

List of Documents to be Submitted for Certification of the Insured Person

◎ Documents to be submitted for all persons to be certified.

- 1 Dependent Change Notice (Add)
- 2 Current Circumstances of Dependent to Be Covered (If the person to be certified is a child, this form is not required until completing compulsory education)
(Even if the child has not completed compulsory education, this is required if the child's surname differs from that of the insured person)
- 3 The Certificate of Residence of all household members of the person to be certified (must list relationship, not listing personal ID numbers)
(If relationship cannot be determined in the Certificate of Residence, submit the Family Register or an extract of the Family Register)
(In the case of a common-law spouse, the relationship listed on the Certificate of Residence must be "unregistered wife (husband)."
"Cohabitant" relationships cannot be certified)
- 4 Documents to certify the income of the person to be certified
Documents to be submitted may differ depending on relationship to insured person, types of income and the reason for notification, so please verify according to the chart below.

[A Person to be certified is a spouse](#)

[B Person to be certified is a child](#)

[C Person to be certified is a parent or grandparent](#)

[D Person to be certified is a sibling or grandchild](#)

[E Person to be certified is a family member other than those mentioned above \(must live together with the insured person\)](#)

* Only submit official documents such as the Certificate of Residence, Certificate of Taxation or Certificate of Tax Exemption, and Family Register (or extract of) that have been **issued within the last 3 months**.
* Typical image files such as .jpeg and .PDF can be used for certificates and other documents attached to Dependent Change Notification, the images in the files must be clear.
* In some cases, you may be asked to submit documents other than those listed here.

◎ Documents to be submitted according to the status of the person to be certified, for each type of relationship

A Person to be certified is a spouse

[\(Back\)](#)

Status of the person to be certified	Documents to be submitted (If living separately, refer to “Remarks” fields 1 & 2)	Remarks
Same for a~d	<ul style="list-style-type: none">• Dependent Change Notice (Add)• Current Circumstances of Dependent to Be Covered• Certificate of Residence for all household members of the person to be certified (Must list relationships, do not list individual number)• Pension booklet (refer to “Remarks” field 4) or Basic Pension Number Notice	<div>1 Treated as “living together” if the insured person is assigned to work away from home and lives alone due to company reasons</div> <div>2 Additional documents to be submitted if living separately Three months of documents showing remittance amount (copy)<ul style="list-style-type: none">• Bank account passbook or remittance request form (can be from ATM) or online banking receipt* Cannot be submitted by hand* Remittances must be made regularly (Generally once per month)</div> <div>3 Common-law spouse The relationship listed on the Certificate of Residence must be “unregistered wife (husband).” “Cohabitant” relationships cannot be certified</div> <div>4 Copy of page with basic pension number in pension notebook or Basic Pension Number Notice<ul style="list-style-type: none">* Since this is required for notification about a National Pension Category III insured person</div> <div>5 Documents to be Submitted for a person who resigned within 1 year prior to the application</div>
a. Unemployed/no income	Certificate of Taxation or Certificate of Tax Exemption <ul style="list-style-type: none">• (If the person is receiving pension) Most recent notice of pension payment bank transfer, etc.	
b. Resigned within 1 year prior to date of application, unemployed	Certificate of Taxation or Certificate of Tax Exemption <ul style="list-style-type: none">• Proof of resignation (refer to “Remarks” field 5)• (If the person is receiving pension) Most recent notice of pension payment bank transfer, etc.	
c. Employed (part time / irregular worker)	<ul style="list-style-type: none">• Certificate of Taxation or Certificate of Tax Exemption• Salary slips (most recent 3 months) or certificate of employment (health insurance association-designated format) or employment contract• (If the person is receiving pension) Most recent notice of pension payment bank transfer, etc.	
d. Self-employed / freelance	Certificate of Taxation or Certificate of Tax Exemption <ul style="list-style-type: none">• Tax return (1)(2) and itemized statement of income and expenditures or blue tax return forms• (If the person is receiving pension) Most recent notice of pension payment bank transfer, etc.	
(Additional documents if income has decreased)	<ul style="list-style-type: none">• Documents verifying the business closure or decreased income such as notice of business closure, memorandum, or the most recent three month's sales records	
<div>* Supplementary explanation of documents to be submitted for those who are self-employed</div> <div>(1) If self-employed business was newly established (or has been established but is yet to file a tax return), submit a business plan or notice of opening business</div> <div>(2) Income of self-employed persons shall be “total income - direct and essential expenses”</div> <div>Direct and essential expenses indicates costs for purchasing raw materials for production activities (purchasing costs, material costs, and outsourcing costs for things such as processing) and does not include indirect expenses such as water and utility fees and entertainment fees.</div>		

