	USER REGISTRATION			
	COVID-19 VACCINE PASSPORT APPLICATION WEBSITE			
<u>https</u>	https://lgpos.task-asp.net/cu/281000/ea/residents/procedures/apply/393ad2c1-5e98-4540-9511-b15c99de65e0/start			
* <u>UN</u>	LESS STATED OTHERWISE, EVERYTHING	NEEDS TO BE FILLED OUT IN JAPANESE*		
1	In order to use the e-Kobe Smart Application System, you need to create a user account and provide your personal information.	ホーム HOME 「ガイン 新規登録 」		
	Please tap:	「学内容詳細 [Kobe City] Application for the Covid-19 Vaccine Passport		
	次へ進む [Next]	【神戸市】新型コロナウイルス感染症 予防接種証明書 交付申請		
	at the bottom of your screen.	次へ進む >		
		あとで申請する		
2	Тар: ОК	レダインが必要です。 のK		
3	Next, please choose: 利用者の新規登録はこちら [Create an account]	利用者ID(メールアドレス) ②須 パスワード ③須 ログイン パスワードを忘れた方はこちら 利用者の新規登録はこちら		



7	Provide your email address (twice) and tap:	利用規約 メールアド 利用者情 入力内容 本登録の確認 レスの登録 超の入力 の確認 の完了
	登録する [Register]	メールアドレスの登録
	The next screen will say:	メールアドレス 必須
	メールアドレスの登録完了 [Email address successfully registered]	メールアドレス メールアドレス (確認)
	and a verification number will be sent to this address.	
		登録する >
		く ホームに戻る
8	Provide the verification number that was sent to you and tap:	メールアドレスの登録完了
	認証コードを確認する [Verify your email]	本登録用の認証コードを記載したメールを送信 しました。 メール受信後、30分以内に本登録画面で登録情 報を入力してください。
	*You will have 30 minutes to do this.	認証コード ≥■ 認証コード
		認証コードを確認する >





11	Next, you will see a screen saying: 本登録の完了 [Registration Complete] Tap: ホームに戻る [Return to Main Menu]	本登録が完了しました。引き続きサービスをご 利用ください。 なお、マイページからお気に入りのカテゴリを 登録することで、カテゴリに関する通知を受け 取ることができるようになります。 マイページへ > < ホームに戻る
12	Find the subsection called: 申請できる手続き一覧 [List of all available operations] and choose: 個人向け手続き [Individual Citizens]	ぼうしまです。 「「「「「」」」」 「「」」」 「「」」」 「「」」」 「「」」 「「」」 「「」」 「「」」 「「」」 「「」」 「「」」 「「 「「」 「「 「「 「「 「 「 「
13	From this menu, choose: 【神戸市】新型コロナウイルス感染症 予防接種証明書 交付申請 [Kobe City] Application for the Covid-19 Vaccine Passport	 申請できる手続き一覧 手続き一覧(個人向け) 【神戸市】新型コロナウイルス感染症予防接種証明書交付申請

ONLINE APPLICATION FOR THE VACCINE PASSPORT

[Important]

Please read the following information before starting the application process:

- Only those who received their vaccination vouchers from Kobe city can apply through this system.
 (You can apply even if you have lost this voucher.)
- ✤ You should only apply for a vaccine passport if you plan to travel abroad. Within Japan, your vaccination certificate can be used to verify your vaccination status.
- If there are any problems with the documents you provide or if the information about your vaccination has not been registered in the system, it may take a while before you receive your vaccine passport.

