

U.S. ARMY **#** OKINAWA ☆ TORII STATION ☆



LAST UPDATED: March 2021

LEGAL ASSISTANCE

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

MARRIAGE PROCESS ON OKINAWA

Are you 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 naturalization certificate.

- ➤ If the marriage involves only one U.S. Citizen, complete the Single Affidavit for Marriage at https://photos.state.gov/libraries/japan/39181/pdfs/wwwf7114_001.pdf.
- If the marriage involves two U.S. Citizens, complete the Joint Affidavit at https://photos.state.gov/libraries/japan/39181/pdfs/wwwfjoint.pdf.

Step Two: Complete a "**Kon-in Todoke**" (Japan Notification of Marriage form). The Japan Notification of Marriage forms are available at City hall. This form needs to be filled out in Japanese, except for the signature block. If you are not able to write or understand Japanese, 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 you.

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

There is a fee of **1,400 Yen** for 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. 1,400 Yen.

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. 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.

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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

ⁱ Contact Information for City Hall

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

SINGLE AFFIDAVIT FOR MARRIAGE OF:

(Applicant's name)	, the (1st, 2nd, etc.	son / daughter of
		,
(Father's name)	and	(Mother's maiden name)
Father's citizenship:	Mother's citize	nship:
U.S. address:		
Date of birth:		
Place of birth:		
Evidence of citizenship:		
Local address:		
(If previously married: I,		, was divorced from
	, on this date, _)
I, the above-mentioned person being d domicile, I am of legal marriageable ag I have been married before and d otherwise, to my uniting in marriage with	ge, that	peen married before / e is no hindrance, legal or
	, a citizen of	
Subscribed and sworn to before me thi Okinawa, Japan.	is date,	, at Torii Station,



SINGLE AFFIDAVIT FOR MARRIAGE OF:

Jack Edward Smith	, the	1st	√son / □daughter of
(Applicant's name)	-'	(1st, 2nd, etc) — — 3
John Michael Smith	and	Mary Anne	Wilson
(Father's name)			(Mother's maiden name)
Father's citizenship: U.S.A.		Mother's citiz	enship: U.S.A.
U.S. address: 123 El Paso Street, Los Ar	ngele	es, California	(PO Box not allowed)
Date of birth:			
Place of birth: San Francisco, California			
Evidence of citizenship: United States Pa	sspc	ort No. 12345	6789 issued on Mary 12, 2015,
in Seattle			
Local address: PSC 123 Box 456 APO A	P 96	367	
(If previously married: I,			, was divorced from
			November 30, 2016)
I, the above-mentioned person being duly s domicile, I am of legal marriageable age, th I have been married before and divor otherwise, to my uniting in marriage with th	swor hat [r ced ,	n, do declare I have not and that the	that, according to the laws of my been married before / re is no hindrance, legal or
Hanako Yamada ,	a cit	izen of <u>Japa</u> i	<u> </u>
Print Name: Jack Edward Smith			
Subscribed and sworn to before me this da Okinawa, Japan.	ate, _		, at Torii Station,
Notary			

WITH THE U.S. ARMED FORCES)		
)	SS:	
OVERSEAS AT OKINAWA. JAPAN	1)		

JOINT AFFIDAVIT FOR MARRIAGE OF:

Male Declarant:	(Groom's name)	tne	(1st, 2nd, etc.)	son of	
	ar	nd			
(Father's name; indicate fa	ather's citizenship)	(Mother's maiden	name; indicate m	nother's citizenship)	
U.S. address:					_
Date of birth:	Place	of birth:			_
Evidence of citizenship: _					
Local address:					
(If previously married: I, _			, was divorc	ed from	
		, on this date,)	
I, the above-mentioned permarriageable age, that there is no hindrance, legar	I have not been ma	arried before / 🔲 I	have been marri	ed before and divorced	
Female Declarant:	,		•	,	
(Father's name; indicate fa	anather's citizenship)	nd (Mother's maiden	name; indicate m	nother's citizenship)	
U.S. address:					_
Date of birth:					_
Evidence of citizenship:					
Local address:					
(If previously married: I, _			, was divorc	ed from	
		, on this date,)	
I, the above-mentioned permarriageable age, that there is no hindrance, legal	JI have not been ma	arried before / L	have been marri	ed before and divorced	of legal I, and that
Subscribed and sworn to I	pefore me this date, _		, at	Torii Station, Okinawa, J	lapan.

JOINT AFFIDAVIT FOR MARRIAGE OF:

Male Declarant: Jack	Edward Smith (Groom's name)	the	1st	son of
			(1st, 2nd, etc.	<u>.)</u>
John Michael Smith / L	J.S.A. a	nd Mary Anne Wilso	on / U.S.A.	
(Father's name; indicat		(Mother's maiden	name; indicate	mother's citizenship)
U.S. address: 123 El F	Paso Street, Los Angele	s, California (PO Bo	x not allowed)	
Date of birth:	6, 1995 Place	of birth: San Franc	isco, California	2, 2019, in Seattle
Evidence of citizenship	United States Passpo	ort No. 123456789 is	sued on May 1	2, 2019, in Seattle
Local address: PSC 1	23 Box 456 APO AP 96	3367		
(If previously married:	23 Box 456 APO AP 96		. was divo	orced from
Sally Ann Brown		on this date.	 ember 30, 2016)
marriageable age, that	I have not been m	arried before / ✓ I	have been ma	e laws of my domicile, I am of legal rried before and divorced, and that e declarant listed below.
Print Name: Jack Edw	ard Smith			
Female Declarant:	ne Nancy Doe (Bride's name)	t	he 1st (1st, 2nd, 6	daughter of etc.)
John Ethan Doe / U.S.		nd Pamela June Ad		
(Father's name; indicat	te father's citizenship)			mother's citizenship)
U.S. address: 456 EI F	Paso Street, Columbus,	Georgia (PO Box no	ot allowed)	
Date of birth: March 2	1, 1995 Place	of birth: Atlanta, Ge	eorgia 	
Evidence of citizenship	United States Passpo	ort No. 987654321 is	sued on Noven	nber 30, 2019, in Georgia
PSC 4	56 Box 789 APO AP 96	3367		
(If previously married:	l,		, was divo	rced from
		_, on this date,)
marriageable age, that	✓ I have not been m	arried before / I	have been ma	e laws of my domicile, I am of legal rried before and divorced, and that e declarant listed below.
Print Name: Jane Nan	cy Doe			
Subscribed and sworn	to before me this date,		,	at Torii Station, Okinawa, Japan.
Notary				

