 25 to 30% of your income as a maximum ceiling for your rent;



Living

otherwise, it may cause financial difficulties in your everyday life.

● Preparations before Looking for Housing

1. Have about five to six months' rent ready in advance, as there are many fees involved with finding a room and finalizing a contract.
2. When finalizing a contract, you must have a guarantor or the guarantee of a guarantor company in many cases. If you are having difficulty finding someone who will share the liability, you might try consulting your school or company. You can finalize a contract with a guarantor company at a real estate office.
3. Have your personal seal ready if you are from a country with the custom of using personal seals.

■ Looking for Accommodation

Once you have a general idea of where you would like to live, you can start the actual search for housing. In Japan, it is not usual to finalize a contract directly with the landlord of an apartment or house; instead, a real estate agent contracted by the landlord (there are many in front of train stations and along the main streets) handles the procedures from finding and moving into a new home to finalizing the rental contract. There are also agencies that are contracted to supervise the building and tenants.

● Precautions When Looking for Housing

1. If you are not confident about your Japanese-language ability, it is recommended to look for housing with a friend who can speak Japanese well.
2. When consulting with a real estate agent, clearly give your personal information (such as the name of your school or place of employment), your income (whether it is salary or money sent from home), the name of and relationship with your cohabitor/lodger and joint guarantor, and an idea of where you would like to live. Also, it is very important to confirm conditions and restrictions of the room. You may be asked to show some form of identification, such as your residence card, school/company ID card, or salary statement.
3. If you find a room that is close to your idea of where you would like to live, go with the real estate agent to see the apartment for yourself, rather than finalizing a rental contract right away. When visiting the location, the real estate agent should give sufficient explanation of the building, and room facilities (check for any damage); you should check other conditions, such as the surroundings (particularly for shops and means of transportation nearby) and amount of sunshine; ask questions if anything is not clear to you; then, if everything is

suitable for you, make an appointment to finalize the contract and confirm how much money and what documents you will need to prepare.

■ Rental Contracts

Prepare the necessary fees and documents (such as the letter of consent from the guarantor) stipulated by the real estate agent before finalizing the contract on the appointed contract date. Contracts may be renewable (after the contract period) or nonrenewable. Usually, the contract is prepared by the real estate agent. The content of the contract varies with the real estate agent and the landlord. Contracts generally use difficult words, and many are difficult to understand with just one reading. The law requires a real estate agent to explain the key terms of the contract to the tenant—such as the dimensions and layout of the room, and the rules and restrictions that need to be followed. In addition, the contract terms must be issued in writing so that the tenant sufficiently understands the content of the contract and conduct a safe negotiation before finalizing the agreement. Any points that are not clear should be clarified by asking questions. If the tenant agrees with the contract terms, he/she should sign or affix his/her name stamp on the contract to finalize it. The contract form includes three copies—one for the tenant, one for the landlord, and one for the real estate agent.

When you pay the necessary fees, be sure you obtain a receipt. Furthermore, although there are differences in the fees and their amount depending on the landlord and real estate agent, the following are customary in the metropolitan area:

● *Ya-chin* (Rent)

The fee for using the building (room) and affiliated facilities (paid in monthly units). When finalizing the contract, pay the rent for the month of the contract starting date. For most contracts, rent is paid in advance at the end of the month for rental the following month. There are many payment methods, so be sure to confirm the payment method when finalizing the contract. The rental rate is rarely changed during the effective period of the contract.

● *Kyoeki-hi* (Common Utility and Maintenance Fees)

A fee for use of electricity in and the cleaning of common areas, such as the stairs and hallways, as well as maintenance fees.

● *Shikikin* (Deposit)

This is money that is deposited with the landlord as security for paying the rent and fulfilling other rental contract obligations (usually, one or two months'



rent). Although the entire deposit is returned when you vacate the premises, in some cases, costs for repairs or any unpaid rent are deducted, depending on the situation.

● *Reikin* (Gift Money)

This gift money paid to the landlord is not legally required, but is paid as a custom of the community (usually, one or two months' rent). This money is not returned.

● *Chukai-Tesuryo* (Agent's Fee)

This is paid to the real estate agent as a handling fee. The typical amount required is one month's rent plus consumption tax.

Procedures When Moving Out

If you plan to move out, you must notify the electric power company, the gas company, the water bureau, NTT and the post office at least two or three days in advance. On the day of your move, employees from the companies will conduct a meter check to close your account. Post offices will forward your mail to your new address (for one year).

Please remember to complete the following procedures:

1. Resident registration—Family and Resident Registration Division, Shinjuku City Office
2. National Health Insurance—Medical Insurance and Pension Division, Shinjuku City Office
3. Driver's License—Police Department

Inquiries:

● Change of address form for mail

Please obtain a change of address form at your local post office, complete it with the necessary information and mail the completed form.

● For information on driver's licenses:

Shinjuku Driver's License Renewal Center, ☎ 03-3343-2558

Koto Driver's License Center, Metropolitan Police Department, ☎ 03-3699-1151

Samezu Driver's License Center, Metropolitan Police Department, ☎ 03-3474-1374

Fuchu Driver's License Center, Metropolitan Police Department, ☎ 042-362-3591

● Water services

Bureau of Waterworks, Customer Center, ☎ 03-5326-1100

● Electric power

Tokyo Electric Power Company, Tokyo Customer Center

☎ 0120-995-006

🌐 <https://www.tepco.co.jp/ep/>

Note: If you contract with a company other than Tokyo Electric Power Company, please contact that company.

● Gas

Tokyo Gas Customer Center

☎ 0570-002211

Note: If you use propane gas, please contact the particular propane gas company.

● Telephone services

NTT East, ☎ 116 (without area code)

Daily Life

■ When You Move In

After moving in, you will be starting life in your new home. If you live in group housing, it is important to always remember to keep the volume of noise down so that you will not be a nuisance to your neighbors. Noise from everyday living, such as conversations, TV/radio, and household noises (noise from the kitchen, bathroom, toilet, laundry machines, and vacuum cleaners), can be heard by your neighbors. Footsteps in the hallways or stairwell at night, conversations through an open window, and the opening/closing of doors can be surprisingly loud. Noises in the middle of the night particularly can cause lack of sleep. Please be careful about maintaining a peaceful and quiet environment.

In addition, if you do not fulfill the eligibility requirements and observe the restrictions (prohibited matters) written in the rental contract, this will often lead to trouble with the neighbors, and you may even be asked by the landlord to move out of the premises. Please be aware of this. Troubles arise especially if you increase the number of people living with you, let your friends borrow your home, keep pets (pets are not allowed in many places), keep your personal belongings in the hallway or stairwell, or violate the rules for garbage disposal.

Be particularly careful about observing the rules for garbage disposal. Separate your garbage and take



it to the appropriate garbage collection site in designated containers or garbage bags on the morning of the collection day.

If you plan to move out before the end of the contact term, be sure to tell your landlord (or real estate agent) no later than the date designated in the rental contract.

■ Neighborly Ties

To make friends with Japanese people and become a part of the community, it is important to take the initiative to talk with your neighbors. When moving into a new place, it is customary to pay a visit to formally greet your next-door neighbors. It is also important to participate in town councils and other neighborhood activities. Town councils and local children's associations hold recycling activities, parties, and other events. You can learn about your community through such events.

■ Town Councils and Community Groups

Branch Offices Regional Community Division

Shinjuku City has a local association of town councils for each of its 11 administrative districts. Each association is composed of many town councils and community groups. These councils and groups are independent organizations that voluntarily carry out various activities aimed at promoting friendship and maintaining community safety and security.

Today there are 200 town councils and community groups in Shinjuku City conducting programs in the local community.



■ Pets

Shinjuku Public Health Center; Maintenance Section, Sanitation Division

● Pet Dog Registration and Rabies Vaccination

The registration of pet dogs and vaccination against rabies is required by law in Japan, and registration within 30 days of acquiring a dog is required by law as well. Upon registration, you will be issued a dog tag.

Registration is required only once. However, if you move into Shinjuku or from here to another city, notification is required. In addition, if you purchased a microchipped dog at a pet shop, you must register the proper information with the Ministry of the Environment. After you complete registration of the information, the microchip serves as a dog tag, and you do not need to perform any procedures at the Shinjuku City Office.

Your dog must also receive a vaccination against rabies once a year by a veterinarian. After the vaccination, you must report to a Public Health Center or Branch Office and receive proof of vaccination.

● Rules for Dog Owners

- When stepping out to walk your dog, have your dog relieve itself at home before going out.
- Take a bag with you to collect your dog's waste (to take home and dispose of at home) and some water to clean the area.
- When walking outside, be sure to put your dog on a leash.
- Be sure to attach the dog tag and proof-of-rabies-vaccination tag on your dog's collar.
- It is a good idea to choose the number, type and size, considering possible changes, such as your age and number of family members.
- Always bear in mind the importance of taking care of your pet throughout its lifetime, with all family members included.
- If you have a pet cat, be sure to neuter/sterilize it, display identification on a collar, etc. and keep your pet indoors.
- In Shinjuku City, you can take your pet (such as a dog, cat, small bird, or small rodents/hamsters) to an evacuation site during a disaster. You should train your pet to behave to handle such situations and prepare meals and equipment (such as toilets) for him/her for evacuation use in advance.

Rules for Using the Sewage System in a Comfortable Way

👉 **Public Relations Service Section, General Affairs Division, Bureau of Sewerage, Tokyo Metropolitan Government**
☎ 03-5320-6511

● **Do not pour gasoline, kerosene or chemicals such as paint thinner down the drain**

Doing so may cause serious accidents, such as an explosion.

● **Please use the toilet properly**

If you flush disposable diapers and paper that does not dissolve in water down the toilet, this could clog pipes.

● **Please use the kitchen and bathroom sinks properly**

Do not dispose of solid items such as chopsticks, plastic sheets and food waste down the kitchen or bathroom sink.

● **Let hot water cool down before pouring it down a drain**

Pouring hot water down a drain causes damage to the pipes (which transfer the water from the kitchen sink, etc. to the sewer).

● **Do not pour oil down the drain**


If you pour used cooking oil down the kitchen sink, it could clog the sewage pipes.

- It is a good idea to wipe the oil off plates before washing them.
- If you pour used cooking oil down the kitchen sink, it could clog pipes and cause odors.
- If you do not use up oil completely, please clean up the leftover oil by wiping it up or soaking it up with cloth or paper.

● **Be careful of torrential storms during the rainy season and typhoon season**

When rainfall is heavy, rainwater from surface streets can easily flow into semi-basements and basements, posing a danger of flooding.

Since the pressure of water flowing in may make opening the door difficult, it is wise not to go into basements and such areas.

Rain information can be accessed via Tokyo Amesh ( <https://tokyo-ame.jwa.or.jp/>) (in Japanese, English, Chinese and Korean).



Banks

In Japan, cash is generally used when shopping. However, it is recommended that you save any cash that you will not be using right away in a bank, regardless of the amount. The reason is because keeping a bank account is safe, and interest is earned. Saving money is called “*yokin*” or “*chokin*.” The meaning is the same in that you keep money in a financial institution.

Financial institutions where you can keep your money include banks, credit and savings, credit unions, agricultural cooperative unions, post offices, and industrial banks.

