

[In an Emergency]

1. Emergency Calls

- (1) Police (110)
- (2) Fire and Ambulance (119)

2. Fire, Earthquake, Typhoon

- (1) Fire
- (2) Earthquakes
- (3) Typhoons

[Living in Japan—Official Procedures]

1. Status of Residence

- (1) Types of Procedure
- (2) Status of Residence Categories

2. Alien Registration

- (1) Initial Registration
- (2) Re-application (confirmation) for Certificate of Alien Registration
- (3) Re-issuance of Damaged Certificates
- (4) Re-issuance of Lost or Stolen Certificates
- (5) Report of Change in Registered Matters

3. Notice of Birth, Death and Marriage

- (1) Notice of Birth
- (2) Notice of Death

- (3) Notice of Marriage

4. Private Seal Registration

- (1) Buying Seals
- (2) Registering Seals
- (3) If You Have Lost Your Seal or Seal Registration Card or When You No Longer Need the Card
- (4) Certificate of Seal Registration

[Basic Information for Living in Maizuru]

1. Housing

- (1) Renting Housing
- (2) Tips for House/Apartment Hunting
- (3) Moving in/out

2. Electricity

- (1) Initial Set-up of Electricity
- (2) Electric Appliances
- (3) Payment
- (4) Canceling / Transferring

3. Water Supply

- (1) Applying and Canceling
- (2) Payment
- (3) Frozen or Burst Pipes
- (4) Repair of Water Pipes
- (5) Water Supply Failures
- (6) Tap Water is Safe to Drink

4. Gas

- (1) Applying for gas
- (2) Payment
- (3) Gas Safety
- (4) If You Smell Gas...
- (5) Canceling

5. Garbage

- (1) How to Put Out Your Garbage
- (2) Recycling Center
- (3) Incineration Plant

6. Telephone

- (1) Initial Set-up
- (2) Payment
- (3) Canceling
- (4) Telephone Directories
- (5) Public Telephones
- (6) Telephone Cards
- (7) Domestic Telephone Calls
- (8) Mobile Phones
- (9) International Telephone Calls

7. Mail

- (1) Domestic Mail
- (2) International Mail
- (3) Postal Service Information in English

8. Financial Institutions

- (1) Banks and other Financial Institutions
- (2) Automatic Transfer
- (3) Money Transfer
- (4) Foreign Currencies

9. Pets

- (1) Registration and Rabies Shot
- (2) Unwanted cats and dogs
- (3) When Your Dog or Cat Dies

10. Package Delivery

11. Moving house

- (1) Moving-out
- (2) Notice of Removal

[Health Management]

1. Medical Treatment

- (1) Medical Institutions
- (2) Treatment
- (3) Medicine
- (4) Payment
- (5) Medical Care during the Night or on Holidays

2. Medical Insurance

- (1) The Health Insurance Program
- (2) National Health Insurance

3. Health & Prevention

- (1) Medical Check-up Corner
- (2) Health Consultation

4. Medical Check-ups for Adult

- (1) Medical Check-ups
- (2) Dental Tests
- (3) Specialist Training

[Child Care and Education]

1. Maternity and Child Health Service

- (1) Upon becoming Pregnant
- (2) Home Visits to Babies
- (3) Consultations concerning Child Care by Telephone
- (4) Classes
- (5) Injections (Yobo-sesshu)
- (6) Medical Check-up for Infants

2. Day Nurseries and Kindergartens

- (1) Day Nurseries (Hoikusho)
- (2) Kindergartens (Yochien)

3. Schools

- (1) Elementary School and Junior High School
- (2) Schools for Mentally and Physically Handicapped Children

4. Japanese Language Lessons "Kamome-no-gakkou"

- (1) Days
- (2) Places
- (3) Contents
- (4) Application Requirements
- (5) Tuition
- (6) Application

[Transportation]

1. Railways

- (1) JR (Japan Railways)
- (2) Other Railways

2. Buses

- (1) Entry and Exit
- (2) Bus Fares

3. Taxis

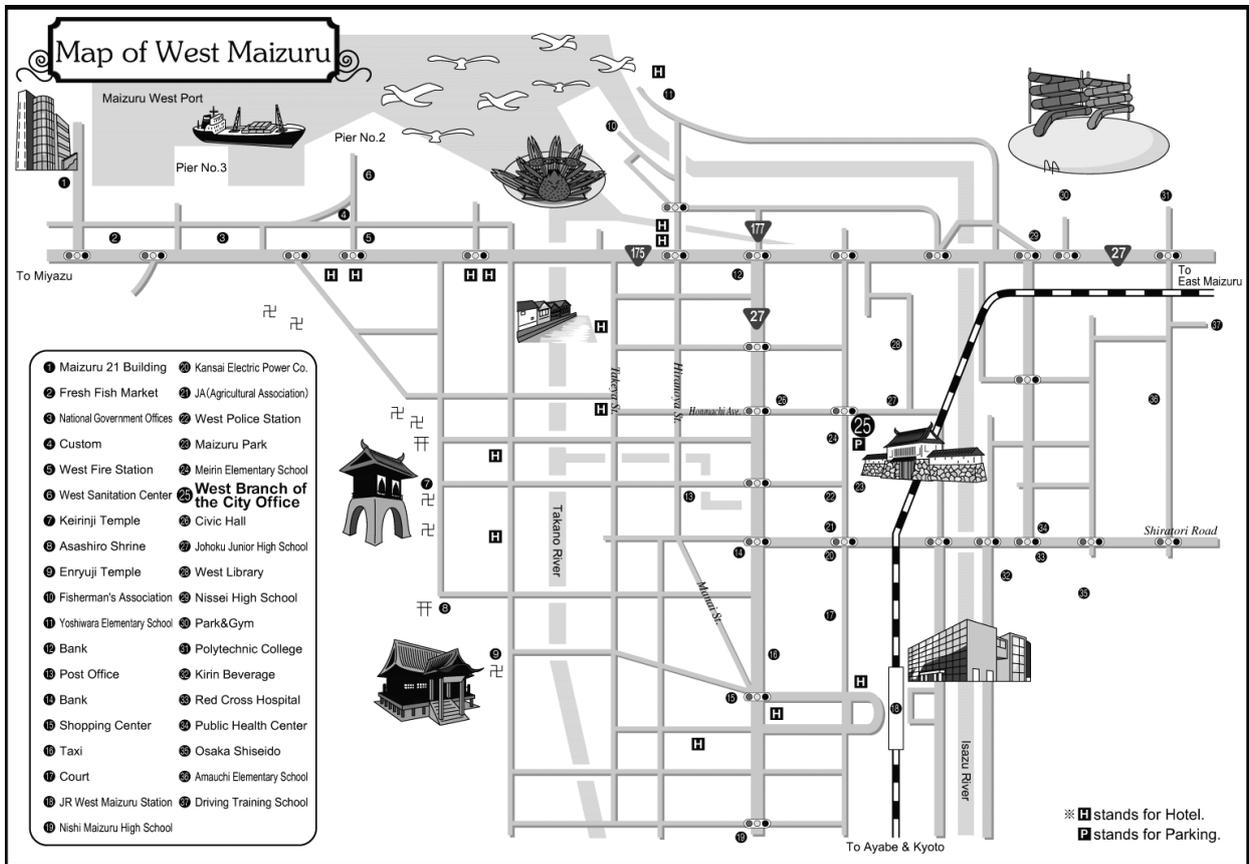
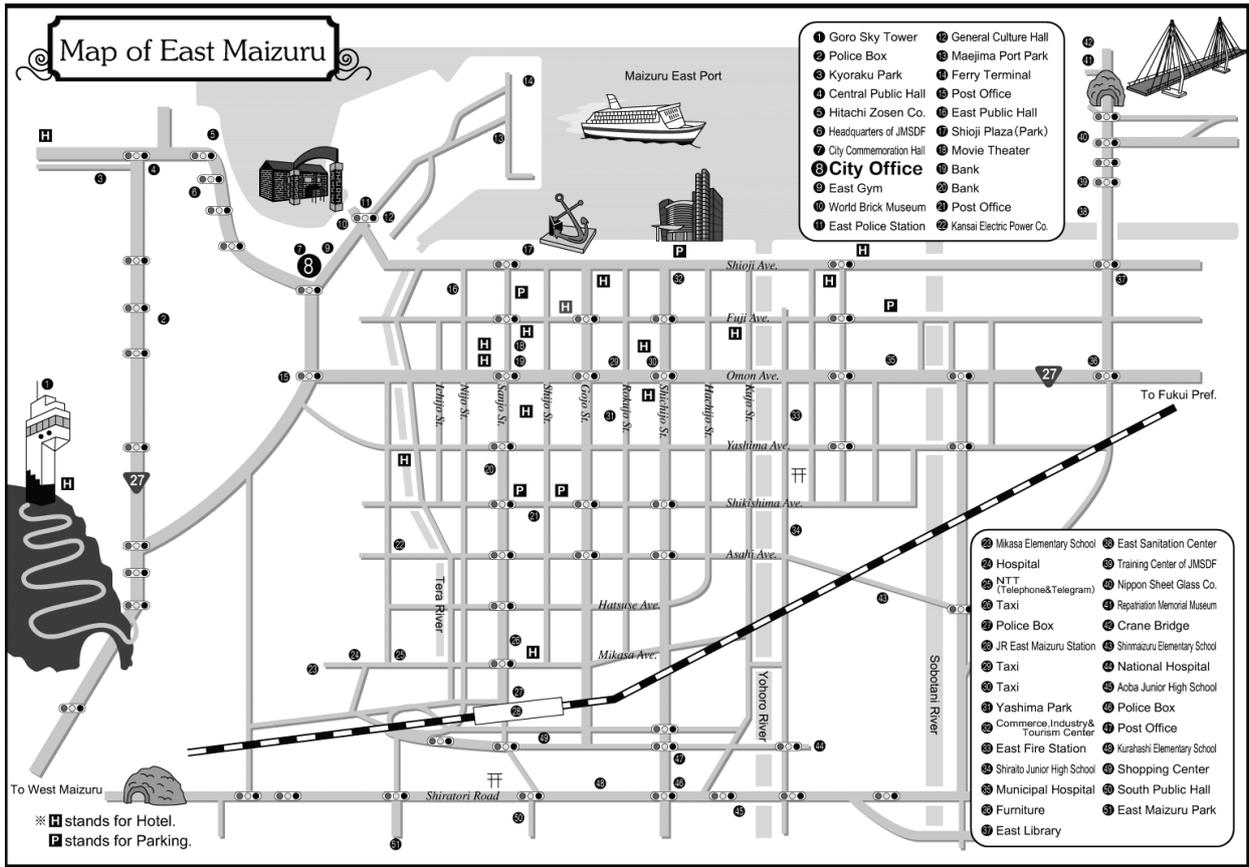
- (1) Hiring
- (2) Taxi Fares

