

# Welcome to Kaizu

## Living Guide for Foreign Nationals



**【Procedures, daily life, consultation services, earthquakes, typhoons, accidents, crime and fire】**

◎This Living Guide lists the places new comers to Kaizu, can find information, have consultations, and perform necessary procedures.

◎Some consultation services are available solely in Japanese, so please go for consultations with someone who can speak Japanese or phone us.

◎Introduction to Kaizu:

Kaizu (海津市) is located in the southernmost portion of Gifu Prefecture (岐阜県) and borders Mie Prefecture to the south and west and Aichi Prefecture to the east with the Kiso and Nagara rivers. Kaizu is approximately 13 kms east-to-west and 17kms north-to-south giving an area of 112km<sup>2</sup>. From the Ibi River, which flows through the center of the city, to the east, lays an expanse of plains and to the west, the plains turn into the foot of the Yoro Mountains. In winter there are strong northwest winds known as the "Ibuki Oroshi" however there is also warmth owing to the oceanic climate of Ise Bay.



Direct any Inquiries Regarding the Living Guide to the:  
Planning and Policy Division of Kaizu City Hall  
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Tel: 0584-53-3194 Fax : 0584-53-2170  
E-mail: kikakuseisaku@city.kaizu.lg.jp

# Procedures

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## 1. Alien Registration

### ◆New Registration

All foreign nationals, staying in Japan longer than 90 days, must conduct "Alien Registration". The procedure takes place in person at your local city hall. However, a relative living with a person less than 16 years of age, may register on their behalf.

When you have been registered, you will be issued an alien registration card at a later date. Carry this with you at all times.

### ◆Registration Changes

When changing residences or when items on your alien registration card, such as your place of employment or your period of stay, change, you must register these changes within the set time frame at your city hall. When you move to a different municipality, register this change within 14 days at your new local city or town hall.

\* Once you perform the necessary moving in procedures, you can avail of necessary administrative services such as schools and health insurance. To avail of administrative services, application is necessary.

**Inquiries: Citizens' Affairs Division Tel: 55-0330**

## 2. Insurance

### ◆Health Insurance

Persons, who qualify to stay in Japan longer than one year, must enter health insurance. Insurance is a system where everyone contributes money regularly in order to reduce financial burden when one is sick or injured. Other than workplace health insurance, national health insurance also exists. If you do not enter into workplace health insurance, conduct the necessary procedures at your city or town hall and enter into national health insurance.

\*If you present your health insurance card at the hospital, you can receive medical attention and pay only part of the cost.

**Inquiries: Citizens' Affairs Division Tel: 55-0330**

Persons, entered into national health insurance, must pay national health insurance tax. (A statement of income is required). You will be sent a tax notice, please pay this.

**\*When leaving Kaizu, you must settle any outstanding taxes.**

**Inquiries: Revenue Division Tel: 53-1116**

### ◆Nursing Insurance

The system where we all make payment towards nursing, which is a great concern to all of us in later life, is the nursing-care insurance system. Elderly persons, who are over 65 and have been issued a nursing insurance card, or persons, enrolled in medical care insurance aged 60 – 64 and need nursing due to specific illnesses caused by old age, are able to avail of nursing services when they apply at the city hall counter and their need for nursing has been assessed. Please get in contact for more details, regarding application methods, premiums and how to use the service.

\*When it is confirmed you are staying in Japan over one year and you are registered as an alien, you will be issued a nursing insurance card.

**Inquiries: Senior Citizens' Welfare Division Tel: 55-0332**

### ◆Welfare and Medical Systems

The welfare and medical system is a system which aids with medical costs (the payment burden for health insurance treatment) when an insured party receives medical treatment. The system covers "baby and infant medical treatment", "lone parent medical treatment" and "medical treatment for persons with severe mental or physical disabilities". To receive assistance necessary procedures apply. For more details please get

in contact.

(Classifications)

○Baby and Infant Medical Treatment

From birth to 3<sup>rd</sup> grade of junior high school. (Until March 31<sup>st</sup> after their 15<sup>th</sup> birthday)

○Lone Parent Medical Treatment

For lone parents and their children, and persons supporting parent-less children, until March 31<sup>st</sup> after their 18<sup>th</sup> birthday. (\*Income limits apply.)