■ Opening an Account

Savings accounts include *futsu-yokin* (ordinary deposit) and *teiki-yokin* (time deposit) accounts. Although interest for ordinary deposits is low, you can deposit and withdraw money freely, and take advantage of various services, such as automatically debiting utility charges, sending money, paying credit card bills, and depositing your salary. At the same time, if you apply for a cash card, you can also take advantage of the convenience of using ATMs (automatic teller machines) and CDs (cash dispensers).

To open an account, please ask the financial institution you wish to use for application details.




How to Pay Utility Charges


Fees for electricity, gas, water services, telephone, and NHK must be paid to each company by a certain day of the month. If you have an ordinary account at a financial institution, you can pay these bills by using the convenient account debit service, which automatically debits the charges from your account by the designated day. With this method, you do not have to go to the financial institution or company to pay your bills, and there is no fear of forgetting to pay by the deadline.


For more information on the procedures for this service, please ask at the counter of your bank or financial institution.

Consumer Life Consultation

Shinjuku Consumer Life Center

 Shinjuku City Office Annex 2, 3F, 5-18-21
Shinjuku, Shinjuku-ku

 03-5273-3830

 03-5273-3110

Hours: Monday through Friday (except on national holidays and during the year-end/New Year's holiday period)

Phone consultation: 9 a.m. to 5 p.m.

Service counter consultation: 9 a.m. to 4:30 p.m.


If you have any problems as a consumer, such as falling victim to malicious sales practices or a fraudulent contract, including the cancellation of a contract, you can consult a specialist free of charge. Depending on the subject matter, free legal consultation may also be available at the same center.

Main Consultation Topics

- Trouble related to a contract, including canceling a contract (such as for investing, renovations, health foods, study materials for licensing or other purposes, aesthetic salon services, or cosmetics)
- Trouble moving in or out of a rental apartment or condominium
- Multiple debts, such as from loans and the over-use of credit cards

- Fictitious charges taking advantage of cell phone and smartphone users, and fictitious fees of websites

● Tokyo Metropolitan Comprehensive Consumer Center Telephone Consultation

 03-3235-1155

Languages: English, Chinese, Korean, Tagalog and Vietnamese

Hours: Monday through Saturday (except on national holidays and during the year-end/New Year holidays), 9 a.m. to 5 p.m.

Note: Help in Vietnamese is only available on Saturdays from 10 a.m. to 5 p.m.





Sports, Libraries, Learning, Museums

Enjoy Your Free Time in Shinjuku City

Sports



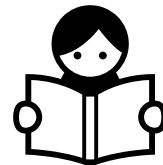
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Sports

Sports Facilities in the City

Shinjuku City has sports facilities, such as gymnasiums, martial arts venues, heated pools, baseball grounds, and tennis courts. Since the usage procedures (such as group use and individual use), the sports facilities available, eligibility requirements, and fees (if any) vary with each facility, please call for more information.

● Shinjuku Cosmic Sports Center

🏠 3-1-2 Okubo, Shinjuku-ku

👉 **The Shinjuku Foundation for Creation of Future**

☎ 03-3232-7701

🌐 <https://www.regasu-shinjuku.or.jp/?p=89688>

Hours: 9 a.m. to 10 p.m.

Closed: 2nd Monday of the month (or the following day if it is a national holiday), during the year-end/New Year holidays (December 29 through January 3), and special holidays

There is a heated pool, sports room, martial arts area, archery area, and toddlers' sports room. You can do water walking in the pool. There are also various sports lessons, such as aerobics, yoga, stretch, and hula.

● Okubo Sports Plaza

🏠 3-7-42 Okubo, Shinjuku-ku

👉 **The Shinjuku Foundation for Creation of Future**

☎ 03-5285-1477

🌐 <https://www.regasu-shinjuku.or.jp/?p=159664>

Hours: 9 a.m. to 10 p.m.

Closed: 3rd Monday of the month (or the following day if it is a national holiday), during the year-end/New Year holidays (December 29 through January 3), and special holidays

There are a tennis court, multipurpose hall, Japanese room, etc.

● Yotsuya Sports Square

🏠 1-6-4 Yotsuya, Shinjuku-ku

👉 **Tokyu Sports System, Co., Ltd.**

☎ 03-6273-2651

🌐 <https://yotsuya-sports-square.jp/>

Hours: 9 a.m. to 10 p.m.

Closed: 2nd Monday of the month (or the following day if it is a national holiday), during the year-end/New Year holidays (December 29 through January 3), and other special holidays.

The facilities include a multipurpose hall, music room and meeting room. The facilities can be used for volleyball, badminton and ping-pong, as well as for music activities and meetings.

● Outdoor Sports Facilities

You need to register your group beforehand in order to use the following outdoor sports facilities. For details, please call the following number.

👉 **The Shinjuku Foundation for Creation of Future**

☎ 03-3232-7701

🌐 <https://www.regasu-shinjuku.or.jp/?p=159668>

○ Baseball Fields/Soccer Fields

- Nishi-Toyama Park Baseball Field
🏠 4-1 Hyakunin-cho, Shinjuku-ku
- Ochiai Chuo Park Baseball Field
🏠 1-2 Kami-Ochiai, Shinjuku-ku

○ Tennis Courts

- Kansen-en Park Tennis Courts (2 courts)
🏠 3-5 Nishi-Waseda, Shinjuku-ku
- Nishi-Ochiai Park Tennis Courts (2 courts)
🏠 2-19 Nishi-Ochiai, Shinjuku-ku
- Ochiai Chuo Park Tennis Courts (1 court)
🏠 1-2 Kami-Ochiai, Shinjuku-ku
- Okubo Sports Plaza Tennis Courts (2 courts)
🏠 3-7-42 Okubo, Shinjuku-ku

○ Facilities/Sports Grounds Mainly for Elementary School Children (only residents can use these facilities)

- Kita-Shinjuku Multipurpose Square
🏠 3-20 Kita-Shinjuku, Shinjuku-ku
- Myoshojigawa Park Athletic Square
🏠 1-33 Matsugaoka, Nakano-ku
- Nishi-Ochiai Park Youth Baseball Field
🏠 2-19 Nishi-Ochiai, Shinjuku-ku
- Toyama Park (Hakoneyama area) Multipurpose Athletic Square
🏠 3-2 Toyama, Shinjuku-ku



- Former Yodobashi Junior High School (Daichi Gakuen) Multipurpose Athletic Square
 🏠 1-21-10 Kita-Shinjuku, Shinjuku-ku
- Multipurpose exercise plaza at the Shinjuku Kokokara Hiroba (Adults also may use some areas.)
 🏠 7-3-29 Shinjuku, Shinjuku-ku

● **Shinjuku Sports Center**

🏠 3-5-1 Okubo, Shinjuku-ku

👉 **Shinjuku Sports Tech & Science Consortium**

☎ 03-3232-0171

🌐 <https://www.shinjuku-sportscenter.jp/>

Hours: 9 a.m. to 10 p.m.

Closed: Every 4th Monday (If the day falls on a national holiday, the following day), year-end/New Year holidays (between December 29 and January 3), and special holidays

There is a training room, a jogging course, a heated swimming pool, a gymnasium, and a martial art room. Public lessons and other events are held here.

● **Municipal Genkikan**

🏠 3-18-1 Toyama, Shinjuku-ku

Note: Will be closed indefinitely from April 1, 2024.

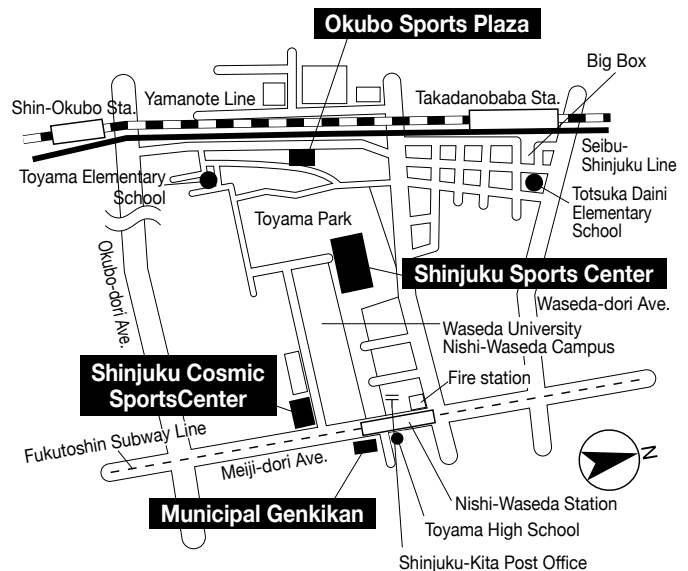
☎ 03-3202-6291

🌐 <https://www.sportsoasis.co.jp/sh45/>

Hours: 9 a.m. to 9 p.m. (A training room until 8:45 p.m. on Monday through Saturday; until 5:45 p.m. on national holidays)

Closed: 2nd Monday of the month (The following day if it is a national holiday) and during the year-end/New Year holidays (December 29 through January 3)

There are various exercise programs that everyone from infants and toddlers to the elderly can participate in to maintain good physical and mental health, such as yoga and stretching. There are also training rooms where you can walk and do muscle training. In addition, you can rent the gymnasium for basketball, badminton, ping-pong and other activities and meeting rooms (on a reservation basis). Since the fees and hours vary, please call for more information.



● **Shinjuku Chuo Park Futsal Facility (one court)**

Group registration is required in advance. Please call for more information, such as usage fees, group registration procedures and usage application procedures.

🏠 2-11 Nishi-Shinjuku, Shinjuku-ku

👉 **Shinjuku Chuo Park Futsal Administrative Building**

☎ 03-5321-6237

🌐 <https://shinjukuchuo-park.jp/futsal/>

Hours: 9 a.m. to 10 p.m.

Closed: During the year-end/New Year holidays (December 29 through January 3)

Note: The facility may also be closed for maintenance.

■ **School and Other Facilities Open to the Public**

👉 **Regional Exchange Division, the Shinjuku Foundation for Creation of Future**

☎ 03-3232-5121

🌐 <https://www.regasu-shinjuku.or.jp/?p=669>

The facilities of municipal elementary and junior high schools, etc. are open to groups of those who live or work in Shinjuku City insofar as their use does not interfere with school classes. The facilities available, hours they are open, and so on vary with each facility, so please call the City Office for more information.



Libraries

Municipal Libraries

Maintenance Section, Chuo Library

There are ten public libraries in Shinjuku City besides Chuo Library, with a total of over 1,000,000 volumes of books, over 60,000 audio-visual materials, over 180 types of newspapers, and 1,900 types of magazines in storage. You can take advantage of the photocopying services for these materials, using copy machines in each library (fees charged) within the limits of copyright laws. Audio-visual materials include CDs, videos, DVDs, and cassette tapes.

Books and audio-visual materials stored in municipal libraries except for the City Administration Information Center (branch library of Chuo Library) can be searched for and reserved via Internet. This system for searching for and reserving materials is available on a 24-hour basis. If you do not use Internet, the search and reservation service is available by telephone within the opening hours of each library. If there is a book that is not stored in Shinjuku City, you may borrow the book using the mutual check-out system between metropolitan Tokyo and other autonomous local groups, so please do not hesitate to ask at the counter.


