

Foreign Language Guide to Living in Kato City

(English)



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By Kato City and
NPO Kato International Association



Welcome to the city of Kato!

The “Foreign Language Guide to Living in Kato City” provides information to foreigners residing in the city on daily living and essential procedures to insure a daily life free of annoyance.

For more detailed information please visit city hall or contact the appropriate department listed in the guide.

For smooth service on the phone or at the office, we recommend having someone with you who speaks Japanese.

Foreign Language Guide to Living in Kato City

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1. Foreign Resident Registration

Various public services are provided to a foreign national staying in Japan for a medium-to-long term period of stay that are not provided for with a short period of stay as a tourist. To receive these services, you must show proof of identity and that you reside in the city. When you take up residence in Kato or move out of the city, please make sure to complete the required procedures at the Resident Division at city hall.

[When and how to the procedures]

Cases	Type of notifications	Period of Notification	Required documents
Upon establishing a new address in Kato after entry into Japan for the first time	Moving-In Notification	Within 14 days of the day you established your new address in Kato	<ul style="list-style-type: none"> • Resident Cards or Special Permanent Resident Certificates of all family members who plan to live in the city (If Resident Cards were not issued at the airport, please present passport.) • Consent of householder who lives in Kato (See note below) • Individual Number Card or My Number card • Inkan or stamp of the person who makes the notification
When you move to a new residence within Kato	Moving-Out Notification	Within 14 days following the move	<ul style="list-style-type: none"> • Resident Cards or Special Permanent Resident Certificates (or alien registration certificate) of all family members who move • Consent of householder living in the municipality of your new address (See note below) • Individual Number Card or My Number card • National Health Insurance card, Latter-Stage Elderly Health Insurance card, Certificate for Welfare and Medical Expense, Long-term Care

			<p>Insurance card, etc.</p> <ul style="list-style-type: none"> • National Pension Book (Joining) • Inkan or stamp of the person making the notification
When you move to Kato from another municipality in Japan	Moving-In Notification	Within 14 days of the day you established your new address in Kato	<ul style="list-style-type: none"> • Certificate of Moving Out (issued at the municipality of your previous address) • Resident Cards or Special Permanent Resident Certificates (or Alien Registration Certificate) of all family members who move out of the municipality • Consent of householder living in Kato (See note below) • Individual Number Card or My Number card • Inkan or stamp of the person making the notification
When you move out of the city (to another municipality in Japan or to another country)	Moving-Out Notification	Within 14 days prior to the day you plan to move	<ul style="list-style-type: none"> • National Health Insurance card, Latter-Stage Elderly Health Insurance card, Certificate for Welfare and Medical Expense, Long-term Care Insurance card etc. • National Pension book (If you have it) • Inkan of the person submitting the notification <p>*In case of moving out of Japan</p> <ul style="list-style-type: none"> • Individual Number Card or My Number card

Note: For those who are not related as the householder's spouse, parent, grandparent, child, or grandchild, consent of the householder is required when moving into a household in the city that is already occupied. (You can download a notification form on the Kato Municipal Office website.)

- When foreign nationals move into a household whose head is non-Japanese, original documents proving the relationship with the householder (such as marriage and birth certificates which were issued by a foreign government or a public agency) along with a Japanese translation (with translator's signature on it) are required.
- The procedures should be completed by the householder or a family member, otherwise, a letter of attorney is required.
(You can download a notification form on the Kato Municipal Office website.)
- When submitting, items such as the following are required for identification: Driver's license, passport, basic resident registration card or My Number Card, resident card, Special Permanent Resident Certificate.

○Residency Management System Procedures

[Procedures to replace Alien Registration Certificate with Resident card]

If you hold an Alien Registration Certificate, please complete the following procedures to replace it with a Resident card or Special Permanent Resident Certificate. Only those with Special Permanent Resident can complete the procedure at city hall. Others must visit the Regional Immigration Office.

Status of Residence			Deadline	Where
Special Permanent Resident	Age 16 or older	Holders of Alien Registration Certificates to be confirmed (renewed) before July 8, 2015	By July 8 th , 2015	Resident Affairs Division at the city hall
		Holders of Alien Registration Certificates to be confirmed (renewed) after July 9, 2015	By date of birth beginning the confirmation (renewal) term	
	Younger than age 16		By 16 th birthday,	
Permanent	Age 16 or older		By July 8 th , 2015	Regional

Resident	Younger than age 16	By July 8 th , 2015 or until 16 th birthday, whichever comes first	Immigration Office
Other types of resident status	Age 16 or older	Until the expiry of granted residence period	
	Younger than age 16	By the expiry of granted residence period or until 16 th birthday, whichever comes first	

Contact: Immigration Information Center 0570-013904

From IP, PHS, Abroad: 03-5796-7112

[Notification for Special Permanent Resident Certificates]

All procedures for Special Permanent Resident Certificates are to be completed at the city hall.

Cases		Deadline	Required documents
When name, birthday, gender, nationality, etc. change or need correction		As soon as the change or correction is made	<ul style="list-style-type: none"> • Special Permanent Resident Certificate • A photo (not necessary for children under age 16) • Passport • Documents that prove the change
When Special Permanent Resident Certificate expires,	Age 16 or older	Within 2 months of the expiration date	<ul style="list-style-type: none"> • Special Permanent Resident Certificates • A photo • Passport
	Younger than age 16	Within 6 months of the expiration date	
When Special Permanent Resident Certificate has been lost		Within 14 days	<ul style="list-style-type: none"> • A photo • Lost item notification form etc.

When Special Permanent Resident Certificate has been damaged or defaced	Without term (If you receive an order to apply for re-issuance of the certificate, you must apply within 14 days.)	<ul style="list-style-type: none"> • Special Permanent Resident Certificate • A photo (not necessary for children under age 16) • Passport
When requesting replacement (Fee for issuance is ¥1,300)	Anytime	<ul style="list-style-type: none"> • Special Permanent Resident Certificates • A photo (not necessary for children under age 16) • Passport
When replacing Resident Card (old Alien Registration Certificate) with a Special Permanent Resident Certificate	Anytime	<ul style="list-style-type: none"> • Resident card (Old Alien Registration Certificate) • A photo (not necessary for children under age 16) • Passport

[Registration Applicants]

- Yourself
- Family members who live with you
- Substitute (Contact Resident Affairs Division for details)

○When a baby is born

When you give birth in Japan, please submit a birth notification within 14 days after the birth at the city hall. To confirm information such as nationality of the baby, the parents' passports, Resident cards or Special Permanent Resident Certificates are required.

Residence status for the baby should be applied for within thirty days of birth at the Regional Immigration Bureau and procedures to acquire baby's nationality (foreign nationality) are to be done at the embassy of your home country.

○Return of Resident Cards or Special Permanent Resident Certificates

Resident cards or Special Permanent Resident Certificates must be returned in the following cases.