○Medical Treatment for Persons with Severe Mental or Physical Disabilities

Persons issued with either a class 1 – 3 physical disability certificate, an A1, A2 or B1 rehabilitation certificate or a war injury certificate (special injury paragraph – paragraph number 4 ) and a class 4 disability certificate or class 1 or 2 mentally handicapped person's welfare certificate. (\*Income limits apply.)

**Inquiries: Disabled Persons' Welfare Division Tel:55-0333**

### 3. Child Procedures

#### ◆Children's Allowance

Children's allowance is provided to persons raising children up to 3<sup>rd</sup> grade of junior high school. For more details please get in contact.

(\* Income limits do not apply.)

○Even if registered as aliens, the following people may not apply for the allowance.

- Persons in Japan on the short term (for sightseeing, medical treatment, sports, training or other)
- Persons with visas for entertainment purposes (for acting, performing, playing sports or other)
- Persons who are judged not to be based in Japan for family or social life, due to their short period of stay or purpose of stay.

**Inquiries: General Welfare Division Tel:55-0331**

#### ◆Child Rearing Allowance

Child rearing allowance is for mothers raising children and persons acting as surrogate parents (for children up until the age of 18). The allowance can be received up until the 31<sup>st</sup> of March following the child's 18<sup>th</sup> birthday. (If born in March, the following March) . Mothers and persons raising children (excluding fathers) may apply. Income limits and conditions apply. This allowance will be provided to lone fathers from August 2010. For more details please get in contact. (\*Income limits apply.)

\*For children with mild or more severe mental or physical disabilities, the allowance can be received up until the child turns 20.

**Inquiries: General Welfare Division Tel:55-0331**

#### ◆Special Child Dependents' Allowance

The special child dependents' allowance is provided to persons raising children with disabilities who are less than 20 years old. For more details please get in contact. (\*Income limits apply)

**Inquiries: Disabled Person's Welfare Division Tel:55-0333**

#### ◆Enrolling in a Day Nursery

A day nursery is a facility, where children are looked after due to their guardians being unable to take proper care of them at home due to work or injury. For more details please get in touch.

#### ◆Enrolling in a Kindergarten

Every year admissions for kindergarten take place. For more details please contact the kindergarten directly.

#### ◆After School Day Care Center

After school day care is open for children, who have no one at home after school due to work or other, on Saturdays and during long holidays. It is generally for children under 10 (1<sup>st</sup> year of elementary school to 4<sup>th</sup> year). For more details such as how to use one and charges, please get in contact.

Inquiries: Children's Division Tel:55-0334

#### ◆Enrolling at a New School

Compulsory education in Japan consists of 6 years of elementary school and 3 years of junior high school, a total of 9 years. Each school year begins in April and concludes the following March. When a child (6-15) enters a new school or their address changes, necessary procedures must be completed at the school or school education division.

Inquiries: School Education Division Tel:55-2607

## 4. Health, Check-ups and Other

- ◆Pregnancy: When you conceive please submit notification of your pregnancy after you have had a doctor's examination and know the date of birth.

You will be issued a maternity record book and a "prenatal checkup ticket" (subsidy ticket).  
(An alien registration card is necessary for applying.)

- ◆Vaccinations: Vaccinations take place to prevent against falling seriously ill from viruses and bacterium.  
(For children) Polio, BCG, DPT, DP, measles, rubella, Japanese encephalitis and influenza  
(For the elderly: 65 and above) Influenza

- ◆Child Health Check-ups: Child health check-ups take place to see if the child is healthy and well.  
(Check-ups) Infant check-up, 10 month check-up, one and half year check up, 3 year check-up and fluoride application

- ◆Adult Health Check-ups: To avoid falling ill, adults are examined.  
(Examination categories) Residents examination, lifestyle disease examination, hepatitis virus examination, bone examination, 8020 dentistry examination, cancer examination (gastric cancer, colon cancer, lung cancer, prostate cancer, breast cancer, uterine cancer).

\*For the schedule and locations of the examinations and others, please get in contact.

Inquiries: Health Division Tel:55-2606

#### ◆Disabled Person's Handbook

The disabled person's handbook is provided to make it easier for persons with physical, intellectual or mental disabilities to receive various assistance. Depending on disability, procedures vary. Furthermore, when being issued with the handbook, it is necessary to have your alien registration card. For more details, please get in touch.