4. Automobiles

- (1) International Driver's License
- (2) Japanese Driver's License
- (3) Automobile Insurance
- (4) Automobile Inspection

5. Bicycles

- (1) Cycling Rules
 - (2) Beware of Cars While Cycling
 - (3) Crime Prevention Registration
-



In an Emergency

1. Emergency Calls

110 for the police, 119 for the fire station.

(1) Police (110)

To report traffic accidents or crimes to the police, dial 110.

Phrases to remember:

"Jiko-desu"—"There was an accident"

"Dorobo-desu"—"There was a theft"

If possible, tell the operator when and where and what happened as precisely as you can, along with your name, address and phone number.

(2) Fire and Ambulance (119)

To report a fire or call an ambulance, dial 119. When the operator answers, specify if it's a fire or if you need an ambulance.

Phrases to remember:

"Kaji-desu"—"It's a fire"

"Kyu-kyu-desu"—"An ambulance, please"

Tell the operator where it is happening precisely, along with your name and contact number and/or address. Ambulances are strictly for emergencies only—do not call one when you can go to a hospital on your own.

2. Fire, Earthquake, Typhoon

(1) Fire

If a fire occurs, shout "Kaji-da! (fire!)" as loud as you can so the neighbors know, and call 119 to report it to the fire station. Tell the operator the following:

- Location of the fire
- What is on fire
- If there are people trapped by the fire
- If they are wounded

※ To Avoid Fire Accidents

●Do not forget to check electricity and gas equipment before you go to bed, or when you go out. Be especially careful of heaters in winter.

●When cooking, especially when frying something, do not leave the stove. If you have to leave

it, make sure you turn it off.

●Apartment buildings and boarding houses are equipped with red fire extinguishers. As this helps put out small fires, it is important to ask your superintendent about how to use them.

(2) Earthquakes

1.Be prepared for quakes

Earthquakes happen in Japan more often than in many other countries. Be prepared to avoid panic in case they occur. The following is advisable:

- Do not place heavy and /or fragile things on chests of drawers and/or shelves, etc.
- Place heavy and/or fragile furniture safely against walls.
- Be especially careful around fire-operated equipment-stoves, heaters, etc.,-so that flammable objects do not fall on them if an earthquake occurs.
- Know the location of your place of refuge and escape route to it.
- Talk with your family/friends and agree where to meet after taking refuge, in case you get separated at the time of a quake.
- Prepare emergency flash lights and a portable radio as quakes often cut electricity.
- Prepare emergency food, drink, drugs, and first-aid kits.

2.If a Quake Happens...

An earthquake does not last more than one minute. Do not panic, and keep the following in mind.

- First turn off equipment such as stoves and heaters.
- Distance yourself from furniture which may fall, and protect your body by kneeling under a desk or table.
- Open window(s) or door(s), and obtain at least one exit route.
- Try to put shoes on as broken pieces of glass and other objects may be all over the street.
- If a fire is generating smoke, cover your mouth and nose with a wet cloth and bend your upper body down when escaping.
- Do not go close to narrow paths, cliffs, or river banks.
- Escape on foot with the minimum of belongings.
- Follow reliable information on TV and radio.
- Escape to your place of refuge.

※Even after the first shock has gone, aftershocks will last a little while, and often it is safer not to go back home right away. It is important to listen to the most reliable information sources.

(3) Typhoons

Throughout Japan typhoons occur during the period from June to September. With strong wind and rain, in some areas landslides and floods have occurred. The following are tips to avoid damage from typhoons:

- Strengthen your glass windows with tape, and close rain doors and shutters before a

typhoon is expected to arrive.

- Take inside light-weight objects that can be blown away by the typhoon.
- Sometimes typhoons cause power cuts. Prepare emergency flash lights and a portable radio.
- Try to get appropriate information from TV and/or radio before a typhoon is expected to arrive.

※Emergency Provisions

Have these things ready in case of serious earthquakes or typhoons—drinks, emergency food, first-aid kit, portable radio, flash light, candles, matches.

Living in Japan — Official Procedures

1. Status of Residence

For foreigners staying in Japan, status of residence and period of stay are determined at the time of entering the country. This determines the length of stay in Japan as well as the area of permitted activities. A landing permission stamp is marked in the passport. The period of residency starts on the day following entry.

(1) Types of Procedure

You have to get permission from an immigration office in the following cases.

1.Changing Status

- Permission to Engage in Activity Other Than That Permitted by Status of Residence Previously Granted

Permission is required when a foreign national wishes to engage in an activity, such as a part time job for which the person gets financial reward, other than that permitted under his/her status of residence.

- Permission to Change Status of Residence

Permission is required when a foreign national wishes to cease the activity stated in his/her status of residence and engage in an altogether new activity which falls under a different status of residence, for example entering a school or company, or getting married.

2.Extending Stay

- Permission to Extend Period of Stay

Permission is required when a foreign national wishes to remain in Japan, under the same status of residence, beyond the granted period of stay. Applications for extending the period

of stay can be made up to one month prior to the expiry date.

※Visa extensions can take much longer in Maizuru than in major cities, as they are often sent to Osaka for processing. Be sure to apply well in advance if you have an overseas trip planned.

3.Re-entering

●Re-entry Permission

If you wish to leave Japan temporarily during your period of stay, such as for a vacation, it is necessary to obtain a Re-entry Permit prior to departure from Japan.

IMPORTANT : If a Re-entry Permit is not obtained prior to departure, it will invalidate the remaining period of your visa and you will have to apply for a new visa before returning to Japan. Re-entry Permits are valid until the expiry date of the visa, up to a maximum of 3 years (or 4 years for special permanent residence). Re-entry Permit applications can be made at any time during the period of stay.

4.Other Procedures

●Permission to Acquire Status of Residence

Permission is required when a foreign national who was born in Japan or who has renounced Japanese nationality wishes to continue to stay in Japan.

●Permission for Permanent Residence

This permission is required when a foreign national wishes to change his/her status of residence from temporary to permanent or to acquire permanent resident status. Certain conditions have to be met in order to apply for Permanent Residence.

(2) Status of Residence Categories

1.Categories of Foreign Nationals Who are Permitted to Work in Japan

Diplomats, government officials, professors, artists, journalists, investors/business administrators, researchers, educators, engineers, specialists in the humanities and international services, company transferees, entertainers, skilled labourers and people engaging in legal/accounting services, religious activities, and medical services.