Status of the person to be certified	Documents to be Submitted
(1) Not yet enrolled in employment insurance	<ul style="list-style-type: none">• Proof of resignation specifying not yet being enrolled in employment insurance• One month's salary slip
(2) In waiting period for unemployment benefits	<ul style="list-style-type: none">• Unemployment Insurance Qualification Certificate (both sides)• Written Oath in Regard to Dependent Certification (health insurance association-designated format)
(3) Currently receiving unemployment benefits	<ul style="list-style-type: none">• Unemployment Insurance Qualification Certificate (both sides)
(4) Finished receiving unemployment benefits	
(5) Does not receive unemployment benefits	<ul style="list-style-type: none">• Leave notice for the recipient of employment insurance (-1, -2)
(6) Not eligible to receive unemployment benefits	<ul style="list-style-type: none">• Written Oath in Regard to Dependent Certification (health insurance association-designated format)
(7) Extend receipt of unemployment benefits	<ul style="list-style-type: none">• Leave notice for the recipient of employment insurance (-1, -2)• Benefits Extension Notice• Written Oath in Regard to Dependent Certification (health insurance association-designated format)

B. Person to be certified is a child

[\(Back\)](#)

Status of the person to be certified	Documents to be submitted (If living separately, refer to "Remarks" fields 3 through 5)	Remarks
Same for a~c	<ul style="list-style-type: none"> • Dependent Change Notice (Add) • Current Circumstances of Dependent to Be Covered (refer to "Remarks" field 6) • Certificate of Residence for all household members of the person to be certified (Must list relationships, do not list individual number) (refer to "Remarks" field 6) 	1 Adopted children are treated as biological children 2 Stepchildren who are children of spouses are treated the same as biological children 3 If the insured person is assigned to work away from home and lives alone due to company reasons, the couple is treated as "living together." 4 Treated as "living together" if living separately from the insured person for the purpose of commuting to school 5 Additional documents if living separately from the insured person (1) Confirm relationship with the insured person <ul style="list-style-type: none"> • Family Register or an extract of the Family Register (2) Three months of documents showing remittance amount (copy) <ul style="list-style-type: none"> • Bank account passbook or remittance request form (can be from ATM) or online banking receipt * Cannot be submitted by hand * Remittances must be made regularly (Generally once per month) 6 In case of "a", and the family name is the same as that of the insured person, submit a notification of change of dependents and a certificate of residence. Current Circumstances of Dependent to Be Covered is omitted Note that when relationship cannot be determined in the Certificate of Residence, the Family Register or an extract of the Family Register must be submitted 7 Documents to be Submitted for a person who resigned within 1 year prior to the application
a. From birth until completing compulsory education (Confirmation of joint dependence on married couple)	<ul style="list-style-type: none"> • Income certification of spouse (refer to "Remarks" field 8) 	
b. Student in high school or above • Students in universities and various types of schools with a period of study of at least 1 year (including those enrolled at prep schools) (Confirmation of joint dependence on married couple)	<ul style="list-style-type: none"> • Student ID or certificate of enrollment (refer to "Remarks" field 4) • Income certification of spouse (refer to "Remarks" field 8) 	
c-1. Other than student • Unemployed • Student with no income who is enrolled in night school, correspondence school, or various types of schools with a period of study of less than 1 year (Confirmation of joint dependence on married couple)	Certificate of Taxation or Certificate of Tax Exemption <ul style="list-style-type: none"> • (If the person is receiving pension) Most recent notice of pension payment bank transfer, etc. • Income certification of spouse (refer to "Remarks" field 8) 	