[You will need to attach scans or photos of the following documents]

- (1) Something that would let us verify your vaccination voucher number (the portion of your vaccination voucher bearing your name and this number, or the left side of your vaccination certificate). If you do not have any of these, please provide personal identification.
- (2) Proof of vaccination (vaccination certificate or record of vaccination)
- (3) Passport



2	Provide the name of the person that requires the vaccine passport first in Kanji characters (or Latin alphabet), and then in Katakana.	1 - 請求者(証明を必要とする方) の名前 山ast name in Kanji (or Latin alphabet) 太郎 大郎 (or Latin alphabet)
		2 - 請求者(証明を必要とする方) の名前(カナ) ユウベ タロウ First name in Katakana
3	Please tell us if you are applying for yourself or	3 – 代理申請の確認 👧
	other members of your household.	本人申請カ ④ Applicant is the recipient ③ Applicant is not the recipient 選択解除 ④ あなた(申請者)と請求者は同じ ⑤ あなた(申請者)と請求者は異なる
	[If you are applying for someone else]	
	When applying on behalf of another member of your household, please provide your name and	4 – あなた(申請者)の本人確認書 類
	a copy of your personal identification.	代理申請は請求者と同居の方に限らせていた だいています。
	*We must be able to verify that both of you reside at the same address.	住所が同一であることがわかるあなた(申請 者)の本人確認書類を添付ください。 ※運転免許証、マイナンバーカード、宅地建 物取引士証 特別永住者証明書 写真付き在
	*The city will assume that the person requiring this document has agreed to your representation, based on the fact that they have given you their vaccination voucher and other information about their vaccination.	留カードなど名前、住所、生年月日がわかる 画像 ※証明書を必要とする方の接種券や接種情報 を申請者に提供したことを持って、代理申請 を承認したものとみなします

		5 – あなた (由諸者) の名前 Your last name in Kanji (or Latin alphabet) 花子 Your first name in Kanji (or Latin alphabet)
		6-あなた(申請者)の名前(カ ナ) Your last name in Katakana ハナコ ハナコ Your first name in Katakana
4	Please provide your email address (twice), phone number (no dashes, numbers only) and mailing address at which you would like to receive this vaccine passport.	7-あなた(申請者)のメールアド レス (確認用) 8-あなた(申請者)の電話番号 ፟ 連絡のつく電話番号を入力してください(ハ イフンなし)

		 9-送付先住所(郵便番号検索) ≥ろ 予防接種証明書は郵送でお送りします。送付 先住所を入力してください。 2ip code (no dashes) 6508570 2ip code (no dashes) 4所を検索する 4所を検索する 中戸市 中央区加納町6-5-1
5	Please choose if you wish to receive your vaccine passport at the address indicated on your vaccination voucher. *If you do not have your vaccination voucher, please choose the top option.	10 - 送付先の確認 選択解除 Please send my vaccine passport to the address indicated on my vaccination voucher. こちら Please send it to a different address. 付先住所が異なる
	Please provide a document that would allow us to verify your address (anything with your name and address: e.g. driver's license, front side of your personal number card, utility bill, etc.) *If you wish to receive your vaccine passport at the address indicated on your vaccination voucher, this voucher can be used instead.	11-送付先住所の確認書類 ▲須 送付先住所が確認できる資料の画像を添付してください。 (運転免許証、マイナンバーカード(表面)、公共料金の請求書など、宛名と住所がわかるもの) ※接種券に記載されている住所が同じ場合は、接種券の画像でも可 アップロードするファイルを選択









If you have your vaccination record If you have your vaccination record Image: State of Vacination for COVD-18 Image: State of Vacination for COVD-18 </th <th>24 - 接種記録書 250 接種記録書の画像を添付ください (名前とシールが写るように撮影ください) アップロードするファイルを選択</th>	24 - 接種記録書 250 接種記録書の画像を添付ください (名前とシールが写るように撮影ください) アップロードするファイルを選択
In the case you do not have either of these documents, please indicate how many doses of the vaccine you have received.	25 – ワクチンを接種した回数 ◎ 第 ③ 1回 ③ 2回

