

Foreign Resident Manual



This manual can be downloaded for free from the website of the Section for Public Safety Measures, Department for Measures, Tokyo Metropolitan Office for Youth Affairs and Public Safety.

This manual is available in multiple languages.



Foreign Resident Manual

Search

Office for Youth Affairs and Public Safety
<http://www.seisyoungen-chian.metro.tokyo.jp/chian/>

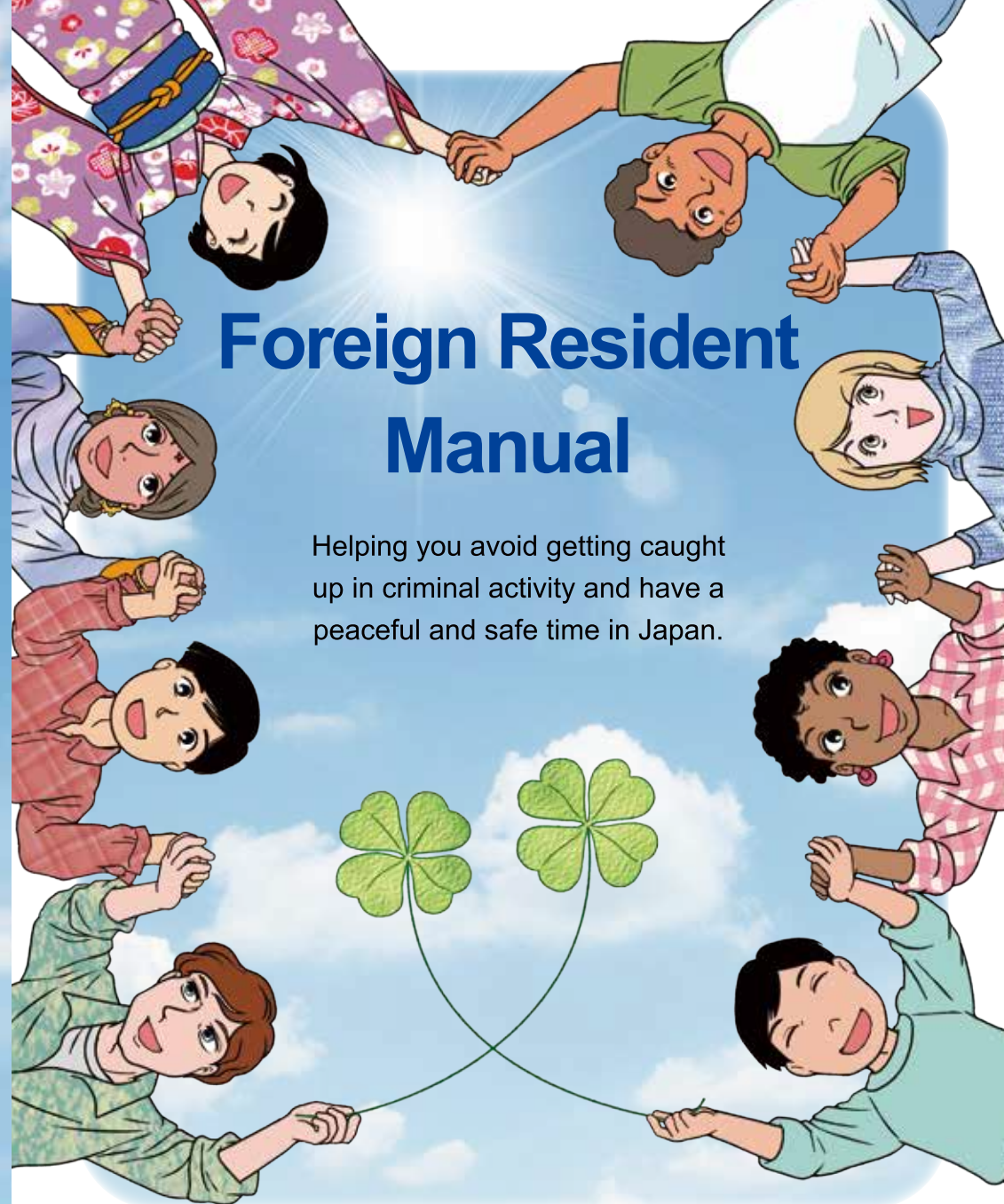
Published by: Tokyo Metropolitan Office for Youth Affairs and Public Safety
2-8-1 Nishishinjuku, Shinjuku City, Tokyo 163-8001
TEL 03-5388-2279

印刷物登録番号

(27) 13

Foreign Resident Manual

Helping you avoid getting caught up in criminal activity and have a peaceful and safe time in Japan.



