

User Guide for Digital Certificates

If your Individual Number card's IC chip contains digital certificates (the Digital Certificate for Signing and the Digital Certificate for User Certification), please read the following.

1. Use of Digital Certificates

- (1) The Digital Certificate for Signing is used when preparing or sending electronic documents via the Internet (e.g., electronic applications for e-Tax or other services). The password consists of 6–16 alphabetic characters and numbers. (Capital letters only)
- (2) The Digital Certificate for User Certification is used when logging in to Internet sites or terminals at convenience stores (e.g., logging in to the My Number Portal site, printing official certificates at convenience stores, etc.). The password is a four-digit number.
- (3) To use (1) and (2) on your home PC, the following preparations are necessary.
 - (a) Install the User Client Software*¹ and the drivers for (b) on your PC.
 - (b) Prepare an IC card reader/writer*² that has already been checked to confirm that it works, and connect it to your PC.

*¹ Available as a free download on the Official Personal Authentication Service Portal Site (<http://www.jpki.go.jp/>).

*² See the menu of the site mentioned above.

2. Changing Your Password, etc.

- (1) Digital certificates can be used by placing the Individual Number card in the IC card reader/writer and entering the preset password. It is recommended that you change your password periodically using the software described in *¹ above.
- (2) Caution: if incorrect passwords are entered five times in a row for the Digital Certificate for Signing, or three times in a row for the Digital Certificate for User Certification, the digital certificates will be locked and become unavailable for use. To unlock your digital certificates, you must apply at a municipal office with your resident card.

3. Revocation of Digital Certificate for Signing Due to Relocation

In the event of any change to your name, address, etc. due to relocation, marriage, etc., the Digital Certificate for Signing will automatically be revoked due to the recorded information no longer being accurate. When submitting a moving-in notice or marriage notice, please also perform the proper procedures to request a new Digital Certificate for Signing. Digital Certificates for User Certification are not revoked due to relocation or marriage, etc., because they do not contain any recorded information.

4. Validity Period and Renewal of Digital Certificates

- (1) As a general rule, the validity period of digital certificates expires on the user's fifth birthday after the issue date. However, if the validity period of the user's Individual Number card expires before that point, the validity period of the digital certificates will also expire. Note that there is a space on the face of the card for writing in the validity period, so please make sure you write it in on your own, or ask a municipal staff member to do so.
- (2) Digital certificates may be renewed up to three months prior to the expiration of their validity period. Please apply at the office of the municipality where your residence is located according to your certificate of residence (juminhyo).

5. Voluntary Discontinuation of Use of Digital Certificates or Revocation after Temporary Suspension

If you want to cancel the use of your digital certificates, or if you want to revoke your digital certificates after a temporary suspension, please apply for revocation of digital certificates at the relevant municipal office.

6. Other Information

In addition to the above, please refer to the Official Personal Authentication Services Portal Site (<http://www.jpki.go.jp/>) for information on the use of digital certificates.