

Parents Siblings Other relatives

Guide to Required Documents for Dependent Certification

If unsure about required documents, contact Health Insurance Association.

Click the applicable reason

Required documents page will jump accordingly
Depending on the situation,additional documents or detailed confirmation may be requested

Parents
Siblings
Other relatives

Application Reason	Required Document List
Insured person's entry into employment (acquisition of eligibility)	Please check one of the links below. (Unemployed or Self-Employed) (Recently Employed (within 2 years)) (Part-Time Worker)
Due to changes in the household from remarriage, bereavement, or relocation.	Please check one of the links below. (Unemployed or Self-Employed) (Recently Employed (within 2 years)) (Part-Time Worker)
Due to changes in household income, the insured became the primary breadwinner instead of another family member.	Please check this link.
Due to the applicant's retirement.	Please check this link.
Closure of Self-Employment	Please check this link.
End of Unemployment or Health Insurance Benefits	Please check this link.
Loss of eligibility for voluntary continuation under previous health insurance	Please check this link.
A significant decrease in income has occurred, and the situation is expected to continue.	Please check this link.
Other (please specify the reason in your notification)	Please consult your health insurance association using the inquiry form on our website.

Employment Entry - Unemployed or Self-Employed

	Required Documents for Application	Available at	Notes
1	Dependent (Change) Notification Form and Application Form [Addition]	Our Website	(hifuyousha_ido.pdf) Required for each applicant
2	Resident card for all members of the household	Municipality	Please do not include or mask My Number One resident card is sufficient for multiple family member applications.
3	Taxable or non-taxable certificate for dependents	Municipality Tax Office	Self-employed individuals are required to file a tax return. Even if you are unemployed, you are required to file a tax return if you have income from real estate or dividends. (Income Definition for Self-Employed Dependents)
4	If there are family members in the same household with income who are not dependents, provide documents to prove their income status: Recent withholding tax statement or last 3 months' pay slips Recent tax return documents Pension notification, etc.	Workplace Municipality Pension Offices	No required if no one If you are applying for only one parent, or if there is a primary caregiver, please clearly state the reason for applying for only one parent in the application form.

■ If any of the following applies, additional documents are required.

More than 3 months
since the event occurred

Insured and applicant
live separately

Recent arrival
Tax certificate
unavailable

Applicant is a
foreign national

Temporary overseas
residence

Employment Entry – Recently Employed (within 2 years)

	Required Documents for Application	Available at	Notes
1	Dependent (Change) Notification Form and Application Form [Addition]	Our Website	(hifuyousha_ido.pdf) Required for each applicant
2	Resident card for all members of the household	Municipality	Please do not include or mask My Number One resident card is sufficient for multiple family member applications.
3	Taxable or non-taxable certificate for dependents	Municipality Tax Office	If filing a tax return, submit your tax return form.
4	Documents proving social insurance benefits for the applying family member: For employment insurance: Employment insurance qualification loss notification Rishokuhyo 1・2 or employment insurance recipient certificate (both sides) Benefit extension notification, etc. If not enrolled, a resignation certificate stating non-enrollment If a public servant: retirement allowance certificate If receiving sickness or maternity benefits from previous health insurance: Benefit decision notification	Job Center ・ Previous Association	If the person do not wish to receive unemployment benefits, please clearly indicate this on the transfer notification form.
5	If there are family members in the same household with income who are not dependents, provide documents to prove their income status: Recent withholding tax statement or last 3 months' pay slips Recent tax return documents Pension notification, etc.	Workplace Municipality Pension Offices	No required if no one If you are applying for only one parent, or if there is a primary caregiver, please clearly state the reason for applying for only one parent in the application form.