Cases	Items to be returned	Where to submit
When you move from Japan (No plan to re-enter Japan)	Resident Card	Immigration Bureau office
When you acquire Japanese nationality	Resident Card	Immigration Bureau office
	Special Permanent Resident Certificates	Immigration Bureau office or City Hall
Upon death	Resident Card	Immigration Bureau office
	Special Permanent Resident Certificates	Immigration Bureau office or City Hall

○Application for Re-entry Permit

If you hold a Resident Card, you are not required to apply for a Re-entry Permit when leaving Japan if you plan to re-enter within 1 year. For the holders of Special Permanent Resident Certificate, it is not required to apply for a Re-entry Permit when leaving Japan if you plan to re-enter within 2 years. If you plan to re-enter the country after the period expires, please be sure to get a re-entry permit at the nearest Immigration Bureau office before leaving Japan. With a re-entry permit, you don't have to request a new visa to re-enter Japan and your resident status and period remain valid. There are two types of re-entry permit; a permit that is valid only once and a multiple re-entry permit that can be used multiple times until the expiration date.

Contact: Kato City Resident Cooperation Dept. Resident Affairs Div. 0795-43-0390

2. Water, Electricity, and Gas

[Water]

To begin water service, please contact the Water Utility Customer Service Center.

If you live in an apartment complex, contact the manager or managing company.

Also, contact the Water Utility Customer Service Center in the case of the following:

*To discontinue service in the event of moving. (Shut off)

*If the water works are to be removed or unused for a long period of time. (Shut off)

Contact information

Kato City Water Utility Customer Service Center 0795-43-0538

Kato City Water Works Administration 0795-43-0533

[Electricity]

○To begin service

Fill out the postcard attached to the breaker switch with your address, name, and first day of service, and send to Kansai Electric Co. by post or call to make an application.

Application can be made online (Japanese only). When you use the electricity for the first time, find the breaker switch (there will be a main electric current panel in one of the rooms), flip the switch up and check that you have power.

In Japan, electric current is 100 volts, 60 hertz. Plugging in and using electric appliances not built to this standard might damage the motor of the appliance and so it is advisable not to use them. Exceeding a certain amperage will cause the breaker to cut off. If this happens, reduce the number of appliances you are using and reset the breaker by flipping it back up.

○To end service

When you know your last day of service, arrange to quit service online or contact the electric company.

Contact: Kansai Electric 0800-777-8085

[Gas]

○To begin service

Upon your arrival, contact the local gas company and have them install the gas tank and

set your meter.

To end service

Contact your local gas company one week prior to your intended date of departure.

Contact: City gas (pipeline): Osaka Gas, Living Div. Hyogo Regional Office 0120-7-94817

Propane gas (residential): Call the city office for the local gas company phone number.

3. Waste Disposal

Check out waste collection schedules, designated pickup sites, and specific rules on Residential Waste Collection Calendar.

Sort your household garbage properly, and take out the appropriate garbage to the site by 8:30 a.m. of the scheduled day.

When taking out the garbage, check the waste disposal calendar and be sure to keep the waste station clean and orderly. Recyclable waste (metal, cardboard, newspaper, magazines, paper, cloth, aluminum, bottles, glass, etc.) are handled separately from raw garbage, so be sure to find out and follow the policy in your neighborhood.

Some collective residences have independent waste removal systems conducted by Kato City authorized agents. Their schedules and rules may differ from those of Kato City Residential Waste Collection Service. Contact the residence manager for details.

○Waste disposal calendar

Available at Environmental Protection Div. on the first floor of Kato City Hall or Yashiro Shopping Park Bio, on the second floor at the Lifestyle Advice corner.

○Garbage bags

Waste must be disposed of in specially marked bags.

These bags are available at Environmental Protection Div. on the first floor of Kato City Hall or some stores assigned by Kato City.

Price of garbage bags for Residential Waste Collection Service

1set (10bags)	For burnable garbage	Large:45L 30 yen apiece
	For Styrofoam and plastic containers	Middle:30L 20 yen apiece
		Small:20L 15 yen apiece

<Large volume of waste>

Large volumes of waste (when moving or major house cleaning) cannot be collected at the

waste station. Please bring it to a waste disposal facility.

Facility	Ono-Kato-Kasai Environmental Facilities Association: Ono Clean Center
Address	Ono, Tenjin machi 538-1
Telephone	0794-62-6250
Serves Residents	Kato city Residents
Business Hours	Mon-Fri 8:30 ~ 16:30 Sat. / Holidays 8:30 ~ 11:30 (Closed on the 2nd and 4th Saturday of each month)

Contact: Kato Resident Cooperation Dept., Environmental Protection Div.
Waste Disposal Section 0795-43-0503

4. Tax

In Japan, each prefectural and municipal (city/town/village) government is in charge of different types of taxes. National tax offices take care of national taxes and prefectural offices take care of prefectural taxes. City taxes are handled at the Tax Division at city halls.

[Major taxes to be paid to the city]

Type of Tax		Taxable Person
Municipal Tax	Residence Tax	<ul style="list-style-type: none"> • Those who have an address in Kato as of January 1st • Those who don't have an address in Kato as January 1st but own offices, companies or houses
	Municipal Tax for Corporations	Corporations which own offices, business institutions or dormitories in Kato
Fixed Assets Tax		Those who own land, buildings, and depreciable assets in Kato as of the 1st of January
City Planning Tax		Those who own land and buildings (depreciable assets excluded) located in urbanized areas, all of Minamiyama, and areas under land readjustment project (Tenjin-nishi and Tenjin-higashi-hashikadani) as of the 1st of January
Light Vehicle Tax		Those who own light vehicles with a parking space in Kato as of the 1st of April
National Health Insurance Tax (Premium)		Householder whose family member has enrolled in National Health Insurance
City cigarette Tax		Those who purchase cigarettes (Cigarette prices include this tax)
Bathing Tax		<p>Those who enter mineral hot spring bath (Spa facilities)</p> <p>Note: In Kato, all the mineral hot spring baths are exempted from taxation.</p>

Residence tax consists of individual municipal tax and individual prefectural tax and is

applicable to people who have earned income in the previous year.

Residence tax is collected both “on a per capita basis” with a fixed rate, and “per income” based on income. Although the prefectural residence tax is an individual prefectural tax, it must be filed and paid with the individual municipal tax.

○**Payment of Municipal Tax**

Municipal tax can be paid at the city hall (Accounting section), financial institutions designated by the city of Kato, such as banks and post offices, or convenience stores. Using bank account transfer is convenient, which saves the trouble of going to the bank every time and helps avoid missing the deadline for payment. Please ask the tax division for details regarding the period for payment and amount of tax due.

Contact information :Kato City General Affairs, Finance Dept, Tax Div.

Municipal tax/ Light vehicle tax 0795-43-0396

Fixed Assets Tax 0795-43-0395

National Health Insurance Tax 0795-43-0397

Payment 0795-43-0398

5. Health Insurance and Medical Care

[National Health Insurance (NHI)]

National Health Insurance is a public medical insurance system whereby those enrolled support each other by paying regular insurance premiums, so that if they get sick or injured they can receive medical treatment with a sense of security.

(National Health Insurance is replaced by Latter-Stage Elderly Healthcare System at the age of 75).

○People who must enroll in National Health Insurance

Foreign residents (including students) who are permitted to stay in Japan for more than three months and not enrolled in workplace health insurance are obliged to enroll in the National Health Insurance system. (Residents who are dependents or receive public assistance are not obliged to enroll in this insurance system.) If you fall under the category noted above, please complete procedures at the Insurance and Medical Service Div. or Resident Affairs Div. in the Resident Cooperation Dept. at the city hall. Persons enrolled in National health insurance will receive an insurance card. (One for each member of the household) This card proves that the person is insured. It has to be presented at hospitals and clinics when receiving treatment. Please handle it carefully without losing or staining it.