Information on the first dose:		
	26-1回目接種日 ፩☎	
(26) Date	1回目の接種日を入力してください	
(27) Ward (Choose "市外" if outside of Kobe)	2021年 8日 2日	_
	27 − 1回目の接種を受けた区 🜌	
	1回目に接種を受けた区(市外の場合は市 外)を選択してください	
	選択してください	•
	28-1回目接種場所 ◙氡	
	1回目の接種場所を入力してください (例)会場名、医療機関名など	
Information on the second dose:	29-2回目接種日 💵	
Information on the second dose: (29) Date (30) Ward (Choose "市外" if outside of Kobe)	29-2回目接種日 ≥ጃ 2回目の接種日を入力してください	
Information on the second dose: (29) Date (30) Ward (Choose "市外" if outside of Kobe) (31) Venue Name	29-2回目接種日 ≥ጃ 2回目の接種日を入力してください 2021年 8月 2日	Ē
Information on the second dose: (29) Date (30) Ward (Choose "市外" if outside of Kobe) (31) Venue Name	29-2回目接種日 ≥ゑ 2回目の接種日を入力してください 2021年 8月 2日	ŧ
Information on the second dose: (29) Date (30) Ward (Choose "市外" if outside of Kobe) (31) Venue Name	29-2回目接種日 23 2回目の接種日を入力してください 2021年8月2日 30-2回目の接種を受けた区 83	Ē
Information on the second dose: (29) Date (30) Ward (Choose "市外" if outside of Kobe) (31) Venue Name	29-2回目接種日 23 2回目の接種日を入力してください 2021年8月2日 30-2回目の接種を受けた区 23 2回目に接種を受けた区 (市外の場合は市 外)を選択してください	Ē
Information on the second dose: (29) Date (30) Ward (Choose "市外" if outside of Kobe) (31) Venue Name	29-2回目接種日 23 2回目の接種日を入力してください 2021年8月2日 30-2回目の接種を受けた区 25 2回目に接種を受けた区(市外の場合は市 外)を選択してください 選択してください	
Information on the second dose: (29) Date (30) Ward (Choose "市外" if outside of Kobe) (31) Venue Name	29-2回目接種日 23 2回目の接種日を入力してください 2021年8月2日 30-2回目の接種を受けた区 23 2回目に接種を受けた区 (市外の場合は市 外)を選択してください 選択してください	
Information on the second dose: (29) Date (30) Ward (Choose "市外" if outside of Kobe) (31) Venue Name	 29-2回目接種日 23 2回目の接種日を入力してください 2021年 8月 2日 30-2回目の接種を受けた区 23 2回目に接種を受けた区 (市外の場合は市外)を選択してください 選択してください 31-2回目接種場所 25 2回目の接種場所を入力してください (例)会場名、医療機関名など 	

10	Provide your passport information:	
	(32) Last Name (Latin alphabet)	32-パスポートに記載された姓
	(33) First Name (Latin alphabet)	
	(34) Nationality (Latin alphabet)	Surname
	(35) Passport Number	ローマ字表記の姓を入力してください(半
		角)
	*If you have a middle name, please provide it in	
	the same field as your first name.	
		33 – パスポートに記載された名
		Given name
		ローマ字表記の名前を入力してください(半
		角)
		34 - パスポートに記載された国籍 ▶∞
		Nationality
		国籍(アルファベット表記)を入力してくだ
		さい (半角)
		35 ─ 旅芬番亏 🌌
		Passport No.
		旅券番号(日本の場合は、アルファベット2文
		字+数字7文字の9桁)を入力してください
		(丰用)

11	Attach a scan or photo of the information page	
	from your valid passport.	36-パスポートの写し 💵
	Photo JAPAN Photo JPN Photo JAPAN Photo JPN Photo JAPAN Photo JPN Photo Standard Standard Standard <	旅券番号と顔写真が載ったページを添付して ください アップロードするファイルを選択
12	If your previous last name, or an alternative last or first name is indicated in your passport, please check the appropriate boxes, and provide these names in both the Kanji characters and Latin alphabet. Please also attach scans of other documents bearing these names, for instance your driver's license. *If these names are not indicated in your passport, do not check any of these boxes.	37 - パスポートに旧姓、別姓、別名の表記がある パスポートに旧姓、別姓、別名の表記がある 場合は、それ ※旧姓、別姓、 〇 Previous last name 〇 Alternative last name 〇 Alternative first name 〇 Alternative first name 〇 Bud の表記がある 〇 別名の表記がある