Inquiries: Physical and Mental Disabled Persons' Welfare Division Tel:55-0333  
Mentally Challenged Persons' Health Division Tel: 55-2606

## 5. Pensions

Registered foreigners between the ages of 20 and 60 must be enrolled in the national pension. The main aim of the pension is to safeguard the livelihoods of the elderly, however, it also safeguards the livelihoods of persons who become handicapped and the families of covered members who die. Additionally, should you leave Japan you can, in the short term, claim a withdrawal lump sum for the period you were enrolled in the pension in Japan. When making a claim, you must satisfy all fixed payment criteria, for more details please get in contact.

\*As it is arranged that persons, employed in a Japanese company or factory, are enrolled in welfare annuity insurance, it is not necessary to perform city hall procedures for entering into the national pension. Welfare annuity insurance entry procedures take place at one's place of work, for more details consult with your work.

Inquiries: Citizens' Affairs Division Tel:55-0330

## 6. Taxes

Kaizu's social welfare, education, disaster prevention, garbage disposal and other various administrative services operate off of city taxes. Persons, including non Japanese who satisfy certain criteria, pay tax, all tax payers must pay their taxes before the deadline.

(Tax classifications)

### ◆Individual Inhabitant Tax

Persons residing in Kaizu as of the 1st of January must pay municipal and prefectural taxes. (A statement of income is necessary). Persons employed in the workplace, have their year's tax deducted from their monthly salary. Furthermore, self employed persons pay their yearly taxes in 4 installments. (You will be sent a tax notice)

\*When leaving Kaizu, you must settle any outstanding taxes.

### ◆Light Vehicle Tax

Persons in possession of a light vehicle, motorcycle or other, as of the first of April, must pay light vehicle tax. Every year at the beginning of May, tax notices are sent out, the payment deadline is the end of May.

\*When handing over possession of a car, it is necessary to change to the name of the owner. Furthermore, should you move from the city, you must complete the necessary procedures for decommissioning your car.

### ◆Fixed Asset Tax

Every year, persons in possession of depreciable assets, houses or land within the city, as of the 1st of January are taxed.

\*If you miss the payment deadline for any taxes, you will be subject to payment of arrears.

### ◆Tax Payment Consultation

Should you be unable to pay by the payment deadline due to illness, unemployment or other, consult with the revenue department.

Inquiries: Revenue Division Tel: 53-1116

## 7. Water and Sewer Services

When starting or discontinuing use of water and sewer services, perform the procedures in person, or have a family member or representative do them on your behalf. Please pay water and sewer charges at a financial institute in the city or at the city hall.

Inquiries: For Water Services, Waterworks Division Tel:66-3646  
For Sewer Services, Sewerage Division Tel:66-3839

\*For payment of taxes and water and sewer system charges, we recommend the use of an account transfer. For more details please contact the relevant department.

## 8. Dog Owners

Dog owners must register with the city. Furthermore, every year dogs must have a rabies vaccination. In Kaizu, mass vaccinations take place from the beginning of April, please avail of this. Should you be unable to go to the mass vaccination, your dog can be vaccinated at a veterinarians.

Inquiries: Environment Sanitation Division Tel:66-3348

## Daily Life

### 1. Illness

○Go to a hospital for a medical exam and bring along your health insurance card.

○Look for a hospital close to your house where you can avail of a range of consultations.

○ If you suddenly get ill at night, on Sunday or on a holiday, go to an emergency hospital. (In Kaizu, there is a medical association hospital).

○When you fall sick suddenly or are seriously injured and need medical care immediately, phone for an ambulance. The phone number for an ambulance is 119.

## 2. Garbage Disposal

Garbage in Kaizu is divided into the groups burnable, non-burnable, vinyl plastics, empty cans, empty bottles, PET bottles, styrofoam trays and oversize garbage. Please confirm the garbage categories in the “life calendar” (kurashi no karenda).

Please put garbage out in the designated Kaizu garbage disposal bag (on sale from city hall and designated shops in the city) before 8am on the collection day at the designated spot. Collection days vary depending on location and garbage category so please check the “life calendar”.

\*Foreign language guides to garbage disposal are available from the city hall counter. (English, Chinese and Portuguese)

\*Depending on your place of residence’s address, you may not be able to avail of city garbage collection, if so please get in contact with a management company.

\*One copy of the “life calendar” is distributed by the city hall per household.

**Inquiries: Environment Sanitation Division Tel:66-3348**

## 3. Japanese Study

◆For details get in contact with the below organizations.