○If any of the situations listed below occur, complete the necessary procedures within 14 days at the city hall.

◆Enrollment

When you must enroll in NHI	Documents Required
When you move to Kato	<ul style="list-style-type: none">• A notification of change of residence (issued by the previous municipalities)• Inkan (personal stamp)• Resident Card
When you leave your employer or when you are no longer covered by your employer's health insurance program	<ul style="list-style-type: none">• Certificate proving you have ended a membership in another health insurance system (issued by the previous employer)• Inkan (personal stamp)• Resident Card

When you no longer take public assistance	<ul style="list-style-type: none"> • Notification indicating you have been taken off public assistance • Inkan (personal stamp) • Resident Card
When you give birth	<ul style="list-style-type: none"> • Maternal and Child Health Handbook • Inkan (personal stamp) • Resident cards

◆Withdrawal

When you must withdraw from NHI	Documents Required
When you move out of Kato	<ul style="list-style-type: none"> • NHI card • Inkan (personal stamp) • Resident Card
<ul style="list-style-type: none"> • When you join an employee's (or other) health insurance program • When you become a dependent of a household belonging to another health insurance system 	<ul style="list-style-type: none"> • Other health insurance system's card • NHI card • Inkan (personal stamp) • Resident Card
Upon the policyholder's death	<ul style="list-style-type: none"> • NHI card • Inkan (personal stamp) • Resident Card
When you start receiving public assistance	<ul style="list-style-type: none"> • Notification indicating you will start receiving public assistance • NHI card • Inkan (personal stamp) • Resident Card

○National Health Insurance Coverage

If you presented your National health insurance card at the counter of hospitals and clinics, you will be responsible for 20% or 30% of treatment cost. Additional benefits include covering high medical expenses and some hospital living costs, subsidy for

childbirth and funeral costs.

○ **Payment of National Health Insurance Premiums**

The insurance expense depends on the income and the number of enrolled household members. Annual premiums are divided into 8 payments. When receiving the payment invoices, you can pay at the city hall, financial institutions designated by the city such as banks and post offices or convenience stores. Using bank account transfer is convenient for those who are busy. There is a premium reduction system for those who have left their employer due to the circumstances of the company (bankruptcy, dismissal, etc.) or for personal reasons. To use the system, income declarations of household members are required. Please ask Insurance and Medical service division for details.

Contact: Kato City Resident Cooperation Dept. Insurance and Medical Service Div.
0795-43-0500

[Latter-Stage Elderly Healthcare System]

Latter-Stage Elderly Healthcare System is a public medical insurance system for individuals aged 75 and older and individuals aged 65 and older with a certified disability. National Health Insurance is a public medical insurance system supported by those enrolled paying regular insurance premiums, so that when you get sick or injured you can go to a doctor with a sense of security.

○ **Eligible residents**

Persons 75 or older. Or persons between 65 and 74 years of age with certified disabilities

However, persons who meet any one of the following conditions are not eligible for Latter-Stage Elderly Healthcare System.

- (1) Those who have not completed resident registration in the city
- (2) Those who receive public assistance
- (3) Those who receive assistance benefits as Japanese war orphans left in China

○ **Insurance payments**

Persons enrolled in the Latter-Stage Elderly Healthcare System will receive an insurance card. When showing this card, insured persons pay only 10% or 30% of medical expenses. (Fee for meals during hospitalization is not covered by this

insurance.) When the monthly payment for medical treatment exceeds the fixed amount, the excess amount will be reimbursed later if an application is submitted.

○Insurance premiums

Those who have enrolled in the Latter-Stage Elderly Healthcare System must pay an insurance premium. Premiums are decided based on income.

Contact: Kato City Resident Cooperation Dept. Insurance and Medical Service Div.
0795-43-0501

[Social Welfare Medical Systems]

The following systems are to reduce medical expenses for those who are eligible. Note: These systems don't apply in cases where national or prefectural medical systems are prioritized.

○Medical care subsidies for the elderly

For individuals between 65 and 69 years of age whose income doesn't exceed a certain amount, the city subsidizes part of the expense for health insurance-covered medical treatment.

○Medical care subsidies for infants and toddlers

○Medical care subsidies for children

For children from birth to the 3rd grade of junior high school (the first March 31st following their 15th birthday) whose parents' income doesn't exceed a certain amount, the city subsidizes the total expense for health insurance-covered medical treatment. There is no income restriction for infants under one year of age.

○Medical care subsidies for Persons with severe disabilities

(intellectual/physical/mental)

○Medical care subsidies for elderly persons with severe disabilities

(intellectual/physical/mental)

For individuals who have received the passbook for the physically disabled (Level 1 or Level 2), "Ryo-iku Techo" passbook (Grade A), Health & Welfare handbook for the mentally disabled (Level 1) and whose income doesn't exceed a certain amount, the city subsidizes part of the expense for health insurance-covered medical treatment.

○Medical care subsidies for single-parent household

For a single parent with children whose income doesn't exceed a certain amount, the city subsidizes part of the expense for health insurance-covered medical treatment incurred by children up to 18 years of age (the first March 31st following their 18th birthday).

Contact: Kato City Resident Cooperation Dept. Insurance and Medical Service Div.

0795-43-0501

6. National Pension

It is required by law that all persons residing in Japan between the ages of 20 and 59, including foreign nationals, must enroll in the national pension system and pay insurance premiums. There are different types of programs such as old-age, disability, and survivor's pension which will provide for those in need.

How to Enroll

Complete procedures at Resident Affairs Div. or Insurance and Medical Services Div. in Kato city hall. If you have joined the employee's pension insurance system or Mutual Aid Association at your company, you don't have to carry out further procedures.

○Insurance premiums

Once you enroll in the national pension program, you must pay insurance premiums. They can be paid monthly or in advance at financial institutions designated by the city (banks and post office), convenience stores or by automatic bank transfer.

If you cannot afford the payment due to low income or other reasons (unable to work due to illness, or unemployment) your payment can be exempted or postponed.

○Benefits of the National Pension

Upon reaching a certain age or becoming disabled, eligible insured persons can receive benefits. Some types of pension require more specific conditions.

Contact: Kato City Resident Cooperation Dept. Insurance and Medical Service Div.
0795-43-0501

○Lump-sum Withdrawal Payment

Both the National Pension and Welfare Pension have a Lump-sum Withdrawal Payment System. Foreign nationals who have paid into the National Pension for at least six months can file a claim for a Lump-sum Withdrawal Payment 2 years after they no longer have their domicile in Japan. The amount of your lump-sum withdrawal payments will be calculated depending on your coverage periods.

Contact: Japan Pension Service Akashi Branch Office (Consultation Service)
078-912 4983

7. Public Health

[Pregnancy / Childbirth / Parenting]

The city of Kato provides various services such as subsidies for special treatment of infertility or for treatment of recurrent miscarriage for women who want pregnancy, the issuance of the Maternal and Child Health Handbook for pregnant women and infants or children, subsidies for pregnancy medical checks and newborn auditory screening tests, parenting classes for new parents, Postnatal Home-visit Service, health checkup for 4-month old infants, seminars on baby food, consultations for parents regarding infants at 10 months old, checkup for 18-month old toddlers, parenting classes for parents with 2-year olds and checkups for 3-year olds. You must complete the registration for residence in Kato to qualify for these services.

