

英語

# Foreign Resident Manual

Helping you avoid getting caught up in criminal activity and have a peaceful and safe time in Japan.



Tokyo Metropolitan Government



Metropolitan Police Department



Tokyo Regional Immigration Services Bureau

# Contents

Introduction

P1

Japanese Rules and Manners

P2 ~ P5

Japanese Laws to be Aware Of

P6 ~ P10

Take Care when Riding a Bicycle

P11 ~ P13

Take Care when Working

P14 ~ P17

About Your Residence Card

P18 ~ P20

Reporting Obligations of Mid  
to Long-term Residents

P21 ~ P24

Who to Call When You Have Problem

P25

## To foreigners living in Tokyo Metropolitan

Many foreigners live in Tokyo Metropolitan.

However, some foreigners are in trouble with the Japanese due to differences in language, culture, and lifestyle.

In addition, there are people who do not know the laws of Japan, and by remembering the wrong things, they do not notice and violate the law.

In Tokyo Metropolitan, we created this manual to help foreigners understand the rules, manners and laws of Japan and lead a safe and secure life.



# Japanese Rules and Manners

## ◆ Throw away garbage in a garbage bin



Do not throw away garbage in the street.

## ◆ Follow the rules for disposing of garbage



When disposing of garbage pay attention to the day, **time, location and kind of garbage.**



Do not dispose of bulky waste illegally.

To dispose of bulky waste, follow the rules determined by the City Hall where you live.

## ◆ Obey the rules in the rental agreement.

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**Without permission from the landlord: adding other renters, renting to other people, renovating the rooms, and keeping pets are not allowed!**

Failure to adhere to the terms of the agreement may result in an expulsion order.

## ◆ Do not leave objects in the hallway and stairs.

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Other people also use the hallway and stairs outside the room.

If there are objects you cannot escape in case of fire or earthquake.

◆ Do not speak loudly or listen to music at high volumes in your room or in the hallway.

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Loud voices and loud sounds will annoy the people around.

If you make a noise, you may be reported to the police and receive attention from the police officers.

◆ Do not talk on your phone or have loud conversations on the train or bus.

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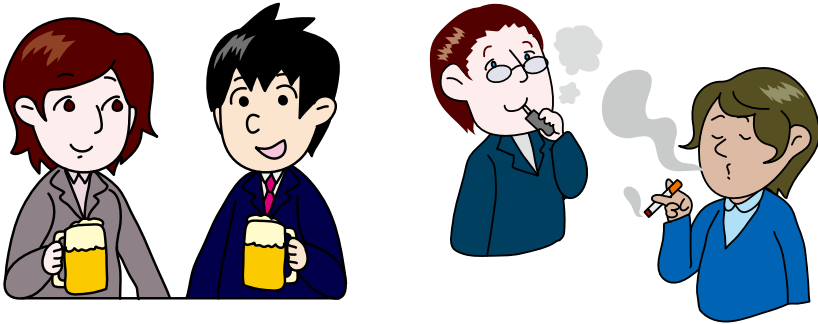
A voice speaking telephone and loud voices can bother people on trains and buses.

If you are noisy, you may get in trouble.

Follow rules and manners where people live and where there are many people.

◆ Only those over 20 years old can take alcohol and smoke.

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In Japan, people under the age of 20 (those who are not 20 years old) cannot drink or smoke.

◆ Please smoke in smoking area.

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Do not smoke while walking or use it outside of smoking areas. And you can't throw cigarette butts on the road. Tokyo bylaws prohibit smoking inside indoor facilities.

# Japanese Laws to be Aware Of

- ◆ Do not share commuter tickets or health insurance certificates.



You are not allowed to use someone else's commuter ticket, health insurance certificate, or Individual Number Card. You are not allowed to lend you commuter ticket, health insurance card, or Individual Number Card to someone else. This is a violation of the law and you will be punished.

- ◆ If you find a lost item, bring it to a police box.



You can't make a found wallet, money, cards your property. This is a violation of the law and you will be punished.

If you lose something, submit a lost item report.  
The lost thing will get back when it is found.



◆ **Shoplifting is a crime.**

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Shoplifting is taking products from a store without paying for them.

Stealing, transporting, keeping watch, or helping someone to get away are all crimes.

