

Dependent Procedure and Certificates to Attach

List of Documents to Submit for Dependent Certification

Depending on the situation of family members to be certified relevant to the application, we might request the submission of documents other than those shown below.

◎ mark: submission required ○ mark: attachment by corresponding persons required △ and ▲ marks: see remarks

| Situation of the family member relevant to the application | | | Documents to submit/attach | Persons recognized even if living apart | | | | | | Persons who must live together | Proof providers | Remarks | | |
|---|--|---|---|--|-------------|-----------------|--------------------|----------------------------|-----------------|--------------------------------|-----------------|--|--|---|
| | | | | Spouses | Children | | Biological parents | Siblings and grandchildren | | Grandparents | | | Parents-in-law, etc. | |
| | | | | | 18 or older | Younger than 18 | | 18 or older | Younger than 18 | | | | | |
| Special Health Insurance Society documents | | | Notification of Health Insurance Dependent (Change) | ◎ | ◎ | ◎ | ◎ | ◎ | ◎ | ◎ | | | | |
| | | | Dependent Report | ◎ | ◎ | ◎ | ◎ | ◎ | ◎ | ◎ | | | | |
| Documents that prove a relationship of financial support | Unemployed (for one year or more) | Students | Certificate of school attendance | ○ | ○ | | ○ | ○ | | ○ | Schools | For persons who are less than 18 years old, indicate the school year on the Notification of Health Insurance Dependent (Change). | | |
| | | Persons without income | Tax Exemption Certificate | ○ | △ | | ○ | △ | | ○ | ○ | Municipalities | △ Be sure to submit this in the case of persons who are not students. | |
| | | Persons with income | Income Certificate | ○ | ○ | | ○ | ○ | | ○ | ○ | | | |
| | Retired persons (within one year) | If covered by unemployment insurance | Persons receiving unemployment benefits | A copy of the letter of resignation (1) (2) or a Retirement Certificate and Certificate of Disqualification of Social Insurance | ○ | ○ | | ○ | ○ | | ○ | ○ | Public employment security offices (Hello Work), employers | The dependent removal procedure is necessary starting on the date when unemployment benefits are first received. (Only the waiting period and benefit limitation period are certified.) |
| | | | Persons not receiving unemployment benefits | A copy of the letter of resignation (1) (2) or a Retirement Certificate and Certificate of Disqualification of Social Insurance | ○ | ○ | | ○ | ○ | | ○ | ○ | | |
| | | | Persons who are done receiving unemployment benefits | A Certificate of Eligibility to Receive Unemployment Insurance with a mark indicating the completion of payment (copy of both sides) | ○ | ○ | | ○ | ○ | | ○ | ○ | | |
| | | Persons for whom the reception period has been extended | Receipt Period Extension Notification (copy) | △ | △ | | △ | △ | | △ | △ | △ In general, attach the Extension Notification (copy). (In the case of retirement due to childbirth, the Extension Notification can be submitted later if you have a letter of resignation (copy), Maternal and Child Health Handbook (copy), etc.) | | |
| | | If not covered by unemployment insurance | | A Retirement Certificate, etc. indicating that the person is not covered by unemployment insurance | ○ | ○ | | ○ | ○ | | ○ | ○ | Employers | Civil servants must attach a letter of appointment (copy). |
| | | Persons who currently work (including part-time work) | | A Tax (Exemption) Certificate and a payslip (for the most recent three months) or employment agreement (copy) | ○ | ○ | | ○ | ○ | | ○ | ○ | | |
| | | Pension recipients | | A Tax (Exemption) Certificate and the most recent Pension Receipt Notification (copy) | ○ | | | ○ | | | ○ | ○ | Japan Pension Service | Your annual income must be less than 1.8 million yen (including disability (survivor's) pension, etc.). |
| | Persons whose individual business closed | | A Tax (Exemption) Certificate and an Individual Business Closure Notification (copy) | ○ | ○ | | ○ | ○ | | ○ | ○ | Municipalities | | |
| | Persons living apart | | Remittance certificates for at least three months or a passbook (copy) | | ▲ | | ○ | ▲ | | ○ | × | Financial institutions | A record of remittances exceeding the family member's annual income is necessary. ▲ This is not necessary in the case of students. | |
| Upon getting married | | | Certificate of Acceptance of Marriage | ○ | | | | | | | | | Separate documents that prove that there is a relationship of financial support are necessary. | |
| Persons proven to be relatives, members of the same household, etc. | | | A Certificate of Residence indicating the relationship (for each member of the household) | △ | △ | △ | ○ | ○ | ○ | ○ | ○ | Municipalities | △ Submit this if living apart. | |
| | | | A copy of the family register (individual record) (for the insured person and the family members) | | | | | △ | △ | △ | △ | | △ | △ |
| Foreign nationals | | | Certificate of Alien Registration (copy of both sides) | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | | | |
| Persons with disabilities | | | Disability Certificate (copy) | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | | | |

* Please submit a Certificate of Residence or letter of resignation that does not indicate your Social Security and Tax Number (My Number).

* If the parents or grandparents are a married couple that is part of the same household, proof of the income, pension, etc. of both is necessary.

* If both parents are insured persons, children generally become the dependent of whichever parent has more income. If your spouse is not a dependent, be sure to submit their income certificate.