

List of Submitted Documents for Certification of Dependent

Where to receive documents	Homepage of our Health Insurance Society		Municipality				School	Current employer	Previous employer	Tax office		Financial institution	Pension office	Confirmation of child's joint dependence on married couple		Remarks
	Status <i>(Please be sure to read the explanation outside of sections)</i>		Everyone except children under 16	Currently living separately ※2	Application via marriage			Part-time work	Left job within 1 year ※3	Sole proprietorship Real estate income ※4	Business closed	Currently living separately	Currently receiving pension	Spouse is currently enrolled in social insurance	Spouse is currently enrolled in National Health Insurance	
Submitted Documentation *When applying for issuance of public documents, specify "do not list individual number" Relationship with the insured person	Notification of Change of Covered Dependents (Addition)	Dependent certification record	Certificate of residence for all members of household (must list relationships) (do not list individual number)	Family register (abridged) (confirm relationship with insured person)	Marriage acceptance certificate	(Non-) Taxation certification (must list income)	Student ID (copy) or certificate of enrollment	employment contract (copy) ※1	Retirement certificate, etc.	Tax return (copy) and itemized statement of income and expenditures (copy) or blue return financial statements (copy)	Business closure notice (copy) of a sole proprietorship	Most recent 3 months of documents showing remittance amount (copy) (cannot be submitted by hand)	Most recent pension amount (copy) or pension transfer notice (copy)	Tax withholding slip (copy) of spouse	Tax return (copy) of spouse	
Spouse	Unemployed/no income	○	○	○	○	○	○	○	○	○	○	○	○	○	○	<ul style="list-style-type: none"> In the case of a common-law spouse, the relationship listed on the resident's card must state "unregistered wife (husband)" Cannot be certified when living together with the other person
	Unemployed (retired within 1 year prior to the application date)	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
	Currently working	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
Child	Birth	○	○	○	○	○	○	○	○	○	○	○	○	○	○	A copy of the birth certificate of the mother-child handbook when the child is born
	Until completing compulsory education	○	○	○	○	○	○	○	○	○	○	○	○	○	○	<ul style="list-style-type: none"> If the insured person's spouse is not a dependent, confirmation of married couple joint dependency is required In the case of an adopted child, a document (copy) showing that the child was adopted is required.
	Students in high school or higher (Including various types of schools and preparatory schools with a period of study of at least 1 year) Other students: Completed compulsory education or higher (various schools such as nighttime courses, correspondence courses, and schools with a period of study of at least 1	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
Father/mother/Grandfather/grandmother (blood relatives)	Unemployed	○	○	○	○	○	○	○	○	○	○	○	○	○	○	<ul style="list-style-type: none"> It is necessary to submit a certificate regarding the income of all those who live together with the certified person. However, not required for persons who are students or younger If the certified person and the spouse are living separately, it is necessary to submit a certificate regarding the spouse's income. A divided household is treated as living separately
	Unemployed (retired within 1 year prior to the application date)	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
	Currently working	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
Brothers, sisters, and grandchildren (blood relatives)	Until completing compulsory education	○	○	○	○	○	○	○	○	○	○	○	○	○	○	<ul style="list-style-type: none"> In order to confirm priority dependents, it is necessary to submit a certificate regarding the income of all those who live together with the certified person. However, not required for persons who are students or younger In the dependent certification record, clarify the reason for seeking certification as a dependent relative of the insured person
	Students in high school or higher (Including various types of schools and preparatory schools with a period of study of at least 1 year)	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
	Other students: Completed compulsory education or higher (various schools such as nighttime courses, correspondence courses, and schools with a period of study of at least 1	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
Relatives other than above (living together is required)	Until completing compulsory education	○	○	○	△	○	○	○	○	○	○	○	○	○	○	<ul style="list-style-type: none"> Children of a spouse who is not adopted by the insured person must have a copy of the family register. A copy of the income certificate of all people living with the certified person is required. However, it is not necessary if the person living with you is a student or younger. In the dependent certification record, clarify the reason for seeking certification as a dependent relative of the insured person
	Other students: Completed compulsory education or higher (various schools such as nighttime courses, correspondence courses, and schools with a period of study of at least 1	○	○	○	△	○	○	○	○	○	○	○	○	○	○	
	Students in high school or higher (Including various types of schools and preparatory schools with a period of study of at least 1	○	○	○	△	○	○	○	○	○	○	○	○	○	○	

※1 If you cannot submit the employment contract, a copy of an annual income estimate issued by the employer or copies of pay slips for the past three months are required.

※2 If the insured is assigned to work away from home and live alone due to company reasons, the couple is treated as living together. In this case, if the certified person is "a person other than the spouse or child," it is necessary to live together with the spouse or child of the insured person
If the child is boarding away from his/her parents in order to attend school, the child is treated as living together with the parents

※3 Regarding the retirement certificate

Documents to be submitted by retirees within one year prior to the application date are listed below. In the case of (3) to (5), it is necessary to attach a Written Oath in Regard to Dependent Certification (health insurance designated form)

	Documents to be Submitted
(1) Not yet enrolled in employment insurance	Retirement certificate (for persons who are listed as not yet enrolled in employment insurance)
(2) End of unemployment benefits	Employment insurance benefit qualification certificate stamped with termination of benefits (copy)
(3) Currently receiving unemployment benefits	Employment insurance benefit qualification certificate (copy) + Written Oath in Regard to Dependent Certification (download from our website)
(4) Will not receive unemployment benefits	Written Oath in Regard to Dependent Certification (download from our website) + Document indicating the resignation date (copy)
(5) Will extend receipt of unemployment benefits	Statement of unemployment for insured party 1/2 (copy) + Notification for extension of receipt of employment insurance + Written Oath in Regard to Dependent Certification (download from our website)
(6) Scheduled to receive unemployment benefits or in the process of applying	Statement of unemployment for insured party 1/2 (copy) or employment insurance qualification certificate (copy) + Written Oath in Regard to Dependent Certification (download from our website)

The submitted resident's card and other certificates must have been issued within the last 3 months.

If it is difficult to verify all of your income or your relationship with your primary income provider based solely on the submitted documents, we may ask you to provide additional documents.

※4 (1) If you have newly opened a self-employed business (or have opened a self-employed business, but have not yet filed a tax return), submit a business plan (copy) or notice of business opening (copy)

(2) If you have closed your self-employed business, submit a notice of business closure (copy) or written promise (copy)

(3) If the certified individual is self-employed, their income is calculated by subtracting directly-required expenses from gross revenue. Directly-required expenses refers to expenses (procurement expenses, materials expenses, outsourced expenses such as processing) required for the procurement of raw materials, etc., needed for production activities. It does not include indirect expenses such as utilities fees, transportation fees, etc.