Japanese stores have security cameras and security guards are patrolling them.

You must never do shoplifting.

◆ **Do not take ride someone else's bicycle, even if it is abandoned.**

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**Do not take away on bicycles at stations or roads.**

This is a violation of the law and you will be punished.

◆ **Do not take vegetables or fruit from someone else's plot, or steal their livestock.**

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◆ **Do not catch fish or shellfish in rivers or the sea without permission.**

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## ◆ Do not carry dangerous items.



Knives and pepper spray



**Do not carry dangerous goods such as knives for no reason.**

This is a violation of the law and you will be punished.

The following is not a reason to carry dangerous goods.

- You have it to protect yourself
- Think it's convenient that is why you have it
- Think it's fashionable
- Before it was used for work or camping but putting it away was bothersome so it was just left in the bag

## ◆ Possession and use of illegal drugs is a crime.



**In Japan, the following drugs cannot be possessed or used.**

- Stimulant
- Cannabis (marijuana)
- Cocaine
- Heroin
- MDMA
- Dangerous drugs, etc.

Even a single use is a crime.

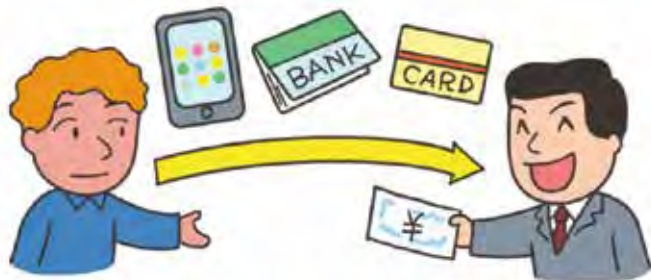
Never possess or use it.

Bringing it to Japan is also a crime.

◆ The following are crimes!  
Beware of work that promises easy earnings.

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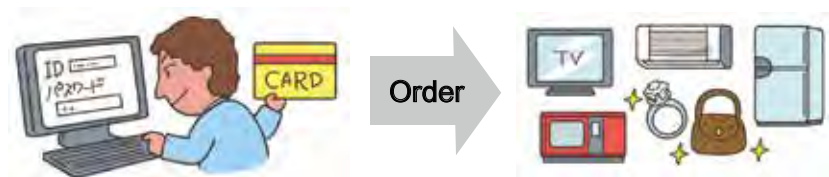
- Selling or transferring cellphones, cash cards or bank books.



- Making contracts for other people including cellphones or bank accounts.



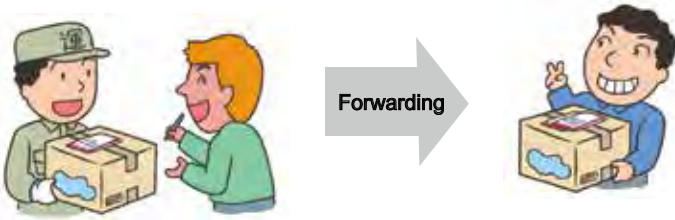
- Using other people's credit cards to order products or services online, etc.



- **Withdrawing money using someone else's cash card.**



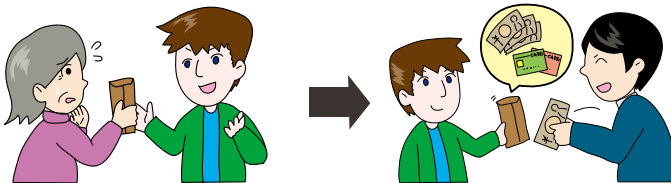
- **Receiving packages in someone else's name. Forwarding to someone else or to a designated location.**



Receiving packages in someone else's name

Forwarding to a designated location

- **Receive envelopes or luggage from other people, not knowing what is in them and pass it to those who asked it.**



**Be careful!**

**These kinds of actions hide organized crime.**

**People may become accomplices to crime without realizing it.**

**Don't get involved easily just because it appears to be easy money.**



# Take Care when Riding a Bicycle

- ◆ When you purchase or receive a bicycle please perform registration procedures.



