



U.S. ARMY OKINAWA

★ TORII STATION ★



LEGAL ASSISTANCE

• 652-4332 / 4742 • BUILDING 218, ROOM 220 •

MARRIAGE PROCESS ON OKINAWA

Are you or a fellow Soldier planning on getting married on Okinawa? The Torii Station Legal Assistance Office assists many Soldiers with the marriage process on Okinawa. To marry on Okinawa, be sure to comply with the steps in this document. In Japan, two consenting adults can make their own decision to get married, and that decision is registered as the formality to make it legal – *no ceremony is necessary!*

Step One: Obtain an “Affidavit for Competency to Marry.” You must sign the affidavit in front of a notary and show the notary your **U.S. passport**, **birth certificate**, or **U.S. naturalization certificate**.

- If the marriage involves only one U.S. Citizen, complete the Single Affidavit for Marriage at <https://japan2.usembassy.gov/pdfs/wwwf7114.pdf>.
- If the marriage involves two U.S. Citizens, complete the Joint Affidavit at <https://japan2.usembassy.gov/pdfs/wwwfjoint.pdf>.

Step Two: Complete a “**Kon-in Todoke**” (Japan Notification of Marriage form). The Japan Notification of Marriage forms are available at the City hall. This form needs to be filled out in Japanese, except for the signature blocks. If you are not able to write or understand Japanese, please have the translation office help you with this process when you complete Step Three. Two witnesses over the age of 20 are required. The witnesses do not have to appear in person at City Hall, but if the witnesses are not Japanese, a copy of the witnesses’ ID or passport must be provided. You must register your marriage at the City hall closest to youⁱ.

Step Three: Translate the Affidavit for Competency to Marry and birth/naturalization certificate into Japanese.

There is a fee to obtain the “Certificate of Acceptance of Notification of Marriage.” *This certificate is legal evidence of a valid marriage and should be translated into English by an official translator.*

Items to Bring to City Hall

1. Affidavit of Competency to Marry (with Japanese translation).
2. Notification of Marriage (Japanese Kon-in Todoke form).
3. Military or other DoD ID Card.
4. Passport (if none, U.S. birth certificate or U.S. naturalization certificate translated into Japanese).
5. ¥350 for regular certificate / ¥1,400 for large certificate.

Complete an immigrant visa application: Non-U.S. spouses and stepchildren may not enter the U.S. without an immigrant visa. If you marry a non-U.S. citizen, immediately complete Part 1 of the immigrant visa application. This packet is available at the Legal Assistance Office on Torii Station.

Income tax returns: If you want to file a joint income tax return with your foreign national spouse, your spouse must apply for an Individual Tax Identification Number (ITIN). This form (W-7) is filed at the same time you file your federal income tax return. You may contact the Torii Station Legal Assistance Office for more information about applying for an ITIN. The Torii Station Legal Assistance Office is located in Room 220, Building 218 (across the street from the Torii Post Office). The phone number is: 315-652-4332/4742.

ⁱ Contact Information for City Hall

Yomitan: 098-982-9200; **Okinawa City:** 098-939-1212; **Kadena:** 098-956-1111; **Chatan:** 098-936-1234

You are highly encouraged to bring a Japanese speaker with you when you present your registration papers in case there are any questions.

652-4332/4742

BUILDING 218, ROOM 220

LAST UPDATED: February 2022

SAMPLE

WITH THE U.S. ARMED FORCES)
) SS:
OVERSEAS AT OKINAWA, JAPAN)

SINGLE AFFIDAVIT FOR MARRIAGE OF:

Jack Edward Smith, the 1st ☒ son / ☐ daughter of
(Applicant's name) (1st, 2nd, etc.)

John Michael Smith and Mary Anne Wilson
(Father's name) (Mother's maiden name)

Father's citizenship: U.S.A. Mother's citizenship: U.S.A.

U.S. address: 123 El Paso Street, Los Angeles, California (PO Box not allowed)

Date of birth: January 16, 1995

Place of birth: San Francisco, California

Evidence of citizenship: United States Passport No. 123456789 issued on Mary 12, 2015,
in Seattle

Local address: PSC 123 Box 456 APO AP 96367

(If previously married: I, Jack Edward Smith, was divorced from
Sally Ann Brown, on this date, November 30, 2016)

I, the above-mentioned person being duly sworn, do declare that, according to the laws of my
domicile, I am of legal marriageable age, that ☐ I have not been married before /
☒ I have been married before and divorced, and that there is no hindrance, legal or
otherwise, to my uniting in marriage with the female declarant listed below.