With cooperation from



Office for Youth Affairs and Public Safety

Metropolitan Police Department



Tokyo Immigration Bureau

Japanese Rules and Manners

Contents

Japanese Rules and Manners P1 ~ P4

Japanese Laws to be Aware Of P5 ~ P7

Take Care when Riding a Bicycle P8 ~ P10

Take Care when Working P11 ~ P16

Your Residence Card P17 ~ P19

Reporting Obligations of Medium to Long-term Residents P20 ~ P23

Who to Call When You Have Problems P24

◆ Throw away garbage in a garbage bin.



Do not throw away garbage in the street. Use a garbage bin.

◆ Follow the rules for disposing of garbage.



When disposing of garbage pay attention to the **day, time, location and kind of garbage.**



Do not dispose of bulky waste illegally!



* To dispose of bulky waste, follow the rules determined by the City Hall where you live.

◆ Do not take garbage away from disposal sites.



Some of the waste at the disposal site will be used as a resource for recycling

◆ If you live in an apartment or rental property, always obey the rules in the rental agreement.

Without permission from the landlord:

- adding other renters,
 - renting to other people,
 - renovating the rooms, and
 - keeping pets
- are not allowed!



Breaking your rental agreement may result in an expulsion order!



◆ Do not leave objects in the hallway of your apartment or condominium.



The hallway of your apartment or condominium is a shared space for everyone.

Depending on the severity, this may result in an expulsion order!



Please note

* If there are objects in the hallways they may impede escape in case of fire or earthquake.

◆ Do not speak loudly or listen to music at high volumes in your room or in the hallway.



If you are too loud...

If the police receive a complaint they may respond!

◆ Smoke tobacco in designated smoking areas.



Do not smoke while walking around or in areas other than designated smoking areas. Do not litter your cigarette butts. Failure to comply can result in fires!

◆ Do not talk on your phone or have loud conversations on the train or bus.



This will annoy other people riding on the train or bus.

In Japan, people live according to these kinds of rules and manners.

To avoid unnecessary problems, foreigners living in Japan should respect the rules and manners of Japan.

Japanese Laws to be Aware Of

◆ Do not share commuter tickets or health insurance certificates.



If you use someone else's commuter ticket or health insurance certificate... or lend your commuter ticket or health insurance to someone else knowing that they will use it inappropriately...

Imprisonment for up to 10 years

◆ Do not carry dangerous items.

If caught in possession of dangerous items such as knives without an appropriate reason, you may be subject to investigation or criminal punishment.



Knives and pepper spray



Please note

- *The following are not considered appropriate reasons:
- Self protection
 - Carrying for non-specific purpose, general convenience
 - Carrying for fashion as an accessory
 - Before it was used for work or camping but putting it away was bothersome so it was just left in the bag

- ◆ Do not take ride someone else's bicycle, even if it is abandoned.



Riding a bicycle left at a station or by the road can result in....

Imprisonment for up to 1 year or fine of up to 100,000 yen

- ◆ Shoplifting is a crime.

Shoplifting is taking products from a store without paying for them.

Shoplifting is a crime and includes theft, transport, keeping watch, or helping someone to get away.

Imprisonment for up to 10 years or fine of up to 500,000 yen

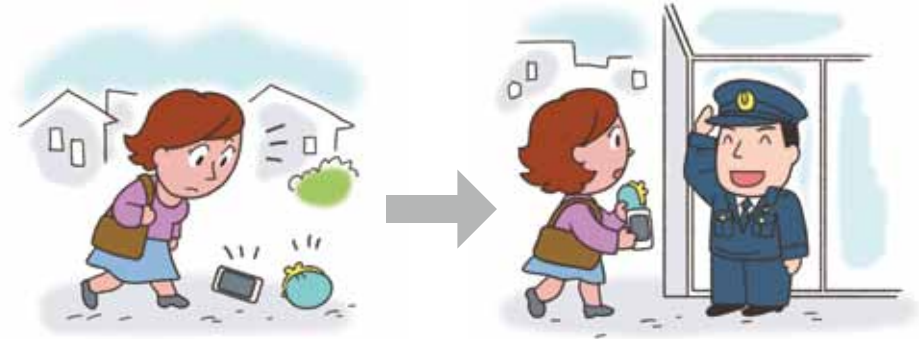
Shops in Japan:

- Have security cameras!
- Have security guards dressed in plainclothes!



