4. Request for Verification

As stated in Section 5, Item 4 of the "Guidelines for Employers to Improve the Management of Employment of Foreign Workers," **this does not entail special investigations or the like, nor does it require verification in cases where the individual cannot be identified as a foreign national through the exercise of ordinary attentiveness.**

When conducting such verification, please give due consideration to protecting human rights and privacy.

5. Special Permanent Residents

Currently, approximately 360,000 foreign nationals reside in Osaka Prefecture, of whom approximately 70,000 (approx. 19%) are Special Permanent Residents.

Many of these individuals—referred to as "Korean residents in Japan"—are people from the Korean Peninsula (and their descendants) who began residing in Japan prior to the end of the war, lost their Japanese nationality when the Peace Treaty with Japan came into effect, and have continued to live in Japan ever since; they have shared their lives with us and contributed to the development of the country.

These Korean residents in Japan hold the status of "Special Permanent Resident," which grants them a special legal status distinct from the standard status of residence defined under the Immigration Control and Refugee Recognition Act; consequently, they are not subject to restrictions regarding activities in Japan, including employment.

Therefore, **Special Permanent Residents (Korean residents in Japan) are exempt from the Notification System of the Employment Status of Foreigners; consequently, there is no need to verify their status as foreign nationals when hiring them.**

The length of time that Special Permanent Residents (Korean residents in Japan and others) have lived in Japan may be inferred from their Japanese-language proficiency, educational and employment history listed on their resume, the date they obtained their driver's license, and other factors.

【Reference】Residence Management System

Since July 9, 2012, the Residence Management System has been in effect, enabling the Minister of Justice to continuously track information necessary for residence management regarding foreign nationals residing in Japan on a medium- to long-term basis under a status of residence defined by the Immigration Control and Refugee Recognition Act.

Specifically, foreign nationals legally residing in Japan for the medium- to long-term are issued a "Residence Card" to replace the former Alien Registration Certificate.

Please note that although Special Permanent Residents are not covered by the Residence Management System, a "Special Permanent Resident Certificate" is issued to them following the abolition of the Alien Registration Act and because the former Alien Registration Certificate served as proof of their legal status. (Please refer to "5. Special Permanent Residents" above.)

※ "Mid-to-long-term residents" covered by the Residence Management System are foreign nationals residing in Japan with a status of residence under the Immigration Control and Refugee Recognition Act; specifically, they are individuals who do not fall under any of the categories 1) through 6) below.

1) Persons granted a period of stay of "three months" or less
2) Persons granted the status of residence of "Temporary Visitor"
3) Persons granted the status of residence of "Diplomat" or "Official"
4) Persons designated by a Ministry of Justice Ordinance as equivalent to the above (specifically, staff members—or their family members—of the Taiwan-Japan Relations Association's office in Japan or the Permanent General Mission of Palestine in Japan)
5) Special Permanent Residents
6) Persons who do not possess a status of residence

★ For more information about the Residence Management System, please visit the website of the Immigration Services Agency of Japan, Ministry of Justice.
https://www.moj.go.jp/isa/applications/faq/newimmiact_4_q-and-a.html

For inquiries regarding the notification of the employment status of foreigners, please contact your nearest Hello Work office or the Osaka Labor Bureau (大阪労働局).

Website: Osaka Labor Bureau Search

"May 2026"

For Employers Hiring Foreign Workers

Employers are required by law to submit notifications on the employment status of foreign workers.

1. Outline of the Notification System for the Employment Status of Foreigners

◎ Effective October 1, 2007, all employers are required by law to verify the name, status of residence, period of stay, residence card number, and other details of foreign workers (excluding Special Permanent Residents* and those with "Diplomat" or "Official" status of residence) upon their hiring or termination of employment, and to notify the Minister of Health, Labour and Welfare (via Hello Work) of this information. (Failure to submit a notification may result in a fine of up to ¥300,000.)

◎ In addition to submitting the notification at a Hello Work counter, you may also submit it by mail or via electronic application.
https://gaikokujin.hellowork.mhlw.go.jp/report/001010.do?action=initDisp&screenId=001010

Please search for "Foreigner Job Situation Notification System."

*For information regarding Special Permanent Residents, please refer to Page 2.