[Vaccinations]

Documents (forms and informational pamphlets) for vaccinations are provided at Resident Affairs Div. in the city hall when you turn in a notification of birth. When you move to Kato, bring a vaccination record or certificate to the counter of Health Div. to receive the form and pamphlets. Information about age and term of vaccination is provided in the city's publications or web site.

[Health Checkups]

Basic health check and cancer tests (stomach cancer, lung cancer, prostate cancer, uterine cancer, breast cancer) are provided. Please ask the Health Division at the city hall about eligibility and date for the tests.

[Health Consultations]

Public health nurses and/or nutritionists provide consultations regarding mental and physical disorders, and staying healthy.

Contact: Kato City Health and Welfare Dept. Health Div. 0795-43-0432

8. Child Rearing

[Nursery school]

In Kato, there are fifteen nursery schools and facilities for children whose parents or other family members of the same household cannot provide care at home during the day due to work or other reasons.

(Regardless of whether you work or not, you can receive this educational service.)

Enrolling

- Generally, children aged 3 months and over until school age can enroll.
- Details on nursery schools/facilities enrollment are provided in the city's publication and on the city cable TV around October or November each year.
- If there are vacancies, it is possible to enroll throughout year.

[After School]

"After schools" are facilities for children who go to elementary school in Kato and children who go to elementary section of special needs school, whose parents or other family members of the same household cannot provide day-time care at home due to work or other reasons.

- Open hours

Monday- Friday: After school classes are over until 18:30.

During long vacations and other days when school is on holiday: 7:30-18:30

There are nine After Schools in the city of Kato. Please ask the Childcare Support Division at Social Services Dep. for details about enrollment and fees.

[Children's Center]

Children's centers are facilities where children (age 0-18) and their parents can play freely. Each of the centers provides play equipment inside and outside.

Centers also hold various events and gatherings such as "Reading picture books", "Play for babies under 1-year old", "Play for parents and children" and "Japanese seasonal play"

Name of the Center	Address	Phone
社児童館やしろこどものいえ Yashiro-Jido-kan, Yashiro Kodomo-no-ie	Higashikose 477-1, Kato	0795-42-8543

滝野児童館きらら Takino-Jido-kan Kirara	Shimotakino 1369-2, Kato	0795-48-0765
東条鯉こいランド Tojo-Koikoi-Land	Minamiyama 1chome4-2, Kato	0795-20-6245

Closed on Mondays, Holidays, Year-end and New Year's holidays

Center hours: 9:00-17:00

Contact: Kato City Board of Education, Social Services Dept, Child Development Div
0795-43-0546

[Child Allowance]

A child allowance is provided to parents or other primary caregivers from the birth of the child up to the 3rd year of junior high school (until March 31st following the child's 15th birthday). Recipients of this allowance need to meet income eligibility.

The amount of the allowance paid per child is as below.

- Age 0-under age 3: 15,000 yen (for all children)
- Age 3-until completion of elementary school :
10,000 yen (first/second child)
15,000 yen (third child and above)
- Junior high school students: 10,000yen (for all children)

For those whose income is over the restriction, 5,000 yen is paid each month. If you have questions, please contact the Childcare Support Division at Social Services Dep. for details.

Contact: Kato City Health and Welfare Dep. General Affairs Div. 0795-43-0408

9. Education

Japanese education is based on 6 years of elementary school, 3 years of junior high school, 3 years of high school, 2 years of junior college and/or 4 years of university/colleges. The school year starts in April and ends the following March. Compulsory education is 9 years, including 6 years of elementary school and 3 years of junior high school. Those who want to continue their education go to high school, then vocational school or junior college or university.

[Educational Institutions in the city of Kato]

○Kindergarten

There are two public kindergartens in the city of Kato, Yashiro kindergarten for children ages 3-5.

- Details of enrollment are provided in the city's publication and on the city cable TV around October to November.
- If the number of applicants is over the enrollment limit, a draw for place allocation will be held.
- The monthly fee is 6,000 yen.
- If there are vacancies, it is possible to enroll throughout year.

Please consult Kato City Board of Education, Social Services Dept, Child Development Div 0795-43-0546

- In addition to the public kindergartens, there is a kindergarten attached to the Hyogo University of Teacher Education.

Contact: Kindergarten attached Hyogo University of Teacher Education
0795-40-2227

○Elementary and Junior high school

Children who turn 6 years old by April 1st enter elementary school and graduate at the age of 12. Then, they enter junior high school and graduate at the age of 15. Tuition and textbooks are provided free of charge. Fees including school supplies and school lunch are paid by parents/guardians and collected by school.

There are 9 public elementary schools and 3 public junior high schools in Kato. The schools that children can enter are determined by their residential areas.

There is a financial support system for parents/guardians who have difficulties paying for school supplies, school lunch, etc. Although foreign residents are not obligated to attend Japanese educational institutions, if you would like your child to attend a public kindergarten or schools in Kato, please contact the board of education.

In addition to the public schools, there is an elementary and a junior high school attached to the Hyogo University of Teacher Education. For details, please ask the schools.

Contact:

Kato City Board of Education, Education Development Dept, General Affairs Div. 0795-43-0540

Kato City Board of Education, Social Services Dep. School Education Div.
0795-43-0541

Elementary school attached to Hyogo University of Teacher Education 0795-40-2216

Junior high school attached to Hyogo University of Teacher Education 0795-40-2222

○High school

To enter high school, a level of academic ability exceeding that of junior high school is required. There is one public high school in Kato; Hyogo Prefectural Yashiro High school. Please ask the school for details.

Contact: Hyogo Prefectural Yashiro High school 0795-42-2055

○University/College/Junior college/Vocational school

To enter universities, colleges, junior colleges, a level of academic ability exceeding that of high school is required. There is one national university in Kato; Hyogo University of Teacher Education

Contact: Hyogo University of Teacher Education, General Affairs Div. 0795-44-2010

○Development Support Center “Hapia”

This is a one-stop center which provides the following services for individuals, from infants to adults with developmental disorders and/or other special needs. A public health nurse, educational consulting staff and personnel who support reasonable accommodation are on site. Developmental and/or psychological consulting with specialists such as doctors and clinical psychologists is also available.

○Services

- Consultation on developmental, academic, social, and other issues
Assessments including developmental tests if needed
- School visitation (including nursery schools and kindergartens) for guidance by the center staff and/or specialists
- Early intervention program for toddlers (who may need to join a small group early on) and their parents
- Awareness workshops for citizens to increase their knowledge about developmental disorders

Consulting days and hours :

From Monday to Friday 8:30 – 17:15

Appointments are required for consultation with specialists.

Closed on Saturdays, Sundays, holidays, year-end and New Year holidays

Consulting place: Developmental Support Center ,”Hapia”

Yashiro Welfare Center (2F)

Who may apply : Infants to adults who live in Kato

* Consulting is provided at no charge.

Contact: Kato City Board of Education, Social Services Dep, Support Center

TEL: 0795-27-8100

10. Medical Care

If you get sick or injured, please visit a hospital or clinic which has a suitable department for your symptoms. Be sure to bring along your health insurance card and some money. Since English is not spoken at some hospitals and clinics, it may be a good idea to visit with someone who can speak both Japanese and your native language.

