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英語

These handbooks are outline of the main services at municipal office.



1 About garbage (Haikibutsu taisaku ka 059-382-7609)

You must separate your garbages according to the type "Burnable", "Non-Burnable" and "Plastics" then take them to the dumpas according to the rules. These rules (timetable and place) should be kept strictly, otherwise person who brake these rules will make troubles.



2 Noise

In apartment buildings, sounds carry easily, so try to limit noise, especially late at night and early in the morning. In addition, you will be careful not to make noises outdoors by these time.



3 Public Housing (Jutaku ka 059-382-7616)

In Suzuka City, there are public housing managed by prefecture and municipality for people who have difficulty in affording housing. The application term for entering the public housing is decided.

The applicants are often chosen by lottery, as they are very popular, but there are some public housing you can enter by waiting. As public housing is generally aimed at low-income households, you will not be eligible if your income is over a certain level. You generally need a guarantor



4 Using water (Eigyō ka 059-368-1671)

In order to start using water from the water supply, contact your local water supply board.



5 Residential tax (Shiminzei ka 059-382-9446)

Residential tax is the tax imposed on one's income of previous year by prefecture, city, ward, town or village. Regardless of the nationality, this tax is imposed on a person by city, ward, town or village where you live or you lived as of 1. January.

The municipal office will culculate your tax, then notify you on Jun.



6 Light Motor Vehicle Tax (Shiminzei ka 059-382-9446)

The Light Motor Vehicle Tax is levied on owners of light motor vehcles (Keijidousha, Motorbike and etc...) by city, ward, town or village as of 1. April.



7 Tax payment (Nouzei ka 059-382-9008)

Please pay the municipal taxes (Residential tax, National health insurance tax, Real estate tax and Light motor vehicle tax) before the due date.

You can pay light motor vehicle tax at convenience store.



8 What is alien registration? (Shimin ka 059-382-9132)

Persons who are foreign nationals and live in Japan for more than 90 days must register as aliens at the city, ward, town or village office where they live in accordance with the Alien Registration Law. Foreigners who have dual nationality both Japan and other

country, don't have to register as aliens.



9 Official Seal (jitsu in) and Registered Seal Certificate (inkan shomei sho)

(Shimin ka 059-382-9132)

The seal that is registered at the city, ward, town or village or other public bodies, is referred to as a jitsu-in (official seal).

The seal used as one's official seal is usually stable in order to prevent it from being forged.

Registration of the seal is made at certificate teller window of municipal office.

The document certifying the official nature of one's seal is called an inkan shomei sho (Registered Seal Certificate). For details, contact the Citizen section.

In Japan, The Registered Seal and its Certificate are often used as proof of the official nature of the seal for important contracts such as buying land, a house, a car, and so on.

The seal must be chipped the registered name (commonly name or both collect and common).



10 Notification of a marriage (Shimin ka 059-382-9132)

You do not obtain new nationality by making this notification of your marriage.

You should make a notification of a marriage that occurred in Japan to the municipal office.

Foreign nationals who have married a Japanese national and would like to change their status of residence (zairyu shikaku) to a spouse of a Japanese (nihonjin no haigusha) should consult the immigration office for their district.

A marriage should be reported to the government of the individual's nationality. For information of procedures, consult the relevant embassy or consulate.

The conditions for the conclusion of a marriage vary according to the country.



11 Notification of a divorce (Shimin ka 059-382-9132)

You had better consult with the embassy, the consular office or city government before make the notification. In case the couple who are foreigner might not apply the notification at city government.

You should make a notification of a divorce that occurred in Japan to the municipal office.

A divorce should be reported to the government of the individual's nationality. For information on procedures, consult the relevant embassy or consulate.

The conditions for the conclusion of a divorce vary according to the country.



12 Notification of a birth (Shimin ka 059-382-9132)

You should register a birth that occurred in Japan to the municipal office.

Besides making the notification of the birth, the baby will also have to be registered as an alien and receive a status of residence (zairyu shikaku) at immigration office. These should be done at the same time as the registration of the birth.

The birth of a child should be reported to the government of the individual's nationality.

For information on procedures, enquire at your embassy or consulate.



13 Notification of a death (Shimin ka 059-382-9132)

You should make a notification of a death that occurred in Japan to the municipal office in accordance with the Family Register Law.

In addition to notification of the death, the deceased person's Certificate of Alien Registration (gaikokujin toroku shomei sho) should be returned to the city, ward, town or village office (preferably at the same time as notification of the death).