Hanako Yamada, a citizen of Japan

Print Name: Jack Edward Smith

Subscribed and sworn to before me this date, , at Torii Station,
Okinawa, Japan.

Notary

WITH THE U.S. ARMED FORCES)
) SS:
OVERSEAS AT OKINAWA, JAPAN)

SAMPLE

JOINT AFFIDAVIT FOR MARRIAGE OF:

Male Declarant: Jack Edward Smith the 1st son of
(Groom's name) (1st, 2nd, etc.)
John Michael Smith / U.S.A. and Mary Anne Wilson / U.S.A.
(Father's name; indicate father's citizenship) (Mother's maiden name; indicate mother's citizenship)

U.S. address: 123 El Paso Street, Los Angeles, California (PO Box not allowed)

Date of birth: January 6, 1995 Place of birth: San Francisco, California

Evidence of citizenship: United States Passport No. 123456789 issued on May 12, 2019, in Seattle

Local address: PSC 123 Box 456 APO AP 96367

(If previously married: I, Jack Edward Smith, was divorced from
Sally Ann Brown, on this date, November 30, 2016)

I, the above-mentioned person being duly sworn, do declare that, according to the laws of my domicile, I am of legal marriageable age, that ☐ I have not been married before / ☒ I have been married before and divorced, and that there is no hindrance, legal or otherwise, to my uniting in marriage with the female declarant listed below.

Print Name: Jack Edward Smith

Female Declarant: Jane Nancy Doe the 1st daughter of
(Bride's name) (1st, 2nd, etc.)
John Ethan Doe / U.S.A. and Pamela June Adams / Australia
(Father's name; indicate father's citizenship) (Mother's maiden name; indicate mother's citizenship)

U.S. address: 456 El Paso Street, Columbus, Georgia (PO Box not allowed)

Date of birth: March 21, 1995 Place of birth: Atlanta, Georgia

Evidence of citizenship: United States Passport No. 987654321 issued on November 30, 2019, in Georgia

Local address: PSC 456 Box 789 APO AP 96367

(If previously married: I, , was divorced from
, on this date,)

I, the above-mentioned person being duly sworn, do declare that, according to the laws of my domicile, I am of legal marriageable age, that ☒ I have not been married before / ☐ I have been married before and divorced, and that there is no hindrance, legal or otherwise, to my uniting in marriage with the female declarant listed below.

Print Name: Jane Nancy Doe

Subscribed and sworn to before me this date, , at Torii Station, Okinawa, Japan.

Notary

婚姻届

長 殿

受 理 平 成 年 月 日 第 号				発 送 平 成 年 月 日			
送 付 平 成 年 月 日 第 号				長 印			
書類調査	戸籍記載	記載調査	調査票	附 票	住民票	通 知	

この届書を本籍地でない役場に出すときは、戸籍謄本または戸籍全部事項証明書が必要ですから、あらかじめ用意してください。 WITNESSES MUST BE THE AGE 20 YEARS OLD AND

WITNESSES MUST BE THE AGE 20 YEARS OLD AND ABOVE

(1)

(2)