c-2. Other than student Resigned within 1 year prior to date of application, unemployed (Confirmation of joint dependence on married couple)	Certificate of Taxation or Certificate of Tax Exemption <ul style="list-style-type: none"> • Proof of resignation (refer to "Remarks" field 7) • (If the person is receiving pension) Most recent notice of pension payment bank transfer, etc. • Income certification of spouse (refer to "Remarks" field 8) 	
c-3. Other than student Employed (part time / irregular worker, etc.) (Including students who earn income while enrolled in various schools mentioned in c-1) (Confirmation of joint dependence on married couple)	Certificate of Taxation or Certificate of Tax Exemption <ul style="list-style-type: none"> • Salary slips (most recent 3 months) or certificate of employment (health insurance association-designated format) or employment contract • (If the person is receiving pension) Most recent notice of pension payment bank transfer, etc. • Income certification of spouse (refer to "Remarks" field 8) 	
c-4. Other than student Self-employed / freelance (Additional documents if income has decreased) (Confirmation of joint dependence on married couple)	Certificate of Taxation or Certificate of Tax Exemption <ul style="list-style-type: none"> • Tax return (1)(2) and itemized statement of income and expenditures or blue tax return forms • (If the person is receiving pension) Most recent notice of pension payment bank transfer, etc. • Documents verifying the business closure or decreased income such as notice of business closure, memorandum, or the most recent three month's sales records • Income certification of spouse (refer to "Remarks" field 8) 	
* Supplementary explanation of documents to be submitted for those who are self-employed (1) If self-employed business was newly established (or has been established but is yet to file a tax return), submit a business plan or notice of opening business (2) Income of self-employed persons shall be "total income - direct and essential expenses" Directly-required expenses refers to expenses (procurement expenses, materials expenses, outsourced expenses such as processing) required for the procurement of raw materials, etc., needed for production activities. It does not include indirect expenses such as utilities fees, transportation fees, etc.		8 Confirmation of joint dependence on married couple (1) If the spouse of the insured person is an insured person of another social insurance plan (health insurance society, Japan Health Insurance Association, mutual aid association) or is in the self-defense force <ul style="list-style-type: none"> • Tax withholding slip of spouse (2) If the spouse is self-employed / freelance <ul style="list-style-type: none"> • Tax return (1)(2) and itemized statement of income and expenditures or blue return financial statements <div> * Confirmation of joint dependence on married couple means • Married couple with a child has an obligation to jointly support the child. (Joint obligation to support) • In health insurance, when jointly supporting a child, that child is generally considered a dependent of the person with higher income. (May not be selected arbitrarily) However, if difference between incomes is 10% or less, the child could also be a dependent of the person with lower income. • For this reason, if one person in the married couple is not insured by the Health Insurance Association for Amazon Japan, verification of that person's income is requested for confirmation. • Income includes both salary income and non-salary income. When an Amazon employee has RSUs or other forms of income aside from monthly salary and has a higher salary than their spouse as a result, that employee can submit their most recent tax return and make the child their own dependent. • If an insured person who has dependents takes childcare leave, etc., the dependents will not be transferred during the leave period. However, for a newly born child, the certification procedure will be carried out in principle. </div>