There is a high likelihood of getting caught at shoplifting!

- ◆ If you find a lost item, bring it to a police box.



If you keep a lost wallet, money or cards:

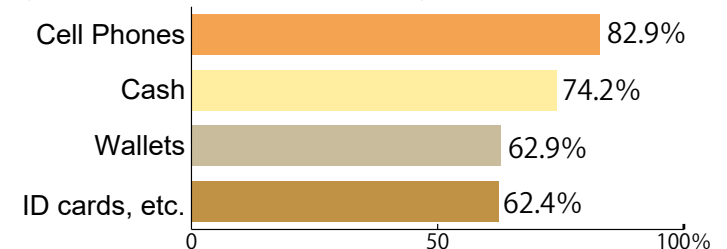
Imprisonment for up to 1 year or fine of up to 100,000 yen



Please note

- * If you lose something, submit a lost item report to the police so that you will get it back when it is found.

Return rates for lost objects in 2014
(Metropolitan Police Department)



If you lose something in Japan, there is a high likelihood that you will get it back if you submit a report.

Take Care when Riding a Bicycle

- ◆ When you purchase or receive a bicycle please perform registration procedures.



When you purchase a bicycle: ▶ Registering as **new bicycle** is required

When you receive a bicycle: ▶ Registering **a change of name** is required



* Registering a change of name can be performed at your nearest bicycle shop. You will need to bring 500 yen for the fee, your residence card and the bicycle registration card (if you have it).

- ◆ Park your bicycle in designated bicycle parking spaces.

If you do not park in a designated location and just park in front of a station, etc...

➡ **It will be removed!**



To receive your bicycle back after removal, you may need to pay a fee.

For example: In Toshima: 5,000 yen In Shinjuku: 3,000 yen

- ◆ In Japan the same laws apply to bicycles and cars!

Five rules for riding bicycles

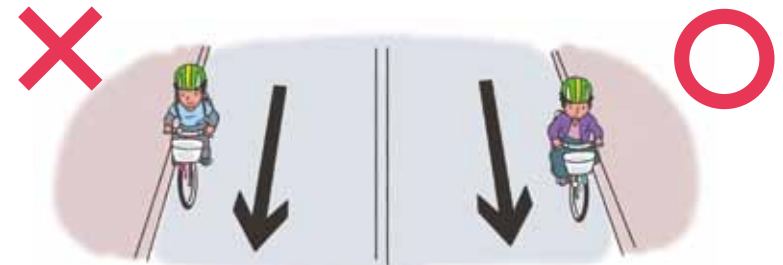
- ① For bicycles, the road is the rule, the sidewalk is the exception.



In the following situations it is acceptable to ride a bicycle on the sidewalk:

- When there is a sign indicating that bicycles are allowed
- When the person riding is a child under 13, a senior 70 or older, or a person with physical disabilities
- When it is difficult to stay on the left edge of the road due to construction, etc.

- ② **Ride on the left edge of the road** * Stay left of center on roads.



- ③ **Pedestrians have the right of way on sidewalks. Bicycles keep to the side of the road.**



* On roads with signs indicating that bicycles are permitted on the sidewalk, stay to the road side of center. Always stop momentarily if passage of pedestrians will be impeded.

4 Obey safety rules

- Riding while drunk, riding double and riding side-by-side are prohibited
- Use a light at night
- Obey traffic signals at intersections. Stop and confirm safety.



5 Wear a helmet



* Tokyo promotes using helmets when riding bicycles.

◆ Illegal riding has become strictly enforced.



As of June 1, 2015

Cyclists receiving warnings for ignoring traffic signals, riding while using a cellphone, not stopping momentarily and other inappropriate and/or dangerous riding twice or more within three years...