 $\gamma(3)$

(よみかた)		夫 にな る 人		妻 にな る 人	
		GROOM		BRIDE	
氏 名	氏	名	氏	名	
	SUR NAME	GIVEN NAME	SUR NAME	GIVEN NAME	
生 年 月 日		YEAR 年 MO 月 DAY 日		YEAR 年 MO 月 DAY 日	
住 所 (住民登録をして いるところ (よみかた))		ADDRESS OF GROOM		ADDRESS OF BRIDE	
		番地 番 号		番地 番 号	
		世帯主 の氏名		世帯主 の氏名	
		NATIONALITY OF GROOM		NATIONALITY OF BRIDE	
本 籍 (外国人のときは 国籍だけを雷い てください)		番地 番 号		番地 番 号	
		筆頭者 の氏名		筆頭者 の氏名	
父 母 の 氏 名 父母との続き柄 (他の養父母は その他の欄に 雷ってください)		父	FATHER NAME	続 き 柄	父
		母	MOTHER NAME		母
				男	女
婚姻後の夫婦の 氏・新しい本籍		<input type="checkbox"/> 夫の氏		新本籍 (左の□の氏の人が入すに戸籍の筆頭者となっているときは雷かないでください) 番地 番	
		<input type="checkbox"/> 妻の氏			
同居を始めた とき		年 月 (結婚式をあげたとき、または、同居を始め たときのうち早いほうを雷ってください)			
初婚・再婚の別		夫 GROOM <input type="checkbox"/> 初婚 <input type="checkbox"/> 再婚 <input type="checkbox"/> 死別 <input type="checkbox"/> 離別 年 月 日		妻 BRIDE <input type="checkbox"/> 初婚 <input type="checkbox"/> 再婚 <input type="checkbox"/> 死別 <input type="checkbox"/> 離別 年 月 日	
同居を始める 前の夫妻のそれ ぞれの世帯の おもな仕事と		<input type="checkbox"/> 夫	<input type="checkbox"/> 妻	1. 農業だけまたは農業とその他の仕事を持っている世帯 2. 自由業・商工業・サービス業等を個人で経営している世帯 3. 企業・個人商店等(官公庁は除く)の常用勤労者世帯で勤め先の従業員数が 1人から99人までの世帯(日々または1年未満の契約の雇用者は5) 4. 3にあってはまらない常用勤労者世帯及び会社団体の役員の世帯(日々または 1年未満の契約の雇用者は5) 5. 1から4にあってはまらないその他の仕事をしている者のいる世帯 6. 仕事をしている者のいない世帯	
		<input type="checkbox"/> 夫	<input type="checkbox"/> 妻		
		<input type="checkbox"/> 夫	<input type="checkbox"/> 妻		
		<input type="checkbox"/> 夫	<input type="checkbox"/> 妻		
		<input type="checkbox"/> 夫	<input type="checkbox"/> 妻		
		<input type="checkbox"/> 夫	<input type="checkbox"/> 妻		
夫 妻 の 職 業		(国家認定の年…平成 年…の4月1日から翌年3月31日までに出産をするときだけ雷してください)			
		夫の職業		妻の職業	
そ の 他		SIGNATURE:			
		SIGNATURE(GROOM)		SIGNATURE(BRIDE)	
届 出 人 署 名 押 印		夫		妻	
		住所を定めた年月日		連絡先 電話 () 自宅・勤務先 []・携帯	
		夫 年 月 日			
		妻 年 月 日			

		証 WITNESS				人									
署 押	名 印	SIGNATURE OF WITNESS #1				SIGNATURE OF WITNESS #2									
		印				印									
生	年 月 日	DOB	YEAR	年	MO	月	DAY	日	DOB	YEAR	年	MO	月	DAY	日
住	所	ADDRESS OF WITNESS #1				ADDRESS OF WITNESS #2									
		番地 番 号				番地 番 号									
本 籍	NATIONALITY	NATIONALITY OF WITNESS #1				NATIONALITY OF WITNESS #2									
		番地 番				番地 番									

◎届出人の印をご持参ください。

平成	年	月	日
午前	時	分	受領
午後			
夫	<input type="checkbox"/> 免 <input type="checkbox"/> 旅 <input type="checkbox"/> 住 <input type="checkbox"/> その他 <input type="checkbox"/> 無 ()		
不受理	<input type="checkbox"/> 有 <input type="checkbox"/> 無		
通知	<input type="checkbox"/> 要 <input type="checkbox"/> 不要		
妻	<input type="checkbox"/> 免 <input type="checkbox"/> 旅 <input type="checkbox"/> 住 <input type="checkbox"/> その他 <input type="checkbox"/> 無 ()		
不受理	<input type="checkbox"/> 有 <input type="checkbox"/> 無		
通知	<input type="checkbox"/> 要 <input type="checkbox"/> 不要		
使	<input type="checkbox"/> 免 <input type="checkbox"/> 旅 <input type="checkbox"/> 住 <input type="checkbox"/> その他 <input type="checkbox"/> 無 ()		
者	()		
送付	平成	年	月
	日		
確認	通知		

SAMPLE

“Certificate of Acceptance of Notification of Marriage”

This document can only be obtained at the City/Village/Town Hall your marriage was processed. This is legal evidence of a valid marriage and should be translated into English by an official translator.

Only the regular document on the left is required; however, you can get the large document on the right for a memento of your marriage.

