

HOW TO APPLY FOR A MY NUMBER CARD AND HOW TO REGISTER YOUR HEALTH INSURANCE CARD TO MY NUMBER CARD

2024version.0.1

A decorative graphic consisting of several overlapping, flowing, wavy lines in shades of purple and lavender, extending horizontally across the lower half of the page.

AGENDA

- 1. ABOUT MY NUMBER CARD**
- 2. HOW TO APPLY FOR A MY NUMBER CARD**
- 3. HOW TO USE YOUR MY NUMBER CARD AS YOUR HEALTH INSURANCE CARD**

ABOUT MY NUMBER CARD

1. About My Number Card

Outline of My Number Card

The My Number Card^{※1} is an official identification card in Japan that displays the holder's My number and is made of plastic and contains an IC chip.

Everyone who has a residence certificate in Japan can apply for a My Number Card.

※1: My Number Card also called the individual number card

Front



The My Number Card can be used as an official identification document both in person and online.

The card contains the following information.

Front

- ①Name
- ②Address
- ③Date of birth
- ④Portrait photo

Back



Back

⑤My Number

※a 12-digit number that is assigned to all residents of Japan who have a Certificate of Residence.

⑥IC chip

1. About My Number Card

What can you do with an My Number Card?

The My Number Card can be used as identification to prove you are who you say you are. It can also be used for various services such as online applications that use digital identification such as municipality services and e-Tax.

Function	Description
It acts as personal identification	It can be used for signing up to a cellphone contract or registering as a member.
It can also be used as your health insurance card	If you take your My Number Card to a hospital or clinic, you can use it as your health insurance card ^{※1} . On December 2, 2024, the My Number Card and health insurance card will be integrated together, with the Japanese government shifting to a system where the My Number Card will adopt the functionality of the health insurance card.
Various certificates can be obtained at convenience stores	You can obtain documents necessary for receiving government services such as copies of your residence certificate or taxation certificates without needing to go to your local municipal office.
Government procedures can be done online	You can undertake procedures 24/7 at your home or office without needing to go to your local municipal. Ex: ①Tax procedures are convenient with e-Tax ^{※2} . ②If you have your My Number Card and you are a foreigner, you can apply for residency procedures online.

※1: The health insurance card is a certificate that proves you are insured by a health insurance society.

By presenting your health insurance card at the service counter of a hospital or clinic when being seen by a doctor, you can receive the necessary medical treatment while paying a portion of the medical expenses.

※2: e-Tax is a system in which you can carry out various domestic tax procedures electronically via the internet.

HOW TO APPLY FOR A MY NUMBER CARD

2. How to apply for a My Number Card

What you need

- To obtain your My Number Card, you need an **Application Form**. About two to three weeks after your residence certificate ※is first created in Japan, the following sealed letter will arrive at the address on your residence certificate.
- The envelope will contain your My Number Notice and the Application Form.

Mailed items

Card with recipient's name and address



My Number Notice



Issuing Application



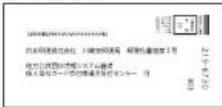
Front:



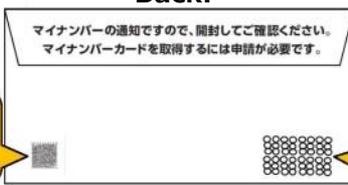
Pamphlet



Envelope for sending the application form for issuance of the My Number Card



Back:



「音声コード」スマートフォン等にダウンロードした対応アプリで、個人番号通知書に関する簡単なご案内を音声で聞くことができます。

「点字」“まいなばーつーち”と点字打刻してあります。

※A residence certificate will be created when you submit Notification on Change of Address at the Residential Affairs Division of your local ward or city office.

If you do not have an Issuing Application

- Download and print the Issuing Application from the URL below.
<https://www.kojinbango-card.go.jp/hpsv/wpmng/assets/pdf/download/pamphlet-for-foreigners-en.pdf>

2. How to apply for a My Number Card

Outline of My Number Card

There are three methods for applying for the My Number Card.

