

(For foreign citizens) List of procedures when a child is born in Japan

To be submitted by the father or mother

Procedure	Where to submit	What to bring	Notes
<input type="checkbox"/> Registration of birth	Citizens' Affairs Division (Counter ①, 1F City Office Main Building), or to a branch office or sub-branch office of the City Office.	•Notice of birth (you will get a notice of birth and a birth certificate at the hospital where you gave birth. The birth certificate will be filled in by the doctor at the hospital where you gave birth.) •The Mother and Child Health Handbook •Personal identification document for the person performing the procedure (Residence Card, etc.)	Please register the birth <u>within 14 days</u> , including the date of birth.
<input type="checkbox"/> Resident registration			Complete this <u>at the same time</u> as the birth registration. ※There is a separate guide for those who are eligible for special permanent residence authorization.
Procedures for those who are enrolled in National Health Insurance (if you are enrolled in other health insurance, please complete these procedures at your workplace)			
<input type="checkbox"/> Enrollment into the National Health Insurance scheme	National Health Insurance and Pension Division (Counter ⑧, 1F City Office Main Building), or to a branch office or sub-branch office of the City Office.	• Personal identification document for the person performing the procedure	Complete this after resident registration.
<input type="checkbox"/> Application for 'lump sum for childbirth and childcare'		Please check the 'Childbirth and Childcare Lump-sum' details on the separate sheet.	If you are planning to give birth abroad, please apply after the person who gave birth returns to Japan.
<input type="checkbox"/> Issuance of designated garbage bags	Waste Management Division (Counter ⑫, 1F City Office Main Building), or to a branch office or sub-branch office of the City Office.	•The Mother and Child Health Handbook •Personal identification document for the person performing the procedure (Residence Card, etc.) •A personal bag to carry the garbage bags	
<input type="checkbox"/> Child allowance	Children and Family Support Division (Counter ⑬, 2F City Office Main Building), or to a branch office or sub-branch office of the City Office.	•Information showing the health insurance eligibility of the applicant who will receive the benefit •Personal identification document for the person completing the procedure (Residence Card, etc.) •Document to confirm your My Number •Passports (for all parents who have moved to the city from abroad) •Document to confirm your bank account number (the deposit passbook of the person applying to receive the payment, etc.)	Even if you do not have all of the necessary documents, please apply within 15 days from the day after your child's birth. If the deadline is past, the start month of the allowance will be delayed.
<input type="checkbox"/> Medical expenses payments scheme for children		•Information showing your child's health insurance eligibility •Personal identification document for the person completing the procedure (Residence Card, etc.) •Document to confirm your My Number •Passports (for all parents who have moved to the city from abroad)	Even if you do not have all of the necessary documents, please apply <u>within 14 days</u> , including the date of birth. If the deadline is past, your eligibility will be from the application date, not from the day your child was born.
<input type="checkbox"/> Baby visits	Children and Family Support Division (Counter ⑬, 2F City Office Main Building)	Please apply online using the QR Code.	Please complete the procedure <u>one week after</u> the birth registration. <u>In the case of babies born with a weight of less than 2500g, please be sure to complete the procedure.</u>
<input type="checkbox"/> Application for permission to obtain status of residence	Hiroshima Immigration Bureau	•Certificate of birth registration with details listed, or certificate of receipt of notice of birth •Copy of the residence certificate with all family members listed •Residence Cards for the mother and father •Passports for the mother and father •The Mother and Child Health Handbook •Tax certificates for the father and mother •Certificates of tax paid for the father and mother	<u>Within 30 days</u> including the date of birth <u>If you have not obtained status of residence after 60 days from the date of birth, your residence card will be deleted and you will not be able to receive national health insurance or child allowance.</u>
<input type="checkbox"/> Application for issuance of passport	Embassy (consulate) in Japan of the country of the child's nationality	For details, please check with the embassy (consulate) in Japan of the relevant country. ※You can apply for a passport even after applying for status of residence.	

Example: if your child was born on September 1st, 2025 in Japan:

①Registration of birth and resident registration: Please complete the procedure by Tuesday, September 16. September 14th, the 14th day including the date of birth, is Sunday, and the next day, September 15th is a national holiday, so the next opening day is the 16th of the next day of the notification period. (Even if you were born on Tuesday September 2 or Wednesday September 3, Tuesday September 16 is the final day of the period for the registration of birth.)

②Child allowance: Please complete the procedure by Tuesday, September 16.

③Medical expenses payments scheme for infants and toddlers: Please complete the procedure by Friday, September 12.

④Application for permission to obtain status of residence: Please complete the procedure by Tuesday, September 30.