When you purchase a bicycle:



Registering as new bicycle is required

When you receive a bicycle:



Registering a change of name is required

You can apply for crime prevention registration at a bicycle dealer, etc. where the sign for "Bicycle Crime Prevention Registry" is displayed. To change the name of the crime prevention registration, you will need a fee, residence card and bicycle security registration card (if you have one).

- ◆ Park your bicycle in designated bicycle parking spaces.



If you do not park in a designated location and just park in front of a station, etc. it will be removed!

To receive your bicycle back after removal, you may need to pay a fee.

## ◆ In Japan the same laws apply to bicycles and cars!

### Five rules for safe riding bicycles

- ① For bicycles, the road is the rule, the sidewalk is the exception.



But, in the following situations it is acceptable to ride a bicycle on the sidewalk.

- When there is a sign on the sidewalk that says "Normal bicycle sidewalk is allowed"
- When the person riding is a child under 13, a senior 70 or older, or a person with physical disabilities
- When it is difficult to stay on the left edge of the road due to construction, etc



- ② Ride on the left edge of the road



When passing the road by bicycle, it is the same left-hand traffic as the car. Right-hand traffic is prohibited.

- 3 Pedestrians have the right of way on sidewalks.  
Bicycles keep to the side of the road.



When riding the sidewalk by bicycle, run at a speed that allows you to stop immediately near the driveway.  
If you are blocking the passage of pedestrians, be sure to pause.

- 4 Obey safety rules



Riding while drunk is prohibited



Riding double is prohibited



Riding side-by-side is prohibited



Riding with an open umbrella is prohibited.



Use a light at night



Obey traffic signals at intersections.  
Stop and confirm safety

- 5 Wear a helmet

Tokyo Metropolitan promotes using helmets when riding bicycles.



- ◆ If riding a bicycle in the Tokyo Metropolitan area, it is necessary to take out insurance against bodily injury liability.

# Take Care when Working

- ◆ When you work part-time, please receive permission to engage in non-qualified activities in advance.



Foreign nationals are allowed to work in Japan within the limits of their status of residence as defined by the Immigration Control and Refugee Recognition Act.

In the following cases, please obtain a permission to engage in activity other than that permitted under the status of residence previously granted in advance.

- A person who is not allowed to work in Japan, such as "Student" or who has a "Family" status of residence, does a part-time job
- Those who are permitted to work in Japan, such as the status of residence "Technology, Humanities knowledge, International services", do a part-time job in addition to the activities specified in the status of residence



## Be careful!

There is a time limit for non-qualified activity permits.  
You must not work part-time without receiving permission from outside the qualification or work part-time without adhering to the restriction.

This is a violation of the law and you can be punished or even deported!



NO!



◆ If you will work part-time after receiving the permit, do not work more than 28 hours per week.

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28 hours



+

20 hours



=

48 hours



28 hours maximum!

The total must not exceed 28 hours per week even if in two and more different locations!

Persons with a "Student" status of residence may work up to 8 hours per day (maximum 40 hours per week) during extended breaks defined by the school (summer break, winter break, etc.)

◆ If you will work part-time after receiving the permit, do not work in adult entertainment

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You cannot work part-time in the following locations.

- Places such as snacks, cabarets, pubs, cabaret clubs, host clubs, etc. where a customer is entertained and offered meal and drink
- Gaming centers
- Mahjong shops • Pachinko parlors • "Love hotels" • "Telephone clubs"
- "Deai kissa" • Adult goods stores
- Adult video stores • Private room video shops • Call girl businesses

In such places, you are not allowed work even as a janitor, dishwasher, waiter, hall staff, etc.

◆ If you work part-time after receiving the permit, be careful of work similar to adult entertainment.

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You should not work in a massage parlour with sexual services or in a restaurant where you sit next to a customer and have a conversation or a drink.

Even if any person in the shop says that it is okay, you must not believe it.

Even if you even didn't know that you worked in adult entertainment, you may be punished or deported.

◆ You are not allowed to work part-time if you leave your school.

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After an international student leaves school due to withdrawal or removal from school, he / she cannot work part-time.

Even if the period of residence status and Non-qualification Activity Permit remain, part-time job is not allowed.

If you work part-time after leaving school, you may be punished or forcibly deported from Japan.

## ◆ Beware of work that asks for a registration fee.

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There is a crime that introduces a part-time job to a foreigner who lied and cheated money as a registration fee.