Must take a course within three months

If they do not take the course...

Fine of up to 50,000 yen

Take Care when Working

◆ If you will work part-time, make sure you receive a permit in advance.

* Persons that will work part-time with a status of residence that does not permit employment such as "Student" or "Dependent", or that will engage in work beyond the work activities permitted by their status of residence as in the cases of "Engineer / Specialist in Humanities / International Services" or "Business Manager", must receive "Permission to Engage in Activity Other than that Permitted in Status of Residence Previously Granted".

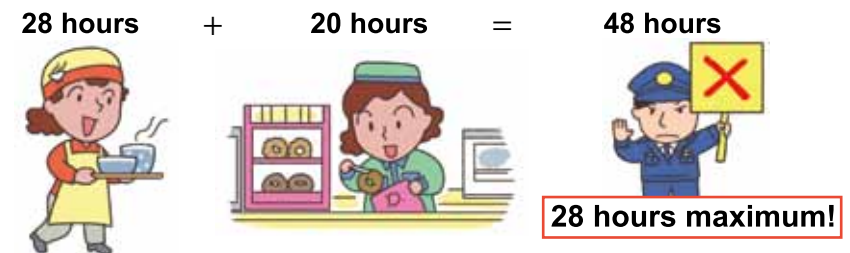


If you work without the required permit...

- Imprisonment for up to 3 years or fine of up to 3,000,000 yen
- Subject to deportation

◆ If you will work part-time after receiving the permit, do not work more than 28 hours per week.

The total must not exceed 28 hours per week even if in different locations!



If you work more than 28 hours per week...

- Imprisonment for up to 3 years or fine of up to 3,000,000 yen
- Subject to deportation



* Persons with a "Student" status of residence may work up to 8 hours per day (maximum 40 hours per week) during extended breaks defined by the school (summer break, winter break, etc.)

◆ If you will work part-time after receiving the permit, do not work in adult entertainment.



- Bars • Cabarets • Pubs • Hostess bars • Host clubs
- Gaming centers • Mahjong shops • Pachinko parlors
- “Love hotels” • “Telephone clubs” • “Health” brothels
- Call girl businesses • “Deai kissa” • Adult goods stores
- Adult video stores • Private room video shops
- Online adult video

Working in the above locations, even as a janitor, dish washer or hall staff is against the law!

If you work in adult entertainment...



- Imprisonment for up to 3 years or fine of up to 3,000,000 yen
- Subject to deportation

Report illegal residence or illegal employment with the information below:

- Phone 03-5796-7256
- Via the Immigration Bureau's website

Immigration Bureau e-Notification Search



◆ If you will work part-time after receiving the permit, be careful of work similar to adult entertainment.

- Restaurants with entertainment of customers
 - Massage parlors with sexual services
- Working in these places can result in investigation!



Even if the manager says “This is not adult entertainment so exchange students can work here!”

It is the police that will decide whether it is adult entertainment. Even if you were unaware, working in such an establishment may result in punishment!



NO!

◆ You cannot work if you leave your school.

Students leaving their school or that are expelled...



If they work, even with the correct status of residence and permit...



- Imprisonment for up to 3 years or fine of up to 3,000,000 yen
- Subject to deportation

◆ Beware of work that asks for a registration fee.



There has been an increase in victims of scams related to taking registration fees without actually introducing work.



Beware of work that asks for a registration fee or referral fee before you start the work.

◆ Do not provide your home as a place for travelers to stay for a fee.

As a rule, if you will receive a fee for having people stay, you must receive a permit from the Health Center!



Operating overnight accommodations without a permit...



Imprisonment for up to 6 months or fine of up to 30,000 yen

◆ The following are crimes!
Beware of work that promises easy earnings.

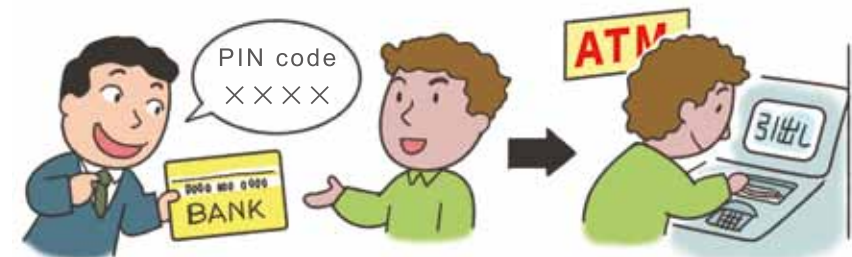
- Selling or transferring cellphones, cash cards or bank books.