[Previous last name indicated in the passport]	38-旧姓(漢字)
(38) Kanji characters	Former ourneme
(39) Latin alphabet	「officer sufficience 旧姓表記がある方け漢字の旧姓を入力」てく
(44) Verification documents (e.g. driver's	ださい
license or personal number card with this	(パスポート表記と異なる方は、別途本人確
name)	認書類が必要となる場合があります)
	39-旧姓(ローマ字)
	Former surname 旧姓表記がある方はローマ字表記の旧姓を入 力してください (パスポート表記と異なる方は、別途本人確
	認書類が必要となる場合があります)
	44-旧姓等確認書類
	旧姓、別姓、別名の日本語表記がわかる資料 を添付ください。
	(旧姓表記のある運転免許証やマイナンバー カード)
	アップロードするファイルを選択

Г Т_		
[Alternative last name	indicated in the passport]	40-別姓(漢字)
(40) Kanji characters		Alternetive surneme
(41) Latin alphabet		Alternative surname 別姓表記がある方は漢字表記の別姓を入力」
(44) Verification doc	uments (e.g. driver's	てください
license or personal n	umber card with this	(パスポート表記と異なる方は、別途本人確
name)		認書類が必要となる場合があります)
		41-別姓(ローマ字)
		Alternative surname 別姓表記がある方はローマ字表記の別姓を入
		(パスポート表記と異なる方は、別途本人確 認書類が必要となる場合があります)
		44-旧姓等確認書類
		旧姓、別姓、別名の日本語表記がわかる資料 を添付ください。
		(旧姓表記のある運転免許証やマイナンバー カード)
		アップロードするファイルを選択

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14	Next, you will see the confirmation screen. Check the information you have provided and if everything is in order, tap:	【神戸市】新型コロナウイルス感染症 予防接種証明書 交付申請
	申請する [Submit]	お名前(証明書を必要とする方) ^{神戸 太郎} 修正する
	You will be asked:	
	申請しますがよろしいですか [Are you sure you want to proceed?]	お名前(カナ)(証明書を必要とする方) コウベ タロウ 修正する
	Тар: ОК	申請する > く 戻る