2.Categories of Foreign Nationals Who are Not Permitted to Work in Japan (some working may be permitted by acquiring Permission to Engage in an Activity Other Than That Permitted by the Status of Residence Previously Granted)

Cultural activists, temporary visitors, students, trainees, dependents.

3.Categories of Foreign Nationals Whose Eligibility to Work is Determined by the Type of Visa

Designated activities (For example Working Holiday Visa)

4. Status of Foreign Nationals who are Eligible for All Activities

Permanent residents, spouses of Japanese, spouses of permanent residents, children of residents under Law no. 126 of 1952, long term residents.

◆ Immigration Information

- Maizuru Branch, Osaka Immigration Office

2F the Joint Government Port Office (Maizuru Kowan Godo Chosha), 901 Shimo-Fukui, Maizuru

TEL 75-1149

- Osaka Immigration Information Center

TEL 06-6774-3409 (or 3410) 9:00~12:00 13:00~16:00

2. Alien Registration

Under the Alien Registration Act, the following foreign nationals must register at the local government office.

- Newly entered foreign nationals who intend to stay in Japan for 90 days or longer
- Foreign nationals who were born in Japan
- Foreign nationals who have lost Japanese nationality

(1) Initial Registration

1. Foreign Nationals Who are 16 Years or Older

You must register within 90 days of the day your entrance to Japan was permitted, or within 60 days of the day you lost your Japanese nationality.

< Necessary Documents >

- Application Form for Certificate of Alien Registration
(to be found at the City Office)
- Passport (if available)
- Two passport photos (4.5×3.5cm), taken within 6 months of the date of application.

※ For foreign nationals who are less than 16 years old, his/her parent or guardian must complete the application procedure on their behalf. They get their own card after their parents apply. When he/she turns 16, the person himself/herself must apply with all the necessary documents within 30 days of his/her birthday.

2. New-born Infants

New-born infants must be registered within 60 days of his/her birth.

< Necessary Documents >

- Birth certificate
- Passport (if available)

※ The Certificate of Alien Registration is issued after application. It is issued on the same day, except in the case of application for the special permanent residence status.

Foreign nationals who are 16 years or older must carry their Alien Registration Card at all times.

(2) Re-application (confirmation) for Certificate of Alien Registration

Foreign nationals who are 16 years or older must reapply or confirm the facts mentioned on the certificate within 30 days after the fifth birthday following the date of issue or the last verification. Permanent residents or special permanent residents must do so after the seventh birthday following the date of issue or the last verification.

< Necessary Documents >

- Application Form for Confirmation of Registration
- Certificate of Alien Registration
- Passport
- Two photos

(3) Re-issuance of Damaged Certificates

If the Certificate of Alien Registration becomes damaged, apply for a new Certificate at the City Office.

< Necessary Documents >

- Same as above

(4) Re-issuance of Lost or Stolen Certificates

If the Certificate is lost or stolen, the incident must be reported to the police. This registration must be conducted within 14 days of the day of loss or theft.

< Necessary Documents >

- Application Form for Issuance of the Certificate of Alien Registration
- Passport
- Two photos
- letter of reason
- letter attesting to the loss or theft (if it is necessary for the City Office)

(5) Report of Change in Registered Matters

A change in your name, nationality, occupation, address, or period of stay must be reported within 14 days of the day the change occurred.

< Necessary Documents >

- Application Form
- Certificate of Alien Registration
- At least one authorized item as a proof of the change
- ◆ Information
 - The City Office, Residential Affairs Division (Shimin-ka)
TEL 66-1002
 - West Branch Office, Residential-annuitant Section (Nishi-shisho Shimin-Nenkin-kakari)
TEL 77-2252
 - Kasa Branch Office (Kasa-bunshitsu)

3. Notice of Birth, Death and Marriage

(1) Notice of Birth

When an infant is born, you must submit a Report of Birth to the City Office within 14 days of the birth. This Registration may be necessary for the child to acquire the nationality from its country of nationality.

If the parent(s) intend to stay in Japan for 60 days or longer after the birth of the child, they must acquire Status of Residence for the child within 30 days of its birth, and register it as an alien within 60 days of the birth.

If the mother and father have different nationalities, the birth must be reported to both countries

< Necessary Documents >

- Certificate of birth issued by the hospital
- Mother and Child Health Handbook (boshi kenko techo)
- Your personal seal (inkan), if you have one.

(2) Notice of Death

Death must be reported to the City Office by the deceased's family within 7 days of the death. It must be accompanied with a death certificate made by the attending doctor.

The Certificate of Alien Registration of the deceased has to be returned to the City Office within 14 days of the death.

If cremation or burial is to be conducted in his/her country of nationality or other country, ask the embassy or consulate. If cremation or burial is to be conducted within Japan, ask the City Office for permission.

(3) Notice of Marriage

Conditions under which marriage status is established vary according to nations. In case of international marriage, the husband and wife must meet the conditions laid by both his/her countries.

To acquire marriage status within Japan, you must submit a Notice of Marriage to the City Office in the place of your residence, and have it screened and accepted.

◆ Information

- The City Office, Residential Affairs Division (Shimin-ka)
TEL 66-1002
- West Branch Office, Residential-annuitant Section (Nishi-shisho Shimin-Nenkin-kakari)
TEL 77-2252
- Kasa Branch Office (Kasa-bunshitsu)
TEL 83-0014

4. Private Seal Registration

Personal seals are used in Japan in much the same way as signatures are used in other countries. There are two types of seals. The first type is called the "official seal" (jitsuin), which is actually registered at the local municipal office and is usually only used for very important legal procedures like registering real estate property with the government. The second type of seal is the "private seal" (mitomein). This type of seal is for daily matters and is commonly used for things such as opening savings accounts, recording monetary transactions, registering a marriage notice, and acknowledging the receipt of special mail or deliveries.

(1) Buying Seals

Seals are made of various materials and can be purchased at a seal shop (hankoya). An official seal made of an inexpensive material will cost you approximately ¥3,000.

(2) Seal Registration

When you make a large purchase such as a car or real estate, or when you transfer the ownership rights to a telephone line, you are required to use the "official seal" (jitsuin) which is actually registered at the City Office.

1.Registrable seal

A registerable seal must have a diameter of more than 8 mm and less than 25 mm. The real name or the registered popular name is to be carved.

※ Rubber stamps, misshapen or damaged seal are not registrable.

2.Eligibility for seal registration

Persons over 15 years who have filed his/her Alien Registration in Maizuru may register a seal.

3.Application Procedure

- Application by the owner

If the owner of the seal makes the application in person, he/she can receive the seal registration card and the seal registration certificate on the day of application.

< Necessary Documents >

- Certificate of Alien Registration or driver's licence
- Registrable seal
- Application by the representative

If the representative of the owner makes the application in person, the owner can receive the seal registration card and the seal registration certificate later.

< Necessary Documents >

- Registrable seal
- Representative's personal seal

※ When you apply to register a seal, there is a ¥200 charge.

(3) If You Have Lost Your Seal or Seal Registration Card or When You No Longer Need the Card

If you have lost your seal or seal registration card or when you no longer need the card, you must fill out and submit an application to invalidate a registered seal at the City Office. The card is only valid while you are living in Maizuru. Please return your seal registration card to the City Office or dispose of it yourself. It is not necessary to apply to invalidate a registered seal.

(4) Certificate of Seal Registration

If your seal has already been registered, bring the seal registration card to the City Office, and a certificate will be issued to you. There is a ¥200 charge per copy.

◆ Information

- The City Office, Residential Affairs Division (Shimin-ka)
TEL 66-1001
- West Branch Office, Residential-annuitant Section (Nishi-shisho Shimin-Nenkin-kakari)
TEL 77-2252
- Kasa Branch Office (Kasa-bunshitsu)
TEL 83-0014

Basic Information for Living in Maizuru

1. Housing

It is suggested that you consult with a real estate agent when you intend to rent an apartment or house. These agents can tell you such things as distance between the residence and train/bus stations, lay-out and equipment of the residence, and can take you to the prospective location. The following charges usually apply.

(1) Renting Housing

1.Rent(yachin)

In Japan, rent is usually paid on a monthly basis. If you start your tenancy in the middle of the month, rent is allocated by the day and multiplied by the number of the days you will stay or have stayed.