Regular Document: ¥350

受 理 証 明 書	
(1 の 1)	
届 出 書 名	婚 姻 届
届 出 年 月 日	年 月 日
届 出 人	国籍または戸籍の表示
	届 出 資 格
	氏 名
	国籍または戸籍の表示
事 件 本 人	届 出 資 格
	氏 名
	国籍または戸籍の表示
	氏 名
届 出 の 要 旨	以下余白

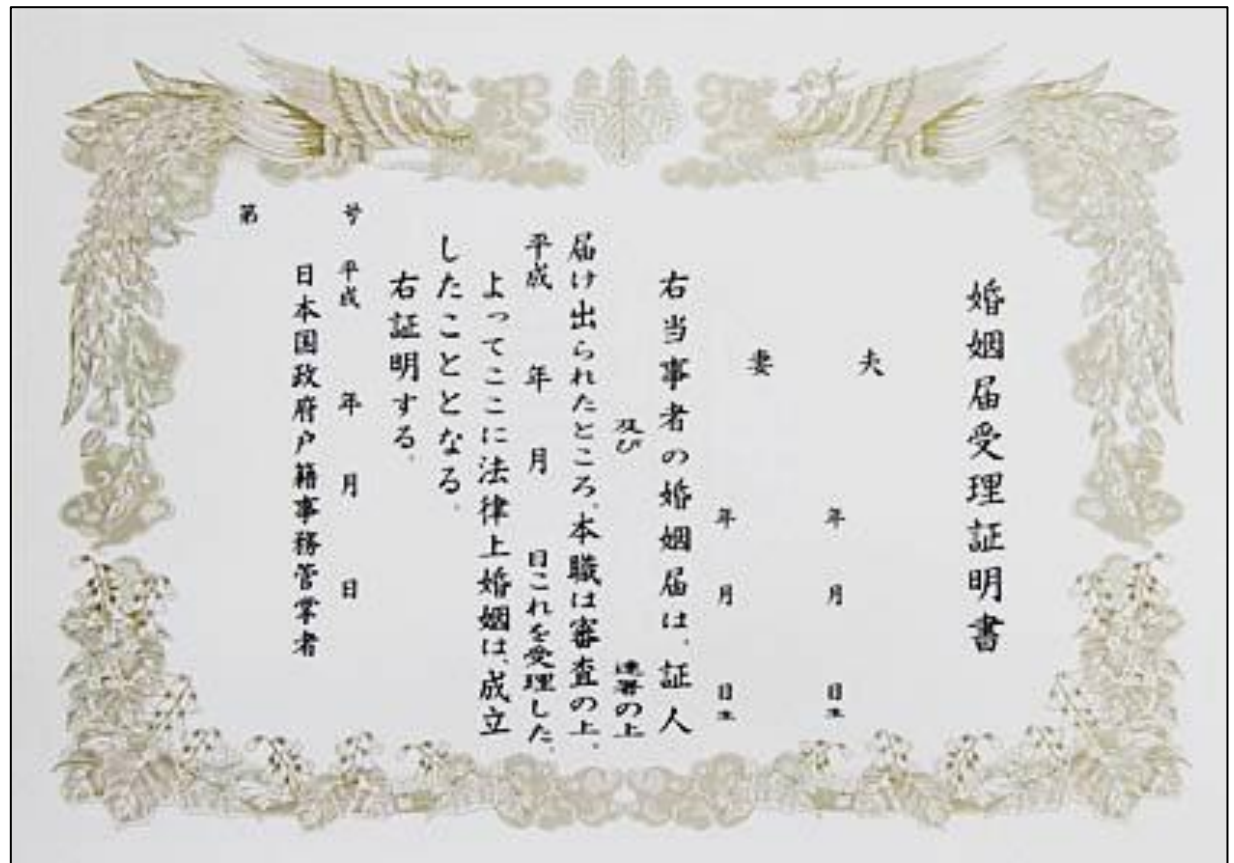
上記の届出は、*年*月*日 受理したことを証明する。

*年 *月 *日

***** ** **

印

Large Document for Memento: ¥1,400



LOCAL JAPANESE TRANSLATORS

Okinawa Translator: Mr. David Vincent Higgins

Phone: 050-5534-5965

Office hours: Monday-Friday 0900-1700 / Closed Saturday and Sunday

Address: Minato Station Room#201, 10-20 Minato, Minato, Chatan, Okinawa 904-0114

Directions from Kadena Gate-1: Outside the gate make a left onto HWY 58. On the third set of lights, make a right and head towards the seawall. As you head towards the seawall, make a left at the end of the harbor, then make a right at the first intersection. Go two blocks. It is across from the restaurant American American.