2. Notification to Hello Work

Notification must be submitted to the Hello Work office with jurisdiction over each workplace where the foreign worker is employed. However, if the foreign worker is employed at a facility not covered by employment insurance, the Hello Work office that receives notification differs depending on whether or not the worker is subject to employment insurance, as described below.

Those covered by employment insurance:
Hello Work office with jurisdiction over the establishment covered by employment insurance (through the submission of the Notification of Acquisition of the Employment Insurance Insured Person Status or the Notification of Loss of the Employment Insurance Insured Person Status)

Those not covered by employment insurance:
Hello Work office with jurisdiction over the relevant establishment (including facilities not covered by employment insurance) (through the submission of Form No. 3 [様式第3号])

3. Items, Methods, and Deadlines for Notification

1) For employees covered by employment insurance

Please submit the Notification of Acquisition or Loss of the Employment Insurance Insured Person Status, entering details such as the insured person's name, nationality/region, status of residence, period of stay, and residence card number.

【Notification deadline】 The same as that for the Notification of Acquisition or Loss of the Employment Insurance Insured Person Status
Notification upon hiring: By the 10th of the month following the date of acquiring insured status (hiring).
Notification upon termination of employment: Within 10 days starting from the day following the date on which insured status is lost

※ If the notification of the employment status of foreigners has already been submitted using Form No. 3, please enter "Notification already submitted via Form No. 3" in the remarks section.
※ If the notification of the employment status of foreigners has already been submitted via electronic filing, please enter "Notification already submitted via electronic filing" in the remarks section.

2) For employees not covered by employment insurance

Please submit the notification form (Form No. 3 is also available for download from the websites of the Labor Bureau and the Ministry of Health, Labour and Welfare), entering details such as the worker's name, status of residence, period of stay, residence card number, date of birth, gender, and nationality/region.

【Notification deadline】 By the end of the month following the date of hiring or termination of employment (e.g., hiring on October 1 → deadline of November 30).

◎ Please enter the name in Roman letters and also provide the *furigana* (phonetic reading).
◎ Notification is also required for organizations including administrative agencies, national university corporations, and public corporations. (For national and local government bodies, notification in accordance with the procedures described in 1) and 2) above is also required.)
◎ If, during the period of employment, there is a change in the worker's name, a transfer to another establishment, naturalization, or any other such change, please notify Hello Work accordingly. (For details, please contact your nearest Hello Work office.)
※ If a person other than the employer (excluding a social insurance and labor consultant) submits notification using Form No. 3, the Notification of Appointment (Dismissal) of Agent for Notifying the Employment Status of Foreigners (外国人雇用状況届出代理人選任(解任)届) must also be submitted.

Frequently Asked Questions on Notification of the Employment Status of Foreigners

Q1. When hiring an employee, it was difficult to determine that the individual was a foreign national based on the name, language, or other factors; therefore, we did not conduct the notification of the employment status of foreigners. Could this be subject to any penalties or other sanctions?

A1. When hiring, an employer is required to verify the employee's status of residence, without the need for any special investigation, when it is generally apparent from the name, language, or other factors that the individual is a foreign national.

For example, where an individual uses a Japanese name, is fluent in Japanese, and cannot be identified as a foreign national through ordinary observation, the employer is not required to conduct verification. In such circumstances, a failure to conduct such verification or submit the corresponding notification does not constitute a violation of the Act on Comprehensively Advancing Labor Measures, and Stabilizing the Employment of Workers, and Enriching Workers' Vocational Lives.

When requesting an employee to present the Residence Card for verification purposes, the employer should clearly explain the intended use in advance. Furthermore, particular consideration should be given to the protection of human rights to ensure that such a request is not made to foreign nationals who are not subject to the notification requirement, such as a Special Permanent Resident.

Q2. When submitting the Notification of Acquisition (or Loss) of the Employment Insurance Insured Person Status for a foreign worker, I inadvertently omitted information required regarding the foreign worker. Should I submit the same Notification again?

A2. Please submit the notification using Form No. 3. Additionally, please include the note "Notification of Acquisition (or Loss) of the Employment Insurance Qualification already submitted" in the blank space when submitting it.