[Medical institutions in the city of Kato]

○Public Medical Institution

Name	Address	Telephone	Morning Reception hour	Afternoon Reception hour
Kato City Hospital	Iehara 85, Kato	0795-42-5511	8:30-11:00	To be confirmed

* Closed on Saturdays, Sundays, and National holidays

* Website: <http://www.city.kato.lg.jp/hospital/> (Japanese Only)

○Private Medical Institutions

Both 医院 “iin” and 診療所 “shinryujo” are clinics.

The consultation hours are generally from 9:00 to 12:00 in the morning and 16:00 to 18:00 in the afternoon. (Hours vary according to the clinic.) They usually close on Saturday afternoon, Sundays, and national holidays.

[Holiday and after-hour consultations]

Some hospitals and clinics are available after-hours and on Saturdays, Sundays, holidays. For specific information about the hospital/clinic on duty, please check the city's publication or ask at the Kato fire station. (0795-42-0119) Making a confirmation call to the hospital/clinic before your visit is recommended. Be sure to bring along your health insurance card and some money.

11. Welfare

There are various welfare services. The primary ones are as follows.

[Welfare for persons with disabilities]

People with physical, intellectual, or mental disability can receive services according to the degree of disability.

Contact: Kato City Health and Welfare Dept. Social Welfare Div. 0795-43-0409

[Public Assistance]

Public assistance such as livelihood, education, housing, and medical assistance are provided according to the level of income to families in need to guarantee a minimum standard of living and independence based on the Public Assistance Act. There are some requirements to receive this assistance. For foreign nationals, holding a permanent visa or a visa for long-term living with no restrictions on activities is required.

Contact: Kato City Health and Welfare Dept. Social Welfare Div. 0795-43-0407

[Nursing Care Insurance]

The Nursing Care insurance system is a nationwide system supporting all persons in society requiring nursing care and their families in order to reduce their anxiety and the burden of care. All residents aged 40 or older are required to enroll in this insurance by law and have an obligation to pay the premiums. They are then guaranteed to receive the services when they need them. Foreign residents who are going to stay in Japan more than 3 months are also required, as a member of Japanese society, to join.

Contact: Kato City Health and Welfare Dept. Elderly Care Div. 0795-43-0440

12. Preparation for Emergency

We all risk meeting accidents, crime, and natural disaster in our life. It is very important to be aware of the response to such emergencies. Cooperation with others is helpful in any case. Get to know your neighbors and establish a mutual and cooperative relationship in case an emergency should arise.

There are two emergency contact numbers.

[119 is for fire department and ambulance]

Calling 119 is free. Just pick up the phone and dial 119.

◆Fire

Causing a fire not only puts yourself in danger but also brings suffering and damage to your neighbors. Be very careful when you handle fire.

In case of fire, alert your neighbors in a loud voice and call 119.

Ask your neighbor to call if you can't report the fire in Japanese.

◆Sudden illness or Severe Injury

To get emergency care, call 119 and report the following.

- (1) Details of the emergency; Is it an accident or illness?
- (2) Location
- (3) Name of the person who needs emergency care
- (4) Age of the person who needs emergency care
- (5) Your name
- (6) Telephone number

Please refrain from calling the ambulance if the illness or injury is not serious and you can go to a hospital on your own.

◆Traffic Accidents

In case of a traffic accident, apply first-aid to the injured.

Call 119 for ambulance if necessary and call 110 to report the accident.

◆Crime

If you become the victim of crime such as physical violence or theft, call the police at 110 right away. It may be a good idea to keep the number of the police station/police

box/police substation near your place.

[110 is to ask for urgent help to police]

Calling 110 is free. Just pick up the phone and dial 110.

When you call 110, report the following.

- (1) What happened
- (2) When and Where (names of identifiable buildings, stations, or other landmarks nearby)
- (3) Whether there are any injured persons
- (4) Your name

It may be a good idea to prepare some Japanese phrases in case. If you can't call 110, ask for help from someone nearby.

★Emergency Contact Numbers

- ☎** Fire, sudden illness, serious injury, car accident ⇒**119**
- ☎** Crime (Violence, theft etc.), traffic accident ⇒**110**

Natural Disaster Preparedness

In Japan, the season of typhoons and heavy rain generally lasts from June to October. Torrential downpours or strong wind might cause some damage. Nowadays it is possible to make predictions about typhoons and heavy rain to a certain extent, however, their actual power can be overwhelming. Make it a habit to take precaution against natural disasters and be adequately prepared. Japan is also one of the most earthquake-prone countries in the world. Confirm the closest evacuation site and prepare emergency take-out items (including water and food for 3 days) routinely so that you can act without panicking when an earthquake occurs.

[Preparations for Torrential Rain and Typhoons]

Torrential rain is heavy rain that falls in a small area for a short time. Pay extra attention as it occurs suddenly. The heavy rain and strong wind from typhoons can cause extensive damage such as flooding and the collapse of buildings. During the typhoon season, pay attention to weather forecasts and mind the following when a typhoon is approaching.

- (1) Keep flashlights and a portable radio handy.
- (2) Check weather forecasts on radio and TV frequently.
- (3) Reinforce any area in need, such as cracked windows and loose window frames.
Be sure to close shutters if there are any.
- (4) Secure items that could be blown away (e.g. flowerpots, laundry poles) around your house or bring them inside.
- (5) Do not go out unnecessarily.
- (6) If there is a risk of flood, move furniture and household goods to higher places.
- (7) In case of evacuation, prepare some food, drinking water, medicine, and valuables to take out.
- (8) Be ready to evacuate any time.
- (9) Confirm your evacuation location on the hazard map of Kato city in advance. You can ask fire station, too.

[Be prepared for earthquakes]

Earthquakes can occur any time. Be aware of safety measures and the following points to act calmly and properly.

- (1) Talk with your family about where to evacuate and how to get in touch with each other (such as using the 171; Disaster Emergency Message Dial Service)
- (2) Fix furniture to wall surfaces with anti-earthquake fixtures.
- (3) Prepare emergency take-out supplies including food to sustain your family for three days. Keep them with your valuables, a portable radio, and flash lights within easy to reach.
- (4) Check the conditions in the area around the building you are in.
- (5) Do not put any flammable items near stoves or heaters.
- (6) Prepare fire extinguishers and firewater buckets. Keep your bathtub filled with water.
- (7) Check your evacuation locations and routes.
- (8) Actively take part in emergency drills held by volunteer disaster-prevention organizations in your area.

[When an earthquake occurs]

Act calmly remembering the following.

- (1) Get under a sturdy desk or a table and protect yourself.
- (2) Turn off any stoves and heaters after the shaking gets mild.
- (3) Open a door to secure an exit.
- (4) Put out fire quickly if any breaks out.
- (5) Be careful of broken pieces of glass in your house.
- (6) Do not rush outside.
- (7) Stay away from gates, fences, and walls.
- (8) Evacuate on foot with minimum baggage.
- (9) Cooperate with neighbors in rescue activities.
- (10) Obtain accurate information from TV or radio.

[Evacuation places]

In the city, the following are to be used as evacuation places. It is very important to know where to go in advance on the hazard map of Kato or by asking at your local fire department. Also check the route to the evacuation place to see if there are any dangerous spots on the way. If going to the evacuation place is dangerous, evacuate to the safest place nearby temporarily to secure your safety. For example;

Flood : To the higher floor of the buildings nearby or the upstairs of your house.