Note: Since the hours, materials, and services vary with each library, please check the service dates and hours before you visit the library.

You can borrow the books and audio-visual materials stored in the City Administration Information Center as well, but the materials of this center cannot be returned to any other municipal libraries.

● To Borrow Materials

In addition, a library card is required to borrow and reserve books and materials. Please bring your health insurance card, driver's license, residence card, or other official document that confirms your name and address to the nearest municipal library when you register for your library card. A requirement for the library card registration is those who live in Tokyo, or work or study in the city.

In addition, a publication called *Shinjuku Municipal Library Guide* (in Japanese, English, Chinese, and Korean) is available for free at each library. Information can also be viewed in foreign languages via the Shinjuku City Information on Everyday Living for Foreign Residents website.

 www.foreign.city.shinjuku.lg.jp/en/pdf

● Multicultural Library Services

○ Multilingual Book Search Assistance (Okubo Library)

Okubo Library, which aims to improve its multicultural services, offers assistance in searching for books and doing research in Korean and Chinese. In addition, there are staff members who can speak English, Chinese, and Korean. If you have any questions or problems, please feel free to ask for help at the circulation desk.

○ Multicultural Book Corner

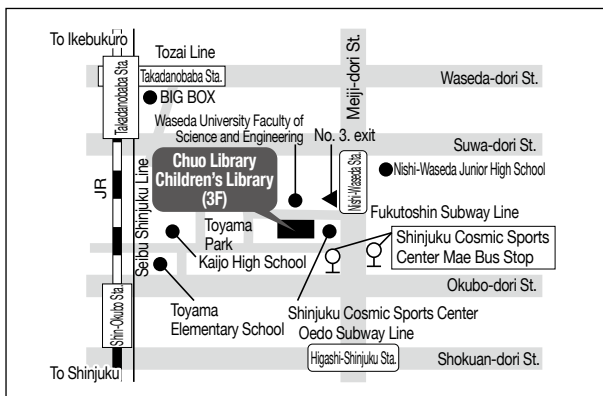
Yotsuya Library and Okubo Library both have a multicultural book corner with books in Korean, Chinese, English, and other languages. You can request foreign-language books using a request card for multicultural books. These cards are available at these libraries.

○ Storytelling in Foreign Languages

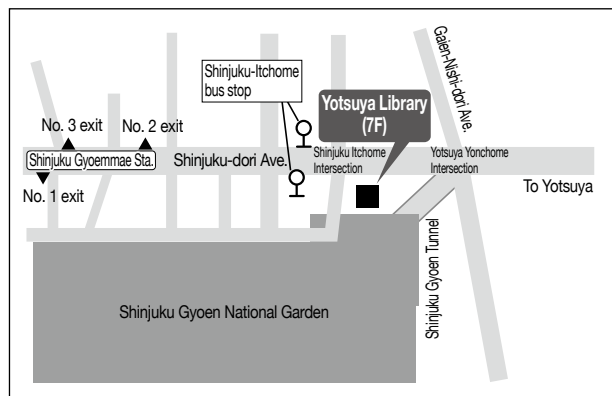
Storytelling events in foreign languages for chil-

Library Map

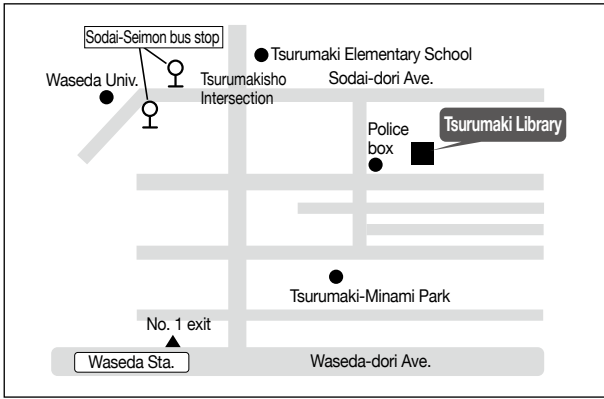
Chuo Library/Children's Library



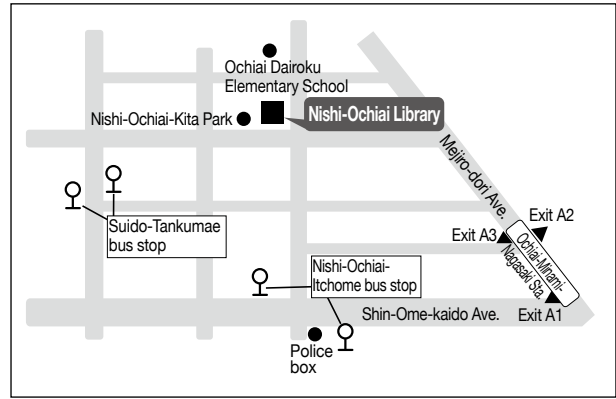
Yotsuya Library



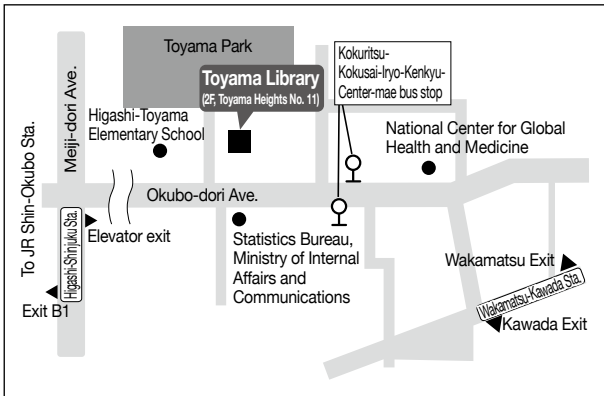
Tsurumaki Library



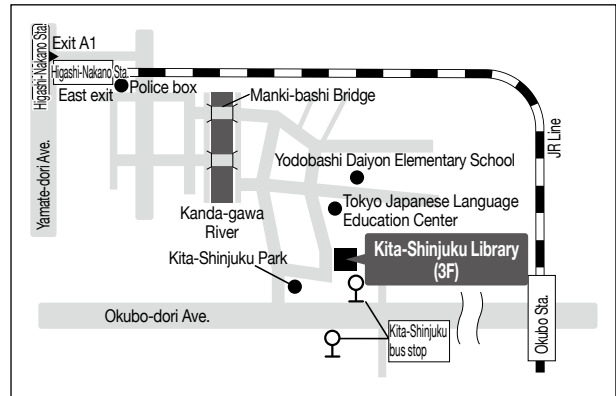
Nishi-Ochiai Library



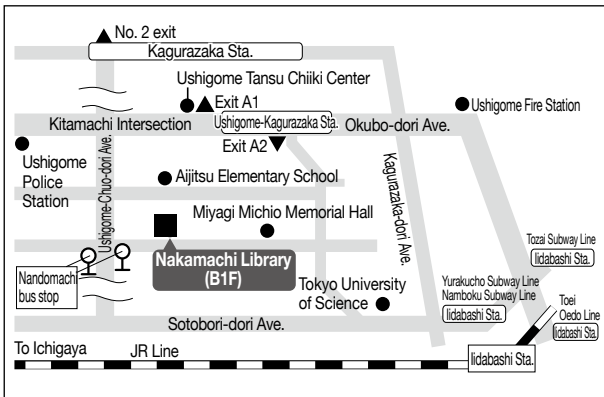
Toyama Library



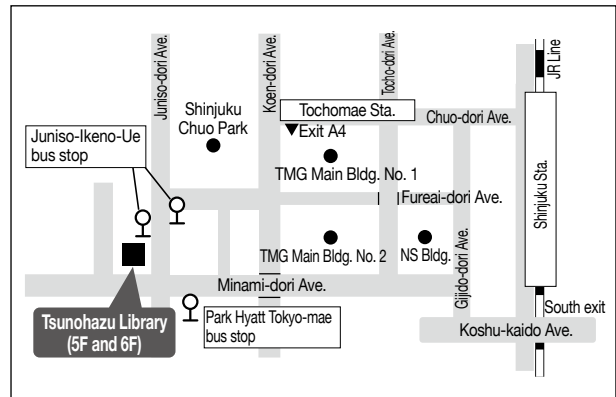
Kita-Shinjuku Library



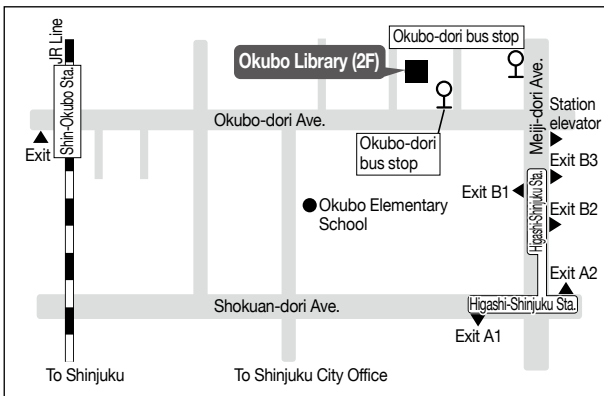
Nakamachi Library



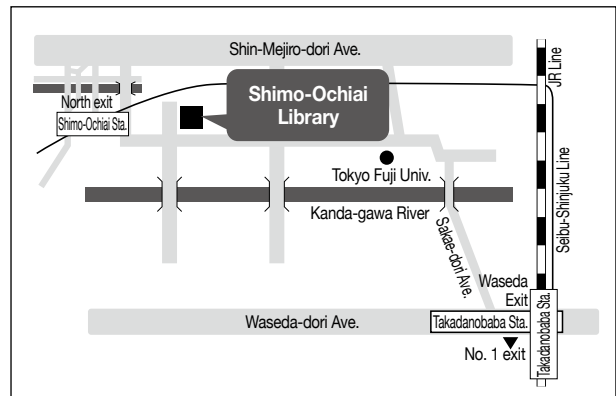
Tsunohazu Library



Okubo Library



Shimo-Ochiai Library



dren are held on an ongoing basis at Children's Library, Yotsuya Library, Nishi-Ochiai Library, Toyama Library, Kita-Shinjuku Library, Nakamachi Library, Tsunohazu Library, Okubo Library, and Shimo-Ochiai Library.

- Chuo Library/Children's Library
 -  3-1-1 Okubo, Shinjuku-ku
 -  03-3364-1421
- Yotsuya Library
 -  87 Naito-machi, Shinjuku-ku
 -  03-3341-0095
- Tsurumaki Library
 -  521 Waseda-Tsurumaki-cho, Shinjuku-ku
 -  03-3208-2431
- Nishi-Ochiai Library
 -  4-13-17 Nishi-Ochiai, Shinjuku-ku
 -  03-3954-4373
- Toyama Library
 -  2-11-101 Toyama, Shinjuku-ku
 -  03-3207-1191
- Kita-Shinjuku Library
 -  3-20-2 Kita-Shinjuku, Shinjuku-ku
 -  03-3365-4755
- Nakamachi Library
 -  25 Naka-cho, Shinjuku-ku
 -  03-3267-3121
- Tsunohazu Library
 -  4-33-7 Nishi-Shinjuku, Shinjuku-ku
 -  03-5371-0010
- Okubo Library
 -  2-12-7 Okubo, Shinjuku-ku
 -  03-3209-3812
- Shimo-Ochiai Library
 -  1-9-8 Shimo-Ochiai, Shinjuku-ku
 -  03-3368-6100
- City Administration Information Center
(Branch library of Chuo Library in the City Office)
 -  Shinjuku City Office Main Bldg. 1F, 1-4-1 Kabuki-cho, Shinjuku-ku

Lifelong Learning

Enjoy Lifelong Learning

-  **The Shinjuku Foundation for Creation of Future**
 -  03-3232-7701

The Shinjuku Foundation for Creation of Future conducts programs for various types of people, such as for children, adults, families, disabled persons,

and senior citizens.