Q3. Is the notification required when hiring a short-term part-time worker as well?

A3. Please submit the notification regardless of the duration of employment or the length of hours worked. Individuals with a status of residence such as "Student" or "Dependent" are required to obtain permission to engage in activities outside the scope of their status of residence to work. Please verify documents such as the "Certificate of Permission to Engage in Activity Other Than That Permitted Under the Status of Residence Previously Granted" and submit the required notification.

For individuals who hold residence cards, the details of the permission for such activities are shown on the back of the card.

Q4. I checked the status of residence and found it listed as "Designated Activities." Is there anything else I need to verify when submitting the notification?

A4. For individuals with the status of residence of "Designated Activities," whether employment is permitted depends on the specific terms of the individual's authorization; therefore, please submit the notification only after verifying the "Designation Letter," which specifies the authorized activities.

(Example): Designated Activities (Graduate of a Japanese university, etc.)

Q5. I checked the status of residence and found it listed as "Specified Skilled Worker (i) (or (ii))." Is there anything else I need to verify when submitting the notification?

A5. In addition to the status of residence, a notification of the specific industrial field is also required; therefore, please verify the " Designation Letter " before submitting the notification.

(Example): Specified Skilled Worker (i) (Nursing Care)

Q.6 Is it permissible to ask applicants to submit a copy of their residence card or similar documents during an interview or document screening?

A6. Since residence cards and similar documents contain information such as "nationality/region," which is not necessary for the hiring selection process, it is not appropriate to require applicants to submit them during the recruitment and selection process.

The Ministry of Health, Labour and Welfare's website also provides a Q&A section. Please refer to it for further information.
https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/koyou_roudou/koyou/gaikokujin/todokede/index.html

In situations such as...

★For inquiries regarding employment conditions, wages, dismissal, or other labor-related matters:
The Labor Standards Inspection Office with jurisdiction over the workplace

Osaka Chuo Labor Standards Inspection Office	06-7654-1176	Tenma Labor Standards Inspection Office	06-7658-4564
Osaka Minami Labor Standards Inspection Office	06-7655-1115	Osaka Nishi Labor Standards Inspection Office	06-7664-3840
Nishinoda Labor Standards Inspection Office	06-7222-3013	Yodogawa Labor Standards Inspection Office	06-7668-0037
Higashi Osaka Labor Standards Inspection Office	06-7655-6431	Kishiwada Labor Standards Inspection Office	072-449-8740
Sakai Labor Standards Inspection Office	072-340-4038	Habikino Labor Standards Inspection Office	072-942-4520
Kita Osaka Labor Standards Inspection Office	072-391-2953	Izumiotsu Labor Standards Inspection Office	0725-27-0898
Ibaraki Labor Standards Inspection Office	072-604-5491		

★For inquiries regarding the notification of the employment status of foreigners:
The Hello Work office with jurisdiction over the workplace

Hello Work Umeda	06-6344-8609	Hello Work Osaka Higashi	06-6942-4771
Hello Work Osaka Nishi	06-6582-5271	Hello Work Abeno	06-4399-6007
Hello Work Yodogawa	06-6302-4771	Hello Work Sakai	072-238-8301
Hello Work Fuse	06-6782-4221	Hello Work Kishiwada	072-431-5541
Hello Work Ikeda	072-751-2595	Hello Work Izumiotsu	0725-32-5181
Hello Work Fujiidera	072-955-2570	Hello Work Hirakata	072-841-3363
Hello Work Izumisano	072-623-2551	Hello Work Ibaraki	072-623-2551
Hello Work Kawachinagano	0721-53-3081	Hello Work Kadoma	06-6906-6831

★Where to go for immigration and residency procedures for foreign nationals:
Osaka Regional Immigration Services Bureau, Ministry of Justice
TEL 0570-064259 (Navi Dial)

★For inquiries regarding immigration and residency procedures for foreign nationals:
Information Center for Foreign Residents
TEL 0570-013904 (same number nationwide)
[For IP phones and calls from overseas: 03-5796-7112]

★Website of the Immigration Services Agency of Japan:
https://www.moj.go.jp/isa/index.html