2.Deposit(shikikin)

Your landlord keeps the deposit, but in Japan no interest is added. The deposit will be returned when you vacate your residence. However, fees for the repair of damaged equipment

and unpaid bills for utilities are subtracted if the tenant vacated the residence leaving these unpaid. Charges for replacing tatami mats and paper doors may also be deducted.

3. Entering charge/Key money(reikin)

A non-returnable fee at the start of the tenancy. A further charge is usually payable if you wish to renew the contract.

4. Agent fee(chukai-ryo)

This is the commission paid to the real estate agent. According to regulations, it is not more than one month's rent.

5. Management fee(kanri-hi)

For elevators, janitors, and utilities, etc. Some landlords do not charge this fee, or it is already included in your rent.

6. Reservation deposit(tetsuke-kin)

You pay this in order to keep your residence prior to your tenancy period. This will not be returned to you if you terminate your contract without proper agreement.

(2) Tips for House/Apartment Hunting

Even if you cannot read much Japanese, it is possible to understand a lot of the rental information in the windows of real estate agents. The following abbreviations are used.

1K: One room with a kitchen (the kitchen may be a small separate area, or part of the room)

2DK: Two rooms and dining room/kitchen.

2LDK: Two rooms, one living room and dining room/kitchen.

The size of the room is specified by the number of tatami mats, i.e. a room with 6 tatami mats, is called "roku(six) jo(tatami)" and 3 tatami mats "san(three)jo". The size of one tatami mat is usually 1.8×0.9m.

※ Note

- The cost of renting accommodation varies greatly. However, a typical rental contract requires a payment of the equivalent of at least 5 months rent in advance.
- In many cases, renting an apartment/house is based on a 2-year contract, and your landlord can raise the rent at the time of the contract renewal. If you wish to vacate your residency prior to your contract, give notice at least one month in advance.
- In most cases, you are not permitted to renovate, or make alterations to, your rented residence.
- Landlords/agents who have not rented to foreign tenants before are often very wary. An introduction, or letter of reference, from a Japanese friend saying that you are familiar with Japanese accommodation may help to reassure hesitant landlords/agents when you first approach them. Your business card, or letter from your school/college, may also help. A sponsor is also needed when you sign a contract. A sponsor can be your employer, or school, or a Japanese friend.

(3) Moving in/out

Accommodation in Japan is usually rented unfurnished. Even the light fittings are often removed. When you move into a new house it is customary to give a small gift of soba noodles or a towel to your new neighbors. In big modern apartments with a high turnover of residents this is not always necessary, but it is often a good way to meet your new neighbors. When you move out you are expected to leave the accommodation completely empty.

2. Electricity

Bills for utilities may be payable directly to the utility company, or to the Landlord. The following are basic procedures.

(1) Initial Set-up of Electricity

In your residence, you will find a switchboard(s), usually on a wall at the entrance or in the kitchen. Turn on the breaker switch(s). You will find a post card near the breaker. Fill it out and return it by post.

(2) Electric appliances

In Japan, household voltage is 100V. However, it is 50Hz in the eastern part of the country while it is 60Hz in western Japan. In Maizuru 60Hz are used. Using incompatible electric appliances may cause damage. Be sure to check that overseas equipment is suitable for use in Maizuru before use. Transformers can be purchased in major cities.

(3) Payment

Monthly bills are based on meter readings.

Payment methods:

1. Bank or Post Office

Three methods of payment are available.

a) Cash payment

Complete a payment slip and present it at the counter with the relevant amount.

b) Machine transfer

Payment can be made by either cash or cash card at ATM machines. English language service is available at most major bank machines in Japan, but at the time of writing, is not available in Maizuru. If you cannot read Japanese, ask a member of staff for assistance.

c) Direct Debit

Automatic monthly payment can be used for gas, water, telephone, NHK, subscription fees, and local government charges. Ask a teller in your local branch for details.

※ Due to the short opening times of banks in Maziuru, direct debit can be the most convenient way to pay regular bills. However, setting up a direct debit can take many weeks in Maizuru and should only be considered for long term payments.

2. Convenience Stores

Major convenience stores with bar code cash registers are often the most convenient way to pay utility bills.

3. Bill Collector

If you are at home during office hours, it may be possible to pay directly to the bill collector.

(4) Cancellation/Transfer

If you are planning to move house, notify the relevant utility companies and bank(s). In the case of electricity, call Kansai Denryoku (Kansai Electric Power Co., Inc.) at least 5 days in advance and tell the clerk your customer number, (written on the electricity bill), your name, your present address, the date of your move, and your new address. On the day the power is to be shut off, an employee will come by to disconnect the electricity and calculate your final bill.

◆ Direct inquires to:

Kansai Electric Power Co., Inc. Maizuru Branch office

TEL 62-2540

※A large demand for electricity, for example simultaneous use of equipment such as oven toasters, electric fan heaters, electric water heaters etc. may result in the electric breaker being cut. If this occurs, turn off some appliances and switch the breaker on again.

3. Water Supply

(1) Applying and Canceling

Notify the change in details at the city office.

(2) Payment

Water usage is charged every two months. Payment can be made by direct debit, or at the city office/bank.

(3) Frozen or Burst Pipes

When the temperature drops below -4°C , water pipes may freeze. If a particularly cold night is forecast, it is recommended that you leave your water running over night. A continuous flow about the diameter of a pencil lead is sufficient to prevent pipes freezing. If your pipe freezes, first turn the tap to the maximum open position. Then, after wrapping the faucet in the towel, pour warm water over it. If your pipes burst, see (4).

(4) The Repair of Water Pipes

When you need to repair water pipes, ask the City Office or a plumber authorized by Maizuru City for repairs.

When you discover a pipe leaking water on the road, please inform the City Office.

(5) Water Supply Failures

Failure of the water supply may be caused by road works. A public information car will notify you of a failure of the water supply due to construction.

(6) Tap Water is Safe to Drink

In Japan, tap water is purified by the system managed by the City Office and is safe to drink.

◆Information

- The City Office, Waterworks-General Affairs Division of City Office
(Suidobu gyomuka)

TEL 66-1632

• Waterworks Section, West Branch of City Office
(Nishi-shisho Suido-kakari)

TEL 75-2259

4. Gas

(1) Applying for gas

Generally there are two types of gas—city gas and LP gas (propane gas). Find out which type is used in your residence.

1. City Gas

Make an application for the initial installation by contacting Tango Gas (Tel. 62-2606). On the day your gas services is to begin, a service person will visit your house with necessary equipment.

2. Propane Gas

Propane gas cylinders are usually located outside the home. Only appliances specifically designed for propane should be used (using propane with equipment designed for other types of gas is highly dangerous). Contact a local supplier to arrange supply.

(2) Payment

You will be billed each month after your gas meter has been read. Contact the supplier for information about payment methods.

(3) Gas Safety

- Ensure gas appliances are off before leaving your home.
- Turn off gas at the wall if you are going away for a day or two.
- Turn off gas at the outside cylinder if you are leaving for an extended vacation.
- If your bath water is heated using a circulating water gas heater, the bath must be filled with cold water to a level above the upper inlet before the heater is turned on.
- Older heaters do not have an automatic shut off mechanism, so it is very important not to forget the water heater is on.
- Gas heaters that are situated inside the home must be properly ventilated. Carbon monoxide poisoning is a real danger if windows and doors are closed.
- Gas detectors are usually fitted in Japanese homes. In addition to gas leaks, aerosol insect killer, or alcohol from heating sake may result in the gas being cut off. If this happens, reset at the meter.

(4) If You Smell Gas...

- Open the windows and doors wide. City gas is lighter than air and readily disperses, but propane gas is heavier and tends to sink to the floor. Use a broom, etc. to sweep out the gas.
- Switch gas off at the mains.
- Contact your gas shop.

- Do not touch the switches on electrical appliances.

(5) Canceling

When you wish to discontinue your gas service, please call your supplier in advance.

※Final payment can be made by direct debit. There is an additional charge for late payment.

5. Garbage

(1) How to Put Out Your Garbage

In order to reduce the amount of garbage and promote the recycling of reusable resources, the City of Maizuru requests households to divide their garbage into "Combustible", "Incombustible" and "Large-sized" items, each of which is collected separately. Please put out your trash at the set place, time, and day for the garbage truck to collect. When putting out your trash, please observe the following guidelines:

- Separate garbage properly.
- Put out garbage at the right place, time and day. In most areas, garbage must be put out before 8 a.m. (in this case, it is not permitted to put it out the previous evening).
- Collection schedules depend on the district where you live. You can receive a calendar explaining the collection schedule through the City Office.