1. Online application

2. Application by post (recommended)

3. From an instant ID photo booth

2. How to apply for a My Number Card

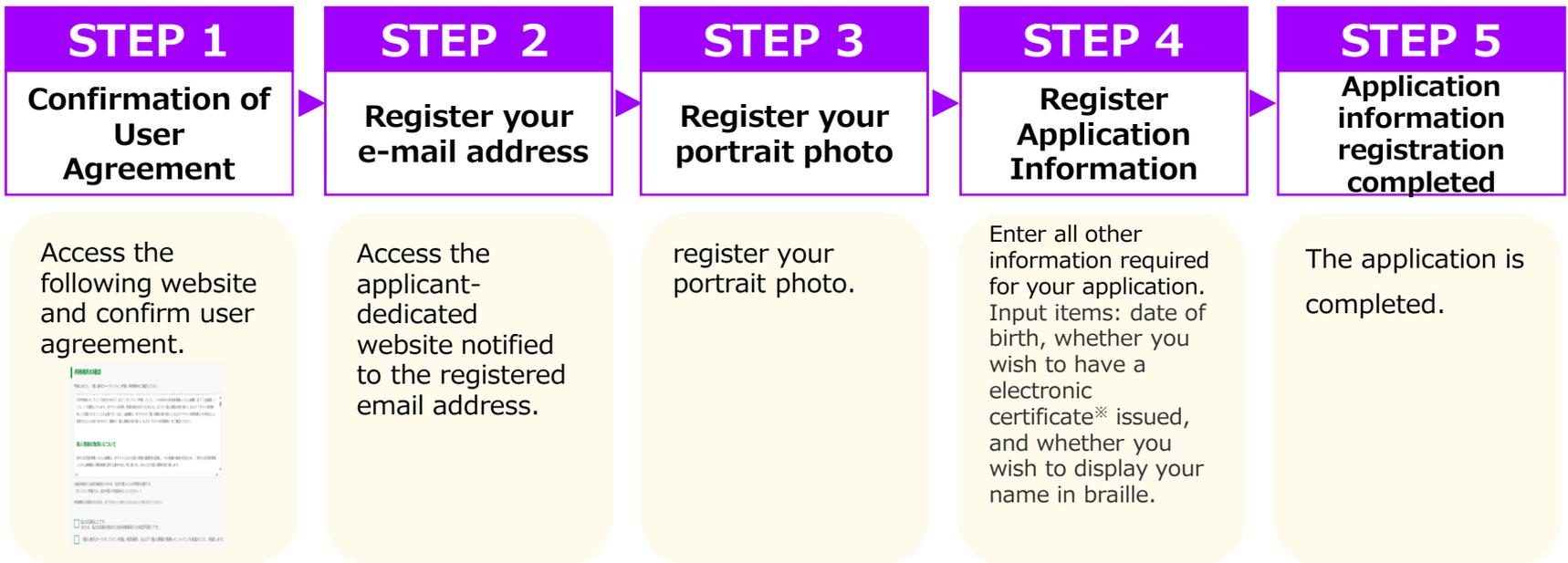
Online application

①The online application procedure is as follows

What you need

- Issuing Application 
- A smartphone or PC 
- Portrait photo data (if applying using a smartphone) 

How to apply



※What is an electronic certificate?

- An electronic certificate is required for receiving various services such as e-Tax digital application, logging in to Mynportal, and issuance services at convenience stores.

2. How to apply for a My Number Card

Application by post

②The postal application procedure is as follows.

What you need

- Issuing Application 
- Portrait photo (The photo must be 4.5 cm tall × 3.5 cm wide. Please write your name and date of birth on the back. The photo must have no background and you must not wear a hat. For your portrait photo, you can take a photo using an instant ID photo booth.) 
- Residence Card. 

How to apply

STEP 1

Fill the the My Number Card application form

Fill in the required items according to the My Number Card application form, and then affix your portrait photo.



STEP 2

Post the document

Insert your application into the envelope for sending and put it into a post box.

※If you have lost the envelope for sending

- Paste the paper downloaded from the URL below onto an envelope.

<https://www.kojinbango-card.go.jp/hpsv/wpmng/assets/pdf/download/envelope-en.pdf>

2. How to apply for a My Number Card

Applying from an instant ID photo booth

③The procedure for applying for an instant ID photo booth is as follows.

What you need

- Issuing Application 
- Money for photos \$

How to apply

STEP 1

Find an instant ID photo booth

Find an instant ID photo booth. Select My Number Card Application from the touch panel, insert your money for the photo.



STEP 2

Scan the QR code

Scan the QR code on your Issuing Application using the barcode.



STEP 3

Take your portrait photo

Follow the instructions on the screen, enter the required items, and then take your portrait photo.



STEP 4

Confirm Application Information

Confirm information required for your application.



STEP 5

Application information registration completed

Receive a confirmation of application for issuance of my number card. The application is completed.

2. How to apply for a My Number Card

Receiving your My Number Card after applying

You will need to go to your local municipal office to receive your My Number Card after applying.

What you need

- Issue notice (postcard)
- ID (residence card, etc.) 

How to apply

STEP 1

Receive your issue notice

After applying for issuance of an My Number Card, the issue notice will arrive at your home from your local municipal office approximately one month later.

