

## Procedures Following the Birth of a Child in Sapporo

★All procedures are required regardless of nationality

✓	Procedure	Content	Necessary items	Reception Desks
	Submission of Birth Notification ( <i>Shusshou todoke</i> )	*Submit within 14 days of the child's birth	Maternal and child health handbook, birth certificate prepared by a doctor or midwife.	Citizens Registration Section
	Enrollment into health insurance	<u>For those enrolled in National Health Insurance.</u> Enroll your child in the National Health Insurance Program. *Submit within 14 days of the child's birth.	Insurance card, Maternal and Child Health Handbook	Insurance & Pension Section
		<u>For those enrolled in a company health insurance plan.</u> Enroll your child in your workplace's health insurance plan. *In principle, enroll before the 1-month check-up.	Please contact your workplace.	Place of employment
	Application for a lump-sum birth allowance ( <i>shussan ikuji ichijikin</i> )	When someone enrolled in the National Health Insurance Program gives birth, they will be paid a lump-sum birth allowance. When using a direct-payment system from health insurance to medical provider, applications must be made in before giving birth at the medical institution which your child will be born at.	<u>For those enrolled in National Health Insurance.</u> Health insurance card, agreement concerning direct payment, personal seal ( <i>inkan</i> ), Maternal and Child Health Handbook, itemized receipt for the childbirth expenses, bank account number of the householder.	Insurance & Pension Section
			<u>For those enrolled in company health insurance plan.</u> Consult with your place of employment.	Place of employment
	Application for Child Allowances ( <i>Jidou teate</i> )	Allowances are offered for those raising a child up until they reach 15 years of age. *Submit within 15 days of the child's birth. If you are late, there may be months where you cannot receive allowances.	For new claimants, bring health insurance card, bankbook, etc. *Application is still possible if you do not bring these. In this case, you must submit the necessary documents the following day.	Insurance & Pension Section
	Application for child medical assistance program ( <i>Kodomo Iryouhi josei seido</i> )	Medical expenses are reduced for children who have not yet completed junior high school. The self-pay ratio is determined by the age of the child and level of parental income.	Health insurance card with the child's name on it. *An income certificate may be required. Please contact the relevant reception desk for details.	Insurance & Pension Section
	Submission of a birth report (Postcard) ( <i>Shussan renraku hyo</i> )	Please send the *birth report postcard contained in the maternal and child health handbook to your local ward office or health center. A public health nurse will make home visits to check on the child's development and consult with you regarding child-care. *Not available in the English version.		Public Health Center, Health and Children's Affairs Section
	Trash fee exemption	Designated trash bags for the period up until the child turns two years old are provided as a one-time benefit. A trash bag exchange ticket (postcard) will be sent to each eligible household by early the second month following the month in which the birth notification is submitted. Please exchange the ticket for the designated trash bags (10 L or 20 L) at the place of provision specified on the ticket. *No application procedures are required other than submission of the birth notification.		Environmental Promotion Section

## ★Required procedures if both parents are of foreign nationalities

✓	Procedure	Content	Reception Desks
	Acquiring Nationality	Required documents and procedures differ by country, so please contact your Embassy/Consular Office.	Embassy of the nationality assigned to your child
	Acquiring Resident Status	<u>When both parents have mid- to long-term residence status</u> You must report to the Immigration Services Bureau. Please contact your local immigration services bureau for details of the report. Sapporo Immigration Bureau (resident inspection) TEL 0570-003259 + 310#	Sapporo Regional Immigration Services Bureau (Residence inspection)
		<u>When both parents have special permanent residence status</u> After submitting the birth notification, you will need to apply for status at the municipal office in your area of residence within 60 days of a child's birth. Please contact your local municipal office for more details on application.	Citizens Registration Section

## ★Others

✓	Procedure	Content	Necessary items	Reception Desks
	Application for Child-care Allowances ( <i>Jido fuyo teate</i> )	<u>When a child is born out of wed-lock</u> Please contact the reception desks for more details.	Certified copy of the family register ( <i>koseki</i> ), personal seal ( <i>inkan</i> ), etc.	Health & Welfare Section
	Application for Special Childcare Allowances ( <i>Tokubetsu jido fuyo teate</i> )	<u>When a child with disabilities is born</u> Please contact the reception desks for more details.	Resident certificate for all family members, certified copy of the family register ( <i>koseki</i> ), income certificate, physical disability certificate, rehabilitation certificate, medical certificate	Health & Welfare Section

## ★ Useful link:

A Guide to Living in Sapporo (Childcare and Education): <https://www.sapporolife.info/en/article/?id=44>  
 Sapporo Childcare Guide: <https://www.plaza-sapporo.or.jp/files/childcareguide.pdf>

### **Regarding the My Number card for children**

A My Number card will be granted upon submission of birth notification. A notification will be mailed to the place of residence at a later date (2-3 weeks later) by registered mail. Once it has arrived, please save it, and use it to verify your number.

For more details on procedures, please contact each respective reception desk or contact the Sapporo City Call Center.

### **Sapporo City Call Center**

The Sapporo City Call Center responds by telephone, FAX, and/or email regarding city procedures or institutions, events, and information on public transportation.

Open from 8:00 to 9:00 daily, 365 days a year. Accepts Japanese, English, Chinese, and Korean languages.

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<http://www.city.sapporo.jp/callcenter/> (Japanese)  
<http://www.city.sapporo.jp/callcenter/e-index.html> (English)