1. Combustible(burnable)

Combustible garbage, such as kitchen waste, paper, etc., is collected twice a week. Collection days depend on the district where you live. Combustible garbage is not collected on Sundays, national holidays, and substitute holidays.

2. Incombustible(non-burnable)

Incombustible garbage, such as tin, cans, pottery, bottles, etc., is collected once a month and should be separated into different types (see appendix for details). Please wash bottles, plastic trays, cans, etc. before disposal. Incombustible garbage is collected on national holidays and substitute holidays.

3. Large sized

Large sized garbage, such as furniture, beds, etc., measuring 50cm×50cm×50cm or larger, is collected by appointment only in Maizuru district. It can also be taken directly to the Recycling Center.

4. Air conditioners, TVs, Refrigerators, Washing machines

These goods are taken back by shops. A fee is charged (see appendix for details).

5. Garbage not collected

- Commercial waste
- Clothing, garden trees
- Motorbikes, tires, batteries
(see appendix for details)

◆ Information

Environmental Protection Division of City Office

TEL 66-1005

(2) Recycling Center

You can dispose of your incombustible garbage and large-sized garbage at the Recycling Center. The Center has an area describing recycled goods and a study corner about recycling.

1. Business Hours

8:30~16:00 weekdays

Disposal of incombustible garbage can also be made on Saturday and Sunday, but by reservation only.

Please phone 64-7222 from 8:30am to 4:30pm on weekdays.

2. Collection of Large sized garbage (fees apply)

Please phone 64-5953 from 8:30am to 4:30pm.

◆ Information

The Maizuru Recycling Center (65-2 Mori)

TEL 64-7222

(3) Incineration Plant

You can dispose of combustible garbage directly at the incineration plant, or you can dispose of it at the designated place near your house on collection days. If the garbage is over 50cm long, please break it into smaller pieces and tie them together with rope.

● Business Hours

8:30~16:00 (7days a week)

◆ Information

The Maizuru Incineration Plant (1515 Mori)

TEL 63-1614

6. Telephone

Deregulation has led to many companies joining NTT in the Japanese telephone market and competition has resulted in lower telephone charges. Compare the services offered by the various companies in order to find which is the most suitable for you. In some cases, a mobile phone is cheaper than a fixed phone.

The following explanation is based on NTT:

(1) Initial Set-up

When you want to install a private phone line, please contact NTT. Just dial 116. When you apply, you must have your foreign registration card or driver's license with you as proof of identity.

※ A telephone line can only be sold by the person who is the registered owner. If you purchased a phone line jointly with a friend, be sure to transfer ownership if the original owner leaves area/country.

※ There are also private companies that lease telephones.

(2) Payment

You are charged monthly. The bill includes a basic fee (standing charge) of around ¥1,750 plus a toll for your calls. Local calls are charged in Japan.

(3) Canceling

Please contact NTT at 116. While basically the new line set-up fee is not returned, there are companies that will buy your phone rights. It's recommended that you find out about these service companies in advance.

(4) Telephone Directories

- Hello Pages—alphabetical (Japanese) directory (White Pages)
- Town Pages—Classified directory (Yellow Pages)

Directories are distributed free of charge for NTT subscribers.

(5) Public Telephones

There are red, green, gray and black phones. Many phones take telephone cards, and ¥10 and ¥100 coins, but some only take cards. Japanese phones do not refund the remaining value of partly used coins. For local calls a ¥10 coin lasts for one minute. Add coins when you hear the beep.

(6) Telephone Cards

Telephone cards can be used in green or gray public phones. Cards are available at NTT Service Centers, kiosks, convenience stores, vending machines etc. One unit of a card corresponds to ¥10.

※The use of fake telephone cards is punishable under Japanese law with a sentence of up to 10 years in jail.

(7) Domestic Telephone Calls

Domestic telephone calls are mainly handled by NTT. Telephone numbers consist of an area code, followed by an exchange code, followed by the customer's number.

When calling from within the same area code, you do not need to dial the area code.

A the area

B the exchange code

C the customer's number

Example : 0 7 7 3 - 6 2 - 2 3 0 0

A B C

(8) Mobile Phone (Keitai Denwa)

Owning a mobile phone (Keitai-Denwa) has become very popular in Japan. Phones can be purchased directly from service providers for a wide range of prices. The service contracts can vary greatly in monthly fees, covered regions, sign-up fees, as well as contract period and other miscellaneous expenses. If you are considering the purchase of a "Keitai Denwa", you will need to see which type of phone, costs and service area are the most suitable to your needs. To have a mobile phone, you need to have an alien registration card or a valid driver's license. All "Keitai Denwa" can be used in all regions of Japan, with roaming charges applying when you are outside of your home region.

◆ Information

- NTT Docomo

TEL 0120-800-000 <http://www.nttdocomo.co.jp>

TEL 0120-005-250 (in English)

- au

TEL 0077-7-004 <http://www.au.kddi.com>

(9) International Telephone Calls

1. About international calls

There are four companies in Japan that offer international call services—KDDI, IDC, JT and NTT. For more information call the following toll-free numbers:

- KDDI : TEL 0057
- IDC : TEL 0120-03-0061
- JT : TEL 0088-41
- NTT : TEL 0120-54-0033

2. Making international calls

(e.g. calling 123-4567 in New York, USA)

International CallCountryAreaNumber

Access NumberCodeCode

KDD 001 1212123-4567

IDC 0061 1212123-4567

JT 0041 1212123-4567

NTT 0033 1212123-4567

※ For international operator assistance, call 0051.

7. Mail

[Post Office]

Post offices can be recognized by a red "〒" mark. Generally they are open from 9:00 a.m. to 5 p.m., Monday through Friday, although major offices operate longer hours, including an after hours window handling basic mail services in the evening and weekends.

[Mail Boxes]

Letters and cards deposited in mail boxes are collected several times daily. They are red, and square or pipe shaped, and recognizable with "郵便 POST" written on it and a "〒" sign. The "〒" mark symbolizes postage services and post offices, mail boxes and shops selling postage stamps.

(1) Domestic mail

1. Standard mail

From 14-23.5 cm in length, 9-12 cm in width, 1 cm in thickness and 50 g in weight. From

¥80.

2. Other mail

Mail that exceeds the standard size, but is less than 60 cm in length and has sides totaling less than 90 cm (i.e. length + width + thickness), and is less than 4 kg in weight. Charged by weight.

3. Standard postcards

Official postcards are available at the post office for ¥50 each. Other types of cards need to be stamped with ¥50 stamps.

4. Small packets

Printed matter, or other items may be included in small packets, but no message should be enclosed. Up to 3 kg for printed matter, and to 16 kg for other items. Charged by weight.

5. Electronic

Faxes can be sent from some convenience stores. An internet service is available in "Commerce, Industry & Tourism Center", but e-mail cannot be sent.

※ There are other mail services, i.e. registered mail, certified mail and special delivery. Ask at the post office.

(2) International mail

The following types of international mail services are available. For more information, ask at the post office.

1. First class mail

Letter-post items, printed matter and small packets can be sent by air mail.

2. Small Packet

Up to 20 kg. Fill in a customs label available at the post office.

3. Economy Parcel Airmail (SAL)

Less expensive than regular airmail and faster than surface mail, this service allows you to send packages and printed matter in 2 to 3 weeks.

4. EMS (Express Mail Service)

A fast delivery service for business documents and packages to 110 countries in the world.

5. Intel Post

The fastest way to send messages. Using a combination of the postal network and fax—your mail is delivered on the same or the next business day to major cities in 40 countries in the world.

6. Order by Speed

- Intel Post — same or next day service
- EMS — two to four days
- Airmail — three to six days
- SAL (Sea And Land) — two to three weeks
- Sea mail — four to six weeks

(3) Postal Service Information in English

When you need information concerning any of the following topics, please call POSTAL SERVICES INFORMATION.

- How to send mail within Japan
- How much postage is required
- Where the closest post office is and what its business hours are

※POSTAL SERVICES INFORMATION

TEL 03-5472-5851~2

Monday through Friday, 9:30 a.m. — 4:30 p.m.

(closed on national holidays)

※You can get information about the mail services on the internet.

<http://www.post.yusei.go.jp>

8. Financial Institutions

Generally Japan is a "cash society" and personal cheques are seldom used, although international credit cards can be used at many locations.

(1) Banks and other Financial Institutions

Banks and post offices offer various types of financial services, including saving/chequing accounts, money transfer, automatic payment of utility bills (direct debit) and credit cards. In order to use these services you have to open an account.

