

証明書番号 号

罹災証明書交付申請書  
Disaster Certificate Application Form

広島市 \_\_\_\_\_ 区長 Hiroshima City, \_\_\_\_\_ Ward Director  
 Year Month Day

申請者 Applicant  
 住所(所在地) Address (Location)

氏名(名称、代表者の役職名及び氏名並びに代表者印の押印)  
 Full Name (Name, representative's position and name and representative's seal)

電話番号 Telephone No. ( ) - 罹災世帯主等との関係 Relationship to the householder of the disaster-hit building, etc.

次のとおり、罹災証明書の交付を申請します。  
 I hereby make an application for a Disaster Certificate as follows.

罹災世帯主 (所有者・借家人等) Householder of disaster-hit building (owner/tenant, etc.)	【住所(所在地)】 (Address (Location))	【氏名(名称)】 (Full Name (Name))
証明必要数及び提出先 Number of certificates required and to whom they will be presented	【必要数】 (Number required) 通 Copies	【提出先】 (To whom they will be presented)
罹災建物の場所 Location of disaster-hit building	広島市 _____ 区 Hiroshima City _____ Ward (マンション等の場合は名称を記載) (If disaster-hit building is a condominium or apartment building, please write its name)	
罹災建物 Disaster-hit building	住家 Residence 非住家 Non-residence building( )	
罹災建物との関係 Relationship to disaster-hit building	所有者 Owner 借家人等 Tenant, etc.	
罹災原因 Cause of disaster	(例: XXXX年XX月XX日に発生した地震) (Ex: Earthquake which struck on xxDay /xx Month / xxYear)	
罹災状況 Condition of damage	(例: 北側の壁に亀裂が発生した。) (Ex: Crack(s) in wall on the northside.)	
添付書類 Attached documents /materials	罹災状況の写真 Photograph(s) of condition of damage 罹災建物の位置図 Map showing location of damaged building その他 Other ( )	
備考 Comment	<ul style="list-style-type: none"> <li>罹災証明書は、民事上の権利義務関係効力を有するものではありません。</li> <li>「記入上の留意点」を参照してください。</li> <li>-The Disaster Certificate does not hold any authority regarding rights related to civil law disputes.</li> <li>-Please refer to [Points to note when filling in the form]</li> </ul>	

太枠欄の中に記入してください。

\*Please fill in the section within the thick lines.

受付印 Seal

注1 個人が申請する場合は、本人確認と住所確認ができる書類（運転免許証等）の準備をしておいてください。  
注2 法人等の従業員等が申請する場合は、従業員等であることを確認できる書類（社員証等）の準備をしておいてください。  
注3 居住していないが所有している罹災建物についての申請の場合や法人等の所在地と罹災建物の場所が異なる場合などは、所有権等を確認できる書類の準備をしておいてください。  
注4 任意代理人が申請する場合は、委任状に記入してください。

Note 1. When an individual is making an application, he/she should prepare documents which can identify the individual and the individual's address (e.g. driver's license)  
Note 2. If an employee of a legal entity (company, etc.) is making an application, he/she should prepare documents (company ID card) which can verify they are an employee.  
Note 3. Regarding the application for a Disaster Certificate for an owned non-residence disaster-hit building, or if a legal entity's (registered) address is different from that of the disaster-hit building, documents verifying ownership are required.  
Note 4. If a mandatary (representative) is making an application, a mandate from must be filled in.

## Points to note when filling in the form

1. The applicant should fill in the information within the thick lined section of the Disaster Certificate Application Form.
2. If an individual is making an application, the applicant should fill in their address, full name and telephone number in the applicant's section and their relationship to the householder of the disaster-hit building (owner, tenant, etc.) as in 3 below.  
If a registered legal entity (registered company, school, hospital, etc.) is making an application, the applicant should fill in the address, name and the representative's position and name as well as the telephone number. The representative's seal should be attached in the seal section. (There is no need to state the relationship to the householder of the disaster-hit building (owner, tenant, etc.).)  
If a mandatory (representative) is making an application, the Mandate Form below must be filled in. However, if the mandatory is a family member or an employee of the registered legal entity (registered company, etc.), the mandate form need not be filled in.
3. In the [Householder of disaster-hit building (owner/tenant, etc.)] section, fill in the name and address of the householder who resides (resided) in the disaster-hit building. If making an application for a building which is owned but not resided in the name and address of the owner, etc. should be filled in.  
If the applicant is a legal entity (registered company, etc.), the address and name of the legal entity (registered company, etc.) must be filled in.
4. In the [Number of certificates required and to whom they will be presented] section, fill in the number of Disaster Certificates required and to whom they will be presented to. If there are multiple places (offices, etc.) to whom the forms must be presented to, fill in the name of each and the number of forms required.
5. In the [Location of disaster-hit building] section, write the location of disaster-hit building (if it is a condominium (apartment building) etc., write the name of the building).  
If there are a number of buildings involved, a Disaster Certificate Application Form for each build must be filling in.
6. In the [Disaster-hit building] section, place a ✓ mark in the Residence box (if the building is presently being used as a place to live in), and place a ✓ mark in the Non-residence building (if it is a building for a purpose other than living in).  
If it is a Non-residence building, please state what kind of building (hospital, shrine, etc.) it is. Also, if a person is living continuously in a non-residence building, please make a note of this.
7. In the [Relationship to disaster-hit building] section, regarding the disaster-hit building write the relationship to the building as in 3 above, householder of the disaster-hit building (owner, tenant, etc.). Place a ✓ mark in the relevant box: Owner / Tenant, etc.
8. In the [Cause of disaster] section, write the cause of the disaster.  
Ex. 1: Heavy rainfall on XX Year XX Month XX Day  
Ex. 2: Earthquake occurred on XX Year XX Month XX Day
9. In the [Condition of damage] section, write details of the damage caused to the building.  
Ex. 1: Cracks in northern wall  
Ex. 2: Flooded to above floor level on first floor
10. In the [Attached documents/materials] section, place a ✓ mark in the relevant box for the attached documents/materials attached. If there are other documents/materials attached, please write their names. There may be some documents that you will need to attached, but if for some reason it is difficult to present them, please consult with the staff.

## 委任状

### Mandate Form

代理人の住所 Representative's address \_\_\_\_\_

代理人の氏名 Representative's full name \_\_\_\_\_

私は、上記の者を代理人と定め、次の建物について、罹災証明書の交付申請に関する権限を委任します。

I designate the above stated person as a representative, and mandate the said person with authority to apply for the issuance of a Disaster Certificate.

罹災建物の場所 Location of disaster-hit building	広島市 _____ 区 Hiroshima City, _____ Ward
罹災建物 Disaster-hit building	住家 Residence 非住家 Non-residence building ( _____ )

年 Year      月 Month      日 Day

罹災世帯主等の住所 Householder, etc. of disaster-hit building's address \_\_\_\_\_

罹災世帯主等の氏名 Householder, etc. of disaster-hit building's full name \_\_\_\_\_

印 Seal \_\_\_\_\_