14 Notification of a pregnancy (Kenkoudukuri ka 059-382-2252)

If a woman gets pregnant, she needs to notify her pregnancy to the city, ward, town or village office where she lives. When a woman submits a notification of a pregnancy (Ninshintodokedesyō) which is given by a medical institution to Citizens Section (Shiminka) or Health Section (Kenkoudukurika), a maternity nursing record book (Boshi Kenko Techo) set (including a notebook, a handbook, a side reader) is given to her.



15 Kindergartens (Gakkou kyouiku ka 059-382-7618)

Kindergartens are education facilities for children aged 3 years and older which they attend in the years before they enter elementary school.

They are established by the regional public bodies, and school foundations.



16 What are elementary and junior high schools? (Gakkou kyouiku ka 059-382-7618)

The right to go to the school is assured.

An elementary school is a school for children between the ages of 7 years old and 12 years old whose birthday is between April 2 of the year they wish to enter school and April 1 of the following year.

A junior high school is a school for children between the ages of 13 years old and 15 years old whose birthday is between April 2 of the year they wish to enter school and April 2 of the following year.



17 Day nurseries (crèche) (Hoikuen / Hoikusho) (Kosodate shien ka 059-382-7606)

Day nurseries are for children under school-going age whose parents cannot take care of them because they are working or because of illness, etc.

18 What is National Health Insurance? (Hoken nenkin ka 059-382-7605)



National Health Insurance (kokumin kenko hoken) is the reciprocal help system to reduce medical bill's share of the expenses each other. This is a public health insurance system for the self-employed, farmers, the retired and those who are not covered by another insurance system.

Those who do not join an insurance managed at a place of employment or those not receiving social welfare must join this system.

Person who would not pay National Health Insurance Tax will not be able to take

insurance services. In the case you may fall behind the tax, contact the officer.

19 What is the National Pension System(Kokumin nenkin)?



(Hoken nenkin ka 059-382-9401)

The National Pension(Kokumin nenkin) is a system whereby everybody receives a common 'basic pension' (kiso nenkin).

It provides pension in old age, in the event you acquire a disability or in the event of your death.

Everyone including foreign nationals between 20 and 59 years old must join the National Pension.

People who have joined the Employee's Pension System or a Providential Society's System are also members of the National Pension System.

20 High medical expenses (Hoken nenkin ka 059-382-7605)



When your part of medical treatment costs exceeds a certain ceiling, you are entitled to High Medical Expense Assistance. The National Health Insurance, the amount of standard changes by age and the income of the member. Please talk to the officer of the insurance pension section (Hoken nenkin ka) of the municipal office.

21 Medical expenses of the elderly (Hoken nenkin ka 059-382-7627)



There is public assistance designed to offer subsidized medical care, to senior bedridden citizens aged 75 with insurance coverage and the specific physically challenged aged 65-74 can apply the latter elderly medical system.

22 Medical expenses for the disorders (Hoken nenkin ka 059-382-7627)



<Medical treatment for the mentally and physically disorders>

There is public assistance for adults and children with severe, physical or mental disabilities, to cover the portion of medical treatment costs not paid by insurance.

Furthermore, for the person with mental disability certificate 1st, only hospital visit is covered. (This medical system has income limitation.)

23 Costs of delivery (Hoken nenkin ka 059-382-7605)



It costs about ¥300,000 to ¥500,000 to stay the hospital for childbirth in a week. You are eligible for a lump-sum payment of ¥420,000. Apply once your child is born, at the health insurance section of your local municipal office if you have National Health Insurance. Expect a delay of a month or two before payment. (We have commission payment system)

24 Infants medical cost (Hoken nenkin ka 059-382-7627)



Your child's medical expenses for hospital stay and visit may be subsidized until March 31 (the April 1 life, day before) to reach for the first time after your child become 6 years old from 0 years old.

Primary school children's (7 years to 12 years) medical expenses for only hospital stay may be subsidized.

25 One-parent families medical cost (Hoken nenkin ka 059-382-7627)



The children under 18 years old, the parents of one-parents family and the children under 18 years old without parents can take the support of the medical cost. (This medical system has income limitation.)

26 Long-Term Care Insurance For The Elderly (kaigo hoken)



(Suzuka Kameyama chiku koiki rengo 059-369-3201)

This is a system designed to provide nursing care and assistance to support Japan's aging society as a whole, rather than putting the burden on aging households alone. The system is funded by insurance premiums and also through taxes. People who need home help for everyday activities such as bathing and everyday hygiene, eating, and so on, due to bedridden, senile dementia, and other conditions, are eligible for nursing care from their local social services.