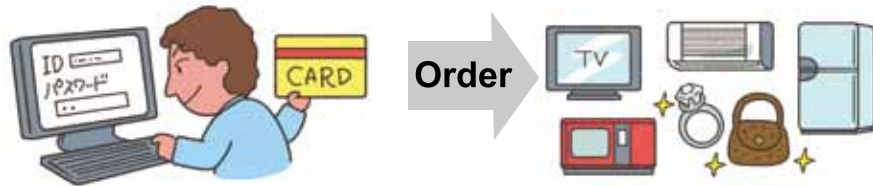
- Making contracts for other people including cellphones or bank accounts.



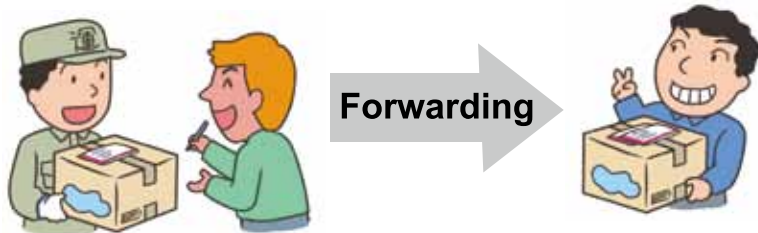
- Withdrawing money using someone else's cash card.



- Using other people's credit cards to order products or services online, etc.



- Receiving packages in someone else's name, forwarding to someone else or to a designated location.



Receiving packages in someone else's name

Forwarding to a designated location

These kinds of actions hide organized crime. People may become accomplices to crime without realizing it.

Don't get involved easily just because it appears to be easy money.



These actions may be:

• **Illegal unauthorized computer access** • **Violation of the Act on Prevention of Improper Use of Mobile Voice Communications Services** • **Theft** • **Violation of the Act on Prevention of Transfer of Criminal Proceeds** • **Fraud** • **Counterfeiting private seals or other crimes and result in police investigation!**

Your Residence Card

- ◆ **Always have your residence card with you when out of your home.**



If you do not have your Residence Card...

Fine of up to 200,000 yen



Please note

* Medium to long-term residents not carrying their Residence Card, even if they have other identification such as a passport or health insurance certificate, may be subject to the above crime.

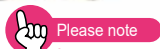
* Medium to long-term residents refers to foreign nationals residing in Japan with a Status of Residence for which the following do not apply.

- 1 **Persons with a period of stay of up to three months.**
- 2 **Persons with a "Short term stay" Status of Residence.**
- 3 **Persons with a "Diplomat" or "Official" Status of Residence.**
- 4 **Persons determined by ordinance of the Ministry of Justice to be one of the above**

Note: The following persons to which the above (1 to 4) do not apply are not medium to long-term residents.

- Persons with special permission for landing or temporary permission for landing
- Special permanent residents
- Persons without a Status of Residence

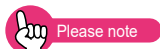
- ◆ Please comply when you are requested by police or an official from the Immigration Bureau to present your Residence Card.



Please note

- * Police and officials from the Immigration Bureau must have identification when requesting a foreign national to present their Residence Card and will present their identification when asked to by a foreign national.

- ◆ If you have lost your Residence Card, immediately apply at the Immigration Bureau to have it reissued.



Please note

- * When applying to have it reissued, you will need certification such as a certificate of loss notification, a certificate of theft notification (these are provided by the police station where the loss/theft was reported; they are not supplied at police boxes), certificate of disaster (issued by the municipality where disaster occurred), as well as your passport and photograph (for those 16 and older).

- ◆ Do not lend or transfer your Residence Card.



If you lend your Residence Card knowing it will be used inappropriately...

- Imprisonment for up to 1 year or fine of up to 200,000 yen
- Subject to deportation



Please note

- * Persons lending or transferring even invalid Residence Cards to other people may be subject to the above punishment.

Beware of counterfeit or modified Residence Cards!