1. Opening an account

You need your passport, Certificate of Alien Registration and a name seal (hanko in Japanese, which can be substituted with your signature). Generally transactions are faster if you use a name seal, rather than a signature, for your account as branch offices sometimes have to get signatures verified at head office. There is no charge for opening or closing an account, and you don't have to deposit any money at the time of opening an account. However, an initial deposit of at least ¥10 is required to open a post office account.

2. Deposit and Withdrawal

If not using an automated teller machine, fill in your account number (printed on your bankbook), name and the sum on the form provided at your bank and hand it to a teller with the bankbook. Your name seal or signature is required for withdrawal.

3. Cash Cards

For your saving account a cash card is issued. This enables you to make withdrawals and deposits using automated teller machines (ATM). For withdrawal you are required to enter a four digit secret number PIN (personal identification number). ATMs are available at some supermarkets as well as at banks and post offices.

※ Note that operating hours differ according to the institution. Generally ATMs have much

shorter operating hours than in other countries and charges are sometimes made for withdrawals outside office hours, or for using bank machines of other banks.

(2) Automatic Transfer

Fees for public utilities, telephone services and NHK subscription can be automatically paid from your bank/post office account. Submit an application (koza furikae moshikomi-sho) form for automatic transfer service, along with your name seal or signature at your home branch. Your contract number may be needed; you can find it on your bill or receipt. As banking hours are short, direct debit may be the most convenient way to pay regular bills, especially if you work office hours. However, they take a long time to set up (sometimes weeks). An alternative way to pay regular bills is to ask the bank staff to help you make a payment card when you first pay the bill. This card stores all of the information for one bank transfer e.g. your electricity company, and allows you to pay bills quickly using ATMs, without typing in the account information each time.

(3) Money Transfer

When transferring money through the bank network, you must know the receiver's bank, home branch, account type, account number, address, name and phone number. Make sure you let the sender know this information when you intend to receive money. Overseas transfers can also be made. From post offices, use International Postal Money Order (kokusai soukin) or International Postal Transfer services.

(4) Foreign Currencies

It is possible to purchase US dollars as cash or traveler's checks, as well as Japanese yen traveler's checks, at some banks. If you wish to purchase other types of currencies, you should inquire by phone or in person at the bank in advance.

9. Pets

If you are living in an apartment, you will probably not be able to have a pet. If you wish to keep a pet, make sure that you get the building owner's consent first.

(1) Registration and Rabies Shots

Dogs over 90 days old must be registered at the City Office or a veterinary clinic. If you keep a dog, you must get rabies shots for it each year.

(2) Unwanted Cats or Dogs

If due to unavoidable circumstances you can no longer keep your dog or cat, you can ask the City Office to take it. There is a charge for this service.

◆ Information

Kyoto Prefectural Health and Sanitation Center (1499 Kuratani)

TEL 75-0805

(3) When Your dog or Cat Dies

When your pet dies, you must dispose of it. If you are unable to do it, the City Office can

arrange to do it for you. There is a charge for this service. If you find a dead animal on the road, please contact the City Office and they will take care of it.

- ◆ If you have questions about (1) or (3), contact:
 Environmental Protection Division of City Office
 TEL 66-1005

10. Package Delivery

You can send a package of up to about 30kg anywhere within Japan in two days. Charges and available destinations will differ depending on the company you use. There are many places throughout the city that offer the takuhaibin service. If you are planning to send an expensive item (¥300,000 or more), however it is advisable to send the item from a post office using the registered package service. Items sent as registered packages from the post office are insurable up to ¥5,000,000.

11. Moving house

(1) Moving-out

Service companies can take care of your moving procedures. Call them and they can give you a cost estimate. Many of them have overseas carrying services as well. Prices vary according to the type of service you wish to purchase. Ask the service company

(2) Notice of Removal

The following procedures must be undertaken when you change your address.

Type	Before removal	After removal
Alien registration		Report of change of address at the local government office
National Health Insurance		Within 14 days of moving, notify the local government office
Water	Contact both current and prospective waterworks division by phone and let them know the date of changing residence	
Electricity and gas	Contact both current and prospective service center by phone and let them know the date of changing residence	

Phone	Dial 116 and have NTT move your telephone services to your address	
PostageMail	Get a form of Notice of Change of Address at a post office, fill it in and post it. They will forward mail for one year.	
Banking	Cancel the automatic transfer system for bills for telephone, electricity, gas, water, etc.	
Elementary and junior high school	Contact the current school and get a "Zaiko Shomeisho", a certificate that proves the student is in school	After completing the report of change of address for your alien registration, designate a school that the student would attend at the board of education, and present the "Zaiko Shomeisho" certificate to the designated school
Driver's license		After completing the report of change of address for your alien registration, report the change to the police. If you move to a different prefecture, an accompanying photo is necessary.

Health Management

1. Medical Treatment

(1) Medical Institutions

Japan has general hospitals with specialized departments. There is no family (general) doctor system in Japan. Before you go to a doctor, try to decide what your problem is yourself, and see the most appropriate doctor. Take your certificate of health insurance if you have one.

(2) Treatment

At the reception counter at the hospital or doctor's office, tell them what your problem seems to be. Give the receptionist your health insurance certificate. If you are not confident enough with your Japanese, consider having a Japanese speaking friend accompany you.

(3) Medicine

Medicine prescribed by the doctor during your visit is dispensed by the pharmacy within the hospital/doctor's office after your session.

(4) Payment

Payment should be made after the consultation. Generally only cash is accepted. If you have National Health Insurance coverage, 30% of the actual fee is charged.

(5) Medical Care during the Night or on Holidays

In the case of sudden illness, either visit one of the 24 hour accident and emergency hospital departments, or call 119 for an ambulance. Remember to take your health insurance certificate with you.

- **Sundays, Holidays**

- Surgery (reception:9:00~the next morning)

Clinics which are open on holidays are listed in

"Maizuru bulletins".

- Internal & Child (reception:9:00~18:30)

Maizuru Emergency Clinic (Kitasui, Medical Center)

TEL 63-9797

- **Nights**

Please phone 119 (ambulance), 62-4590 (East fire station) or 75-2174 (West fire station) or Municipal hospital emergency department (62-2630).

※Emergency clinics are listed below. Emergency clinics are open on a rotation schedule. Ask East Fire Station(TEL 62-4590)or West Fire Station(TEL 75-2174) which hospital is open on a particular night.

- National Maizuru Hospital "kokuritsu byouin"

(Yukinaga, TEL 62-2680)

- Maizuru Municipal Hospital "shimin byouin"

(Mizosiri, TEL62-2630)

- Maizuru Red Cross Hospital "nisseki byouin"

(Kuratani, TEL75-4175)

- Maizuru Kyosai Hospital (Hama, TEL 62-2510)

- Watanabe Clinic (Mori, TEL 62-6095)
- Horizawa Clinic (Hama, TEL 62-3590)

2. Medical Insurance

(1) The Health Insurance Program (Kenko Hoken)

Those who are employed by companies are automatically enrolled in the Health Insurance Program.

1. Application and payment of premiums

The company for which you work handles the application procedure and automatically deducts the premiums at source.

2. Benefits

Health Insurance covers 80 percent of medical costs and the insured pays the remaining 20 percent. Dependents of the insured are covered up to 70 percent of the total costs of visiting a doctor, and up to 80 percent of the total cost of hospitalization. The cost of medicine is calculated based on the types and number of medicines prescribed to you.

(2) The National Health Insurance (Kokumin Kenko Hoken)

1. Eligibility

Those who have an Alien Registration Certificate in Maizuru City and who have obtained permission to live in Japan for at least one year, but who are not covered by the Health Insurance Program at a place of work, are required to join the National Health Insurance Program. If you initially obtained permission to live in Japan for one year or less but are expected to live in Japan for more than one year, you are required to join the National Health Insurance Program (those with short-term visas are excluded). For example, if you entered Japan to study and you obtain a certificate issued by the principal, permitting you to study for one year or more, you are required to join the National Health Insurance Program.

2. Application Procedure

Application to join the national health insurance scheme should be made at the City Office. You will need to bring your Certificate of Alien Registration when applying. Your Insurance Certificate will be issued after all the paperwork has been processed.

3. Coverage

National Health Insurance covers 70% of all medical bills, but you will be required to pay the remaining 30% yourself immediately after receiving treatment. This can be done at the payment window of the medical facility you use. There are some treatments which are not covered by National Health Insurance, such as routine medical checkups, immunizations, normal infant births, orthodontic work (braces), cosmetic surgery, etc...

When your share of the fees for medical treatment exceed a certain amount, you may file a claim to have the difference reimbursed to you at a later time.