Please feel free to contact this association for sports events and lessons, various lifelong learning classes and introduction of instructors and more.

Lifelong Learning Consultation

-  **The Shinjuku Foundation for Creation of Future**
 -  03-3232-7701

Various consultation services are available concerning general lifelong learning, such as when you want to study something, participate in some type of sports, join a circle, or manage a study group. Please feel free to ask for advice.











Lifelong Learning Halls

-  **Culture Promotion and Learning Division, the Shinjuku Foundation for Creation of Future**
 -  03-3350-1141

These are facilities for events planned by resident groups that conduct lifelong learning programs. There are five such facilities in the city.

Any individual/group that has filed a registration can apply up to two months before the day it wishes to use one of these facilities. A group registration is accepted if it meets designated requirements. A group can apply for a facility for dates up to three months in advance—starting on the fourth Saturday (third Saturday in December) of the initial month—and the rental fee may be discounted as well.

Please feel free to use these halls as neighborhood lifelong learning facilities. Facility staff can also refer you to groups that conduct activities at each hall. Please feel free to inquire for details about the facility you plan to use.

- Akagi Lifelong Learning Hall
 -  1-3 Akagi-Moto-machi, Shinjuku-ku
 -  03-3269-2400
- Toyama Lifelong Learning Hall
 -  2-11-101 Toyama, Shinjuku-ku
 -  03-3207-1181
- Kita-Shinjuku Lifelong Learning Hall
 -  3-20-2 Kita-Shinjuku, Shinjuku-ku
 -  03-3365-3541
- Sumiyoshicho Lifelong Learning Hall
 -  13-3 Sumiyoshi-cho, Shinjuku-ku
 -  03-3351-6566
- Nishi-Toyama Lifelong Learning Hall
 -  4-7-1 Hyakunin-cho, Shinjuku-ku
 -  03-3368-3221

■ Environmental Studies and Information Center

This center rents exhibition rooms and training rooms where exhibitions and presentations of activities pertaining to the environment of city residents can be held (fees are charged). In addition, the center holds various events and classes related to the environment throughout the year. Consultations on environmental studies and activities are also offered on an ongoing basis.

This center, a joint facility with the Resident Gallery, is nicknamed the “Eco Gallery.”

🏠 Eco Gallery Shinjuku 2F (inside Shinjuku Chuo Park), 2-11-4 Nishi-Shinjuku, Shinjuku-ku

👉 Eco Gallery Shinjuku

☎ 03-3348-6277

■ Galleries

These facilities are available for residents and resident groups as a venue to exhibit the fruits of culture and art programs, such as paintings, literature, and photographs. For more information, please contact the particular facility.

● Resident Gallery

🏠 Eco Gallery Shinjuku 1F (inside Shinjuku Chuo Park), 2-11-4 Nishi-Shinjuku, Shinjuku-ku

👉 Eco Gallery Shinjuku

☎ 03-3348-6277

● Gallery Mirukku

👉 Lifelong Learning and Sports Division

☎ 03-5273-4358

Accommodations

For Reservations: Shinjuku City resort facility reception (Main Bldg. 1F)

☎ 03-5273-3881

Hours: Weekdays from 9 a.m. to 5 p.m. (excluding holidays and during the year-end/New Year’s holiday)

Note: On Saturdays, Sundays, and national holidays, please call Nippon Travel Agency (☎ 03-5369-3902; 10 a.m. to 6 p.m.; reservations are accepted by phone only).

Internet reservations:

🌐 https://www.city.shinjuku.lg.jp/kanko/file02_05_00014.html

■ Resident Resort Facilities and Resident Health Villages

👤 Lifelong Learning and Sports Division

Shinjuku City has resident resort facilities in Hakone-machi, Kanagawa Prefecture, and a Resident Health Village in Hokuto-shi in Yamanashi Prefecture. You can lodge at these facilities at discounted rates, enjoy delicious meals and take a refreshing *onsen* (hot spring bath).

○ Eligibility: Shinjuku City residents and non-residents (Only Shinjuku City residents may participate in the lottery.)

○ Usage Procedures: First, a lottery for Shinjuku City resident applicants is conducted. Applications are then accepted from Shinjuku City residents for the remaining vacant rooms, after which applications from nonresidents will be accepted if any rooms are left. For more information, please read *Koho Shinjuku* (in Japanese; issued on the 25th of every month).

● Hakone Tsutsuji-so (Naka-Gora Resident Resort Facility)

🏠 1320 Gora, Hakone-machi, Ashigara-Shimo-gun, Kanagawa Prefecture

☎ 0460-82-1144

How to Get There: From Hakone-Yumoto Station on the Odakyu Line, take the Hakone Tozan Railway to Gora Station and then ride the cable car to Naka-Gora Station; a seven-minute walk from the station.

🌐 <https://www.hakone-tsutsujiso.jp>

● Green Hill Yatsugatake (Resident Health Village)

🏠 1622 Nakamaru, Nagasaka-cho, Hokuto-shi, Yamanashi Prefecture

☎ 0551-32-7011

How to Get There: Get off at Nagasaka Station on the Chuo-Honsen Line; a 10-minute bus ride from the station. Or get off at the Nagasaka Takane bus stop on the Chuo Expressway Bus; a 15-minute hotel bus ride from the bus stop.

🌐 <http://www.kenkoumura.jp>



■ Village Megamiko

🏠 Educational Activities Support Section, Education Support Division

These facilities are open to the public for those who live or work in the city and their accompanying persons. There is a south building (residents' building) that can be used year-round, and the north building (school building) can be used if a school is not using it.

● Village Megamiko (Megamiko Kogen School)

🏠 994 Aza-Akanumadaira, Oaza-Ashida-Hakkano, Tateshina-machi, Kita-Saku-gun, Nagano Prefecture

Facilities:

South bldg. (residents' bldg.): 10 Japanese-style rooms; capacity: 40 persons

North bldg. (school bldg.): 26 Japanese-style rooms; capacity: 156 persons

Eligibility: Those who live or work in Shinjuku City, and persons accompanying them

Application: Applications are accepted via the Internet or the reservations service counter (by phone or in person). The Village Megamiko website (🌐 <http://megamiko.net/>) provides information as well.

Museums

■ Shinjuku Historical Museum

🏠 12-16 Yotsuya-San-ei-cho, Shinjuku-ku

📞 03-3359-2131

FAX 03-3359-5036

🌐 <https://www.regasu-shinjuku.or.jp/rekihaku/>

This museum presents local history and culture focusing on Shinjuku City. The facility has a reading room for investigating and researching local history and cultural assets. It can be used with no restrictions.

The exhibit rooms have a permanent exhibit and special exhibits. The special exhibits are particularly interesting, as they take up themes that are relevant to the times.

● Information

Hours: 9:30 a.m. to 5:30 p.m. (Admission until 5 p.m.)

Closed: 2nd and 4th Mondays (the following weekday if Monday is a national holiday), during the year-

end/New Year holidays (from December 29 through January 3), and special holidays

Admission: ¥300 for adults and ¥100 for elementary/junior high school students (there are special free-admission days for elementary/junior high school students). Free of charge for those who show their *Handbook for the Disabled* (for the disabled person and one accompanying helper). A separate fee is charged for special exhibits.

■ Hayashi Fumiko Memorial Hall

🏠 2-20-1 Nakai, Shinjuku-ku

📞 03-5996-9207

FAX 03-5982-5789

🌐 <https://www.regasu-shinjuku.or.jp/rekihaku/fumiko/>

Hayashi Fumiko Memorial Hall is the home where novelist Hayashi Fumiko lived from 1941 until her death in 1951, and where she poured her spirit into penning such masterpieces as *Ukigumo* and *Meshi*.

From the time she was a child, Fumiko moved from one place to another. In 1922, she moved to Tokyo, achieved success with her work *Horoki* and was nicknamed "the wandering writer." Then in 1930, she moved to Ochiai, purchased this land in 1939 and built a new home. The house that became the museum has the simple comforts of a private home combined with the details of a tastefully artistic building, making the ambience very relaxing.

● Information

Hours: 10 a.m. to 4:30 p.m. (Admission until 4 p.m.)

Closed: Monday (the following weekday if Monday is a national holiday) and during the yearend/New Year holidays (December 29 through January 3)

Admission: ¥150 for adults and ¥50 for elementary/junior high school students (however, there are special free-admission days for elementary/junior high school students). Free of charge for those who show their *Handbook for the Disabled* (for the disabled person and one accompanying helper).

■ Saeki Yuzo Atelier Museum

🏠 Inside Shinjuku Municipal Saeki Park, 2-4-21 Naka-Ochiai, Shinjuku-ku

📞 03-5988-0091

FAX 03-5988-0092

🌐 <https://www.regasu-shinjuku.or.jp/rekihaku/saeki/>

The atelier is re-created on the property of the former home of the artist Yuzo Saeki. The atelier is open to the public, and a panel exhibition and film

are presented to show the life and works of Yuzo Saeki (1898–1928).

● Information

Hours: 10 a.m. to 4:30 p.m. (May through September), and 10 a.m. to 4 p.m. (October through April)

Closed: Monday (the following weekday if Monday is a national holiday) and during the yearend/New Year holidays (December 29 through January 3)

Admission: Free of charge

■ Nakamura Tsune Atelier Museum

🏠 3-5-7 Shimo-Ochiai, Shinjuku-ku

☎ 03-5906-5671

FAX 03-5906-5672

🌐 <https://www.regasu-shinjuku.or.jp/rekihaku/tsune/>

The atelier of painter Tsune Nakamura (1887–1924) has been restored and is open to the public as a memorial museum. The atelier displays replicas of the easels and furniture that Tsune used, and visitors can see the artist's everyday life and works via 4K video as well as photo panels.

● Information

Hours: 10 a.m. to 4:30 p.m. (Admission until 4 p.m.)

Closed: Monday (the following weekday if Monday is a national holiday) and during the yearend/New Year holidays (December 29 through January 3)

Admission: Free of charge

■ Natsume Soseki Memorial Museum

🏠 7 Waseda-Minami-cho, Shinjuku-ku

☎ 03-3205-0209

FAX 03-3205-0211

🌐 <https://soseki-museum.jp/>

Literary artist Natsume Soseki (1867–1916), who is loved by many people even today, was born and raised in Shinjuku City, and lived in Waseda-Minami-cho for the last nine years of his life (from 1907) in a home nicknamed “Soseki Sanbo.” Soseki wrote such masterpieces as *Sanshiro*, *Kokoro* and *Grass on the Wayside*, and held a literary salon called the Thursday Club at Soseki Sanbo. The Natsume Soseki Memorial Museum is located on the grounds of this property, and includes an exhibition that re-creates his study, as well as an exhibition of valuable reference materials, such as Soseki's rough drafts and letters.

