

# For people looking to apply for vaccination certificates

## How to apply

\*Content is the same regardless of application method.

	App	Online application system	Mail
Individual Number (My Number) Card	○	×	×
Cost	Free	Free	Postage fees (both ways)
Time Required	Instant	3 business days (Starting from the day after submission*)	Around 10 days (when applying by regular mail)

\*If the application is submitted on a weekend, holiday, or after 16:00, the date of submission will be the next business day.

- ✓ You cannot get a certificate if you were not registered as a Yokohama resident at the time of vaccination.
- ✓ If you have applied for a certificate after July 21, 2022, you can print one at a convenience store (for a fee of 120 yen. If you have updated your passport, please submit a new application.)

## Using the app



### ① Install the app

App Store



Google Play



### ② Put in your 4 digit PIN and scan your Individual Number (My Number) Card and passport.



市区町村の選択

ワクチン接種時にお住まいの市区町村を選択してください。ワクチン接種記録を検索します。

都道府県

KANAGAWA

市区町村

YOKOHAMA

ワクチン接種記録を検索

### ③ Choose Kanagawa, Yokohama, then press ワクチン接種記録を検索 (search for your vaccine records) and 発行 (issue)



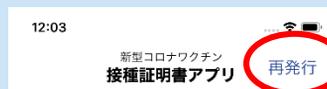
If you moved and were registered with another municipality...  
→ You can return to the search screen to find your records!

If you have the following problems

If there is an error message or an issue with your records  
→ Apply using a different method

If you've received additional vaccinations  
→ Press "reissue" (再発行)

See the Digital Agency website for user instructions (in Japanese)



# Using the online application system



## ① Register with the City of Yokohama online application system (first time users)

First, click “新規登録(register new user)” on the top right.→

## ② Return to the login page and apply



For details, check “Online Application Procedures”

「交付の準備が完了しました」



## ③ Once you receive the notification email, download the PDF from your page.

If you lose the PDF data:

→ You can download it again from your account page for up to a year!

# Applying by mail



## ① Gather the necessary documents

- Application form (download and print)
- Identification copies
- Passport photo page copy
- Return envelope (write your address and affix a stamp)
- Vaccination verification documents (such as your vaccination vouchers)

## ② Send the documents at a post office

Address : 6-50-10 Hon-cho, Naka-ku, Yokohama 231-0005  
Yokohama City Hall, Medical Care Bureau Health Safety  
Division Vaccination Certificates

## ③ Your certificate will be sent in your return envelope

Make sure you have adequate postage. You can send it inside the post office to make sure!



If you have less than 10 days before going overseas

→ Send your application by express mail! (Make sure your return envelope is also express mail. Tell the post office staff you want to use express mail.)

Write your departure date on the envelope.

If you need multiple copies

→ Photocopies are also valid. Make a copy before leaving Japan in case you lose it.

If you have any other questions, email us at: [ir-v-record@city.yokohama.jp](mailto:ir-v-record@city.yokohama.jp)