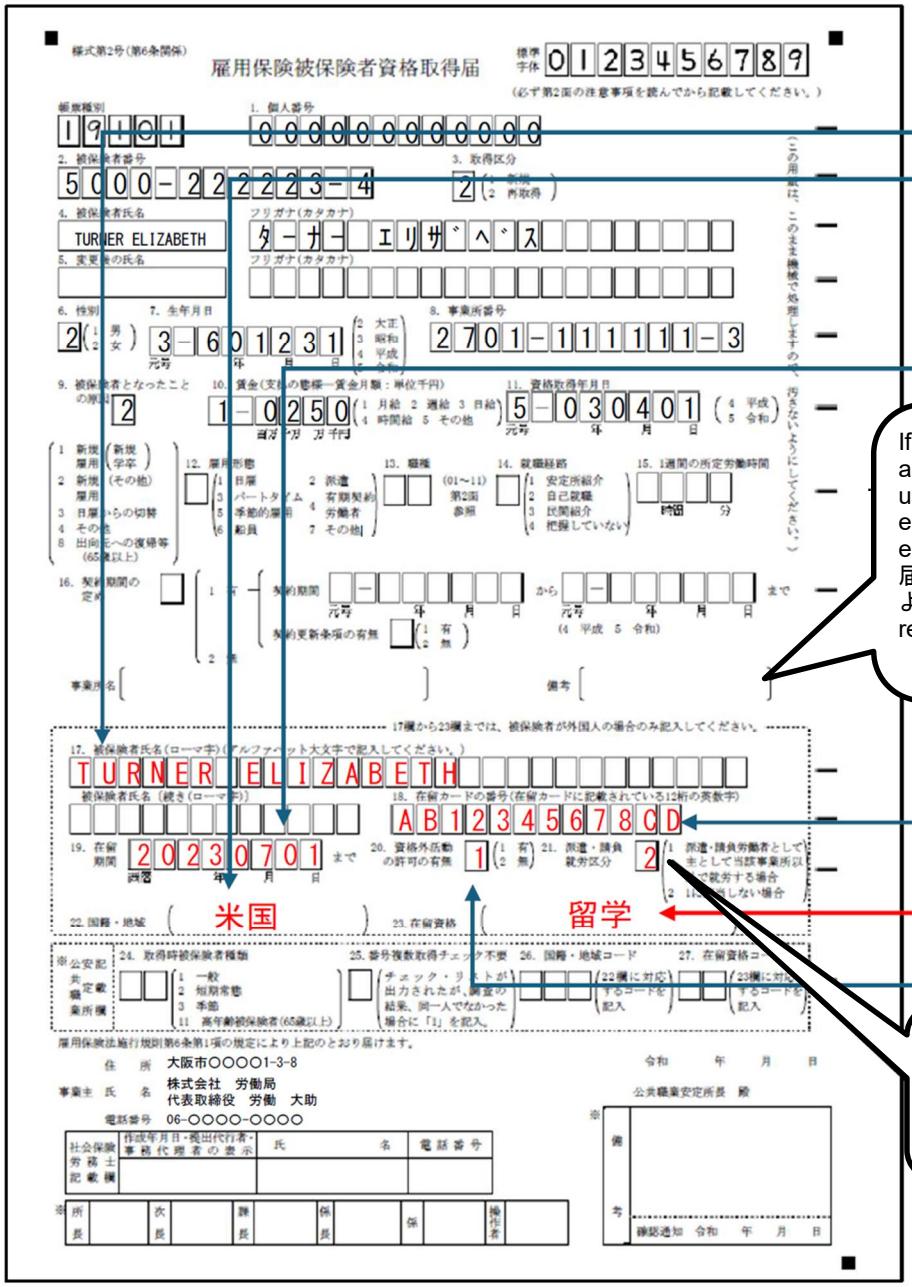
★To learn more about the Technical Intern Training Program:
Approval of technical intern training plans
Osaka Office, Organization for Technical Intern Training
TEL 06-6210-3351

★For inquiries about accepting international students for internships or hiring them after graduation:
Osaka Employment Service Center for Foreigners
TEL 06-7709-9465
https://jsite.mhlw.go.jp/osaka-foreigner/

*For job postings, please complete the Job Application Form [University Graduates, etc.] and submit it to the Hello Work office with jurisdiction over your business location.

