

Marriage Procedure

※ Necessary documents are different according to application contents. Please make inquiry to section in charge for details.
When you have no My Number Card or Notice Card in your hands, please consult with Section in charge before your application.

Procedure Name	Applicant	Necessary documents for Marriage Procedure.	Window in charge and Contact Nos.
Marriage Notification	The persons who marry.	<ul style="list-style-type: none"> ① Marriage Notification. ② Any matter certificates on a family census register (copy of the family register) ※When Sasebo-city is a legal domicile, it's unnecessary. ③ Seals of husband and wife. ④ I. D. Cards of the applicants. ⑤ In case the person who submit the notification is underage, the parents' consent is needed. ⑥ When the person who submit the notification is a foreigner, it's for important matters certificate. 	«City Hall MainTower1F» Civil Registration Section Extension:2113~2115 Or, each Branch Office and Uku Administrative Center.
Name change of Notice Card.	The person who has Notice Card.	<ul style="list-style-type: none"> ① Notice Cards of all the members who change names. ② I. D. Card of the person who comes to window. ※ In case an agent goes through the procedures, Power of Attorney is necessary. 	«City Hall MainTower1F» Civil Registration Section Extension:2116~2121 Or, each Branch Office and Uku Administrative Center.
Name change of My Number Card.	The person who has My Number Card.	<ul style="list-style-type: none"> ① My number cards of all the members who change the names. ② I. D. Cards of the person who comes to the window. ※ Regarding the procedures by agent, please contact to Register resident window section. 	
Name change of Basic Resident Register Card.	The person who has Basic Resident Register Card.	<ul style="list-style-type: none"> ① Basic Resident Register Cards of all the members who change names. ② Seals. ③ I. D. Card of the person who comes to the window. ※Regarding the procedures by agent, please contact to Register resident window section. 	
Elementary and junior high school students' guardians change notice. ① Change guardians. ② Change names.	Elementary and Junior high school students' guardians.	Seal.	«City Hall Main Tower, 11F» School Education Section Extension: 3136 Or, each Branch Office and Uku Administrative Center.

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Child Allowance.	(1) Among father or mother who breeds the child who becomes supplied object, the person who maintains a living with high degree. (2) In case a child has no parents, the person who maintains a living among the persons breeding a child.	Necessary documents are different depending on the application contents such as name change and a presence of adoption, so please contact to the child support section.	《Chuo Health and Welfare Center 4F》 Assistance for Children Section Extension: 5435～5440 Or, each Branch Office and Uku Administrative Center.
Child Rearing Allowance.	The person who is receiving Child Rearing Allowance.	① Child Rearing Allowance Bond. ② Seal.	《Chuo Health and Welfare Center 4F》 Assistance for Children Section Extension: 5435～5440
Welfare Medical Care System (Mother & Child and Father & Child)	The person who gets approval of welfare medical care system (mother and child and father and child)	① Welfare stipendiary certificate of medical expenses ② Seal	《Chuo Health and Welfare Center 4F》 Assistance for Children Section Extension: 5435～5440 Or, Uku Administrative Center.
Welfare medical treatment of Infant and elementary and junior high school students.	The person who gets approval of welfare medical treatment of infant and elementary & junior high school students.	① Health insurance card of child. ② Passbook with name of Guardian. ③ Seal	《Chuo Health and Welfare Center 4F》 Assistance for Children Section Extension: 5435～5440 Or, each Branch Office and Uku Administrative Center.
Kindergarten, etc.	① The person who is utilizing Kindergarten, etc. ② The person who applies to use Kindergarten, etc.	① Seal. ② Copy of Family Register ※ Necessary documents are different depending on the conditions, so please contact to Child support section.	《Chuo Health and Welfare Center 4F》 Assistance for Children Section Extension: 5431～5433

Procedure Name	Applicant	Necessary documents for Marriage Procedure.	Window in charge and Contact Nos.
Name change of the person with disabilities pocket diary.	The person who has the person with disabilities pocket diary.	① The person with disabilities pocket diary. ② Seal. ③ My number card, Notice card or Copy of resident card indicating my number. ※ In case an agent goes through the procedures, I. D. Card and the seal of an agent are needed.	《Chuo Health and Welfare Center 1F》 Welfare Service for Disabilities Section Extension: 5107～5109
Name change of Recuperation pocket diary.	The person who received Recuperation pocket diary.	① Recuperation pocket diary. ② Seal ③ My number card, Notice card or Copy of resident card indicating my number. ※ In case an agent goes through the procedures, I. D. Card and the seal of an agent are needed.	
Name change in the mentally disturbed person preservation of health welfare pocket diary	The person who has the mentally disturbed person preservation of health welfare pocket diary.	① Mentally disturbed person preservation of health pocket diary. ② Seal. ③ My number card, Notice card or Copy of resident card indicating my number. ※ In case an agent goes through the procedures, I. D. Card and the seal of an agent are needed.	
Special child rearing allowance stipendiary change.	The person who needs stipendiary change in special child rearing allowance. (※ is sometimes unnecessary.)	Necessary documents are different depending of the conditions. Please contact to Welfare section for the physically challenged.	《Chuo Health and Welfare Center 1F》 Welfare Service for Disabilities Section Extension: 5106
Person with severe disabilities treatment.	The person who is receiving Person with severe disabilities treatment.	① I. D. Card of the person who comes to the window. ② Seal.	《Chuo Health and Welfare Center 1F》 Welfare Service for Disabilities Section Extension: 5102
Child with disabilities welfare treatment.	The person who is receiving Child with disabilities welfare treatment.	① I.D. Card of the person who comes to the window. ② Seal.	
Garbage bag purchase subsidiary tickets.	The persons who marry both citizens.	A subsidiary ticket isn't distributed besides the movement from outside city and child-birth, so please use the garbage bag purchase subsidiary ticket which was being used at the previous address.	Waste decreasing promotion section. Address: 1-8, Inari-cho, Phone: 32-2428
Welfare	The person who is receiving welfare.	Please contact to welfare section.	《Chuo Health and Welfare Center 2F》 Life Welfare Section Extension: 5205～5226

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Welfare	The person who is receiving welfare.	Please contact to welfare section.	《Chuo Health and Welfare Center 2F》 Life Welfare Section Extension: 5205～5226
Name change of Library card.	The person who has Library Card.	I.D. Card of the person who renew Library Card. ✂ In case an agent goes through the procedures, Power of Attorney is necessary.	Sasebo Municipal Library Address: No.3-4, Miyaji-cho, Phone: 22-5618
Sasebo municipal management housing living approval application.	The person who gets married to the person living in municipal management housing and hopes for living to municipal management housing.	Please contact to Sasebo municipal management housing management center.	Sasebo municipal management housing management center Address: 5-1, Matsuura-cho, Phone: 25-9625 Or, Uku Administration center