27 Health checkups for infants (Kenko zukuri ka 059-382-2252)



Infants (4 months old and 10 months old) can have a health checkup twice by a medical institution by public money.

Health checkups of 18 months old and 3 years old can take it free at the health center.

28 Vaccinations (Kenko zukuri ka 059-382-2252)



A notice of Vaccinations

You can be received selected vaccinations (poliomyelitis / BCG / DPT) decided by a law only the number of times free.

All vaccinations are received with a medical institution, so you need a medical questionnaire of Vaccinations issued by Suzuka municipal office.

A medical questionnaire of Vaccinations is given to you at the Health Center, so you please go there with a health insurance card, the record of Vaccinations and the certificate of foreign registration.

29 The medical checkup of the pregnant women (Kenko zukuri ka 059-382-2252)



You can take medical checkup by a medical institution by public money during the pregnancy 14 times.

30 Various cancer checkups (Kenko zukuri ka 059-382-2252)



For early detection of the cancer, you can have various checkups, stomach cancer (by barium), large bowel cancer, lung cancer, breast cancer (by mammagraphy, and a supersonic wave), uterine cancer, prostate cancer.

In detail, please read "Monthly Suzuka" of the monthly publication.

31 Children's allowance (Kodomo teate) (Kosodate shien ka 059-382-7661)



This allowance is provided to the family who support in or under twelve year child.



32 What social security is (Seikatsu shien ka 059-382-7640)

Social security is a system which helps and supports individuals or their families who because of death, illness or injury or a reduction in their income find themselves in financial difficulty.

In order to receive social security, a person must first make every effort to use their full potential. If after making such an effort the person cannot meet a minimum standard of living, social security will then become available. (Social Security Act, article 4 'supplementary principle') (Seikatsu Hogo Ho Dai 4 Jo 'Hosokusei no Genri') Japanese citizens, permanent residents, spouses of Japanese citizens, those who have settled in Japan, etc. can receive social security.

33 Welfare for the Disabled (Shogai hukushi ka 059-382-7626)



People who are physically disabled or mentally impaired, and who have a mental disorder or have constraints on their daily or social activities can consult.

By the degree of the difficulty the case that can use various welfare services may be received as well as tax deductions and exemptions and discounts on transport fares.

34 Calling an ambulance



Dial 119(toll free)to call an ambulance.

If you suddenly feel seriously unwell and cannot get to a hospital or clinic by yourself,or when you have a traffic accident,an ambulance will take the injured and you to the hospital free of charge.

If you hear the siren of the ambulance,you guide it please.

35 Calling a fire engine



Dial 119(toll free)to call a fire engine.

If fire breaks out,shout out to let the neighbors know and contact the fire department to send a fire engine.It is dangerous to try to extinguish fire alone.If you hear the siren of the fire engine,you guide it please.

How to call Dial 119(34,35 Footnote)

Dial 119 is free call for the fire department.

Call to the fire department by telephone at home as you can,because we can find where you call from.

When you call 119 from a green telephone booth,push the red button on the front of the phone.You can also call 119 from most mobiles(keitaidenwa) and PHS phones.

When calling the fire department(119),remain calm.Tell the officer

- (1) Whether you need a fire engine or an ambulance
- (2) Where it is (address or some landmark)
- (3) In the case of ambulance,what symptom is.

In the case of fire, what is on fire.

And if there is the person who can speak Japanese, please cooperate.

36 In case of an earthquake (Bosai anzen ka 059-382-9968)



Japan is a country that has many earthquakes. Using the Hanshin-Awaji Earthquake as an invaluable lesson in which countless precious lives and property were lost in an instant, it is important to be prepared mentally and materially for an earthquake no matter where or when it happens so that losses can be kept to a minimum.

In detail, Contact the officer at the each section.

Someone must speak Japanese, when he/she contacts the officer.

37 Others



Information

Suzuka municipal office provide information by Internet and Radio also.



Home page address

English <http://www.city.suzuka.lg.jp/eng/index.html>

Portuguese <http://www.city.suzuka.lg.jp/port/index.html>

Spanish <http://www.city.suzuka.lg.jp/espanol/index.html>

Radio

Suzuka Voice78.3(Portuguese)

For more information, please contact the person in charge.

Someone must speak Japanese, when he/she contacts the officer.