Notification of Acquisition of the Employment Insurance Insured Person Status
[Example 1: When hiring a foreign worker covered by employment insurance]

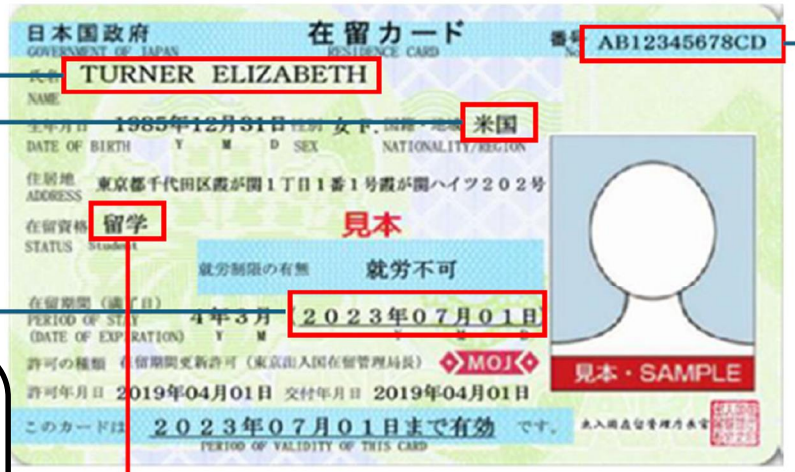
<Example of Notification Entry>



If the notification has already been submitted using Form No. 3 or via electronic filing, please enter "電子届出によって届出済" or "様式第3号によって届出済" in the remarks section.

Please enter either 1 or 2, whichever applies.

Residence Card (Front)



Residence Card (Back)



When submitting the Notification of Acquisition of the Employment Insurance Insured Person Status for a foreign worker, please fill in fields 17 through 20, 22, and 23 exactly as they appear on the Residence Card.
However, for field 20 (status of permission for activities outside the scope of the status of residence), if the residence card states “Work not permitted” (or similar), please check the back of the residence card to confirm the actual permission status and enter the information accordingly. When hiring a foreign national with a status of residence of “Specified Skilled Worker” or “Designated Activities,” please check the Designation Letter.

Notification of Loss of the Employment Insurance Insured Person Status
[Example 2: When terminating employment of a foreign worker covered by employment insurance]

<Example of Notification Entry>

様式第4号（第7条関係）（第1面）

雇用保険被保険者資格喪失届

標準字体 0 1 2 3 4 5 6 7 8 9

（必ず第２面の注意事項を読んでから記載してください。）

帳票種別: 1 5 1 0 3

1. 被保険者番号: 5000-222223-4
2. 事業所番号: 2701-111111-3
3. 資格取得年月日: 280401

4. 離職年月日（元号 4 平成 5 令和）: 5 - 0 3 0 6 3 0 （元号 年 月 日）
5. 喪失原因: 2（1 離職以外の理由 2 3以外の離職 3 事業主の都合による離職）
6. 離職票交付希望: 1（1 有 2 無）
7. 1週間の所定労働時間: 4 0 0 0（時間 分）
8. 補充採用予定の有無: 1（空白 無 1 有）

9. 新氏名
フリガナ（カタカナ）

10. 個人番号: 0 0 0 0 0 0 0 0 0 0 0 0

※安定所記載欄 11. 喪失時被保険者種別（3 季節）12. 国籍・地域コード（18欄に対応するコードを記入）13. 在留資格コード（19欄に対応するコードを記入）

被保険者氏名	性別	生年月日	取得時被保険者種別	転勤年月日	資格安定所番号	雇用形態
資格取得年月日現在の1週間の所定労働時間			事業所名略称			
被保険者の住所又は居所	茨木市〇〇〇1-12					
被保険者でなくなったことの原因及び被保険者に氏名変更があった場合は氏名変更年月日	本人から転職希望の申し出があった					