Beware of those who ask for money, such as registration fees and referral fees.

## ◆ Do not offer your home as accommodation for a fee without permission.

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In order to receive money and allow travelers to stay at home, it is necessary to obtain permission from a health center, etc., or to notify a prefectural government or municipalities.

If you manage an accommodation facility without permission, you will be punished.

# Your Residence Card

- ◆ Always have your residence card with you when out of your home.



The residence card is issued to foreigners who stay in Japan for a long time.

You must always carry the residence card.

Not keeping a residence card with you is a violation of the law and you may be fined.

You must keep a residence card with you, even if you have another identification card, such as a passport or health insurance certificates.

Those who are eligible for a resident card ("Mid to Long-term Residents") are those who do not fall under any of the following ① to ⑥.

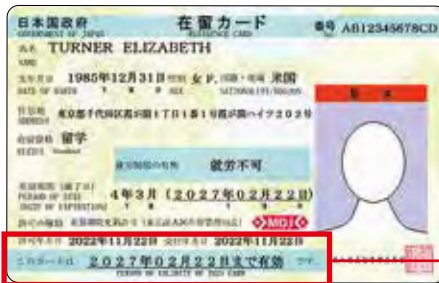
- ① Persons with a period of stay of up to three months.
- ② Persons with a "Temporary Visitor" Status of Residence.
- ③ Persons with a "Diplomat" or "Official" Status of Residence
- ④ Officials of Taiwan Japan Relations Associations office in Japan (such as Taipei Economic and Cultural Representative Office, etc.), or the General Department of Palestine in Japan or their family members.
- ⑤ Special permanent residents
- ⑥ Those who do not have a status of residence

◆ Please show it when you are requested by police or an official from the Immigration Services Agency to present your Residence Card.



Foreigners are obliged to show their residence card when police officers etc. request them to present their residence card. You will be punished if you do not present your residence card in response to a request from a police officer.

◆ Residence cards have a validity period.



- Status of residence "Permanent resident" / "Class 2 Highly Skilled Professional"
  - Older than 16 years of age: 7 years from the date of grant
  - Younger than 16 years of age: till 16th birthday
- Residents other than "Class 2 Highly Skilled Professional"
  - Older than 16 years: Until the expiration date of your stay
  - Under 16 years of age (until the expiration date of your stay or your 16th birthday), whichever comes first

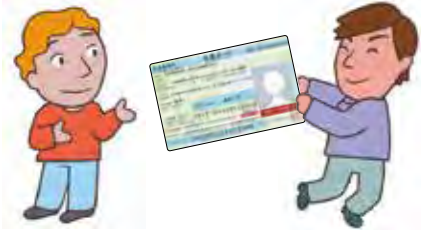
- ◆ If you have lost your Residence Card, immediately apply at the Immigration Services Agency to have it reissued.



To apply for a reissue, you will need a proof of loss (lost certificate, stolen certificate, disaster certificate, etc.), passport, and photo. Ask your local immigration and immigration office in advance.

If you do not apply within 14 day, you may be punished.

- ◆ Do not lend or transfer your Residence Card.



Do not lend it! Do not transfer it!

Do not lend or hand over your residence card if you know it will be misused.

Even if your residence card has expired, you must not lend it. This is a violation of the law and you can be punished or deported.

### **Beware of counterfeit or modified Residence Cards!**

Foreigners who have a forged or altered residence card for the purpose of exercising may be punished or deported even if they have status of residence!



**NO!**

# Reporting Obligations of Mid to Long-term Residents

- ◆ Mid to Long-term Residents are required to report their municipalities and Immigration Services Agency of their Japanese address and the organization they belong to (company, shop, school, etc.).



Medium to Long-term Residents must submit a notification as required by the Immigration Control and Refugee Recognition Act.

- Address location
- Name, date of birth, nationality / region, gender
- Affiliated organization (activity organization, contract organization) ※
- Divorce from a spouse, death of a spouse ※

※ Notifications regarding affiliated institutions and spouses are determined by the target person.

Failure to fulfill the notification obligations or filing a false lie may result in punishment or cancellation of your status of residence.