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residence

Employment Entry – Part-Time Worker

	Required Documents for Application	Available at	Notes
1	Dependent (Change) Notification Form and Application Form [Addition]	Our Website	(hifuyousha_ido.pdf) Required for each applicant
2	Resident card for all members of the household	Municipality	Please do not include or mask My Number One resident card is sufficient for multiple family member applications.
3	Taxable or non-taxable certificate for dependents	Municipal Tax Office	If filing a tax return, submit your tax return form.
4	The last 3 months' pay slips for the applying family member.	Workplace	Required for verification of recent income
5	If there are family members in the same household with income who are not dependents, provide documents to prove their income status: Recent withholding tax statement or last 3 months' pay slips Recent tax return documents Pension notification, etc.	Workplace Municipality Pension Offices	No required if no one If you are applying for only one parent, or if there is a primary caregiver, please clearly state the reason for applying for only one parent in the application form.

■ If any of the following applies, additional documents are required.

More than 3 months
since the event occurred

Insured and applicant
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Recent arrival
Tax certificate
unavailable

Applicant is a
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Temporary overseas
residence

Household Change – Unemployed or Self-Employed

	Required Documents for Application	Available at	Notes
1	Dependent (Change) Notification Form and Application Form [Addition]	Our Website	(hifuyousha_ido.pdf) Required for each applicant
2	Resident card for all members of the household	Municipalit	Please do not include or mask My Number Check household moving date
3	Official documents proving changes in marital status or family composition (marriage certificate, death certificate, etc)	Municipalit	If the moving date differs from your resident card date, use the later date.
4	Taxable or non-taxable certificate for dependents	Municipalit Tax Office	Self-employed individuals are required to file a tax return. Even if you are unemployed, you are required to file a tax return if you have income from real estate or dividends. (Income Definition for Self-Employed Dependents)
5	If there are family members in the same household with income who are not dependents, provide documents to prove their income status: Recent withholding tax statement or last 3 months' pay slips Recent tax return documents Pension notification, etc.	Workplace Municipality Pension Offices	No required if no one If you are applying for only one parent, or if there is a primary caregiver, please clearly state the reason for applying for only one parent in the application form.

■ If any of the following applies, additional documents are required.

More than 3 months
since the event occurred

Insured and applicant
live separately

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Tax certificate
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residence

Household Change – Recently Employed (within 2 years)

	Required Documents for Application	Available at	Notes
1	Dependent (Change) Notification Form and Application Form [Addition]	Our Website	(hifuyousha_ido.pdf) Required for each applicant
2	Resident card for all members of the household	Municipality	Please do not include or mask My Number Check household moving date
3	Official documents proving changes in marital status or family composition (marriage certificate, death certificate, etc)	Municipality	If the moving date differs from your resident card date, use the later date.
4	Taxable or non-taxable certificate for dependents	Municipal Tax Office	If filing a tax return, submit your tax return form.
5	Documents proving social insurance benefits for the applying family member: For employment insurance: Employment insurance qualification loss notification Rishokuhyo 1・2 or employment insurance recipient certificate Benefit extension notification, etc. If not enrolled, a resignation certificate stating non-enrollment If a public servant: retirement allowance certificate If receiving sickness or maternity benefits from previous health insurance: Benefit decision notification	Job Center ・ Previous Association	If the person do not wish to receive unemployment benefits, please clearly indicate this on the transfer notification form.
6	If there are family members in the same household with income who are not dependents, provide documents to prove their income status: Recent withholding tax statement or last 3 months' pay slips Recent tax return documents Pension notification, etc.	Workplace Municipality Pension Offices	No required if no one If you are applying for only one parent, or if there is a primary caregiver, please clearly state the reason for applying for only one parent in the application form.

■ If any of the following applies, additional documents are required.

More than 3 months since the event occurred

Insured and applicant live separately

Recent arrival
Tax certificate unavailable

Applicant is a foreign national

Temporary overseas residence

Household Change – Part-Time Worker

	Required Documents for Application	Available at	Notes
1	Dependent (Change) Notification Form and Application Form [Addition]	Our Website	(hifuyousha_ido.pdf) Required for each applicant
2	Resident card for all members of the household	Municipality	Please do not include or mask My Number Check household moving date
3	Official documents proving changes in marital status or family composition (marriage certificate, death certificate, etc)	Municipality	If the moving date differs from your resident card date, use the later date.
4	Taxable or non-taxable certificate for dependents	Municipality Tax Office	If filing a tax return, submit your tax return form.
5	The last 3 months' pay slips for the applying family member.	Workplace	Required for verification of recent income
6	If there are family members in the same household with income who are not dependents, provide documents to prove their income status: Recent withholding tax statement or last 3 months' pay slips Recent tax return documents Pension notification, etc.	Workplace Municipality Pension Offices	No required if no one If you are applying for only one parent, or if there is a primary caregiver, please clearly state the reason for applying for only one parent in the application form.

