

# User Registration for Residency Applications

## User Registration Manual

[Applicant (at a counter) for electronic issuance of a certificate of eligibility]

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# Introduction

## **Purpose of This Manual**

This manual explains how to register for the Online Residence Application System.

## **Target Readers**

Applicant (at a counter) for electronic issuance of a certificate of eligibility

## **Date of Publication**

March 2023

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# 1. The User Registration Process

## 1.1 Registering User Information

- 1 On the homepage, under *Register a new user*, click [Applicant for an electronically issued certificate of residency eligibility (apply at the office counter)].

### Register a new user

外国人本人、弁護士・行政書士、法定代理人等の方でオンライン申請を行う場合には、利用者登録が必要となります。

- 外国人本人や法定代理人の方などが利用者登録をする場合は、「外国人本人・その他」のボタンを押下してください。
- 弁護士・行政書士の方が利用者登録する場合は、「弁護士・行政書士」のボタンを押下してください。

オンラインで利用者登録が可能な方は、下記の「1. オンラインで利用者登録が可能な方」に記載していますので、確認の上、登録してください。

- 1 オンラインで利用者登録が可能な方  
【オンラインで利用者登録が可能な方.pdf】
- 2 利用者登録するための準備手続
  - 【利用者登録するための準備手続.pdf】
  - 公的個人認証サービスの利用者クライアントソフトのダウンロード（地方公共団体情報システム機構の公的個人認証サービスポータルサイトに移動します。）  
【<https://www.jpki.go.jp/download/>】

Foreign national (applicant)/other

Attorney/Administrative Procedures Legal Specialist

Applicant (at a counter) for electronic issuance of a certificate of eligibility

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The User Information Registration page appears.

## 2 On the User Information Registration page, enter the relevant user information.

### User information registration

Enter user information (STEP1) / Confirm user information (STEP2) / Completion of user information registration (STEP3)

#### Enter user information (STEP1)

**User name** Required  
 1-byte alphabetical letters(upper case), up to 104 letters, separate two words by a space.  
 例)HOUMU TARO

**Sex** Required  
 男 Male  
 女 Female

**Date of birth** Required  
 Year                      Month                      Day  
 /  /

**Address in Japan (the prefecture, the municipality)** Required

**Address in Japan (the town name, the street or house numbers)** Required  
 2-byte characters, up to 80 characters  
 例)1-1-1 緑ヶ関ハイツ202号

**User contact information** Required  
 1-byte letters, up to 12 letters  
 例)0312345678

**Email address** Required  
 1-byte alphanumeric letters and/or signs within 60 characters  
 例)example@xxx.co.jp

**Email address (confirmation)** Required  
 1-byte alphanumeric letters and/or signs within 60 characters  
 例)example@xxx.co.jp

**User type** Required

Read the [Terms of Use](#) and if you agree, check "I agree to the Terms of Use."  
[Terms of Use are here.](#)

I agree to the Terms of Use.

No.	Field	Description
1	User name	Enter your full name.
2	Sex	Select your sex.
3	Date of birth	Enter your date of birth.
4	Address in Japan (prefecture and municipality)	Enter your address up to the municipality level. First, click [Search] to open the search window. Under <i>Search Conditions</i> , select the prefecture and click [Search]. Under <i>Search Results</i> , select the municipality.
5	Address in Japan (street address)	Enter your street address.
6	User contact information Telephone No.	Enter your landline or mobile phone number.
7	Email address	Enter your email address.
8	Email address (confirm)	Re-enter your email address.
9	User category	Select [Applicant for an electronically issued certificate of residency eligibility (apply at the office counter)].

### 3 Click **Terms of Use are here** to verify the Terms of Use.

Read the Terms of Use and if you agree, check "I agree to the Terms of Use."  
[Terms of Use are here.](#)

I agree to the Terms of Use.

Confirm

Back

### 4 Check the *I agree to the Terms of Use* checkbox.

Read the Terms of Use and if you agree, check "I agree to the Terms of Use."  
[Terms of Use are here.](#)

I agree to the Terms of Use.

Confirm

Back

### 5 Click **Confirm**.

Read the Terms of Use and if you agree, check "I agree to the Terms of Use."  
[Terms of Use are here.](#)

I agree to the Terms of Use.

Confirm

Back

The *Confirm User Information (Step 2)* page will open.

## If You Have Trouble

If an error occurs, correct the field(s) with a red exclamation mark .

 User type Required

選択してください。

When you finish making corrections, click **Confirm** again.

## 6 Confirm that the entered information is correct.

### User information registration

Enter user information (STEP1) / **Confirm user information (STEP2)** / Completion of user information registration (STEP3)

#### Confirm user information (STEP2)

Information entered in Enter user information (STEP1)

<b>User name</b>
HOUJMU TARO
<b>Sex</b>
男 male
<b>Date of birth</b>
2000-01-01
<b>Address in Japan (the prefecture, the municipality)</b>
北海道札幌市中央区
<b>Address in Japan (the town name, the street or house numbers)</b>
1-1-1 森ヶ岡ハイツ202号
<b>User contact information</b>
123456789012
<b>Email address</b>
user01@ens-test.com
<b>User type</b>
(窓口申請) 在留資格認定証明書電子交付希望者 Applicant (at a counter) for electronic issuance of a certificate of eligibility
<input checked="" type="checkbox"/> I agree to the Terms of Use.

Registration

Back

If you wish to make a correction, click **Back** to return to the input page.

## 7 Click **Registration**.

**User type** Required

選択してください。

Read the Terms of Use and if you agree, check "I agree to the Terms of Use."  
[Terms of Use are here.](#)

I agree to the Terms of Use.

Confirm

Back

The *Completion of User Information Registration (Step 3)* page will open.

## 8 Click **Back to Top Page**.

### User information registration

Enter user information (STEP1) / Confirm user information (STEP2) / **Completion of user information registration (STEP3)**

#### Completion of user information registration (STEP3)

The registration of your user information has been completed

A notification of completion of user information registration will be sent to your email address user01@ens-test.com

[User ID : hdlpf38617]

[Back to Top page](#)

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You will be returned to the homepage. A notification of completion of user information registration will be sent to the email address that you entered on the User Information Registration page. Once you have received this notification, set a password.

**Note that an error will occur if you attempt to set a password via the URL contained in the notification mail while the Online Residence Application System homepage or login page is open. Be sure to close the Online Residence Application System window before attempting to set a password.**

This completes the Online Residence Application System user registration process.