Earthquake: to open space or nearby parks.

List of Evacuation places in the city of Kato

Name of the place	Address	Phone
社公民館 : Yashiro Ko-min-kan (Yashiro Community Center)	Kinashi 1134-60	42-2600
社福祉センター: Yashiro Fukushi Center) (Yashiro Welfare Center)	Yashiro 26	42-2006
社武道館: Yashiro Budokan (Yashiro Gym for Martial Arts)	Kinashi 1131	42-5761
明治館 : Meijikan (A cultural facility)	Yashiro 777	42-8180
社中学校 : Yashiro Chu-gakko (Yashiro Junior High School)	Kinashi 1134- 62	42-0152

Name of the place	Address	Phone
社小学校 : Yashiro Sho-gakko (Yashiro Elementary School)	Yashiro 1550	42-0004
窪田公民館 : Kubota Ko-min-kan (Kubota Community Center)	Nishitarumi 22	42-4000
社高等学校: Yashiro Koto-gakko (Yashiro High School)	Kinashi1356- 1	42-2055
富士通周辺機(株)体育館 : Fujitsu Shuhenki Taiikukan (Gym of Fujitsu Peripherals Limited)	Saho 36	42-5611
社第一体育館 : Yashiro Daiichi Taiikukan (Yashiro The 1st Gym)	Sawabe 613-1	-
福田小学校: Fukuda Sho-gakko (Fukuda Elementary School)	Sawabe 613-1	42-1043
米田小学校 : Yoneda Sho-gakko (Yoneda Elementary school)	Kamikume 1693	44-0004
兵庫教育大学 : Hyogo Kyoiku Daigaku (Hyogo University of Teacher Education :HUTE)	Shimokume 942-1	44-2010
兵庫教育大学附属小学校体育館 : Hyogo Kyoiku Daigaku Fuzoku Sho-gakko Taiikukan (Gym of E.S. Attached to HUTE)	Yamakuni 2013-4	40-2216
兵庫教育大学附属中学校体育館・ 武道場 : Hyogo Kyoiku Daigaku Fuzoku Chu-gakko Taiikukan ・ Budojo (Gym and *Budojo of J.H.S. Attached to HUTE) *Budojo is a gym for martial arts	Yamakuni 2007-109	40-2222
三草小学校 : Mikusa Sho-gakko (Mikusa Elementary School)	Kamimikusa 118	42-0221

Name of the place	Address	Phone
やしろ国際学習塾 : Yashiro Kokusai Gakushu Juku (Yashiro Learning Omni-Core:L.O.C.)	Kamimikusa 1175	42-7700
上鴨川多目的集会施設 : Kamikamogawa Tamokuteki Shukai Shisestu (Kamikamogawa Multiuse Assembly Facility)	Kamikamogawa 392	45-1026
下鴨川公民館 : Shimokamogawa Ko-min-kan (Shimokamogawa Community Center)	Shimokamogawa 209-1	45-1116
かもがわ交流セミナーハウス : Kamogawa Koryu Ceminar House (Kamogawa Community Ceminar House)	Shimokamogawa 260-3	45-0288
平木公民館 : Hiraki Ko-min-kan (Hiraki Community Center)	Hiraki 224-1	45-0300
滝野東小学校 : Takino Higashi Sho-gakko (Takino Higashi Elementary School)	Shinmachi 88	48-2037
滝野体育センター : Takino Taiiku Center (Takino P.E. Center)	Kami-takino1167-5	48-5833
上滝野公民館 : Kamitakino Ko-min-kan (Kamitakino Community Center)	Kamitakino1167-1	48-0680
滝野中学校 : Takino Chu-gakko (Takino Junior High School)	Shimotakino761	48-2032
滝野文化会館 : Takino Bunka Kaikan (Takino Culture Center)	Shimotakino 1369-1	48-3007
滝野図書館 : Takino Toshokan (Takino Library)	Shimotakino 1369-2	48-3003
滝野公民館 (情報交流館) : Takino Ko-min-kan,"Joho-Koryu-kan" (Takino Community Center,"Information Center")	Shimotakino 1369-2	48-3073

Name of the place	Address	Phone
滝野児童館(きらら): Takino Jido-kan,"Kirara" (Takino Children's Center,"Kirara")	Shimotakino 1369-2	48-0765
滝野総合公園体育館(スカピア): Takino-Sogo-Koen-Taiikukan,"Sky-peer" (Takino Municipal Park Gym,"Sky-peer")	Kotaka 4007	48-2566
河高交流センター: Kotaka Koryu Center (Kotaka Community Center)	Kotaka 4026-3	48-5691
滝野南小学校: Takino Minami Sho-gakko (Takino Minami Elementary School)	Takaoka 949	48-2162
東条文化会館コスミックホール: Tojo Bunka Kaikan,"Cosmic Hall" (Tojo Cultural Center,"Cosmic Hall")	Tenjin 66	47-1500
東条東小学校: Tojo Higashi Sho-gakko (Tojo Higashi Elementary School)	Hashikadani 56	47-0044
道の駅とうじょう: Michino Eki Tojo (Tojo RoadSide Station)	Minamiyama 1- chome 5-1	47-2400
岡本公民館 :Okamoto Ko-min-kan (Okamoto Community Center)	Okamoto 247-1	46-2020
東条西小学校: Tojo Nishi Sho-gakko (Tojo Nishi Elementary School)	Yoshii 298	46-0044
藪公民館 :Yabu Ko-min-kan (Yabu Community Center)	Yabu 133	46-0592

[Points to Note in Evacuation]

When an evacuation order is issued from the city hall, police, or volunteer disaster-prevention organizations as well as when there is a danger of house collapse or fire nearby, evacuate to a safe place according to the situation.

- (1) Before evacuating, reconfirm whether all flames are put out. Close gas mains and turn off electricity breakers.
- (2) Do not forget to leave a note giving your evacuation destination and safety information about you and your family.
- (3) Put on clothes which enable you to move easily. Do not forget helmets or hats to protect your head.
- (4) Carry emergency supplies (including food for approximately 3 days) in a backpack.
- (5) Evacuate on foot. Keep your belongings to a minimum.
- (6) Hold hands firmly with elderly people or children.
- (7) Evacuate to places designated as shelters.
- (8) Avoid narrow streets, areas by fences or walls and riversides.

[Disasters and emergencies preparedness]

- (1) Make sure your house is equipped with 'the official wireless device for disaster prevention

'The official wireless device for disaster prevention' is a device that informs residents to escape in case of the occurrence of disasters such as earthquakes, floods and so on. It also gives information about fires, security alerts and more.

Residents in Kato City can install the device at Kato City's expenses.

Please apply for it.

- (2) You can also receive information about safety and security alerts on 'Kato City's Safety and Security Net' website. It is also possible to register for these services on your cell phone.

'Kato City's Safety and Security Net' as well as 'The official wireless device for disaster prevention' can also send information on disasters, fires and security alerts by e-mail.

Please access Kato City's website to register for it.

For more information, call Disaster Management Div. at Kato City General Affairs and Finance Dept. 0795-43-0403

13. Public Transportation

Public transportation systems in Kato include railway (JR West), buses (Shinki Bus) and taxis.