You can borrow an audio guide system free of charge. In addition, the Pocket Curator smartphone app lets you listen to explanations about the exhibition. Both are available in Japanese, English, Chinese and Korean.

The library also has Soseki works in foreign languages.

● Information

Hours: 10 a.m. to 6 p.m. (Admission until 5:30 p.m.)

Closed: Mondays (the following day if Monday is a national holiday), during the year-end/New Year holidays (December 29 through January 3), and during exhibition replacement periods.

Admission: ¥300 for adults and ¥100 for elementary/junior high school students (there are special free-admission days for elementary/junior high school students). Free of charge for those who show their *Handbook for the Disabled* (for the disabled person and one accompanying helper). A separate fee is charged for special exhibits.

■ Planetarium

👉 The Shinjuku Foundation for Creation of Future

☎ 03-3232-7701

🌐 https://www.regasu-shinjuku.or.jp/?page_id=116732

On the eighth floor of Shinjuku Cosmic Center.

Projections open to the public are shown with themes such as the starry skies of the season and stories about the constellations, outer space and the future. Admission is ¥300 for adults and free for junior high school aged children and younger.

There are such regular programs as the Starry Sky Concert, at which you can enjoy a music performance while viewing planetarium projections, as well as Starry Sky events and Barrier-free Waku-waku Planetarium, which can be enjoyed together with those having disabilities. You must purchase a ticket for these programs.

■ Shinjuku Mini Museums

Aspects of Shinjuku City that could be considered our cultural heritage, such as the cultural assets of our temples and shrines, are designated as Shinjuku Mini Museums and the traditional arts and their workshops/collections are open to the public.



- Some-no-Sato Ochiai (Futaba-en) (traditional art/local industry)
 - 🏠 2-3-6 Kami-Ochiai, Shinjuku-ku
 - ☎ 03-3368-8133
- Suga-jinja Shrine Sanju Rokkasen-e (local history/cultural asset)
 - 🏠 5 Suga-cho, Shinjuku-ku
 - ☎ 03-3351-7023
- Tsumami-Kanzashi Museum (traditional art)
 - 🏠 Hills Ishida 401, 4-23-28 Takadanobaba, Shinjuku-ku
 - ☎ 03-3361-3083
- Juniso Kumano-jinja Shrine (local history/cultural asset)
 - 🏠 2-11-2 Nishi-Shinjuku, Shinjuku-ku
 - ☎ 03-3343-5521
- Naito Shinjuku Taiso-ji Temple (local history/cultural asset)
 - 🏠 2-9-2 Shinjuku, Shinjuku-ku
 - ☎ 03-3356-7731
- Mejiro Gakuen Remnant (local history/cultural asset)
 - 🏠 4-31-1 Naka-Ochiai, Shinjuku-ku
 - ☎ 03-5996-3115
- Tokyo Somemonogatari Museum (traditional art/local industry)
 - 🏠 3-6-14 Nishi-Waseda, Shinjuku-ku
 - ☎ 03-3987-0701
- Kigumi Museum (traditional craftsmanship)
 - 🏠 Hall Eight 3F, 2-3-26 Nishi-Waseda, Shinjuku-ku
 - ☎ 03-3209-0430

■ Museums and Art Museums in the City

- Yotsuya Fire Museum
 - 🏠 3-10 Yotsuya, Shinjuku-ku
 - ☎ 03-3353-9119
- Tokyo Toy Museum
 - 🏠 Inside Yotsuya Hiroba Plaza, 4-20 Yotsuya, Shinjuku-ku
 - ☎ 03-5367-9601
- Min-on Music Museum
 - 🏠 8 Shinano-machi, Shinjuku-ku
 - ☎ 03-5362-3555
- The Sato Museum of Art
 - 🏠 31-10 Daikyo-cho, Shinjuku-ku
 - ☎ 03-3358-6021
- Korean Cultural Center, Embassy of the Republic of Korea in Japan
 - 🏠 4-4-10 Yotsuya, Shinjuku-ku
 - ☎ 03-3357-5970

- Meiji Memorial Picture Gallery
 - 🏠 1-1 Kasumigaoka-machi, Shinjuku-ku (inside Meiji Jingu Gaien)
 - ☎ 03-3401-5179
- Statistical Museum
 - 🏠 19-1 Wakamatsu-cho, Shinjuku-ku (inside Statistics Bureau of the Ministry of Internal Affairs and Communications)
 - ☎ 03-5273-1187
- Industrial Heritage Information Centre
 - 🏠 19-1 Wakamatsu-cho, Shinjuku-ku
 - ☎ 0120-973-310
- Museum of Haiku Literature
 - 🏠 3-28-10 Hyakunin-cho, Shinjuku-ku
 - ☎ 03-3367-6621
- Tokyo Opera City Art Gallery
 - 🏠 Tokyo Opera City Bldg. 3F, 3-20-2 Nishi-Shinjuku, Shinjuku-ku
 - ☎ 03-5353-0756
- NTT InterCommunication Center
 - 🏠 Tokyo Opera City Tower 4F, 3-20-2 Nishi-Shinjuku, Shinjuku-ku
 - ☎ 0120-144199
- Miyagi Michio Memorial Hall
 - 🏠 35 Naka-cho, Shinjuku-ku
 - ☎ 03-3269-0208
- Sompō Museum of Art
 - 🏠 1-26-1 Nishi-Shinjuku, Shinjuku-ku
 - ☎ 050-5541-8600
- The Tsubouchi Memorial Theatre Museum
 - 🏠 Inside Waseda University, 1-6-1 Nishi-Waseda, Shinjuku-ku
 - ☎ 03-5286-1829
- Aizu Museum
 - 🏠 Inside Waseda University, 1-6-1 Nishi-Waseda, Shinjuku-ku
 - ☎ 03-5286-3835
- Waseda University International House of Literature (The Haruki Murakami Library)
 - 🏠 Inside Waseda University, 1-6-1 Nishi-Waseda, Shinjuku-ku
 - 🌐 <https://www.waseda.jp/culture/wihl/>
- Yayoi Kusama Museum
 - 🏠 107 benten-cho, Shinjuku-ku
 - 🌐 <https://yayoikusamamuseum.jp/>
- Tokyo Women's Medical University Archives: Yoshioka Yayoi Memorial Room
 - 🏠 8-1 Kawada-cho, Shinjuku-ku
 - ☎ 03-3353-8111
- Ridai Museum of Modern Science
 - 🏠 1-3 Kagurazaka, Shinjuku-ku
 - ☎ 03-5228-8224

- Korea Museum
 - 🏠 Daini Kankoku Hiroba Bldg. 7F, 1-12-1 Okubo, Shinjuku-ku
 - ☎ 03-5272-3510
- Exhibition and Reference Library for Peace and Consolation
 - 🏠 Shinjuku Sumitomo Bldg. 33F, 2-6-1 Nishi-Shinjuku, Shinjuku-ku
 - ☎ 03-5323-8709

Bunka Center and Kumin Hall

These facilities are available for stage performances and as venues for art activities.

- Shinjuku Bunka Center

Note: The center is scheduled to be closed through September 2025.

 - 🏠 6-14-1 Shinjuku, Shinjuku-ku
 - ☎ 03-3350-1141

The center includes a large hall (1,802 seats), a small hall (210 seats), an exhibition room and meeting rooms.
- Yotsuya Kumin Hall (394 seats)
 - 🏠 87 Naito-machi, Shinjuku-ku
 - ☎ 03-3351-2118
- Ushigome Tansu Kumin Hall (392 seats)
 - 🏠 15 Tansu-machi, Shinjuku-ku
 - ☎ 03-3260-3421
- Tsunohazu Kumin Hall (238 seats)
 - 🏠 4-33-7 Nishi-Shinjuku, Shinjuku-ku
 - ☎ 03-3377-1372

Parks

- Shinjuku Gyoen National Garden
 - 🏠 11 Naito-machi, Shinjuku-ku

Hours: 9 a.m. to 4 p.m. (to 5:30 p.m. from March 15 through June 30, and August 21 through September 30; to 6:30 p.m. from July 1 through August 20)

Closed: Mondays (or the following day if Monday is a national holiday; open daily from March 25 through April 24 and November 1 through 15) and December 29 through January 3

Admission: ¥500 for adults, ¥250 for those 65 years of age or older and students of high school age or

older, and free for junior high school students or younger

Transportation: A 10-minute walk from JR Shinjuku Station

Shinjuku Gyoen, which is rich in natural greenery, was constructed on the site of a private mansion belonging to Lord Naito, a *daimyo* (feudal lord) of the Shinshu Takato Clan of the Edo era. Completed in 1906 as an imperial garden, it was opened as a national garden after World War II and is now enjoyed by everyone as a favorite relaxation spot in the city.

With an area of land of 58.3 hectares (144 acres) and a circumference of 3.5 km, it blends three distinct styles: French Formal, English Landscape, and Japanese Traditional. It is famous as a rare scenic garden in Japan.

- Shinjuku Chuo Park
 - 🏠 2-11 Nishi-Shinjuku, Shinjuku-ku

Transportation: A 10-minute walk from JR Shinjuku Station

Situated near the skyscrapers of the west exit area of Shinjuku Station, this park provides a space for office workers and others to relax. Inside, you will find a waterfall and grassy areas, temporarily forgetting you are in Tokyo's new urban center. Visitors also enjoy the ample greenery and the different flowers which bloom according to season.

- Otomeyama Park
 - 🏠 2-10 Shimo-Ochiai, Shinjuku-ku

Hours: 7 a.m. to 7 p.m. (until 5 p.m. from October to March)

Transportation: A seven-minute walk from JR Takadanobaba/Mejiro Station

During the Edo era this park and the surrounding area were the official hunting grounds of the shogun's family; all others were forbidden from entering the grounds. Currently, this park has groves of small shrubs, natural springs and ponds.

- Kansen-en Park
 - 🏠 3-5 Nishi-Waseda, Shinjuku-ku

Hours: 7 a.m. to 7 p.m. (until 5 p.m. from November to February)

Transportation: A seven-minute walk from Waseda Station on the Tozai Subway Line

This spot was the residence of a *daimyo* (feudal lord) during the Edo Era. It is said that the park was named "Kansen-en" (literally translated as "sweet spring park") because the spring water here was excellent for tea.

On the other side of the main gate is a wide Japanese garden that immediately imparts a feeling of harmony, allowing one to forget they are in the center of Tokyo.



Volunteer

■ Interpretation/Translation Volunteers

👉 Regional Exchange Division, the Shinjuku Foundation for Creation of Future

☎ 03-3232-5121

FAX 03-3209-1833

Quite a few foreigners live in Shinjuku City, and many of them encounter difficulties in daily life because they do not understand the Japanese language well enough. People who speak both Japanese and foreign languages are needed to help out in such instances.

The foundation is therefore asking people who know a foreign language and can translate or interpret in it to register as language volunteers and assist when the need arises. The main activities are to interpret for people or translate documents into languages needed by, as a rule, public institutions, such as the foundation, the City Office or schools.