C. Person to be certified is a parent or grandparent [\(Back\)](#)

Status of the person to be certified	Documents to be submitted (If living separately, refer to “Remarks” fields 1 through 3)	Remarks
Same for a~d	<ul style="list-style-type: none">• Dependent Change Notice (Add)• Current Circumstances of Dependent to Be Covered• Certificate of Residence for all household members of the person to be certified (Must list relationships, do not list individual number)	1 Treated as “living together” if the insured person is assigned to work away from home and lives alone due to company reasons and the person to be certified lives with the spouse or child of the insured person. 2 Generally treated as living separately if the households are divided but at the same address 3 Additional documents if living separately from the insured person
a. Unemployed/no income	Certificate of Taxation or Certificate of Tax Exemption <ul style="list-style-type: none">• (If the person is receiving pension) Most recent notice of pension payment bank transfer, etc.	(1) Confirm relationship with the insured person <ul style="list-style-type: none">• Family Register or an extract of the Family Register
(Verification of priority obligation to support)	• Income certification of all household members (refer to “Remarks” field 5)	(2) Three months of documents showing remittance amount (copy) <ul style="list-style-type: none">• Bank account passbook or remittance request form (can be from ATM) or online banking receipt<ul style="list-style-type: none">* Cannot be submitted by hand* Remittances must be made regularly (Generally once per month)
b. Resigned within 1 year prior to date of application, unemployed	Certificate of Taxation or Certificate of Tax Exemption <ul style="list-style-type: none">• Proof of resignation (refer to “Remarks” field 4)• (If the person is receiving pension) Most recent notice of pension payment bank transfer, etc.	4 Documents to be Submitted for a person who resigned within 1 year prior to the application
(Verification of priority obligation to support)	• Income certification of all household members (refer to “Remarks” field 5)	
c. Employed (part time / irregular worker)	Certificate of Taxation or Certificate of Tax Exemption <ul style="list-style-type: none">• Salary slips (most recent 3 months) or certificate of employment (health insurance association-designated format) or employment contract• (If the person is receiving pension) Most recent notice of pension payment bank transfer, etc.	
(Verification of priority obligation to support)	• Income certification of all household members (refer to “Remarks” field 5)	
d. Self-employed / freelance	Certificate of Taxation or Certificate of Tax Exemption <ul style="list-style-type: none">• Tax return (1)(2) and itemized statement of income and expenditures or blue tax return forms• (If the person is receiving pension) Most recent notice of pension payment bank transfer, etc.	
(Additional documents if income has decreased)	• Documents verifying the business closure or decreased income such as notice of business closure, memorandum, or the most recent three month’s sales records	
(Verification of priority obligation to support)	• Income certification of all household members (refer to “Remarks” field 5)	
<div>* Supplementary explanation of documents to be submitted for those who are self-employed (1) If self-employed business was newly established (or has been established but is yet to file a tax return), submit a business plan or notice of opening business (2) Income of self-employed persons shall be “total income - direct and essential expenses” Directly-required expenses refers to expenses (procurement expenses, materials expenses, outsourced expenses such as processing) required for the procurement of raw materials, etc., needed for production activities. It does not include indirect expenses such as utilities fees, transportation fees, etc.</div>		5 Verification of priority obligation to support <ul style="list-style-type: none">• Certificate of the income of all family members who live together with the person to be certified. However, certificates are not required for those who are students or younger Certificate of Taxation or Certificate of Tax Exemption or tax withholding slip or Tax return (1)(2)• If the person to be certified and their spouse are living separately, a certificate regarding the spouse’s income <div>* Verification of priority obligation to support means:<ul style="list-style-type: none">• According to Article 877 of the Civil Code for obligations to support among family members, with order specified under Article 878 of the Civil Code.• When certifying dependents, the health insurance society verifies whether there are other family members with obligation to support the person for whom certification was requested.</div>