STEP 2

Take necessary items to the place of delivery

Prepare what you need to bring and collect your My Number Card yourself by the date printed on the issue notice (postcard)*. Where your My Number Card will be issued is printed on the issue notice (postcard).

STEP 3

Set your PIN number

Once your identity has been verified at the issuance service counter, your card will be issued after setting your PIN number.

HOW TO USE YOUR MY NUMBER CARD AS YOUR HEALTH INSURANCE CARD

3. How to use your My Number Card as your health insurance card

How to register to use your My Number Card as your health insurance card

You need to register to use your My Number Card as your health insurance card.

There are three ways to register.

- 1. Registering at a medical institution**
- 2. Prior registration at Seven Bank**
- 3. Prior registration on Mynaportal**

3. How to use your My Number Card as your health insurance card

Registering at a medical institution

①The procedure for registering at a medical institution is as follows.

What you need

- My Number Card

How to apply

STEP 1

Select 'Register'.

STEP 2

Confirm the terms of use on Mynportal

If you agree, select that you consent to proceed.

STEP 3

Select 'Next'

Your My Number Card has now been registered to use as your health insurance card. Select 'Next' to return to the procedure.



3. How to use your My Number Card as your health insurance card

Prior registration at Seven Bank

The procedure for registering at Seven Bank is as follows.

What you need

- My Number Card
- User verification passcode

How to apply

セブン銀行ATM

How to apply to use your My Number Card as your health insurance card

- Select 'Various Procedures'**
*The button name may be 'My Number Card Procedures' depending on the type of ATM.
The screen shows various service options. The '各種手続き' (Various procedures) button is circled in red.
- Select 'Apply to use your My Number Card as your health insurance card'**
The screen shows options for QR code, account changes, and My Number Card services. The 'マイナンバーカードの健康保険証利用の申込み' (Apply to use My Number Card for health insurance card) button is circled in red.
- Press 'Confirm' to consent to the terms of use**
The screen displays a message from the My Number portal and a '確認' (Confirm) button, which is circled in red.
- Insert your My Number Card**
The screen instructs the user to insert their My Number Card into the slot. A warning icon indicates not to touch the screen.
- Enter your user verification PIN (four digits)**
The screen prompts the user to enter their 4-digit PIN. A note states that the card will be unusable if the PIN is entered incorrectly 3 times.
- The application is complete**
The screen asks if a receipt is needed. There are two buttons: '必要' (Required) and '不要' (Not required).



Take your My Number Card to an ATM!

*You do not need your health insurance card to operate the ATM.

The application will be completed in one minute!



3. How to use your My Number Card as your health insurance card

Prior registration on Mynaportal

The procedure for registering on Mynaportal is as follows.

About Mynaportal

This application provides functions to log in to administrative services (Mynaportal) from an iPhone using a My Number card, sign electronic application documents, and provide input support when preparing application documents.



What you need:

- My Number Card 
- User verification passcode
- Smartphones 
- Installing the Mynaportal app

How to apply

Follow the procedure on the following page.

3. How to use your My Number Card as your health insurance card

Prior registration on Mynaportal

How to apply

STEP 1

Press the 'Apply to Use' button

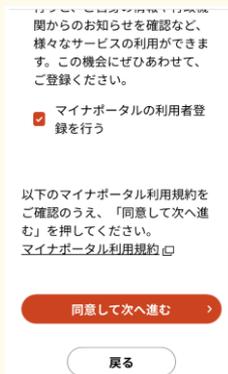
Press the 'Apply to Use' button [at the top of this page](#) to open the application page.



STEP 2

Confirm the Mynaportal terms of use

Confirm the Mynaportal terms of use, and then tap the consent button to proceed.



STEP 3

Press the 'Apply' button.

Press the 'Apply' button.



STEP 4

Enter PIN number that you set yourself. Press 'Next' or 'OK'.

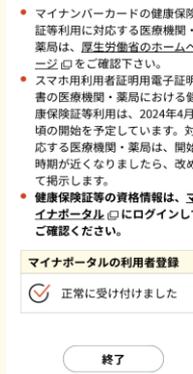
When collecting your My Number Card at the service counter of local municipality office, enter four digit PIN number that you set yourself. Press 'Next' or 'OK'.



STEP 5

Application information registration completed

The application is completed.



※Digital Agency accepts inquiries regarding My Number Card, My Number Notices, and Notification Cards by phone or via our inquiry form.

①Temporary suspension of Individual Number Card due to loss or theft of Individual Number Notice, Notification Card, Individual Number Card or smartphone with an Individual Number Card and electronic certificate installed ☎0120-0178-27.

②Inquiry Form in [Contact us – マイナンバーカード総合サイト \(kojinbango-card.go.jp\)](https://kojinbango-card.go.jp)