

Ward Office Floor Guide

*Main/Annex, Naka Public Ward Office

■ Naka Ward Office TEL: 224-8181 (general information) 35 Nihon-odori, Naka Ku 231-0021

7-minute walk from Kannai Station on the JR/subway lines; 4-minute walk from Nihon-odori Station on the Minatomirai Line; or get off at Satsuma-cho-nakakuyakusho-mae city bus stop

Floor	Division	Counter No., Section, TEL, FAX	Main Services
1	Ward Accounting	Accounting Sec. TEL224-8321, 8322	Revenue and expenditure of public money
	Bank of Yokohama	TEL224-8323	Municipal tax and insurance premium payments
2	Family Registry Div.	Certificate Issuance Counter	Family register copy (complete or excerpted); Heisei-revised original family register (complete or excerpted); ID cards; Copies of family register attachment; Copies of resident certificate; Seal registration certificates
		21 Family Registry TEL224-8291	Receives and processes all registration forms pertaining to the family register such as births and marriages; Copy of nullified family register (complete or excerpted); Permits for burial, cremation, re-burial; Certificate of absence; Certificate of competency to marry, etc.
		22 Registration TEL224-8298	Issue of My Number Cards; Renewal of digital certificate *Go to Counter No.99 to apply for my number card.
	23 Registration TEL224-8295, 8296	Accepts notifications of individuals of moving in and out of the Ward; Seal registration; Proof of transfer into public elementary/junior high school; Certificate of non-residence; Special permanent resident certificate	
	Health Insurance and Pension Div.	24 Medical Benefits TEL224-8317, 8318 FAX224-8309	National Health Insurance or Long-term Care Insurance program payments; Advanced Elderly Medical Service System; Medical Expense Subsidy for Children; Medical Subsidy for Persons with Severe Disabilities; Medical Subsidy for Single Parent Families
25 National Health Insurance Sec. TEL224-8315, 8316 FAX224-8309		Procedures of National Health Insurance and Long-term Care Insurance, Loss of qualification/license	
26 Insurance Premium Collection TEL224-8313, 8314 FAX224-8309		Payment and consultation of insurance premium	
27 National Pension Sec. TEL224-8311, 8312 FAX224-8309		Procedures of National Pension Plan	
3	Public Assistance Div.	31 Public Assistance Sec. TEL224-8248, 8249, 8241 FAX224-8239	Public welfare consultation; Determination and implementation of public assistance
		41 Office Affairs Sec. TEL224-8155 FAX224-8149	Public assistance payments; Special condolence payments for family member of war dead
4	Tax Div.	42 Tax Collection TEL224-8225 to 8237 FAX224-8217	Municipal tax payment, consultations, delinquency resolution, and open sales
		43 Municipal Tax TEL224-8191 to 8193 (Residence tax) TEL224-8196 (Light motor vehicle tax) FAX224-8213	Tax filing for individual municipal/prefectural tax; Light motor vehicle tax
		44 Housing Tax TEL224-8204 to 8206 FAX224-8216	Survey and assessment of fixed asset (housing) tax; Plus taxation
		45 Land Tax TEL224-8201 to 8203 FAX224-8216	Survey and assessment of fixed asset (land) tax; Plus taxation
		46 Tax Certificate Issue Counter	Taxation Certificate for municipal/prefectural taxes; Registration and disposal of motorized bicycles; Fixed asset assessment certificates (for land, homes, depreciable assets); Residential housing certificate (for pre-owned homes); Tax payment certificate
5	Elderly and Disabled Support Div.	51 Elderly and Disabled Support Sec. TEL224-8161, 8162 FAX224-8159	Offers consultations and accepts applications for health and social welfare programs for the elderly and people with disabilities (age 18 & up); Care-needs assessment applications for long-term care insurance; Applications for specified medical expense coverage (for designated intractable diseases)
		51 Elderly Support TEL224-8167 to 8169 FAX224-8159	Consultation on nurse care prevention and services out of long-term care insurance; Consultations on dementia and abuse
		51 Community-Based Integrated Care Promotion TEL224-8167 FAX224-8159	Issues pertaining to community-based integrated care systems, and support for community-building
		52 Long-term Care Insurance TEL224-8163, 8164 FAX222-7719	Certification of long-term care required for long-term care insurance; Support for in-home long-term care assistance providers
		53 Disabled People Support TEL224-8165, 8166 FAX224-8159	Physical disability certificate, Intellectual disability certificate (Ai no Techo) (age 18 & up); Health and social welfare services for persons with disabilities; Mental disability certificate; Support for individuals with intractable diseases
Children and Families Support Div.	54 Children and Families Support Sec. TEL224-8171, 8172 FAX224-8159	Mother and Child Health Handbook; Child allowance; Medical checkup for infants; Social welfare services for single-parent families; Consultations on social welfare services for women; Consultations on child-rearing; Enrollment in nursery school; Physical disability certificate, intellectual disability certificate (Ai no Techo) (under age 18); Consultations and application for health and social welfare services for children with disabilities (under age 18)	
	54 School Cooperation and Children Support TEL224-8139 FAX224-8159	After-school childcare; Incorporation of region and school	