Translates: Affidavits, Marriage Certificates, Divorce Decrees, Family Registry, Legal Agreements, Contracts, rental contracts, Real Estate Receipts, Car Estimates, etc.

Webpage: www.okinawatranslator.com

Email: okinawatranslator@gmail.com

Hori's Office: Ms. Reiko Higashionna

Phone: 098-898-6169

Office hours: Monday-Friday 0930-1730, Closed Saturday and Sunday

Address: 2-2-1 Isa, Ginowan City, Okinawa 901-2221

Directions from Kadena Gate 1: Out of gate, take left onto HWY 58. Pass Camp Foster. Located on the North bound lane near the intersection of HWY 58 and 81. Near Jaymil and Shima's Glass Shop.

Translates: Affidavits, Marriage Certificates, Divorce Decrees, Birth Certificates, Family Registry, Legal Agreements, etc.

Email: horioff@nirai.ne.jp

Nakamura's Office: Ms. Sakae Nakamura (Gyoseishoshi lawyer a.k.a Certified admin procedures specialist)

Phone: 080-1774-1055 (prefer this number) / 098-936-1774

Office hours: Monday-Friday 1330-1730(1800) / Closed Saturday and Sunday

Address: 1055-4 Yoshihara, Chatan, Okinawa, Japan

Translates: Affidavits, Marriage Certificates, Divorce Decrees, Birth Certificates, Family Registry, Legal Agreements, Contracts, Driver's License, Resumes, etc.

Central Translation Services

Phone: 050-6872-6649

Office hours: Monday-Friday 0900-1730 (1300-1400 lunch) / Saturday 1000-1400 / Closed on Sunday

Address: Kadena USO, Bldg. 377

Translates: Driver's License, Individual Number Card, School Letters, Resume, Cover Letter, Marriage Documents, Company Policies and Regulations, Lease Agreement, Legal Letter, Certificate of Company Registration, D&B Business Credit Reports, Websites, etc.

Webpage: www.centraltranslation.com

Email: support@centraltranslation.com

PLEASE NOTE:

This list of translators is NOT ENDORSED, or in any way approved by, the Torii Legal Assistance Office or the United States Government. Although this Legal Assistance Office has tried to ensure that this list is up to date, it is possible that changes have occurred, for which we assume no responsibility. If you discover that the information provided is no longer correct, we would appreciate you notifying this office so that we may update our list. For further information, contact the Torii Legal Assistance Office at 652-4332.

City Office Locations

Please take a Marriage Registration Form(Kon In Todoke) where you reside in.

City Office	Area	Phone Number	Address
Urasoe City Office	Camp Kinser	098-876-1234	Urasoe-shi Ahacha1-1-1 http://8761234.jp/
Okinawa City Office	Camp Foster Kadena AB	098-939-1212	Okinawa-shi Nakasone-cho26-1 http://www.city.okinawa.okinawa.jp/
Ginowan City Office	Camp Foster Camp Butler MCAS Futenma	098-893-4411	Ginowan-shi Nodake1-1-1 http://www.city.ginowan.okinawa.jp/
Uruma City Office	Camp McTureous Camp Courtney	098-974-3111	Uruma-shi Midori-cho1-1-1 http://www.city.uruma.lg.jp/
Nago City Office	Camp Schwab	098-053-1212	Nago-shi Minato1-1-1 http://www.city.nago.okinawa.jp/
Kitanakagusuku Town Office	Camp Foster Camp Butler	098-935-2233	Kitanakagusuku-son Kishaba426-2 http://www.vill.kitanakagusuku.lg.jp/
Chatan Town Office	Camp Foster Camp Lester Kadena AB	098-936-1234	Chatan-cho Kuwae226 http://www.chatan.jp/
Kadena Town Office	Kadena AB	098-956-1111	Kadena-cho Kadena588 http://www.town.kadena.okinawa.jp/
Yomitan Town Office	Torii Station	098-982-9200	Yomitan-son Zakimi2901 http://www.yomitan.jp
Kin Town Office	Camp Hansen	098-968-2111	Kin-cho Kin1 http://www.town.kin.okinawa.jp/