NOTIFICATIO	N OF I 婚	MAI 姻	RRIA(届	_	受 理 第	平成 4	€ 月 号	B	発言	送 平城	年	Я	E
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			長	殿		戸総記載	記載調査	四3	芒栗	附票	住民	ž ž	知
(1)NAME (1)	(よみか	た) 名	夫 SUR N	GR Æ		人 系 N NAM	E SI		ış IAMI	こな BRIC	る DE GIVEN	人 窓 NAM	1E
	生年月住	田	ADDRES	YEAR 4		DAY I			EAR SS OI	年 N F BRIDE	10 月	DAY	B
(2)ADDRESS (2)	(住民登録を いるところ (よ み か		444		番地 番	뮺	11-24				番地 番	号	
	本	籍	世帯主 の氏名 NATION	IALITY OF		m. ed	世者 のE N	名	VALIT	Y OF BR		13*****	
(3)NATIONALITY ³⁾	(外国人のと (国籍だけを てください	きは) 書い)	雄頭者 の氏名			番	築別 の日	诸	•••••		香	地	
	父母の! 父母との紹 (他の他の	き柄 母は、 個に		HER NAMI		続き	柄 父 男 母			NAME		続き	板 女
平成 年 月 日 (4) 午煎 時 分受訊	婚姻後の夫 氏・新しい	:婦の	□夫の氏□斐の氏	新本籍	 (左の口の氏	の人がすで	に戸籍の筆	新者と	なって	いるときに	は当かない 番地 番	でくだ	<u>*</u> \r) -
日免 日旅 日住 夫 日その他 日無	同居を始とき		_夫 GRO	4 OM/O列	5 Q11	月 ————————————————————————————————————	、 要 E	RID	Ε,	、または うを 食い /□死別	、同居を てくださ		,
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確認通知	他 SIGN 届 出 署名机	人	夫	NATUR	E(GRO	OM)	事	SIGN	IATL	JRE(BI	RIDE)		印
	事件簿	番号			住所を夫妻		年月日 日 日	連絡先	電話自年	舌 E·勤務分	(ē[)]-:	携帯

記入の注意

NOTE***MUST BE COMPLETED IN JAPANESE*** (EXCEPT SIGNATURES) ***DO NOT USE PENCIL OR ERASABLE INK***

鉛筆や消えやすいインキで書かないでください。

この尾は、あらかじめ用意して、結婚式をあげる日または同居を始める日に出すようにしてください。その日が日曜日や 祝日でも届けることができます。(この場合、宿直等で取扱うので、前日までに、戸籍担当係で下臈べをしておいてくだ さい。)

届書は、1 通でさしつかえありません。

この届費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専項証明書が必要ですから、あらかじめ用意してください。 メルルアトロー ストロース アロース・スティース ストロース ストロース

WITNESSES MUST BE THE AGE 20 YEARS OLD AND ABOVE

					証	W	'ITI	NESS	;	,	<u> </u>					
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生	年	月	В	DOB Y	ŒAR Æ	МО	月	DAY	B	DOB	YEAR 4	F.	ИO	月	DAY	Ħ
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本			籍	***************************************			番地番	Ł						番 ³	<u>L</u>	

- -- 「筆頭者の氏名」には、戸籍のはじめに記載されている人の氏名を告いてください。
- → 父母がいま婚姻しているときは、母の氏は書かないで、名だけを書いてください。 養父母についても同じように書いてください。
- → □には、あてはまるものに図のようにしるしをつけてください。 外国人と婚姻する人が、まだ戸籍の辞頭者となっていない場合には、新しい戸籍が つくられますので、希望する本籍を書いてください。

#(6) NUMBER OF THIS MARRIAGE(FIRST, SECOND,ETC.)

□INITIAL □PREV MARRIED(□SEP BY DEATH □SEP BY DIVORCE YEAR/MONTH/DAY OF DIVORCE)

再婚のときは、直前の婚姻について告いてください。内縁のものはふくまれません。

届け出られた事項は、人口動態調査(統計法に基づく基幹統計調査、厚生労働省所管)にも用いられます。

- ◎署名は必ず本人が自署してください。
- ◎印は各自別々の印を押してください。
- ◎届出人の印をご持参ください。

SAMPLE おふたりの記念にどうですか?

お求めの方は窓口で申請してください。



受理証明書が発行できます。交付日は、申請日から4日後(休日含まず)になります。 賞状タイプ(B4)は、1枚1,400円です。(沖縄市役所

Upon request a "CERTIFICATE OF ACCEPTANCE OF NOTIFICATION OF MARRIAGE" will be issued to you . It takes approximately 4 working days from date registration forms are accepted. There is a fee of 1,400 YEN.

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

<u>Directions from Kadena Gate-1</u>: 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
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

<u>Directions from Kadena Gate 1</u>: 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: hori-off@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.

LAST UPDATED: MAR 2021

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/