[Taking the Train]

Before boarding, purchase tickets at a ticket counter or a ticket machine and insert them into the machine at the wicket or show them to a station attendant at the gate. After getting off, insert them into the machine again or hand them to a station attendant. If you take trains frequently, commuter passes or books of tickets will be convenient.

[Taking the Bus]

Get on the bus through the rear door (For highway buses, use the front door) and take a numbered ticket which shows where you boarded. The announcement tells you the next bus stop. Push the button if you would like to get off there. When no one pushes the button or boards at the next stop, the bus will not stop there. If it is difficult to understand the Japanese announcement, you may want to ask the driver or someone nearby saying, “*Watashi wa “name of the bus stop” de oriru node, oshiete kudasai.* (I’d like to get off the bus at “*name of the bus stop*”. Please let me know when we get there.) When getting off the bus, place the money and the numbered ticket into the fare box by the driver. The bus fare is listed on a front display board. Match the number on your ticket with the one on the board to find your fare. As change cannot be provided for 5,000 or 10,000 yen bills, please be sure to bring enough 1,000 yen bills or coins with you. You can also use your commuter pass or book of tickets.

For more information, call Shinki Bus, Yashiro Branch 0795-42-0057.

[Taking taxis]

Taxis are mainly available at the Takino-Yashiro Inter highway bus stop. You can reserve one by calling a taxi company. In Japan, taxi drivers mechanically open and close the left back door for passengers from the driver’s seat. There’s no need for you to do it. If you can’t convey your destination in Japanese, it may be a good idea to write down the address and place name for the driver. Tips are not customary in Japan.

14. Bank and Post Office

In Japan, both banks and post offices are private institutions offering financial services including the transfer of money. Post offices handle mail, packages, and insurance payments as well as banking services.

Service Counter Office Hours on Weekdays

Banks: 9:00-15:00 (Monday – Friday)

Post Offices: Finance/Insurance 9:00-16:00 (Monday – Friday)

Postal Service 9:00-19:00 (Monday – Friday)

Website of Japan Post Office (English) http://www.post.japanpost.jp/index_en.html

[Foreign Currency Exchange]

Mainly banks handle foreign money exchange in Japan. The nearest banks and post offices that provide exchange services are in Nishiwaki city and Ono city.

[Opening a Bank Account]

There are various kinds of accounts such as regular saving accounts, fixed term deposit accounts and installment saving accounts. Ask the bank or the post office for details and choose the most suitable one to your purpose. To open a bank account, identification such as passport, Resident Card (or Alien Registration Card), driver's license, and insurance card are required. It may be a good idea to have an inkan or personal stamp made in advance.

[Deposit and Withdrawal]

Fill out the form for deposits or withdrawals at the bank or post office and hand it in with your bank book at the counter. Bring your inkan or personal stamp if you have one.

[Cash Card]

When opening your account, you can apply for a cash card. A cash card enables you to make deposits, withdraws, and to check your balance at ATMs by inputting your PIN (personal identification number).

[Automatic accounts transfer Service]

With this service, monthly expenses such as electricity, gas, water and phone, the money are automatically deducted from your bank account. It is a convenient service. It usually takes a few weeks for application procedures.

15. Driver's Licenses

People are required to possess a driver's license to operate a vehicle in Japan. If you don't have a license, you can take a course at a driving school to acquire a Japanese License. If you have a driver's license valid in your home country, it can be converted to a Japanese one through a certain procedure.

[If you have an International driver's license]

International driver's licenses issued based upon conditions outlined in the Geneva Treaty are valid in Japan for up to one year following either the license issue date or the holder's date of arrival in the country (whichever date comes first).

Note: People (who have registered their residency in Japan) renewing their international licenses must remain outside of Japan for a period of three months or more for their new license to take effect upon returning to Japan.

[If you have a foreign driver's license]

Holders of a driver's license issued in Germany, France, Switzerland, Belgium, Estonia, Monaco and Taiwan are able to use their license for up to one year in Japan (Japanese translation of the license is required). After the expiration of one year, people (who have registered their residency in Japan) must remain outside of Japan for a period of three months or more for their license to take effect upon returning to Japan. Japanese translation of the license must be obtained from the embassy or consulate of the issuing country, or the Japan Automobile Federation (JAF).

◆How to obtain the Japanese translation of a foreign driver's license (JAF)

○Application

Bring the following documents to your nearest JAF Translation Office. Applications with the issuance fee sent by registered postal cash envelope are accepted. They don't translate International driver's licenses.

Documents required

(1) Application form for Japanese translation of foreign driver's license

The form can be downloaded from the site or you can call a JAF office to obtain the form via fax

JAF Hyogo Branch: 078-871-7561 9:00-17:30 (Closed on Weekends and Holidays)

JAF Website (English): <http://www.jaf.or.jp/e/index.htm>

(2) Driver's license (original, in principle)

The original license will be returned to you soon after the clerk makes a copy. If you cannot bring the original license, photocopies are accepted. In that case, make photocopies of the front and back of the license, preferably in color, so that the inscriptions on the license can be read clearly.

*A *Fukuye* is required for license issued by People's Republic of China.

* An official receipt is required for license issued by Republic of the Philippines.

(3) A photocopy of a Resident Card or Resident Record, etc.

Required only for licenses written in Arabic or the Russian alphabet and those issued in the Republic of Korea, the Kingdom of Thailand, and the Union of Myanmar.

○ **Issuance fee**

The fee is 3,000 yen per license. Applications via mail require return postage (500 yen) besides the fee. JAF will not refund the translation issuance fee even if the application is rejected by the Driver's License Center. A fee of 3,000 yen is also charged for re-issuance when the license is lost or for other reasons.

○ **Days required for issuance**

Generally, by applying directly at the office, the Japanese translation can be issued on the same day or may take up to two weeks. It depends on the issuing country, content of the license, and JAF branch office. Please ask at the translation counter of the JAF office in advance.

Applying by mail takes approximately one or two weeks.

Note: Two to three weeks are required for licenses written in Arabic or the Russian alphabet and those issued in the Republic of Korea, the Kingdom of Thailand, and the Union of Myanmar.

[Switching a foreign Driver's license to a Japanese license]

A driver's license issued by a foreign administrative office can be switched to a Japanese license by applying to Akashi Driver's License Test Center.

○ **Documents required**

(1) A photograph (3cm×2.4cm) that was taken within the last six months

* You can have it taken at the driver's license test center for a fee.

(2) A photocopy of Resident Certificate (Jumin-hyo) which shows your permanent residence or nationality. (Other identifications such as a passport for those who do

not hold a Resident Certificate)

(3) Health insurance card, Basic Resident Register Card (Jumin-Kihon-Daicho-Card) or Resident Card etc. (for use as identification).

(4) A valid foreign driver's license

*You must show proof that you stayed in the issuing country for at least three months in total after obtaining the license. (If it doesn't show the issuing date, you may need other documents which confirm the date.)

(5) A translation of the foreign driver's license in Japanese, prepared by an embassy or consulate of the issuing country in Japan or by JAF. It must show the type of vehicles you can drive, expiration date of the license, conditions, etc.

(6) Passport

*You must show proof that you stayed in the issuing country for at least three months in total after obtaining the license. Provide any old passports after renewal within three months, if you have them.