You can register any language you like.

Please inquire at the City Office for details.

Note: Requests from the general public or groups for an interpreter/translator are not accepted.

■ Shinjuku Voluntary Action Center

🏠 Shinjuku Social Welfare Conference,
1-17-20 Takadanobaba, Shinjuku-ku

☎ 03-5273-9191

Consultation and information are provided for those who would like to do volunteer work in the community and those who are looking for volunteers.

■ Tokyo Voluntary Action Center

🏠 Central Plaza 10F, 1-1
Kaguragashi, Shinjuku-ku

☎ 03-3235-1171

FAX 03-3235-0050

The following support is provided to volunteer groups, NPOs and metropolitan volunteer/citizen activity promotion institutions:

1. Providing information related to activities
2. Advice on volunteer and resident activities
3. Providing teaching materials
4. Providing reference materials
5. Rental of meeting space and equipment

Hours: 9 a.m. to 9 p.m. (until 5 p.m. on Sundays)

Closed: Monday, national holidays, and during the year-end/New Year holidays





Useful Information

Making Your Life in Shinjuku Easier

Shinjuku Multicultural Plaza



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Foreign Residents Support Center (FRESC)



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Shinjuku Multicultural Plaza

Hygeia 11F, 2-44-1 Kabuki-cho, Shinjuku-ku

03-5291-5171

03-5291-5172

Hours: 9 a.m. to 9 p.m.

Closed: 2nd and 4th Wednesday of the month and during the year-end/New Year holidays (December 29 through January 3)

Shinjuku City has established Shinjuku Multicultural Plaza to promote city development for a multicultural environment.

This plaza is a place where Japanese and non-Japanese residents can have friendly exchanges and deepen their understanding of each other's culture and history.

The plaza can be used for various purposes, including learning Japanese and collecting/exchanging information on cultures of Japan and other countries and the community. Please feel free to drop in for a visit.

● Multipurpose Space

Japanese-language classes are held, as well as various classes and events with the theme of international exchange and multicultural harmony. When not in use for classes, the open space can be used as a place where people can study and talk freely.

● Exchange Space

This space can be used by individuals or groups and includes the following areas:

○ Reference and Information Corner

Various types of useful information for foreign residents are available on topics, such as everyday living, classes/events, city administration programs, local governments, and volunteer programs.

○ Japanese-Language Study Corner (Resource Corner)

Teaching materials and textbooks are available for those who wish to learn or teach Japanese. You can use the texts and study in this space. This corner is mainly operated by a Japanese-language support volunteer network. You can study hiragana, katakana and conversational Japanese.

● Foreign Resident Advisory Corner

Consultations are available in various languages for foreign residents who are experiencing difficulties in everyday life in Japan, and advice is available to help resolve any concerns. Consultations are free of charge.

Mon.	Korean (afternoon only)
Tue.	Chinese, Thai, and Nepalese
Wed.	English (closed on the second and fourth Wednesdays)
Thu.	Myanmar (Burmese) and Chinese
Fri.	Korean

Hours: 10 a.m. to 12 noon and from 1 to 5 p.m.

03-5291-5171

● Consultation Support Center for Foreign Residents

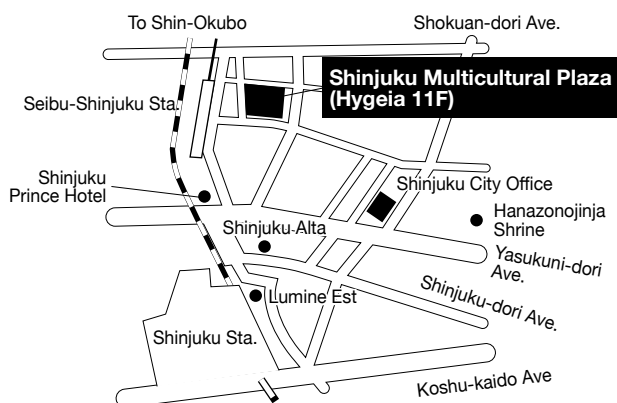
Consultations for foreign residents concerning immigration, visa procedures, and various problems in everyday life are available in various languages. Consultations are also available by telephone.

Hours: Monday through Friday (except the 2nd and 4th Wednesdays of the month and during the year-end/New Year holidays), 9 a.m. to 4 p.m.

Languages: English, Chinese, Spanish, Portuguese, Filipino, Vietnamese, and Indonesian

03-3202-5535

03-5155-4039



A 10-minute walk from JR Shinjuku Station east exit
A five-minute walk from Seibu-Shinjuku Station



TV Interpreter System

Multicultural Society Promotion Section, Multicultural Society Promotion Division

You can use a tablet-based interpreting system when completing procedures and receiving consultations at the City Office. After you select a language via the device, you will be connected with an interpreter via TV telephone who will handle the interaction.

● Available Locations

Shinjuku City Office Main Bldg., Shinjuku City Office Branch of New Wing of Annex 2, Shinjuku Multicultural Plaza, Comprehensive Children's Center and local Public Health Centers (four facilities).

Note: Since the number of tablets available is limited, you may not use the system.

● Languages and Hours

Note: Weekdays for all languages, during service counter hours (until 5 p.m.). The starting hour varies depending on the language.

Hours	Languages
8:30 a.m. to 5 p.m.	English, Chinese, Korean, Spanish, Portuguese, Vietnamese, Filipino, and Nepalese
9 a.m. to 5 p.m.	Thai, Hindi, Indonesian, Cambodia, Myanmar (Burmese), and Malay
10 a.m. to 5 p.m.	French and Russian
10 a.m. to noon	Ukrainian

Information Distributed by Shinjuku City

Please note that the supply may run out as numbers are limited.

■ Shinjuku City Periodic Publications

Publication	Publishing Date (Month)	Inquiries
<i>Koho Shinjuku</i> (Shinjuku bulletin) (in Japanese)	The 5th (1st for January), 15th and 25th of every month	City Administrative Information Division
<i>Shinjuku News</i> (Foreign language bulletin in Japanese, English, Chinese, and Korean)	July, November, and March	Multicultural Society Promotion Division
<i>Shinjuku-no Kyoiku</i> (Education in Shinjuku) (in Japanese)	April, July, November, and February	Educational Coordination Division
<i>Shinjuku Gikai Dayori</i> (Shinjuku City Assembly news) (in Japanese)	Four times a year	Secretariat to the City Assembly
<i>With Shinjuku</i> (leaflet for gender equality) (in Japanese)	Two times a year	Gender Equality Division



Public Relations Videos

Public Relations Section, City Administrative Information Division


To ensure that residents know as much as possible about city administration programs and the town of Shinjuku, community topics are captured on film and shown in an easy-to-understand way. The videos (VHS) and DVDs are available for rent through the City Administration Information Center (Shinjuku City Office Main Bldg. 1F), and municipal libraries. In addition, you can see these video programs on YouTube.

 <https://www.youtube.com/user/CityShinjuku>


Shinjuku City Website

Public Relations Section, City Administrative Information Division

The Shinjuku City website provides information on various topics, including daily life, tourism, culture, industry, business, disaster prevention, and crime prevention. Notable notices and event information are posted and updated on an ongoing basis.


The site also has a multilingual quick translation function that automatically converts text on your computer, smartphone, etc. into the language you want to use. If you want to change the language, select one using the language selection panel on the screen. For more information, please check the “多言語対応 / Language” page ( <https://www.city.shinjuku.lg.jp/kusei/snjk001086.html>).

From PCs:

 <https://www.city.shinjuku.lg.jp/>



From cell phones:

 www.city.shinjuku.lg.jp/m/


Shinjuku City Official Social Networking Services (SNSs)

Public Relations Section, City Administrative Information Division

Shinjuku City uses social networking services such as LINE, X (formerly Twitter) and Facebook to spread information about Shinjuku City events and administrative programs in real time. In addition, AI (artificial intelligence) will automatically respond to inquiries from LINE users and report on road damage.

Account name: Shinjuku City

LINE

 <https://lin.ee/XuzA4Vr>




Account name: Shinjuku City
Administrative Information Division
X (formerly Twitter)

 https://twitter.com/shinjuku_info





Facebook

 <https://facebook.com/shinjuku.info>



Available in Foreign Languages


■ Websites, Videos and SNS

Title	Language	Inquiries
Information on Everyday Living for Foreign Residents website  www.foreign.city.shinjuku.lg.jp/en/	Japanese, English, Chinese, and Korean	Multicultural Society Promotion Division
Shinjuku Start Guide (video)  www.city.shinjuku.lg.jp/tabunka/tabunka01_000001_00002.html	Subtitles in Japanese with kana, English, Chinese, Korean, Nepalese, Vietnamese, and Myanmar (Burmese)	Multicultural Society Promotion Division
SNS foreign-language editions “Shinjuku News” (Facebook, X [formerly Twitter], LINE and Weibo)	Japanese, English, Chinese, and Korean	Multicultural Society Promotion Division
Anti-disaster DVD <i>Can You Survive!?: A Major Earthquake Strikes Shinjuku</i>	English, Chinese, Korean or with subtitles in Japanese	Security Affairs Division
Information on the prohibition of smoking on the streets (video and DVD)	Japanese, English, Chinese, and Korean (presented side by side)	Waste Reduction and Recycling Division
Garbage and Recyclable Resource Sorting App 3R (Three R)	Japanese, English, Chinese, Korean, Nepalese, Vietnamese, and Myanmar (Burmese)	Shinjuku Waste Collection Office

■ Multilingual Info Portal

Multicultural Society Promotion Section, Multicultural Society Promotion Division

Multilingual information, fliers and pamphlets published by the Shinjuku City Office are available on the Information on Everyday Living for Foreign Residents website, arranged according to language and category.

 <http://www.foreign.city.shinjuku.lg.jp/en/pdf/>



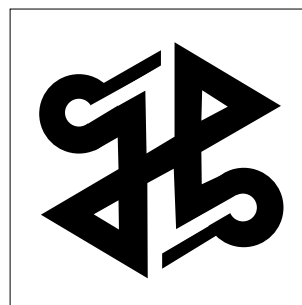
Shinjuku City Outline

■ Public Relations Videos

◆ City Emblem

(Established in March, 1967)

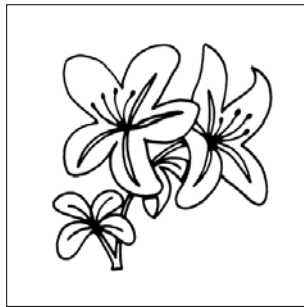
This emblem has at its base, a rhombus-shaped form that is said to depict reliability from ancient times, upon which the initial character of Shinjuku 「新」 or **Shin** is written in one stroke in a dynamic fashion, depicting the city's will to grow even more steadily into the future.



◆ Shinjuku City Flower

Azalea (Established in October 1972)

Okubo-dori Avenue was a famous spot for azaleas from the Edo period until the early Showa period. There was a time when extra trains were operated simply for the purpose of viewing them.



◆ Shinjuku City Tree

Keyaki (Zelkova Tree)
(Established in October, 1972)

Keyaki (Zelkova trees) are representative trees from the Musashino area. It is one of the trees that can be seen the most in Shinjuku City.