D. Person to be certified is a sibling or grandchild [\(Back\)](#)

Status of the person to be certified	Documents to be submitted (If living separately, refer to “Remarks” fields 2 & 3)	Remarks																
Same for a~c	<ul style="list-style-type: none">• Dependent Change Notice (Add)• Current Circumstances of Dependent to Be Covered• Certificate of Residence for all household members of the person to be certified (Must list relationships, do not list individual number)	<div>1 Treated as “living together” if the insured person is assigned to work away from home and lives alone due to company reasons and the person to be certified lives with the spouse or child of the insured person.</div> <div>2 Generally treated as living separately if the households are divided but at the same address</div> <div>3 Additional documents if living separately from the insured person</div>																
a. From birth until completing compulsory education (Verification of priority obligation to support)	<ul style="list-style-type: none">• Income certification of all household members (refer to “Remarks” field 5)	<div>(1) Confirm relationship with the insured person</div> <div><ul style="list-style-type: none">• Family Register or an extract of the Family Register</div>																
b. Student in high school or above <ul style="list-style-type: none">• Students in universities and various types of schools with a period of study of at least 1 year (including those enrolled at prep schools) (Verification of priority obligation to support)	<ul style="list-style-type: none">• Student ID or certificate of enrollment• Income certification of all household members (refer to “Remarks” field 5)	<div>(2) Three months of documents showing remittance amount (copy)</div> <div><ul style="list-style-type: none">• Bank account passbook or remittance request form (can be from ATM) or online banking receipt<ul style="list-style-type: none">* Cannot be submitted by hand* Remittances must be made regularly (Generally once per month)</div> <div>4 Documents to be Submitted for a person who resigned within 1 year prior to the application</div>																
c-1. Other than student <ul style="list-style-type: none">• Unemployed• Student with no income who is enrolled in night school, correspondence school, or various types of schools with a period of study of less than 1 year (Verification of priority obligation to support)	<div>Certificate of Taxation or Certificate of Tax Exemption</div> <div><ul style="list-style-type: none">• (If the person is receiving pension) Most recent notice of pension payment bank transfer, etc.• Income certification of all household members (refer to “Remarks” field 5)</div>	<table><tr><th>Status of the person to be certified</th><th>Documents to be Submitted</th></tr><tr><td>(1) Not yet enrolled in employment insurance</td><td><ul style="list-style-type: none">• Proof of resignation specifying not yet being enrolled in employment insurance• One month’s salary slip</td></tr><tr><td>(2) In waiting period for unemployment benefits</td><td><ul style="list-style-type: none">• Unemployment Insurance Qualification Certificate (both sides)• Written Oath in Regard to Dependent Certification (health insurance association-designated format)</td></tr><tr><td>(3) Currently receiving unemployment benefits</td><td><ul style="list-style-type: none">• Unemployment Insurance Qualification Certificate (both sides)</td></tr><tr><td>(4) Finished receiving unemployment benefits</td><td></td></tr><tr><td>(5) Does not receive unemployment benefits</td><td><ul style="list-style-type: none">• Leave notice for the recipient of employment insurance (-1, -2)</td></tr><tr><td>(6) Not eligible to receive unemployment benefits</td><td><ul style="list-style-type: none">• Written Oath in Regard to Dependent Certification (health insurance association-designated format)</td></tr><tr><td>(7) Extend receipt of unemployment benefits</td><td><ul style="list-style-type: none">• Leave notice for the recipient of employment insurance (-1, -2)• Benefits Extension Notice• Written Oath in Regard to Dependent Certification (health insurance association-designated format)</td></tr></table>	Status of the person to be certified	Documents to be Submitted	(1) Not yet enrolled in employment insurance	<ul style="list-style-type: none">• Proof of resignation specifying not yet being enrolled in employment insurance• One month’s salary slip	(2) In waiting period for unemployment benefits	<ul style="list-style-type: none">• Unemployment Insurance Qualification Certificate (both sides)• Written Oath in Regard to Dependent Certification (health insurance association-designated format)	(3) Currently receiving unemployment benefits	<ul style="list-style-type: none">• Unemployment Insurance Qualification Certificate (both sides)	(4) Finished receiving unemployment benefits		(5) Does not receive unemployment benefits	<ul style="list-style-type: none">• Leave notice for the recipient of employment insurance (-1, -2)	(6) Not eligible to receive unemployment benefits	<ul style="list-style-type: none">• Written Oath in Regard to Dependent Certification (health insurance association-designated format)	(7) Extend receipt of unemployment benefits	<ul style="list-style-type: none">• Leave notice for the recipient of employment insurance (-1, -2)• Benefits Extension Notice• Written Oath in Regard to Dependent Certification (health insurance association-designated format)
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E. Person to be certified is a family member other than those mentioned above (must live together with the insured person)