[APPLICATION NUMBER]	
After you submit the application, your	【神戸市】新型コロナウイルス感染症
application number will appear on the screen.	┃ 予防接種証明書 交付申請
You will need this number for inquiries	
regarding the status of your application, so	申請を受け付けました。 Your 手続き名:【神戸市】新型 application №症予防
please write it down or print out this page.	接種証明書 交付申請 number
You will also be able to view your application	申込番号:59867215 will appear
and check its status from your account.	順番に申請内容を確認する 「時番に申請内容を確認する」
	さい。 なお、お手続きの処理状況は「マイページ」からご確
	認頂けます。
	お問合せの際に必要となりますので、申込番号を控え
	るか、このページを印刷してください。
[EMAIL NOTIFICATIONS OF STATUS CHANGE]	
We will notify you via email when we begin rev	viewing your application, and then when y
vaccine passport is issued	newing your application, and then when y
Please note that:	
If there are any problems with your application	tion, it may be voided and you will be noti
 If there are any problems with your application about this via email, so please make sure to a 	tion, it may be voided and you will be noti check it regularly.
 If there are any problems with your application about this via email, so please make sure to Your vaccine passport will be issued after with the sure to a supervised after with the supervised after withe supervised after with the supervised after with the supervise	tion, it may be voided and you will be noti check it regularly. ve have reviewed your application, but ple
 If there are any problems with your applicate about this via email, so please make sure to Your vaccine passport will be issued after we allow some time for it to arrive at your addressing 	tion, it may be voided and you will be noti check it regularly. ve have reviewed your application, but ple ess.
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 If there are any problems with your applicate about this via email, so please make sure to Your vaccine passport will be issued after we allow some time for it to arrive at your addres [VIEWING AND CHECKING THE STATUS OF YOUR	tion, it may be voided and you will be noti check it regularly. ve have reviewed your application, but ple ess. R APPLICATION]
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 If there are any problems with your applicate about this via email, so please make sure to Your vaccine passport will be issued after we allow some time for it to arrive at your addree [VIEWING AND CHECKING THE STATUS OF YOUR In your account: マイページ → 利用者. [My Page → User Mer 	tion, it may be voided and you will be notic check it regularly. we have reviewed your application, but ple ess. R APPLICATION] メニュー \rightarrow 申請履歴の確認 nu \rightarrow Application History]
 If there are any problems with your applicate about this via email, so please make sure to Your vaccine passport will be issued after we allow some time for it to arrive at your addrees [VIEWING AND CHECKING THE STATUS OF YOUR In your account: マイページ → 利用者: [My Page → User Mereos Once we issue and send the vaccine passport 	tion, it may be voided and you will be noti- check it regularly. ve have reviewed your application, but ple ess. RAPPLICATION] メニュー → 申請履歴の確認 nu → Application History] to your address, your application status
 If there are any problems with your applicate about this via email, so please make sure to Your vaccine passport will be issued after we allow some time for it to arrive at your addrees [VIEWING AND CHECKING THE STATUS OF YOUR In your account: マイページ → 利用者: [My Page → User Mereos Once we issue and send the vaccine passport change to: 	tion, it may be voided and you will be notific check it regularly. ve have reviewed your application, but ple ess. R APPLICATION] メニュー → 申請履歴の確認 nu → Application History] to your address, your application status
 If there are any problems with your applicate about this via email, so please make sure to ◆ Your vaccine passport will be issued after we allow some time for it to arrive at your addreed [VIEWING AND CHECKING THE STATUS OF YOUR In your account: マイページ → 利用者: [My Page → User Mereod Once we issue and send the vaccine passport change to: 	tion, it may be voided and you will be notic check it regularly. ve have reviewed your application, but ple ess. RAPPLICATION] メニュー → 申請履歴の確認 nu → Application History] to your address, your application status 了しました
 If there are any problems with your applicate about this via email, so please make sure to Your vaccine passport will be issued after we allow some time for it to arrive at your addreed [VIEWING AND CHECKING THE STATUS OF YOUR In your account: マイページ → 利用者: [My Page → User Mereod Statement of the vaccine passport change to: 	tion, it may be voided and you will be notic check it regularly. ve have reviewed your application, but ple ess. RAPPLICATION] メニュー → 申請履歴の確認 nu → Application History] to your address, your application status 了しました leted]
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YOU WILL RECEIVE THE FOLLOWING EMAILS When? Email When your [Kobe City] Application for the Covid-19 Vaccine Passport: Title **Application Accepted for Processing** application is accepted for Body Procedure: [Kobe City] Application for the Covid-19 Vaccine Passport processing Application number: XXXXXXXX Your application has been accepted for processing. All applications will be processed in the order in which they were received and thus, we ask for your patience. You can check the status of your application in your account. [e-KOBE] (https://lgpos.task-asp.net/cu/281000/ea/residents/portal/home) Please do not reply to this email as this is a send-only address. Kobe City Government [Kobe City] Application for the Covid-19 Vaccine Passport: When your Title vaccine **Documents Issued** passport is Body Procedure: [Kobe City] Application for the Covid-19 Vaccine Passport issued and Application number: XXXXXXXX mailed Please be advised that the following documents have been issued and mailed to your address. Please allow some time for them to arrive. ================== Vaccine Passport (1) mailed This concludes the application process. You can check the status of your application in your account. [e-KOBE] (https://lgpos.task-asp.net/cu/281000/ea/residents/portal/home) Please do not reply to this email as this is a send-only address. Kobe City Government