In order to receive the benefits of National Health Insurance, you must present your National Health Insurance Certificate the first time you go to receive treatment at a medical

facility.

4. Insurance Fee (tax)

The national insurance fee should be paid monthly. The fee is determined according to your income, number of family members, etc. If you leave Japan or lose your eligibility while the coverage is still valid, the insurance fee for complete unused months will be returned.

5. Accident Liability

When you are injured due to the fault of another person (such as injuries resulting from a traffic accident), the party at fault is liable for the cost of your medical treatment. However, in cases where receipt of compensation takes an inordinate amount of time, you may use your National Health Insurance Certificate to receive treatment. The liable party will still be responsible for your medical expenses, and will be required to repay the amount paid by the National Health Insurance Program. Maizuru City Office should be contacted before using national insurance in these circumstances. Confirmation should also be made in writing later. Failure to inform the city office will result in complications.

※ IMPORTANT NOTE

There is no free healthcare system in Japan and uninsured individuals are liable for the full amount. It is strongly recommended that people who are not eligible for National Health Insurance or company insurance obtain private health insurance.

◆ Information

- The City Office, Health Insurance and Medical Treatment Division (Hoken-iryoka)
TEL 66-1003
- West Branch Office, Health and Welfare Section (Nishi-shisho Hoken-fukushikakari)
TEL 77-2253

3. Health & Prevention of illness

Maizuru City Office provides information and services to encourage all citizens to adopt a healthy lifestyle and a positive attitude towards health.

(1) Medical Check-up Corner

Consultations with a public health nurse are available. Facilities for measuring blood pressure and body fat levels are provided, as well as massage chairs.

(2) Health Consultations

You can consult with a public health nurse, dietician or a physical therapist directly or by phone.

- Place : Health Center —Central General Hall (Naka-Sogo-Kaikan)
2F, 3F (8:30am~5:00pm)
- Holidays : Saturday, Sunday, National holidays (Medical Check-up Corner is open on Sunday)

◆ Information

Health Center—Central General Hall (Naka-Sogo-Kaikan)

TEL 65-0065

4. Medical Check-up for Adult

(1) Medical Check-up

Routine medical checks, cancer screening, and osteoporosis tests are available for citizens over the age of 40 (there is a fee for this service). Cervical cancer (smear tests) and breast cancer tests are available for citizens over the age of 30.

(2) Dental Tests

Dental tests are held for people aged 30, 35, 40, 45, 50 and 55.

(3) Physiotherapy

Physiotherapy programs are provided by health center physiotherapists. Two programs are available, depending on your needs.

◆ Information

Health Center —Central General Hall (Naka-Sogo-Kaikan)

TEL 65-0065

Child Care and Education

1. Maternity and Child Health Services

(1) Pregnancy

If you become pregnant, please come to one of the places below and show the certificate of pregnancy, issued by a doctor. You will receive a Mother and Child Health Handbook(boshi kenko techo) and maternal medical check-up sheet.

◆ Information

• Health Center —Central General Hall (Naka-Sogo-Kaikan)

TEL 65-0065

• The City Office, Long-life Activity Promotion Division

(Chojushakai-suishinka)

TEL 66-1011

- West Branch Office, Health and Welfare Section (Nishi-shisho Hoken-fukushikakari)
TEL 75-2253
- Kasa Branch Office (Kasa-bunshitsu)
TEL 83-0014

(2) Maternity Nurse Visit

A visit by a maternity nurse is available for mothers with their first baby. To request a visit, please phone the City Office.

(3) Consultation about Child Care(TEL65-0065)

You can consult a doctor/nurse about child care twice a month. Please refer to the "Maizuru bulletin", which is available from the City Office.

(4) Child Care Lessons

Classes are available on maternity and postnatal topics such as pregnancy, birth, weaning, baby healthcare and child development. Please refer to the "Maizuru bulletin".

(5) Injections (Yobo-sesshu)

The Health Center will send a notice regarding children's preventative injections.

(6) Medical Check-up for Infants

Medical check-ups are available for children who are 3 months, 10 months, 18 months and 3 years old.

◆Information

- Health Center —Central General Hall (Naka-Sogo-Kaikan)
TEL 65-0065

2. Day Nurseries and Kindergartens

Two kinds of facility are available for pre-school aged children.

(1) Day Nurseries (hoikusho)

Day nurseries provide care for infants and children whose parents can not look after them in their home for some reason, such as when both parents work or are ill.

There are 5 municipal day nurseries and 8 private ones in the city. The usual hours of operation are 8:30 a.m. to 4:00 p.m. on weekdays, and 8:30 a.m. to noon on weekends. In addition, there are some nurseries that provide care earlier and /or later. Depending on the day nursery, the age of children accepted will differ, but some nurseries provide care for babies as young as two months old.

The monthly fee for day nurseries is calculated by the city according to the amount of income tax etc paid by the family the previous year and the age of the child. There is a slight reduction in this fee for families that have two or more children in nursery schools.

<Application>

You may apply through the City Office. The school year begins in April, and day nurseries

begin taking applications in January.

< Necessary Documents >

These will vary depending on the family, but usually documents such as a certificates of parents' employment, and medical certificate are necessary.

◆ Information

- The City Office, Child welfare section of Support Division

(Engo-ka, Jido-kakari)

TEL 66-1009

- West Branch Office, Health and Welfare Section

(Nishi-shisho, hoken-fukushi-kakari)

TEL 75-2253

(2) Kindergartens (yochien)

Children must be at least 3 years old to attend a kindergarten. Kindergartens are usually open for four hours a day including lunchtime. There is 1 municipal and 13 private kindergartens in the city. In addition to an admission fee and monthly fee, there are also charges for learning materials, uniforms and PTA fees. School bus services differ from school to school.

< Application >

The school year for kindergartens begins in April. They begin taking applications in November of the previous year. Please apply directly to the kindergarten you wish to enroll your child in. Please direct inquires relating to the municipal kindergarten, to the City Office.

◆ Information

School Education division (Gakko-kyoikuka)

TEL 66-1072

3. Schools

In the Japanese education system, there are six years of elementary school, three years of junior high school, three years of senior high school, and four years of university. Compulsory education is 9 years, consisting of 6 years of elementary school and 3 years of junior high school.

(1) Elementary School and Junior High School

The school year begins on April 1. Children who are 6 years old as of this date enroll in elementary school, and children who are 12 years old enroll in junior high school. In the case of municipal elementary and junior high schools, the school your child will attend is determined by the location of your place of residence. Foreign children should apply to the City Office if they wish to attend a municipal elementary or junior high school. A child wishing to enroll must have finished his/her alien registration. The City Office will send a notice of admission to the family some time in January. The name of the school and the first day of classes will be written on this notice.

Elementary and junior high school tuition is free, however parents are required to pay for lunch, school supplies, and school trips. However, when parents' yearly income is lower than a minimum level designated by the city, these fees will be subsidized by the city.

◆ Information

School Education division (Gakko-kyoikuka)

TEL 66-1072

(2) Schools for Mentally and Physically Handicapped Children

There are a variety of schools for mentally and physically handicapped children. These include schools providing education for students who are blind, deaf, or physically or mentally handicapped. The school a child attends will depend on the type and degree of handicap. Note that there are also classes at regular municipal elementary and junior high schools for children with certain conditions (such as emotional and developmental problems). The City has a program to subsidize expenses for school lunches, school supplies, school trips and transportation.

◆ Information

School Education division (Gakko-kyoikuka)

TEL 66-1072

4. Japanese Language Lessons "Kamome-no-gakko"

For those wishing to learn Japanese, Japanese Language School "Kamome-no-gakko" has been established.

(1) Days

4 times a month (once a week), no class in the fifth week

(2) Places

Higashi (East)-Maizuru Public Hall, Nishi (West)-Maizuru Public Hall, Maizuru Commerce, Industry & Tourism Center

(3) Contents

Basic Japanese language, Japanese conversation, information about daily life in Japan and classes about Japanese culture.

(4) Application Requirements

Any person from another country who lives with his/her family in Maizuru, Any person from another country who works for a company or goes to high school or college in Maizuru (regardless of nationality)

(5) Tuition

¥100 per one lesson (used for future events)

(6) Applying

Application forms are available at each nursery, kindergarten, elementary school, and junior high school in Maizuru.

Please fill in the form and hand it in at the place you wish to attend.