■ If any of the following applies, additional documents are required.

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Income Reversal within Household

	Required Documents for Application	Available at	Notes
1	Dependent (Change) Notification Form and Application Form [Addition]	Our Website	(hifuyousha_ido.pdf) Required for each applicant
2	Resident card for all members of the household	Municipality	Please do not include or mask My Number
3	Taxable or non-taxable certificate for dependents	Municipality Tax Office	If filing a tax return, submit your tax return form.
4	Documents confirming the income situation within the household (income reversal): Retirement certificate of the previous breadwinner, pay slips before and after income reduction, etc. Recent tax return documents Pension revision notification, etc.	Workplace Municipality Pension Offices	Approval may not be granted in some cases, depending on the content. In some cases, the date the health insurance association receives the documents will be considered the certification date.
5	If household income changes due to business closure, provide the closure notification	Tax Office	
6	If benefits arise for household members, provide one of the following documents: Employment insurance documents If a public servant, provide retirement allowance certificate. If receiving sickness or maternity benefits, provide benefit decision notification	Job Center · Previous Association	If the person do not wish to receive unemployment benefits, please clearly indicate this on the transfer notification form.
7	If there are family members in the same household with income who are not dependents, provide documents to prove their income status: Recent withholding tax statement or last 3 months' pay slips Recent tax return documents Pension notification, etc.	Workplace Municipality Pension Offices	No required if no one If you are applying for only one parent, or if there is a primary caregiver, please clearly state the reason for applying for only one parent in the application form.

■ If any of the following applies, additional documents are required.

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Retirement of Applicant

	Required Documents for Application	Available at	Notes
1	Dependent (Change) Notification Form and Application Form [Addition]	Our Website	(hifuyousha_ido.pdf)
2	Resident card for all members of the household	Municipality	Please do not include or mask My Number
3	Taxable or non-taxable certificate for dependents	Municipality Tax Office	If filing a tax return, submit your tax return form.
4	Documents proving social insurance benefits for the applying family member: For employment insurance: Employment insurance qualification loss notification Rishokuhyo 1 ・ 2 or employment insurance recipient certificate (both sides) Benefit extension notification, etc. If not enrolled, a resignation certificate stating non-enrollment If a public servant: retirement allowance certificate If receiving sickness or maternity benefits from previous health insurance: Benefit decision notification	Job Center ・ Previous Association	If you do not wish to receive unemployment benefits, please clearly indicate this on the transfer notification form. If it takes time to issue the applicant's separation notice, please substitute it with a social insurance eligibility loss certificate and add it as soon as it is issued. Also, be sure to fill in the scheduled date of submission on the form.
5	If there are family members in the same household with income who are not dependents, provide documents to prove their income status: Recent withholding tax statement or last 3 months' pay slips Recent tax return documents Pension notification, etc.	Workplace Municipality Pension Offices	No required if no one If you are applying for only one parent, or if there is a primary caregiver, please clearly state the reason for applying for only one parent in the application form.

■ If any of the following applies, additional documents are required.