雇用保険法施行規則第７条第１項の規定により、上記のとおり届けます。

令和 年 月 日

住所 大阪市〇〇〇〇1-3-8

事業主 氏名 株式会社 労働局
代表取締役 労働 大助

電話番号 06-〇〇〇〇-〇〇〇〇

公共職業安定所長 殿

※ 所長 次長 課長 係長 係 操作者 | 社会保険労務士記載欄 | 作成年月日・提出代行者・事務代理者の表示 | 氏名 | 電話番号

（なるべく折り曲げないようにし、やむを得ない場合には折り曲げマークの所で折り曲げてください。）

（この用紙は、このまま機械で処理しますので、汚さないようにしてください。）

様式第4号（第7条関係）（第2面）

雇用保険被保険者資格喪失届

14欄から19欄は、被保険者が外国人の場合のみ記入してください。

帳票種別: 1 5 1 0 5

14. 被保険者氏名（ローマ字）又は新氏名（ローマ字）（アルファベット大文字で記入してください。）: T U R N E R E L I Z A B E T H

被保険者氏名（ローマ字）又は新氏名（ローマ字）（続き）

15. 在留カードの番号（在留カードの右上に記載されている12桁の英数字）: A B 1 2 3 4 5 6 7 8 C D

16. 在留期間: 2 0 2 3 0 7 0 1（西暦 年 月 日）

17. 派遣・請負就労区分: 2（1 派遣・請負労働者として主たる当該事業所以外で就労していた場合 2 1に該当しない場合）

18. 国籍・地域: 米国

19. 在留資格: 留学

注意

就職通知 令和 年 月 日

When entering “Designated Activities” or “Specified Skilled Worker” in field 23, “Status of Residence,” of the Notification of Acquisition of the Employment Insurance Insured Person Status, or in field 19, “Status of Residence,” of the Notification of Loss of the Employment Insurance Notification of Loss of the Employment Insurance Insured Person Status, be sure to check the details of the Designation Letter (*Shitei-sho*), which is typically affixed to the passport.

If the status of residence is “Designated Activities,” please enter one of the following:

- Designated Activities (Working holiday)
- Designated Activities (Halal beef production)
- Designated Activities (Highly skilled professional / technical Activities)
- Designated Activities (Domestic support services)
- Designated Activities (Construction field)
- Designated Activities (Graduates of Japanese Universities)
- Designated Activities (Work permitted)
- Designated Activities (Advanced academic research activities)
- Designated Activities (Agriculture)
- Designated Activities (Spouse of a highly skilled professional authorized to work)
- Designated Activities (Fourth-generation Japanese descendant)
- Designated Activities (Foreign cooks)
- Designated Activities (EPA)
- Designated Activities (Manufacturing field)
- Designated Activities (Advanced business management activities)
- Designated Activities (Job hunting)
- Designated Activities (Shipbuilding field)
- Designated Activities (Others)

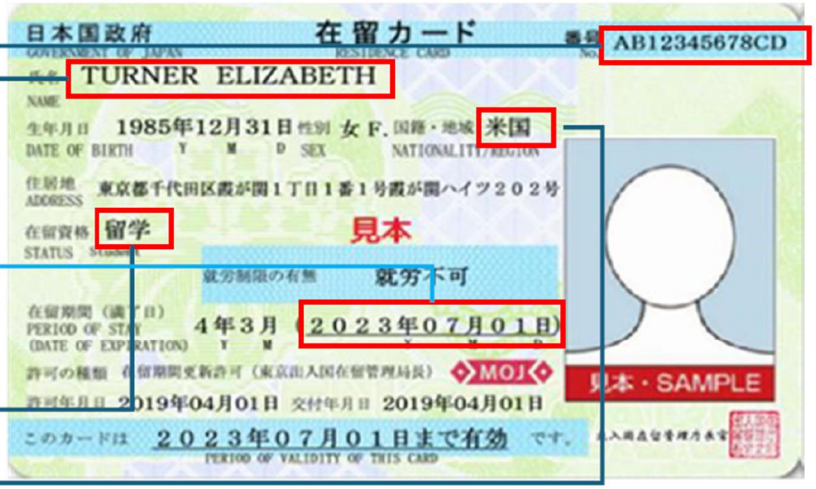
If the status of residence is “Specified Skilled Worker (i) or (ii),” please enter the information as follows:

- Specified Skilled Worker (i) (xxx)

*For “xxx,” please enter the specific industrial field listed on the Designation Letter.