If you have not fulfilled the notification obligation,

- Application for change of status of residence
- Application for permission to renew the period of stay
- When applying for a permanent residence permit, you may be negatively evaluated and may be punished.

- ◆ After entering Japan, if you decide where you live or change your place of residence, be sure to notify your municipal office of your new address.



Address  
is determined



Address changes

A resident card is required to submit a new address to the municipalities.

- ◆ If you get married or in other cases when there is a change to your name, birthdate, nationality or gender, notify the Immigration Bureau immediately.



Name, nationality,  
etc. change

When submitting a notification to the Immigration Services Agency, you will need a passport, a photo, a residence card, and other materials to prove that your name has changed.

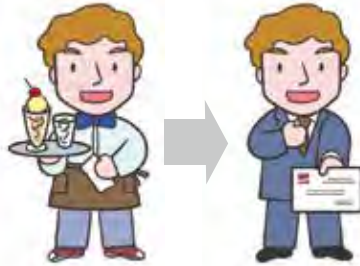


◆ If you drop out of school or change your company, notify the Immigration Services Agency immediately.

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Graduation, enrollment, transfer, withdrawal from school, etc.



Job change, retirement, etc.

The following status of residence is required for notification.

Professor, Highly Skilled Professional, Business Manager, Legal / Accounting services, Medical services, Instructor, Intra-company Transferee, Technical Intern Training, Student, Researcher, Engineer/Specialist in Humanities/International Services, Nursing, Entertainer, Skilled labor, Specified skilled worker

The following reasons are required for notification.

- Name change, location change, disappearance of organization such as school or company to which you belong
- Withdrawal and transfer from organizations such as schools and companies to which you belong
- Termination of contract with a contracted organization such as a company, conclusion of a new contract

Failure to fulfill notification requirements or filing a lie will result in punishment.

- ◆ If you are a resident with a status of residence such as "Family stay", "Spouse" etc. of Japanese", or "Spouse of a permanent resident etc.", please notify the Immigration Services Agency immediately if you are divorced or widowed.



Divorce,  
death of  
a spouse

The person who is obliged to report is the person whose activities as a spouse are the basis of the status of residence. Others are not eligible. If you are divorced or your spouse died, you must submit a report to the Immigration Services Agency as well as to the municipalities (notice of divorce and death of a spouse).

Failure to fulfill the notification obligations or false notifications will result in punishment.

- ◆ Notifications such as changes to the organization to which you belong, and divorce or death of a spouse can also be made via the Internet.

Please search here.

Immigration Services Agency electronic  
notification system

Search



[https://www.moj.go.jp/isa/publications/materials/i-ens\\_index.html](https://www.moj.go.jp/isa/publications/materials/i-ens_index.html)

# Who to call When You Have Problems

## ◆ In an emergency

For crime or accidents

Dial 110



For fires, sickness or injury

Dial 119



## ◆ For information about status of residence, etc.

Immigration Information Center

Dial 0570-013904

(Weekdays 8:30 to 17:15)



Assistance available in English, Chinese, Korean, Spanish, Portuguese, Vietnamese, Tagalog, Nepalese, Indonesian, Thai, Khmer, Burmese, Mongolian, French, Sinhala and Urdu!

## ◆ For more information about residency for foreign nationals

Foreign Residents Support Center  
(Tokyo Regional Immigration Services Bureau)

Tel: 03-5363-3025 (Reservation only)

(Weekdays 9:00 to 17:00)

Reservation form:

[https://www.moj.go.jp/isa/support/fresc/fresc\\_2.1.html](https://www.moj.go.jp/isa/support/fresc/fresc_2.1.html)

Address: Yotsuya Tower 13F, 1-6-1 Yotsuya, Shinjuku City, Tokyo



## ◆ For information about daily life

Tokyo Metropolitan Foreign Residents' Advisory Center

Language	Available	Tel.
English	Mondays to Fridays	03-5320-7744
Chinese	Tuesdays and Fridays	03-5320-7766
Korean	Wednesdays	03-5320-7700



**Consultation times:** 9:30 to 12:00, 13:00 to 17:00

# Foreign Resident Manual



This manual is available in multiple languages.  
It can be downloaded free of charge from  
the Tokyo Metropolitan Government website.

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Search



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