More than 3 months
since the event occurred

Insured and applicant
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Recent arrival
Tax certificate
unavailable

Applicant is a
foreign national

Temporary overseas
residence

Closure of Business / Loss of Voluntary Continuation

	Required Documents for Application	Available at	Notes
1	Dependent (Change) Notification Form and Application Form [Addition]	Our Website	(hifuyousha_ido.pdf)
2	Resident card for all members of the household	Municipality	Please do not include or mask My Number
3	Taxable or non-taxable certificate for dependents	Municipal Tax Office	If filing a tax return, submit your tax return form.
4	If self-employed and closed, a business closure notice.	Tax Office	
	If lost continuation eligibility, provide a certificate	Previous Association	
5	Documents proving social insurance benefits for the applying family member: For employment insurance: Employment insurance qualification loss notification Rishokuhyo 1 ・ 2 or employment insurance recipient Benefit extension notification, etc. If not enrolled, a resignation certificate stating non-enrollment If a public servant: retirement allowance certificate If receiving sickness or maternity benefits from previous health insurance: Benefit decision notification	Job Center ・ Previous Association	If the person do not wish to receive unemployment benefits, please clearly indicate this on the transfer notification form.
6	If there are family members in the same household with income who are not dependents, provide documents to prove their income status: Recent withholding tax statement or last 3 months' pay slips Recent tax return documents Pension notification, etc.	Workplace Municipality Pension Offices	No required if no one If you are applying for only one parent, or if there is a primary caregiver, please clearly state the reason for applying for only one parent in the application form.

■ If any of the following applies, additional documents are required.

More than 3 months
since the event occurred

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End of Unemployment or Health Insurance Benefits

	Required Documents for Application	Available at	Notes
1	Dependent (Change) Notification Form and Application Form [Addition]	Our Website	(hifuyousha_ido.pdf)
2	Resident card for all members of the household	Municipality	Please do not include or mask My Number
3	Taxable or non-taxable certificate for dependents	Municipality Tax Office	If filing a tax return, submit your tax return form.
4	Official documents proving the end of benefits for the family member's employment insurance (unemployment benefits) or health insurance (sickness or maternity benefits): For unemployment benefits: Employment insurance recipient certificate (both sides) For sickness benefits: Health insurance sickness benefit expiration notification For maternity benefits: Health insurance benefit decision notification	Job Center • Previous Association	Check the end of benefits, eligibility period, and expiration date.
5	If there are family members in the same household with income who are not dependents, provide documents to prove their income status: Recent withholding tax statement or last 3 months' pay slips Recent tax return documents Pension notification, etc.	Workplace Municipality Pension Offices	No required if no one If you are applying for only one parent, or if there is a primary caregiver, please clearly state the reason for applying for only one parent in the application form.

■ If any of the following applies, additional documents are required.

More than 3 months
since the event occurred

Insured and applicant
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Recent arrival
Tax certificate
unavailable

Applicant is a
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residence

Significant Income Reduction

	Required Documents for Application	Available at	Notes
1	Dependent (Change) Notification Form and Application Form [Addition]	Our Website	(hifuyousha_ido.pdf)
2	Resident card for all members of the household	Municipality	Please do not include or mask My Number
3	Taxable or non-taxable certificate for dependents	Municipal Tax Office	If filing a tax return, submit your tax return form.
4	Documents confirming the fact of income reduction: Pay slips before and after income reduction (3 months) Updated employment contract showing the reason for income reduction Recent tax return documents Pension revision notification, etc.	Workplace Municipality Pension Offices	Approval may not be granted in some cases, depending on the content. In some cases, the date the health insurance association receives the documents will be considered the certification date.
	If self-employed, termination notice, etc.	Contract partner	Approval may not be granted in some cases, depending on the content.
5	In the case of loss of social insurance qualification due to reduced working hours as a part-timer, provide one of the following documents related to benefits: For employment insurance: Employment insurance qualification loss notification, separation notice, or employment insurance recipient certificate (both sides), benefit extension notification, etc. If receiving any benefits from previous health insurance: Benefit decision notification.	Job Center . Previous Association	If the person do not wish to receive unemployment benefits, please clearly indicate this on the transfer notification form.
6	If there are family members in the same household with income who are not dependents, provide documents to prove their income status: Recent withholding tax statement or last 3 months' pay slips Recent tax return documents Pension notification, etc.	Workplace Municipality Pension Offices	No required if no one If you are applying for only one parent, or if there is a primary caregiver, please clearly state the reason for applying for only one parent in the application form.

■ If any of the following applies, additional documents are required.