It is possible to confirm the validity of the number of a Residence Card from the website of the Immigration Bureau.

- Residence Card number
- Period of validity of a Residence Card

It is possible to confirm the validity by simply entering both items.

Residence Card verification Search



- * Beware that there have been and continue to be cases of inappropriate use of counterfeit and modified Residence Cards. If you find a Residence Card that you suspect is counterfeit or modified, please contact the Tokyo Immigration Bureau.



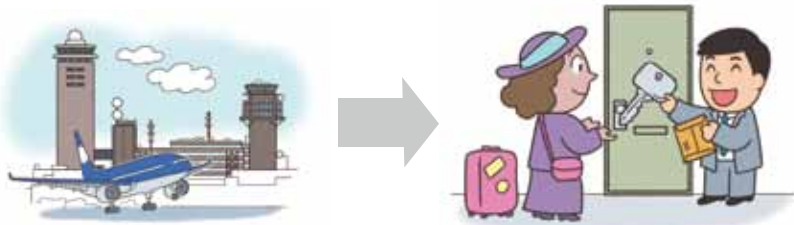
Please note

- * Persons that possess a counterfeit or modified Residence Card with the intention to use it, even with valid residence status, may be subject to serious criminal punishment.

Reporting Obligations of Medium to Long-term Residents

- ◆ After immigrating, always notify the City Hall where you will live when your residence has been determined or will change.

After immigrating to Japan, once your residence is determined...



If you have moved or your residence has changed...



Unless you submit a notification within **14 days** of the new address...

Fine of up to 200,000 yen

If more than **90 days** passes without submitting a notification of the new address...

Subject to loss of status of residence

If you submit notification of the wrong address

- **Imprisonment for up to 1 year or fine of up to 200,000 yen**
- **Subject to loss of status of residence**



* Always have your residence card with you when submitting notification of your address to the City Hall.

- ◆ If you are married or in other cases when there is a change to your name, birthdate, nationality or gender, notify the Immigration Bureau immediately.



Unless you submit a notification within **14 days**...

Fine of up to 200,000 yen

If you report incorrect information...

Imprisonment for up to 1 year or fine of up to 200,000 yen



* When reporting at the Immigration Bureau, you will need to bring your passport, a photograph, your Residence Card, as well as documentation of the change to your name, birthdate, nationality or gender.

CAUTION!

If you have not fulfilled your obligations under the Immigration Control and Refugee Recognition Act, when submitting

Application for change of status of residence

Application for extension of period of stay

it will be evaluated negatively and you may receive an unfavorable result.

◆ **If you quit school or change place of employment, report it to the Immigration Bureau immediately.**

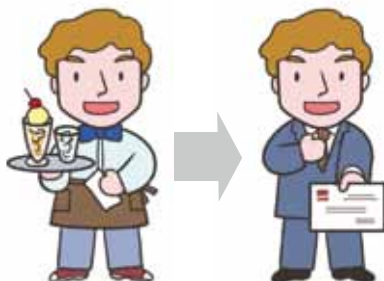
*** Statuses of residence with reporting obligations**

Professor, Highly Skilled Professional, Business Manager, Legal/Accounting Services, Medical Services, Instructor, Intra-company Transferee, Technical Intern, Student, Trainee, Researcher, Engineer/Specialist in Humanities/International Services, Entertainer, Skilled Labor

Leaving school, graduating, further education, admission



Leaving work, changing work



Changes with reporting obligations

- **Change of name, address or nullification** of associated institution such as school or place of employment.
- **Quitting or transfer** from school or place of engagement
- **Completion of contract** with employer or **entering** into a new contract

Unless you submit a notification within 14 days...

Fine of up to 200,000 yen

If you report incorrect information...

Imprisonment for up to 1 year or fine of up to 200,000 yen

◆ **For persons familial statuses of residence such as Spouse or Child of Japanese National, Spouse or Child of Permanent Resident, Dependent or Designated Activities, in the case of divorce or death of spouse it must be reported to the Immigration Bureau immediately.**



* Reporting obligation does not apply to people other than those for whom the spouse's activities were the basis of the status of residence.



Please note

* In cases of divorce or death of a spouse, it must be reported to both the City Hall (Notification of Divorce, Notification of Death) and the Immigration Bureau.

Unless you submit a notification within 14 days...