◆ Information

Maizuru Lions Club

TEL 62-1102

※ Information about "Kamome-no-gakko" is available on the internet at:

<http://www.dance.ne.jp/~tsuru-lc/>

Transportation

1. Railways

(1) JR (Japan Railways)

1. Buying Tickets

Tickets are bought from automatic vending machines or from ticket counters. If you cannot find the price for your destination, ask station staff. Also, unlike many countries, it is not illegal to travel on Japanese trains with a ticket with a value less than that required for your destination. Therefore if you don't know the price, another option is to buy the cheapest ticket from a machine in order to board the train and then "adjust" the fare later. This can be done on trains that have conductors, or at the destination using special fare adjustment machines near the exit barriers, or at manned exit booths.

JR has the largest railway network in Japan and can take you almost anywhere in the country. There are additional charges for seat reservation, express service, executive seating, sleeping car service, and shinkansen (bullet train). Advanced reservations are necessary for some special services on regular lines and all of the special Nozomi shinkansen.

2. Passes, Coupons and Orange Cards

There are passes (term tickets) of one, three and six months which give you a better rate if you take the train frequently enough.

Day tickets, holiday specials, and other discount tickets are available for certain times of the year and for some destinations. Books of tickets can also be better value than buying tickets singularly. Note the deadline printed on your coupons and try to use them all by the specified period. Orange Cards (prepaid cards) are available for ¥1,000, and ¥3,000 and a discount applies if you buy ¥5,000 or more. These can be bought at Higashi-Maizuru station or Nishi-Maizuru station.

※ Japan Rail passes must be purchased outside of the country and are not available to foreign nationals who are resident in Japan.

◆ Information

- JR Higashi (east) -Maizuru station
TEL 62-2534
- JR Nishi (west) -Maizuru station
TEL 75-2310

(2) Other Railway in Maizuru

KTR (Kitakinki Tango Tetsudo). KTR runs from JRNishimaizuru to Toyooka in Hyogo Prefecture). Entry is from the back of the train, exit from the front, as with buses. Take a numbered ticket (Seiri-ken), as you board the train. At the time of exit, the fare for that number is shown on an electrical board above the driver. When you arrive at your destination, please deposit the appropriate amount in the slot by the driver along with seiri-ken. If you do not have the correct money, change is available from the machine beside the driver.

◆ Information

- KTR Nishi (west) -Maizuru station
TEL 75-8606

2. Buses

Bus lines in Maizuru are operated by the Kyoto Kotsu Company. They have downtown area buses and suburban line buses. These buses are boarded using the rear door and exited using the front door (see below). Pay the fare as you get off. In addition, there are some buses traveling from Maizuru to distant destinations. For example: a regular service to Kyoto and a night service to Tokyo.

(1) Entry and exit

The destination of the bus is shown on the front of the bus

- When the bus stops, board using rear door.
- Take a numbered ticket (Seiri-ken). This indicates the number of the stop at which you boarded.
- The name of the next stop is announced on the bus. If you wish to get off, press the button near the window.
- Get off the bus using the door at the front of the vehicle. To pay the fare, place your fare and the numbered ticket into the fare box located next to the bus card slot. To determine how much money you need to pay, match the number on your ticket to the corresponding one on the signboard at the front of the bus. If you find yourself short of change, use the exchange machine attached to the fare box and deposit the appropriate amount into the fare box.

※ If you do not understand Japanese well, it may help to bring a piece of paper with your

destination written on it, and show it to another passenger so that he/she can tell you when to get off.

(2) Bus Fares

Fares vary according to the distance traveled. Children between the ages of 6 and 11 pay half the adult fare. Children under the age of 6 ride free when accompanied by an adult. (there must be at least one adult for each child under the age of 6 for the child to travel free). Discount coupons and passes are available for buses.

※ On buses in many other cities in Japan a fixed fare system, payable on entry, is operated.

◆ Information

Kyoto kotsu co. Maizuru Branch TEL 75-5000

3. Taxis

There are taxis for 4 and 5 passengers in Japan; the larger cars being a little more expensive to hire. Japanese taxis have automatic doors, so no attempt should be made to open them by hand, either from the inside or outside. However, the front door is manually opened and closed by the passenger.

(1) Hiring

There are two companies in Maizuru that offer taxi services. Taxis can be hired at taxi ranks outside railway stations, or hailed on the street, or ordered by telephone. Tips are neither required nor expected.

(2) Taxi Fare

The taxi fares are based not only on distance, but also time. Therefore, fares also become higher at congested times. From 10:00 p.m. to 5:00 a.m. fares are 20% higher. The fare is displayed on a meter located to the left of the driver.

◆ Information

- Kyoto Taxi co. East Office TEL 62-1414
- Kyoto Taxi co. West Office TEL 75-1414
- Nikko Taxi co. East Office TEL 62-3535
- Nikko Taxi co. West Office TEL 75-1188

4. Automobiles

In Japan automobiles and bicycles follow lefthand side traffic rules. In order to drive an automobile or motorcycle, you need to get a Japanese driver's license. There are strict traffic rules, and you can lose your license for drunk driving, etc. Basic insurance is a must. There is a compulsory vehicle inspection(shaken) after the first 3 years for new cars and every 2 years after that.

(1) International Driver's License

Japan is one of the 86 countries where you are eligible to drive with an International Driver's License, under the Geneva Conventions of 1949. You still must follow the traffic rules of Japan. Your International Driver's License is valid for a year from the date of issue.

(2) Japanese Driver's License

1. If You Have a Driver's License from the Country of Your Nationality

You are eligible to obtain a Japanese driver's license providing you have lived in your country for 3 months or more after obtaining your license. In order to get a Japanese driver's license, you must take tests for your eyesight, color deficiency and simple driving skills at a driving test center.

<Necessary Documents>

- Valid driver's license from your country
- Japanese translation of your driver's license made by a designated organization, i.e. a consulate or JAF.
- Passport
- Certificate of Alien Registration
- One photo (3cm×2.4cm)

The fee depends on what sort of license you intend to obtain. Normally around ¥5,000.

※ Kyoto Prefecture Driving Test Center

(Kyoto-fu Jidosha Unten Menkyo Shiken-jo)

647 Furukawa-cho, Hazukashi, Fushimi-ku, Kyoto.

TEL 075-631-5181

[Open hours] Mon.-Fri. 9:30~11:00

2. If you don't have a driver's license from the country of your nationality and intend to get a Japanese driver's license

You are required to pass aptitude, written and driving tests. Perhaps the most efficient way is to go to a driving school. There are various courses and it usually requires one to two months. Note that all classes/tests are done in Japanese. A Japanese driver's license is valid for three years.

(3) Automobile Insurance

There are two types of automobile insurance in Japan, one of which is compulsory and the other which is voluntary.

1. Compulsory Insurance

Whenever you get a car or motorcycle, you are required by law to get liability insurance (jibaiseki) which will cover remunerative payments in the case of injures or death resulting from accidents, up to a maximum of 30 million yen. This insurance does not cover property damage resulting from an accident.

2. Voluntary Insurance

In many cases, compulsory insurance by itself is insufficient to cover the remunerative

payments associated with an accident and you will be left with the enormous burden of paying the rest of the amount yourself. For such contingencies, it is a good idea to also have voluntary insurance, which will pay the remaining amount of compensation to the victim and also cover property damages. It is a very good idea to have voluntary insurance in addition to compulsory insurance.

(4) Automobile Inspection(Shaken)

In order to help increase automobile safety, Japan has a system of regular inspections for motor vehicles. This inspection system is called "shaken". If you purchase a new car, the first inspection is required after three years. After the first inspection, further inspections are necessary every two years. If your car fails to pass this test, it can not be driven on public roads.

5. Bicycles

In cities, bicycles are one of the most convenient ways to get around.

(1) Bicycle Rules

- It is suggested you cycle on the left side of the street. If you see a sign that says "Bicycles are admitted (Jitensha Hodo Tsuko-ka)", you can cycle on the side walk.
- Do not make right turns as cars do at intersections. If you see a crossing zone for bicycles (Jitensha odantai), cross on it.
- On sidewalks and busy streets, walk your bicycle.
- Riding double is not permitted.
- Use lights in the dark for safety.
- Make sure you lock your bicycle.
- If you leave your bicycle in a prohibited area, your bicycle can be removed by the police.

(2) Beware of Cars While Cycling

- More and more accidents between cars and bicycles at intersections are being reported. Drive slowly and make sure it is safe before crossing intersections.
- Be especially careful when cycling out from minor roads onto larger roads where visibility is poor.
- Beware of car drivers opening doors when you pass by parked cars.

(3) Crime Prevention Registration

Bicycle shops can register your bicycle and give it an identification number (¥500 fee). When you buy a used, registered bike from someone, the shop the bicycle came from can change the record. It is suggested you write your name noticeably on your bicycle.