More than 3 months since the event occurred

Insured and applicant live separately

Recent arrival
Tax certificate unavailable

Applicant is a foreign national

Temporary overseas residence

If any of the following applies, additional documents are required.

Applicable reason	Additional required documents	Available at	Notes
More than 3 months since the event occurred	Delay Explanation Form (chien_riyu.pdf)	Our Website	Certification may be based on the date documents are received, depending on the delay reason.
Insured and applicant live separately (Required documents for certification when living separately)	Full resident record (separate household)	Municipality	
	Proof of relationship (e.g., family registry)	Municipality	
	6-month remittance record or pledge if newly started.	Bank	
	(If applicable) Tax certificate, pay slips, or tax return of cohabiting adult.	Workplace Municipality	No required if no one Eligibility as the primary caregiver is determined based on overall family circumstances, not solely on income level.
Recent arrival Tax certificate unavailable	No attachment needed. Please indicate on form or sticky note.	—	Depending on the situation, you may be asked to submit additional documents such as a passport to confirm your date of entry into Japan.
Applicant is a foreign national	Both sides of residence card	Municipality	Required to confirm stay and work status.
Temporary overseas stay (study or assignment abroad)	Visa	Ministry of Foreign Affairs	For Proof of Overseas Residence (Residency Requirement)
	Proof of relationship (e.g., family registry)	Municipality	For proof of relationship

Note① – Income Definition for Self-Employed Dependents

For dependent certification of **self-employed individuals**, “income” refers to **gross income before tax and insurance deductions**, not **net income**.

Indirect expenses (except direct costs like raw materials) **cannot be deducted** when calculating income.

Unlike the tax-based **annual income (January–December)**, the evaluation is based on the **projected income for the next 12 months**.

If future income cannot be proven,
the decision will be based on the **latest tax return documents**
(including financial statements).

■ 令和 〇 年分の 所得税及び復興特別所得税の 申告書 FA2202 ■

納税地 現在住所又は事業所等 氏名 世帯主の氏名 世帯主との続柄 電話番号 自宅・勤務先・携帯 電話番号

第一表 (令和四年分以降用)

収入金額等 所得金額等 所得か

Income Amount on the Form

課税される所得金額 (①-②)又は第三表上の③に対する税額又は第三表の③ 000

配当控除 00

政治等寄附金等特別控除 ④

住宅耐震改修特別控除等 ⑤

災害減免額 ⑥

復興特別所得税額 (⑧×2.1%) ⑦

源泉徴収税額 ⑧

申告納税額 (⑧-⑨-⑩-⑪) ⑨

第3期分の税額 (⑨-⑩) ⑩

修正申告 ⑪

公的年金等以外の合計所得金額 ⑫

配偶者の合計所得金額 ⑬

青色申告特別控除額 ⑭

雑所得・一時所得等の源泉徴収税額の合計額 ⑮

未納付の源泉徴収税額 ⑯

本年で差し引く繰越控除額 ⑰

Note ② – Income Threshold

To qualify as a dependent :

- Annual income must be under **1.3 million yen**
(or **1.8 million yen** for persons with disabilities or age 60+)
- Monthly income must be under **108,334 yen**
(or **150,000 yen** for persons with disabilities or age 60+)

If income exceeds the limit, the person must be removed as a dependent.

However, if the excess is due to **temporary circumstances**, continued enrollment is possible with a certificate from the Workplace.

Examples of temporary circumstances:

- Increased workload due to another employee's leave or resignation
- Temporary business boom
- Sudden large project

During annual eligibility review, documents may be requested.

The Health Insurance Association will judge based on employment contracts, etc.

If projected income clearly exceeds the limit, the person will be disqualified even with a certificate.

Note ③ – Residency Requirement

To be enrolled as a dependent under Health Insurance, the person must reside in Japan. This is usually confirmed via resident record.

Exceptions (still eligible):

- Students studying abroad
- Family members accompanying overseas assignments
- Temporary overseas travel

Important:

Even with a resident record, if the person clearly does not live in Japan, they may be disqualified by the Health Insurance Association.