(7) Fees

○ **Procedure at the Driver's License Test Center**

Akashi Driver's License Test Site,

Reception: Counter 7 on the 1st floor

Acceptance: 9:30, 10:30 on Monday - Friday (excluding holidays)"

(1) Submission of application documents

(2) Aptitude test

(3) Traffic rule knowledge check and driving skill check (You are asked to actually drive a vehicle at a course at the Driver's License Test Center.)

(4) Issuance of the Japanese driver's license

○ **Exemptions of tests for driving knowledge and skills**

If you hold a driver's license issued by any of the countries which have made an agreement with Japan for exemption of tests of driving knowledge and skills, you need only take the aptitude test.

Contact: Akashi Driver's License Test Center 078-912-1628

[Validity period of a driver's license]

A newly obtained Japanese driver's license is valid until one month after your third birthday from obtaining the license. Thereafter renewal is every 3 years or 5 years, depending on the period of validity and incursion of any infractions. If the period of validity

expires, the license becomes invalid, so please make sure to renew on time.

[When address changes]

When you have a change of address, it is necessary to record the change on your driver's license. Apply with your driver's license and proof of your new address (e.g., your Resident Card) to the police station or Driver's License Test Center near your new address.

[Suspension and revocation of driver's license]

In Japan, there is a point system which issues demerit points to drivers based on their traffic violations or accidents including ignoring a red light, speeding and illegal parking. When a driver's total points reaches certain criteria the license will be revoked or suspended. Penalties for drinking and driving are especially strict. Your license will automatically be revoked for driving while drunk. The fine is 1,000,000 yen for drunk driving and 500,000 yen for driving under the influence of alcohol. Even those in the car with you may be fined. Anyone who provided you alcohol, such as a bartender, can be fined. Drinking brings a huge risk to driving. NEVER drive when you drink. On-street parking is also strictly checked in Japan. Park your car at the nearest parking lot if possible.

16. Traffic Rules

[Basic Traffic Rules]

So as not to meet or cause any traffic accidents, please observe the basic rules:

- Pedestrians walk on the right hand side of the road. Cars and bicycles travel on the left.
- When driving a car or riding a bicycle, yield to pedestrians.
- Pay close attention to traffic light colors.
 - Green means that it is safe to go.
 - Yellow means to stop.
 - Red means to stop.

[Basic rules for pedestrians]

- Use sidewalks when available.
- Walk on the right-hand side of the road if sidewalks are not available.
- When crossing the road, be sure to follow the traffic lights where located.
If these are not available, check for safety by looking both ways first and cross at the crosswalk.
- When walking at night, it is a good idea to put on reflective materials and bright colored clothes.

[Basic Rules for Bicycles]

- Keep to the left side of the road and ride single file.
- You may ride on sidewalks where there are signs indicating it is OK to do so.
- Riding double and riding side by side on the street are not allowed.
- While riding, don't use a mobile phone or an umbrella.
- In front of railroad crossings and at stop signs, be sure to stop and confirm safety right and left before crossing.
- Obey traffic lights at intersections.
- Turn on the headlight early in the evening.
- Put reflectors on the sides of your bicycle.
- Take out bicycle insurance.

[Basic Rules for Cars and Motorcycles]

- Be sure to stop at stop signs and check for safety, left and right.
- Turn on the headlights early in the evening.

- Children under age 6 must use a child seat.
- Don't use a mobile phone while driving.
- All passengers must wear seat belts.
- Wear a helmet while riding a motorcycle.
- Don't exceed the posted maximum speed limit.

Contact: Kato City General Affairs and Finance Dept. Disaster Management Div.

0795-43-0403

Kato Police Station 0795-42-0110

17. Employment and Labor

In order to work in Kato City, you must have a residence status that permits employment,

[Searching for a job]

Public Employment Security Offices called “Hello Work” help you find a job which suits your needs and abilities. They also introduce suitable persons to companies that need employees. In Kato, there is an Employment Support Room which provides consultation services including guidance in using “Hello Work” or writing resumes. (They don’t introduce employers.) If you don’t speak Japanese, attend accompanied by someone who can interpret for you, if possible.

Contact: Kato City Employment Support Room 0795-43-0165

Hello Work Nishiwaki 0795-22-3181

[Consultation about Work]

Hyogo prefecture has many consultation places regarding working conditions for foreign workers. The following offices accept consultations in various languages.

Name	Address	Phone	Language/Content/hour
Hyogo Labour Bureau	Kobe Chuo-ku Higasi-kaw-asaki- cho1-1-3 Kobe Crystal Tower 16F	(078)367- 9151	Consultation about working conditions in Chinese Tuesdays and 1 st , 3 rd Wed. 9:00-17:00 *Call before your visit.
Hello Work Kobe	Kobe Chuo-ku Aioi- cho1-3-1	(078)362- 8609	Job consultations in Chinese, English, Portuguese, and Spanish
Hello Work Himeji	Himeji City Hojo Aza Nakamichi 250	(079)222- 8609	Job consultations in English, Portuguese, and Spanish

<p>Hyogo International Association Information and Advisory Service Center</p>	<p>Kobe Chuo-ku Higasi-kawasaki- cho1-1-3 Kobe Crystal Tower 6F</p>	<p>(078)382- 2052</p>	<p>Consultations in English, Chinese, Spanish and Portuguese about life in general, working conditions and laws (*Appointment is required.) Mondays–Fridays 9:00-17:00</p>
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18. Community Life and International Exchange

[Social relationships in your neighborhood]

When difficulties arise it is especially important for neighbors to help one another. It is a good idea to interact positively with your neighbors as you can often get valuable information from them, such as where to shop, how to dispose garbage, or in the case of illness and other emergency.

[Daily Life Etiquette]

It is important to pay attention to the following in community.

(1) Daily life noise

When living in housing complexes or apartments, sounds in your room might be audible to your neighbors. Try to keep noise to a minimum especially late at night or in the early morning. Sounds of the TV, speaking in a loud voice, the vacuum cleaner, washing machine, shower or bath can be regarded as noise.

(2) Use of common areas in multi-dwelling housing

Common areas such as stairs and hallways are to be used by all the residents. Refrain from leaving your personal items in such areas as stairs and halls are used for evacuation in case of earthquake or fire.

[Neighborhood community associations]

Neighborhood community associations (called 町内会, cho-nai-kai, or 自治会, ji-chi-kai) are autonomous organizations formed by residents to promote community and good relations. Although membership is voluntary, joining such an organization gives you good opportunities to establish a connection to your neighbors through community events. It is also provides access to information regarding daily life and evacuation during emergencies.

[International Exchanges]

Kato International Association (KIA) is a Nonprofit Organization which provides various international exchange programs such as exchanges between sister-cities and cultural exchange events for citizens. KIA aims to promote international understanding and community development where all the people of any nationality can live comfortably

through programs and events, parties for making friends with a lot of people, and Japanese/ Foreign culture classes. It also provides consultation services for non-Japanese residents about daily life or problems.

If you are interested in international exchange events, or have something to consult about, please call KIA.

Contact: NPO Kato International Association (KIA)

Address: 1226-1 Yashiro, Kato city Yashiro Shopping Park Bio 2F.

Telephone: 0795-42-6633

Fax: 0795-42-6634

E-mail: kia@katokokusai.org