■ Location and Area of Land

Shinjuku City is located almost at the center of the 23 cities of Tokyo and lies adjacent to the cities of Chiyoda, Minato, Bunkyo, Toshima, Nakano, and Shibuya. The Shinjuku City Office Main Building (1-4-1 Kabuki-cho) lies at Lat. 35°41' 26" N and Long. 139° 42' 23" E. The city covers 18.22 sq. km of land, stretching across about 6.5 km from east to west and about 6.3 km from north to south, with a perimeter of about 29.4 km. The city is 13th in size among the 23 cities of Tokyo. (Including the mouth of the Arakawa River and the central breakwater landfill area, the total area of land of the 23 cities of Tokyo is 627.51 sq. km.)

■ Population

■ Population of Shinjuku City

	Total Population	Foreign Residents
Population	349,226	43,897
Male	175,428	22,944
Female	173,798	20,953

(As of January 1, 2024)

■ Geographic Features

Since the shape of the land consists of plateaus and lowlands, the city can be divided into the following: the Toshima Plateau area, the Yodobashi Plateau area and the Shitamachi Lowland area. The Toshima and Yodobashi Plateau areas include the plateau areas of Yotsuya, Ushigome, Tsunohazu, Kashiwagi, Okubo, Totsuka, and Ochiai, while between each of these plateaus are the Shitamachi Lowland area.

The land peak within the city is Hakone Hill in Tokyo Municipal Toyama Park, where the altitude is 44.6m. The plateau areas have an average altitude of 30m, while the lowest altitude in the low-lying areas is in the Idabashi area at 4.2m. By comparison, the altitude of Shinjuku City Office is 32.55m. The geological layers of the plateau area from the surface consist of the loamy layer of the Kanto Plain, the Musashino sand layer and the Tokyo layer. The geological layers of the lowland area consist of alluvium and the Tokyo layer. Both the Plateau and Lowland areas there is Miura layer underneath the Tokyo layer.

■ The City Name

In the year after the start of the shogun government in Edo (1603), five major avenues were designated with Nihon-bashi Bridge as the starting point. These were Tokaido Avenue, Nakasendo Avenue, Nikko-kaido Avenue, Oshu-kaido Avenue and Koshu-kaido Avenue. Inns were placed along each avenue, and the inns were obliged to provide horse messenger services.

Koshu-kaido Avenue was the main road from Nihon-bashi Bridge to Kofu, and from Kofu connected to Shimo-Suwa via the Nakasendo Avenue. Nihon-bashi Bridge was a long way from the first inn area—Takaido—on the Koshu-kaido Avenue, and travelers had a difficult time making the trip. For this reason, upon the request of Lord Takamatsu Kiroku, authorization was received to place an inn in an area midway. Since the inn was placed on the property of Lord Naito, who returned this land to the Shogun government, and since the inn was new, the area was called Naito-Shinjuku (Naito new inn), thus marking the origin of the name Shinjuku for the area.

On March 15, 1947, the three areas of former Yotsuya, Ushigome, and Yodobashi cities merged to create Shinjuku City. The name Shinjuku was used not only because of its historical significance, but also because Shinjuku Gyoen National Garden and Shinjuku Station were well known across Japan.



The History of the Names of the Three Areas of Shinjuku City

Yotsuya: Originally, a bleak part of the Musashino Plains, the area where Yotsuya Yonchome Intersection is today used to be a single road with nothing but deep thickets and valleys on either side. Then, four teahouses where travelers could rest were established. It is said that the name Yotsuya as we know it today with the characters for “four valleys” evolved from the name Yotsuya with the characters for “four shops.”

Ushigome: The word *kome* means *to be crowded*, and it is said that this name came about because long ago, there were many cows put out to graze in this area. Lord Ogo of the State of Kozuke (what is now Gumma Prefecture) came to live in this area, and called himself Ushigome in 1555. Lord Ushigome was affiliated with Lord Hojo of Odawara, and owned the land from Ushigome to Hibiya, and the castle was located on the plateau of the Fukuro-machi area. The grave of Lord Ushigome is still located in Sosan-ji Temple (1 Benten-cho).

Yodobashi: It is said that the name of the bridge crossing over the Kanda-gawa River that flowed between Naruko-mura and Nakano-mura evolved from being called Yodo- (extra) or Yodokoro- (four places) Bashi (bridge). It is also said that when the third shogun, Tokugawa Iemitsu, was resting by the bridge during the Kan-ei period (1624–1644), he thought that the flow of the river seemed to be almost stagnant (*yodomu*), and decided to call the bridge Yodobashi. There is also a story that the eighth shogun, Tokugawa Yoshimune, named the bridge Yodobashi around 1720 to 1730 because the scenery reminded him of Yodo in the State of Yamashiro (what is now Kyoto). There are also various other stories, all of which seem to explain how the name of the area evolved from the name of the bridge.

Local City Administration

Shinjuku City Assembly

Investigation and Maintenance Section, Secretariat to City Assembly

The City Assembly is an institution that determines the important matters concerning the everyday lives of city residents. Shinjuku City Assembly meetings include scheduled meetings held four times a year and extra meetings as necessary. In addition, committees are established to investigate topics that are discussed at the meetings in a more specialized and efficient manner.

Public Hearings

City Assembly meetings and committee meetings are open to the public. Please apply for reservations with the Secretariat to the City Assembly, Shinjuku City Office 5F.

Requests and Reports

Those who have something they would like to request or report to the city administration may do so. A letter of introduction from a City Assembly member is required.

City Administration Information Center

The City Administration Information Center collects and stores government reference materials, such as publications of the city, metropolitan, and national governments. The center offers reading space and rental services and also sells city publications. In addition, consultation services are available for all residents. The center also has computers that can be used to search for information.

Location: Shinjuku City Office Main Bldg. 1F

Hours: Mon. through Fri., (except on national holidays and during the year-end/New Year holidays), 8:30 a.m. to 5 p.m. (Foreign Resident Advisory Corner is available from 9:30 a.m. to noon and 1 p.m. to 5 p.m.)

Materials: Publications of the city, metropolitan, and national governments; general-interest books; gazettes; metropolitan public relations materials; newspapers; magazines; and public relations videos.



■ Requests and Opinions for the City Administration

☞ Public Hearing Section, City Administrative Information Division

☎ 03-5273-4065

● Writing Postcards and Letters to the Mayor

“Postcards to the Mayor” and letters expressing requests and opinions are accepted by the City Office.

“Postcards to the Mayor” are available at municipal facilities such as Branch Offices.

Requests and opinions are also accepted via Internet. Please access the Shinjuku City website.

● City Administration Monitors

One thousand persons are randomly selected and asked to complete questionnaires in surveys conducted by mail four times a year. The results of these surveys are reflected in the administration of the city. The term of duty is one year.

● Roundtable Talk with the Mayor

A session called “Let’s Talk with the Mayor about Shinjuku” is conducted at Chiiki Centers and other locations. The dates and times will be announced in *Koho Shinjuku* (Shinjuku bulletin), on the Shinjuku City website, and through other means.

● Youth Meetings

Shinjuku will conduct youth meetings as a way to create opportunities and venues that enrich the interest and involvement of youth in Shinjuku City’s administration. The program and schedule will be announced in the *Koho Shinjuku* (Shinjuku bulletin), on the Shinjuku City website, and through other means.

■ Public Comment

☞ Public Hearing Section, City Administrative Information Division

☎ 03-5273-4065

Public comment is a system in which proposals for policies that would greatly influence the everyday lives of city residents are announced before any decisions are made, and consideration to public opinion is given in the city’s decision making. When a decision is made, the opinions received and the thoughts of the city administration concerning said opinions are publicly announced.

The implementation of public comment programs is announced in *Koho Shinjuku* (Shinjuku bulletin), on the Shinjuku City website, and through other means.

■ City Resident Opinion Survey

☞ Public Hearing Section, City Administrative Information Division

☎ 03-5273-4065

Shinjuku City conducts an annual survey of 2,500 persons—with the respondents selected at random—to understand the ideas, wishes and thoughts of residents on important issues. The responses serve as the basis for city administration operations. The results are announced on the Information on Everyday Living for Foreign Residents website, and a summary written in four languages (Japanese, English, Chinese and Korean) is available for reading at the public library.

■ Shinjuku City Committee for Accepting Residents’ Opinions

☎ 03-5273-3508

FAX 03-3209-1227

The committee is a fair and neutral third-party institution that handles complaints from city residents concerning city administration.

○ Who Can File a Complaint

Individuals, corporations, and other entities who are concerned about the services provided by city institutions or the behavior of city workers involved in such services

○ Filing Procedures

Complete a Complaint Form with the necessary information and submit it to the Committee for Accepting Residents’ Opinions (Shinjuku City Office Annex 1, 2F).

Note: Complaint Forms can be downloaded from the Shinjuku City website.

Hours: 9 a.m. to 5 p.m. on regular business days
(Closed from 12 noon to 1 p.m.)

■ Public Information Disclosure System

☞ Public Relations Section, City Administrative Information Division

The Public Information Disclosure System is a system that guarantees the right to read public documents belonging to the city and to have access to a copy of such.

Please note that some public documents may not be made available to the public.



○ Who Can Make a Request

Anyone can make a request.

○ Information That Can Be Requested

Documents, graphs, and magnetic recordings that were officially created or acquired by Shinjuku City staff during the implementation period and which can be officially used by Shinjuku City staff in the applicable implementation period.

○ Where to Make the Request (at Division Desks)

Please submit the designated request form at the specific division desk.

■ Individual Information Protection System

🏢 Public Relations Section, City Administrative Information Division

The purpose of the Individual Information Protection System is to properly maintain individual information kept by the city in order to protect the privacy of individuals, while at the same time guaranteeing the right to request viewing personal information. Through the registration list for the individual information system, you can see what kind of individual information the city collects and uses.

In addition, since some individual information may not be made available to the individual himself/herself, please call the section that handles information for more information.

Other Information on Shinjuku

■ Fureai (Friendly) Talk Delivery Service (Shinjuku City staff members are dispatched to the communities.)

🏢 Lifelong Learning and Sports Division

Shinjuku City staff members are dispatched to communities to talk about the activities of the city administration or other subjects, making use of their specialized knowledge. The topics range from the familiar, such as everyday living, welfare, and the environment to specialized subjects.

○ Groups That May Apply

As a rule, groups of 10 persons or more, more than half of which must live, work, or go to school in the city.

○ Content

Choose from the list of courses available at the Lifelong Learning and Sports Division and Branch Offices, and apply directly at the coordinating division.

You can also refer to the website of Lifelong Learning and Sports Division.

○ Fees

Lectures are free of charge. In some cases, fees for teaching materials are required.

○ Location

As a rule, please use a venue in the city. Please call for more information.

■ Chiiki Centers (Community Centers)

These are facilities that can be used as a place for events of community activity groups and activities of individuals in the community. The centers are equipped with multipurpose halls, meeting rooms, kitchens, discussion rooms, etc.

The hours for use are 9 a.m. to 9:45 p.m. for all Chiiki Centers.

Please note that in order to use the center for community activities, group registration is required in advance.

Please contact the Chiiki Center you want to use for more information.