Floor	Division	Counter No., Section, TEL, FAX	Main Services
6	General Affairs Div.	61 General Affairs Sec. TEL224-8112 to 8114 FAX224-8109	Disaster prevention; Certificate of damage caused by a disaster (except fires); Temporary license plates; Certificate of change in town name/district numbering; General affairs
		61 Budget Adjustment Sec. TEL224-8109 FAX224-8109	Government building management; Accounting (budgeting, account book closing)
		62 Statistics and Elections Sec. TEL224-8116 to 8119 FAX224-8109	Statistical surveys; Elections; Absentee voting; Election information; Elections Committee; Application for voting from overseas
	Ward Administration Promotion Div.	63 Public Relations Sec. TEL224-8121 to 8123 FAX224-8214	Professional consultations (legal, notary services, administrative scrivener); Public hearing; Public relations; Information disclosure
		63 Planning and Adjustment Sec./Community Planning and Development Coordination TEL224-8127 to 8129 FAX224-8214	Planning pertaining to major business in the Ward; Ward management policy; Consultations on regional community-building; Yokohama City Master Plan; Naka Ward Plan; Consultations pertaining to unused homes (building, vegetation in neighboring areas)
		64 Community Activities TEL224-8131, 8132 FAX224-8215	Promotion and coordination of neighborhood association; Promotion of crime prevention and traffic safety campaign; Abandoned bicycles prevention strategies
Community Promotion Div.	64 Resources Reuse Promotion TEL224-8140 FAX224-8215	Promotion of "Yokohama 3Rs"; Town beautification campaign; Illegal dumping prevention strategies	
	64 Community Empowerment Promotion TEL224-8136 FAX224-8215	Support for civil regional management	
	65 Culture, Sports and Youth Coordination TEL224-8134, 8135, 8137 FAX224-8215	Promotion of physical exercise and culture; Sound upbringing of youth	
65 Civic Activities Support TEL224-8134, 8135, 8137 FAX224-8215	Administration of facilities for ward residents		

- The parking lot (capacity of six vehicles) is on the 1st basement floor.
- There is a nursing room on the 5th floor.

■ Naka Ward Office Annex

Floor	Division	Counter No., Section, TEL, FAX	Main Services
4	Health and Welfare Div.	401 Administration Planning Sec. TEL224-8151, 8152 FAX224-8157	Social worker; Child committee
		401 Project Planning TEL224-8330, 8331 FAX224-8157	Regional health and welfare plan; Administrative operations for Community Care Plazas/a base for health and welfare support
		402 Health Promotion Sec. TEL224-8332 to 8334 FAX224-8157	Vaccinations; Prevention of tuberculosis and other infectious diseases; HIV testing; Cancer screening; Hepatitis treatment medical expenses subsidy; Compensation for atomic bomb victims; Lifestyle diseases/dietary consultations
	Health Sanitation Div.	411 Food Sanitation Sec. TEL224-8337, 8338 FAX681-9323	Consultations on preventing food poisoning as well as food hygiene; Applications for food businesses; Applications for pharmacies; Applications for medical professional licenses
		412 Environmental Sanitation Sec. TEL224-8339, 8340 FAX681-9323	Applications for businesses pertaining to environmental health and sanitation (beauty salons, dry cleaning services, hotels, etc.); Consultations on extermination methods for bees and other pests; Dog registration; Consultations on dogs and cats, etc.

- The Nakana Café, Naka Ward Community Activity Center, and Naka International Lounge are located on the 1st floor.
- There is a nursing room on the 2nd floor.

■ Naka Public Works Office TEL: 641-7681 FAX: 664-6196 246 Yamashita-cho. Naka Ward 231-0023

Seven-minute walk from JR Ishikawa-cho Station. or get off at Yoshihama-bashi city bus stop

Floor	Division	Counter No., Section, TEL, FAX	Main Services
2	Naka Public Works Office	Administration Sec.	Occupancy permits for roads, sewage and waterways; Issues pertaining to waterway and road boundary; Private road management subsidies; Permits for occupancy, utilization, and installation, as well as management of nearby parks
		Road Sec.	Management and maintenance of roads and street trees; Construction supervision
		Sewage and Park Sec.	Management and maintenance of sewage, waterways and parks; Construction supervision; Park Protection Association operations