

To those who apply for a Vaccination Certificate (Vaccine Passport)

The certificate will **only be issued to those who plan to travel abroad** for the time being. To apply for the certificate, you need to submit the following documents. It will take approximately one week to issue the certificate. (Immediate issuance is not possible.)

Documents required for application

① to ⑥ are required ⑦ and ⑧ are only applicable

① **Application form for Vaccination Certificate of COVID-19**

Please fill in and submit the required information.

② **Copy of passport (only the page with identification information)**

Must be valid until the expiration date.

③ **Copy of vaccination coupon**

If you have lost or destroyed your vaccination coupon, please attach a “copy of a document that confirms your individual number” or a “copy of an identification document that shows your address at the time of vaccination.”

④ **Copy of the proof of being fully vaccinated attached to the vaccination coupon or vaccination record**

⑤ **Return envelope**

Please write the return address on the envelope. (In principle, the envelope will be sent to the applicant's current address.)

Please attach a postage stamp for the required fee. (The vaccination certificate is A4 size.)

(Reference) A standard-sized envelope that can hold a three-fold A4-size paper costs 84 yen.

⑥ **Copy of the identification document with the return address**

(When applying by a deputy)

Identification document...my number card, driver's license, health insurance card, residence card, etc.
Document that confirms my number...individual number card, notification card, certificate of residence with a individual number, etc.

⑦ **Copy of the deputy's identification document**

※When applying for re-issuance due to loss, etc., please circle “Re-issuance” on the “①application form,” and attach a “⑤ self-addressed envelope” and a “⑥copy of the identification document with the return address.” If your passport has expired, you will need to apply with a copy of your new passport since the passport number will change.

Documents can **only be submitted by mail.** (Documents will not be accepted at the counter.) Please check the required documents and mail them to the Health Promotion Division.

**【Application】 Health Promotion Division, Sanda City
Sanda Welfare and Health Center 2F, 675 Kawayoke, Sanda-shi, 669-1514**

※It will take about one week to issue the certificate after the application form is received by Sanda city. (It may take more time if there are incomplete documents or incomplete information. Please note that it may take several months to issue the certificate if the vaccination record cannot be confirmed due to the loss of the proof of being fully vaccinated attached to the vaccination coupon or the vaccination record.)

**【For inquiries about application procedures and required documents】
Sanda City Dedicated Call Center for COVID-19 Vaccine
TEL 0570-010-858 ※Calling charges to be borne by the user.
Open hours : Tuesday ~ Sunday 9:00 ~ 17:30**

Vaccination Certificate (Vaccine Passport) Example for filling out application form

※Be sure the claimant (the person who needs the certificate) fills out the area with the thick lines around it.

(2)
Fill in your daytime phone number.

We may need to contact you to confirm application contents.

(3)
Put a check mark here if the ①claimant and ②applicant are the same person.

No entry required at ②applicant information column.

(4)
Put a check mark here in case of an application by a deputy.

Fill out the information of the deputy at ② applicant information column.

※Please be sure to check one or the other.

(1)
We may need to contact you to confirm application contents.

(5)
If you are applying as a deputy, please provide the deputy's information.

(6)
Please write the country/region you plan to travel to.

(7)
Please circle the applicable item.

The application is accepted as a new application even if you applied in the past if your passport was renewed since then.

新型コロナウイルス感染症 予防接種証明書 交付申請書
Application Form for Vaccination Certificate of COVID-19

三田市長 宛
To the Mayor of Sanda

2021年 7月 26日
※太枠内は請求者本人が記入してください
※The claimant should fill out the area with the thick lines around it.

① 請求者 (The person who needs the certificate)	フリガナ 氏名 Name	サンダ タロウ 三田 太郎
	生年月日 Date of birth	1933年 3月 3日
	住所 Address	〒669-1595 兵庫県三田市三輪2丁目1番1号
	連絡先電話番号 Phone number	(079 - 563 - 1111)
② 申請者 (The person who sent by mail)	フリガナ 代理人氏名 Deputy's full name	サンダ ハナコ 三田 花子
	生年月日 Date of birth	1933年 3月 3日
	住所 Deputy's address	〒669-1595 兵庫県三田市三輪2丁目1番1号
	あなたと①請求者の関係 The relation between ①the claimant and you	<input checked="" type="checkbox"/> 夫・妻 /Wife <input type="checkbox"/> 父母・子 /Parent /Child <input type="checkbox"/> 祖父母・孫 /Grandparent /Grandchild <input type="checkbox"/> その他 /Others
③ その他 (Others)	渡航予定国・地域 Planned country/region of travel	イタリア
	申請の種類 Type of application	<input checked="" type="radio"/> 新規 New <input type="radio"/> 再交付 Re-issuance 該当する方のみを付けてください。 Please circle the applicable item. 過去に申請したことがある人も、パスポートを更新した場合は新規申請になります。 The application is accepted as a new application even if you applied in the past if your passport was renewed since then.

市庁認
申請書受理日 / 接種券番号

項目	内容	対応者	完了日
申請受付	<input type="checkbox"/> 申請書内容 <input type="checkbox"/> 必要書類		/ /
発行	<input type="checkbox"/> 接種記録確認 <input type="checkbox"/> 接種証明書出力		/ /
交付	<input type="checkbox"/> 発送		/ /

(8)
This information is not required as it will be filled out by the city staff.