[\(Back\)](#)

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<div>b. Student in high school or above</div> <div>Student at various types of schools with a period of study of at least 1 year</div> <div>Person enrolled in prep school</div> <div>(Verification of priority obligation to support)</div>	<ul style="list-style-type: none">• Student ID or certificate of enrollment• Income certification of all household members (refer to "Remarks" field 3)																	
<div>c-1. Other than student</div> <div>• Unemployed</div> <div>• Student with no income who is enrolled in night school, correspondence school, or various types of schools with a period of study of less than 1 year</div> <div>(Verification of priority obligation to support)</div>	<div>Certificate of Taxation or Certificate of Tax Exemption</div> <div>• (If the person is receiving pension) Most recent notice of pension payment bank transfer, etc.</div> <div>• Income certification of all household members (refer to "Remarks" field 3)</div>																	
<div>c-2. Other than student</div> <div>Resigned within 1 year prior to date of application, unemployed</div> <div>(Verification of priority obligation to support)</div>	<div>Certificate of Taxation or Certificate of Tax Exemption</div> <div>• Proof of resignation (refer to "Remarks" field 4)</div> <div>• (If the person is receiving pension) Most recent notice of pension payment bank transfer, etc.</div> <div>• Income certification of all household members (refer to "Remarks" field 5)</div>																	
<div>c-3. Other than student</div> <div>Employed (part time / irregular worker, etc.)</div> <div>(Including students who earn income while enrolled in various schools mentioned in c-1)</div> <div>(Verification of priority obligation to support)</div>	<div>Certificate of Taxation or Certificate of Tax Exemption</div> <div>• Salary slips (most recent 3 months) or certificate of employment (health insurance association-designated format) or employment contract</div> <div>• (If the person is receiving pension) Most recent notice of pension payment bank transfer, etc.</div> <div>• Income certification of all household members (refer to "Remarks" field 3)</div>																	
<div>c-4. Other than student</div> <div>Self-employed / freelance</div> <div>(Additional documents if income has decreased)</div> <div>(Verification of priority obligation to support)</div>	<div>Certificate of Taxation or Certificate of Tax Exemption</div> <div>• Tax return (1)(2) and an itemized statement of income and expenditures or blue tax return forms</div> <div>• (If the person is receiving pension) Most recent notice of pension payment bank transfer, etc.</div> <div>• Documents verifying the business closure or decreased income such as notice of business closure, memorandum, or the most recent three month's sales records</div> <div>• Income certification of all household members (refer to "Remarks" field 3)</div>																	
<div>* Supplementary explanation of documents to be submitted for those who are self-employed</div> <div>(1) If self-employed business was newly established (or has been established but is yet to file a tax return), submit a business plan or notice of opening business</div> <div>(2) Income of self-employed persons shall be "total income - direct and essential expenses"</div> <div>Directly-required expenses refers to expenses (procurement expenses, materials expenses, outsourced expenses such as processing) required for the procurement of raw materials, etc., needed for production activities. It does not include indirect expenses such as utilities fees, transportation fees, etc.</div>		<div>3 Verification of priority obligation to support</div> <div>• Certificate of the income of all family members who live together with the person to be certified. However, certificates are not required for those who are students or younger</div> <div>Certificate of Taxation or Certificate of Tax Exemption or tax withholding slip or Tax return (1)(2)</div> <div>In the Status of Dependents, clarify the reason for seeking certification as a dependent of the insured person,</div> <div><div>* Verification of priority obligation to support means:</div><div>• According to Article 877 of the Civil Code for obligations to support among family members, with order specified under Article 878 of the Civil Code.</div><div>• When certifying dependents, the health insurance society verifies whether there are other family members with obligation to support the person for whom certification was requested.</div></div>																