○ Yotsuya Chiiki Center

🏠 87 Naito-machi, Shinjuku-ku

☎ 03-3351-3314

○ Ushigome Tansu Chiiki Center

🏠 15 Tansu-machi, Shinjuku-ku

☎ 03-3260-3677

○ Enokicho Chiiki Center

🏠 85 Waseda-machi, Shinjuku-ku

☎ 03-3202-8585

○ Wakamatsu Chiiki Center

🏠 12-6 Wakamatsu-cho, Shinjuku-ku

☎ 03-3209-6030

○ Okubo Chiiki Center

🏠 2-12-7 Okubo, Shinjuku-ku

☎ 03-3209-3961

○ Totsuka Chiiki Center

🏠 2-18-1 Takadanobaba, Shinjuku-ku

☎ 03-3209-8001

○ Ochiai Daiichi Chiiki Center

🏠 4-6-7 Shimo-Ochiai, Shinjuku-ku

☎ 03-3954-1611



- Ochiai Daini Chiiki Center
 🏠 4-17-13 Naka-Ochiai, Shinjuku-ku
 ☎ 03-3951-9941
- Kashiwagi Chiiki Center
 🏠 2-3-7 Kita-Shinjuku, Shinjuku-ku
 ☎ 03-3363-7036
- Tsunohazu Chiiki Center
 🏠 4-33-7 Nishi-Shinjuku, Shinjuku-ku
 ☎ 03-3377-1373

Useful Telephone Information Services

● Tourism

- Shinjuku Convention & Visitors Bureau
 ☎ 03-3344-3160
- Tokyo Tourist Information Center
 ☎ 03-5321-3077
- Tokyo Youth Hostels Association
 ☎ 03-6658-8116
- Japan Travel and Tourism Association
 ☎ 03-6435-8331
- Japan Hotel Association
 ☎ 03-3279-2706
- Hato Bus Shinjuku Office
 ☎ 03-3356-4270

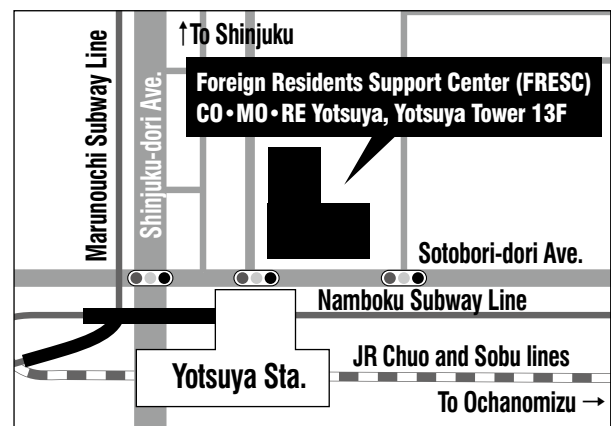
● Volunteer

- Shinjuku Voluntary Action Center
 ☎ 03-5273-9191
- Tokyo Voluntary Action Center
 ☎ 03-3235-1171

Foreign Residents Support Center (FRESC)

- 🏠 Yotsuya Tower 13F, 1-6-1 Yotsuya, Shinjuku-ku
 ☎ 0570-011000 (Navi-Dial)
 Note: For some IP phones and for calls from overseas, ☎ 03-5363-3013
- 🌐 <https://www.moj.go.jp/isa/support/fresc/fresc01.html>

Hours: Monday through Friday (except on national holidays and during the year-end/New Year holidays), 9 a.m. to 5 p.m.



There are eight service counters on one floor. You can take advantage of consultation services concerning visa status as well as employment for foreign residents, including international students. The center also offers consultations for businesses that employ foreign residents. There are staff members who speak, Japanese, English and Chinese at the general information. Multilingual information (in Korean, Portuguese, Spanish, Filipino, Vietnamese, Thai, Indonesian and Nepalese) is also available via a tablet.

■ The Eight Consultation Service Counters and Their Primary Services

● Immigration Services Agency Information Disclosure Request Office

- ☎ 03-5363-3005 (for inquiries)
- 🌐 https://www.moj.go.jp/isa/applications/disclosure/kaiji_release.html

You can request the disclosure of documents managed by the Immigration Services Agency, such as immigration/emigration (returning) records and alien registration records.



● Tokyo Regional Immigration Services Bureau

☎ 03-5363-3025 (special line for reservations)
🌐 https://www.moj.go.jp/isa/about/region/tokyo/plain_japanese.html

- Visa consultation reservation form (Japanese)

🌐 <https://www12.webcas.net/form/pub/fresc/yoyaku-jpn>

- Visa consultation reservation form (English)

🌐 <https://www12.webcas.net/form/pub/fresc/yoyaku-eng>

You can ask the bureau for help in changing your visa status and/or renewing your visa. You will need a reservation for a consultation.

● Japan External Trade Organization (JETRO)

☎ 03-3582-5203

🌐 <https://www.jetro.go.jp/hrportal/>

JETRO promotes the employment of highly skilled foreign professionals through information at seminars and on its portal site.

● Ministry of Foreign Affairs Visa Information

☎ 0570-011000 (Press 5 according to the instructions)

Note: For some IP phones and for calls from overseas, ☎ 03-5369-6577

🌐 <https://www.mofa.go.jp/mofaj/toko/visa/index.html>

The ministry offers general consultations about the application forms for the visa authorization necessary for entering Japan.

● Tokyo Employment Service Center for Foreigners

☎ 03-5361-8722

🌐 <https://jsite.mhlw.go.jp/tokyo-foreigner/>

This service counter helps foreign students and highly skilled foreign professionals (such as specialists and those in engineering fields) find employment.

● Tokyo Legal Affairs Bureau, Human Rights Department

☎ 0570-003-110 (in Japanese)

☎ 0570-090-911 (in foreign languages)

🌐 <https://houmukyoku.moj.go.jp/tokyo/>

This department offers consultations on human rights issues, such as discrimination against or the bullying of foreign residents or persons with disabilities.

● Japan Legal Support Center (the JLSC, Houterasu)

☎ 0570-011000 (Press 6 according to the instructions)

☎ 0570-078377 (multilingual information in English, Chinese, Korean, Spanish, Portuguese, Vietnamese, Filipino, Nepalese, Thai and Indonesian)

🌐 <https://www.houterasu.or.jp/>

This support center offers help on solving legal problems, and introduces consultation offices free of charge.

● Tokyo Labour Bureau Consultation and Support Office for Foreigners

☎ 03-5361-8728

🌐 <https://jsite.mhlw.go.jp/tokyo-roudoukyoku/fresc.html>

This consultation service counter can help you with problems involving work, such as layoffs and disputes about working hours and wages. You can also consult them about issues related to the health and safety of foreign laborers.

■ Daily Support Portal for Foreign Nationals (Immigration Services Agency)

🌐 <https://www.moj.go.jp/isa/support/portal/index.html>

You can view information provided by the national government and other organizations in various languages.



Service Counters Where Counseling in Foreign Languages Is Available

★ Shinjuku Foreign Resident Advisory Corner	General everyday living	English		☎ 03-5272-5060
		Chinese	(Mon. through Fri.)	☎ 03-5272-5070
		Korean		☎ 03-5272-5080
● Shinjuku Multicultural Plaza	General everyday living	Korean (afternoon only)	(Mon.)	
		Chinese, Thai, and Nepalese	(Tue.)	
		English (excluding 2nd and 4th Wednesday of the month)	(Wed.)	☎ 03-5291-5171
		Myanmar (Burmese) and Chinese	(Thu.)	
● Consultation Support Center for Foreign Residents	Consultations concerning immigration, visa procedures, and everyday living	Korean	(Fri.)	
		English and Chinese		☎ 03-3202-5535
		Spanish and Portuguese		☎ 03-5125-4039
● Foreign Residents Support Center (FRESC)	General everyday living	Filipino, Vietnamese, and Indonesian		
		English, Chinese, etc.	(Mon. through Fri.)	☎ 0570-011000
● Immigration Information Center	Visa consultations	English, Spanish, Chinese, Korean, etc.	(Mon. through Fri.)	☎ 0570-013904 ☎ 03-5796-7112
● Tokyo Metropolitan Consultations for Foreign Residents	General everyday living	English	(Mon. through Fri.)	☎ 03-5320-7744
		Chinese	(Tue. and Fri.)	☎ 03-5320-7766
		Korean	(Wed.)	☎ 03-5320-7700
● Tokyo Multilingual Consultation Navi	General everyday living	English, Chinese, etc.	(Mon. through Fri.)	☎ 03-6258-1227
● Police Department Comprehensive Consultation Center	Consultations for victims of crimes	English, Chinese, Korean	(Mon. through Fri.)	☎ 03-3501-0110
				☎ #9110
● Police Department Consultation for Foreign Residents	Consultations for victims of crimes	English, Chinese, etc.	(Mon. through Fri.)	☎ 03-3503-8484
● Tokyo Metropolitan Foundation “TSUNAGARI” Free Multilingual Legal Consultation	Legal consultation	English, Chinese, etc.	(Mon. through Fri.)	☎ 03-6258-1227
● Tokyo Legal Affairs Bureau Information on Human Rights Counseling in Foreign Languages	Human rights consultations	English, Chinese, Korean, Filipino, Portuguese, Vietnamese, etc.	(Mon. through Fri.)	☎ 0570-090911
● Shinjuku Employment Assistance and Instruction Center for Foreigners	Labor consultations Introduction of employment/part-time jobs	English and Chinese	(Mon. through Fri.)	☎ 03-3204-8609
● Tokyo Labor Bureau Consultation and Support Office for Foreigners	Labor consultations	English	(Mon. through Fri.)	
		Chinese	(Mon. through Fri.)	
		Tagalog	(Mon., Tue., Wed. and Fri.)	☎ 03-5361-8728
		Vietnamese	(Tue., Thu. and Fri.)	
		Nepalese	(Mon. through Thu.)	
		Cambodian	(Wed.)	
		Mongolian	(Fri.)	
● Tokyo Metropolitan Labor Consultation Center	Labor consultations	English	(Mon. through Fri.)	☎ 03-3265-6110
		Chinese	(Tue. through Thu.)	
● Himawari (Tokyo Metropolitan Health and Medical Information Center)	Medical institutions and medical system	English and Chinese	(Daily)	☎ 03-5285-8181
		Korean, Thai, and Spanish	9 a.m. to 8 p.m.	
● Japan Anti-Tuberculosis Association	Telephone consultations for foreign residents concerning tuberculosis	English, Chinese, Korean (reservation only), Vietnamese, Myanmar (Burmese; morning only), Nepalese (second and fourth weeks; morning only)	(Tue.) 10 a.m. to 12 noon, 1 to 3 p.m.	☎ 03-3292-1218/9
● Tokyo English Lifeline	Consultations on everyday living	English	(Daily)	☎ 03-5774-0992
● Japan Post Customer Service Center	Postal services	English	(Daily)	☎ 0570-046-111
● NTT East Information	Telephone services, etc.	English, Chinese, Portuguese, and Spanish	(Daily)	☎ 0120-005-250
● JR East Infoline	Information on JR East Japan	English, Chinese, and Korean	(Daily)	☎ 050-2016-1603

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