○ Ogaki International Exchange Association (Ogaki) Tel : 0584-82-2311  
Ogaki Suitopia Center Gakushu-kan (15 mins. walk from Ogaki station)

○Yoro International Exchange Association (Yoro) Tel:0584-32-0216  
Yoro Kokusai Gakushu Kaikan (8 mins. walk from Minotakada station, Yoro Railway)

**Inquiries: Policy Planning Division Tel:53-3194**

# Consultation Services

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## 1. Daily Life Consultations

○Seino Development Bureau (Ogaki) Tel:0584-73-3520

Languages: Portuguese Office Hours: 9:00am - 3:45pm (Monday - Friday)

○Gifu International Center, Gifu Fureai Plaza 6F (Gifu) Tel:058-277-1013

Languages: English, Portuguese and Chinese Office Hours: 9:00am - 5:00pm (Monday - Friday)

○Ogaki International Exchange Association, Suitopia Center (Ogaki) Tel:0584-82-2311

Languages: English and Chinese Office Hours: 8:30am - 5:15pm (Excluding Tuesday)

Portuguese 9:00am - 3:00pm (Wednesday, Friday and Sunday)

## 2. Work Consultations

○Hello Work Ogaki (Ogaki) Tel:0584-73-9294

Languages: Portuguese and Chinese Office Hours: 9:00am - 5:00pm

## 3. Labor and Employment Conditions Consultation

○ Gifu Labor Bureau, Labor Standards Department Supervision Division Gifu Goudoudchousha  
Tel: 058-245-8102

Languages: Portuguese Office Hours: Tuesday, Wednesday and Thursday 9:00am - 4:00pm

## 4. Medical Consultation and Foreign Language Doctor Referral

○AMDA International Medical Information Center (Tokyo) Tel:03-5285-8088

Languages and Office Hours: English, Chinese, Korean, Spanish, Thai:9:00am - 5:00pm (Monday - Friday)

Portuguese: Monday, Wednesday, Friday 9:00am - 5:00pm

Tagalog: Wednesday 1:00pm - 5:00pm

## 5. Daily Life and Medical Consultation

○Japan Help Line Tel: 0120-46-1997

Languages: Over 18 (Open 24 hours, all year round)

## Earthquakes, Typhoons, Accidents, Crime and Fire

We do not know when disasters such as earthquakes, typhoons and fires will take place. Prepare by discussing safety with your family in your day to day life.

\*Japan is an earthquake prone country. Furthermore, every year from about July to October typhoons may approach Japan.

## 1. Disaster Preparation

- ◆Disaster Map: Available from the city hall counter. Use it to find your local designated refuge shelter.
- ◆Designated Refuge Shelter: When a disaster strikes, evacuate to a refuge shelter. Local elementary schools are the main refuge shelters, junior high schools and public facilities are designated refuge shelters. Here you will be able to find reliable information and get food and water.
- ◆Disaster Provisions: Have ready, 3 days worth of food and water (powder milk if you have an infant), medicines you regularly take, a first aid kit, your passport, alien registration card and health insurance card, a copy of your savings and bank book, cash, flashlight, mobile radio, batteries, a change of clothes, towels, shoes and others.

## 2. When a Disaster Strikes

- ◆Contact your Family : To protect the lives of your family and your own, decide and prepare a method of getting in touch.
- ◆Listen for Correct Information: Listen out for information from the city hall and radio and television broadcasts. NHK Radio 2 News and others, have foreign language broadcasts.
- ◆Disaster Emergency Message Dial (171): In a disaster, you can receive and send voice messages to friends and family anywhere inside Japan.

## 3. Earthquake Alert

During a big earthquake, shortly before the large tremors arrive, warnings will be issued over the television and radio. When an earthquake alert goes out, shelter your body under a desk.

## 4. Accidents and Crimes

- ◆For traffic accidents and crimes, dial 110.
- ◆When dialing 110 on a green public phone, press the emergency button and it will dial.
- ◆You may also phone the police station or the residential police box directly.

## 5. Fires, Sudden Illness and Serious Injury

- In the event of a fire, sudden or serious illness, dial 119 and ask for a fire truck (sho-bo-sha) or ambulance (kyu-kyu-sha).
- When you dial 119, you will be asked "kaji desu ka?" (is it a fire) or "kinkyu desu ka?" (is it a medical emergency?). Calmly respond, "kaji desu" (it is a fire) or "kyu-kyu- desu" (it is a medical emergency) listen to instructions and give more details.