Fine of up to 200,000 yen

If you report incorrect information...

Imprisonment for up to 1 year or fine of up to 200,000 yen

* Reporting quitting/change of school or place of engagement/contract, as well as divorce or death of spouse can be performed online.

Search for "Immigration Bureau e-Notification System"!
 <http://www.immi-moj.go.jp/i-ens/>

Who to call When You Have Problems

◆ In an emergency

For crime or accidents

Dial 110



For fires, sickness or injury

Dial 119



◆ For information about status of residence, etc.

Immigration Information Center

Dial 0570-013904

(Weekdays 8:30 to 17:15)

Assistance available in English, Korean, Chinese, Spanish, Portuguese and Tagalog!



◆ For information about daily life

Tokyo Metropolitan Foreign Residents' Advisory Center

Language	Available	Phone Number
English	Mondays to Fridays	03-5320-7744
Chinese	Tuesdays and Fridays	03-5320-7766
Korean	Wednesdays	03-5320-7700

Consultation times 9:30 to 12:00
13:00 to 17:00



Japanese Laws to be Aware Of

- **Sharing commuter tickets or health insurance certificates** Criminal Code #246 5
- **Misappropriation of abandoned bicycles** Criminal Code #254 6
- **Shoplifting** Criminal Code #235 6
- **Misappropriation of found articles** Criminal Code #254 7

Take Care when Riding a Bicycle

- **Obligation to register** 8
Act on Promotion of Safe Use of Bicycles and
Comprehensive Advancement of Measures for Bicycle Parking Article 12, Paragraph 3
- **Amendment to the Road Traffic Act** 10
Road Traffic Act Article 108 Paragraph 3-4, Article 120 Paragraph 1-17

Take Care when Working

- **Obtaining permission** 11
ICA Article 19 Paragraph 2, Article 24 Paragraph 4(a) Penalty: ICA Article 70 Paragraph 4
- **Limitation of work hours** 11
ICA Article 19 Paragraph 2, Article 24 Paragraph 4(a), Ordinance for Enforcement of
the ICA Article 19 Paragraph 5 Penalty: ICA Article 70 Paragraph 4
- **Limitation of place of activities** 12
ICA Article 19 Paragraph 2, Article 24 Paragraph 4(a), Ordinance for Enforcement of
the ICA Article 19 Paragraph 5 Penalty: ICA Article 70 Paragraph 4
- **Work after leaving school** 13
ICA Article 19 Paragraph 2, Article 24 Paragraph 4(a), Ordinance for Enforcement of
the ICA Article 19 Paragraph 5 Penalty: ICA Article 70 Paragraph 4
- **Operating accommodations without a permit** 14
IHA Article 3 Paragraph 1, Article 10

Residence Cards

- **Obligation to carry** 17
ICA Article 23 Paragraph 2 Penalty: ICA Article 75 Paragraph 3
- **Obligation to present** 18
ICA Article 23 Paragraph 3 Penalty: ICA Article 75 Paragraph 2-2
- **Obligation to report when lost** 18
ICA Article 19 Paragraph 12-1 Penalty: ICA Article 71 Paragraph 2-2
- **Prohibition of lending, transfer** 19
ICA Article 24 Paragraph 3-5(b) Penalty: ICA Article 73 Paragraph 6-1-3

Reporting Obligations of Medium to Long-term Residents

- **Notification of address** 20
ICA Article 19 Paragraph 7-1, Article 19 Paragraph 9-1, Article 22 Paragraph 4-8, 9 and 10
Penalty: ICA Article 71 Paragraph 3-1 and 2, Article 71 Paragraph 2-1
- **Submitting identification** 21
ICA Article 19 Paragraph 10-1 Penalty: ICA Article 71 Paragraph 3-3, Article 71 Paragraph 2-1
- **Submission related to organization** 22
ICA Article 19 Paragraph 16-1, 2 Penalty: ICA Article 71 Paragraph 3-3, Article 71 Paragraph 2-1
- **Submission related to divorce or death of spouse** 23
ICA Article 19 Paragraph 16-3 Penalty: ICA Article 71 Paragraph 3-3, Article 71 Paragraph 2-1

* ICA: Abbreviation for "Immigration Control and Refugee Recognition Act"