When submitting the Notification of Loss of the Employment Insurance Insured Person Status for a foreign worker, please fill in fields 14 through 16, 18, and 19 exactly as they appear on the Residence Card. When hiring a foreign national with a status of residence of “Specified Skilled Worker” or “Designated Activities,” please check the Designation Letter.

Residence Card (Front)



Please enter either 1 or 2, whichever applies.

If the notification has already been submitted using Form No. 3 or via electronic filing, please enter "電子届出によって届出済" or "様式第3号によって届出済" in the remarks section.

Notification of the Employment Status of Foreigners (Form No. 3)
[Example 3: When dealing with a foreign worker not covered by employment insurance]

<Example of Notification Entry>

様式第３号（第10条関係）（表面）

雇入れ / 離職 に係る外国人雇用状況届出書

フリガナ（カタカナ）	ターナー　エリザベス		
①外国人の氏名（ローマ字）	TURNER ELIZABETH		
②①の者の在留資格	留学	③①の者の在留期間（期限）（西暦）	2023年 7月 1日 まで
④①の者の生年月日（西暦）	1985年 12月 31日	⑤①の者の性別	1 男 ・ ②女
⑥①の者の国籍・地域	米国	⑦①の者の資格外活動許可の有無	①有 ・ 2無
⑧①の者の在留カードの番号（在留カードに記載されている12桁の英数字）	A B 1 2 3 4 5 6 7 8 C D		

雇入れ年月日（西暦） ○○○○年○○月○○日　　離職年月日　年　月　日

年　月　日

年　月　日　　年　月

労働施策の総合的な推進並びに労働者の雇用の安定及び職業生活の充実等に関する法律第28条第1項より上記のとおり届けます。

○○○○年○○月○○

事業主

事業所の名称、所在地、電話番号等

雇入れ又は離職に係る事業所　雇用保険適用事業所番号

（名称）株式会社　労働局　大阪営業所

（所在地）大阪市○○○○1-2-34

TEL 06-○○○○-○○○○

□ この事業所で就労する場合

主たる事務所

（名称）株式会社　労働局

（所在地）大阪市○○○○1-3-8

TEL ○○○○-○○○○

氏名　代表取締役　労働　大助

社会保険労務士記載欄	作成年月日・提出代行者・事務代理者の表示	氏名

公共職業安定所長

Please cross out whichever does not apply to the notification of hiring or termination of employment.

Please enter the date in the appropriate section in accordance with the notification of hiring or termination of employment.

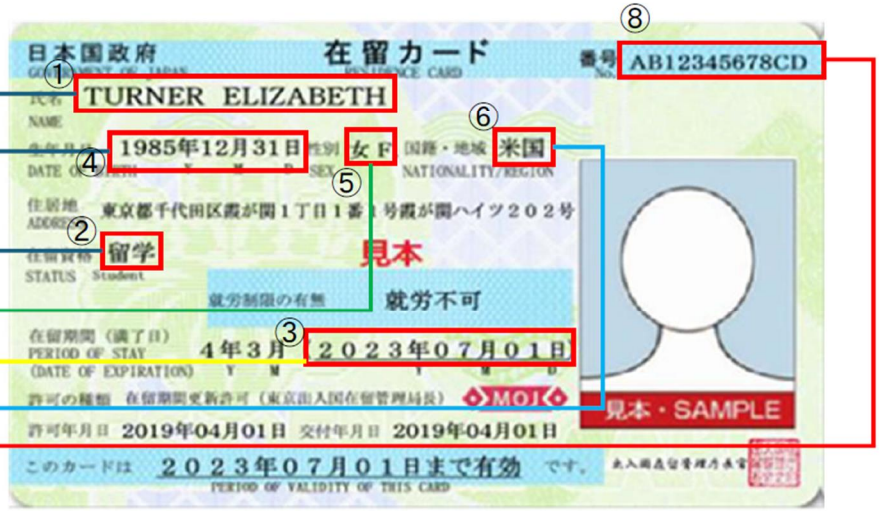
Please enter the details of the workplace (such as a branch office, store, or factory) where the foreign national will work.

If the employee is a dispatched or contract worker, please place a checkmark (✓) here.

If the workplace, where the worker is being hired or is leaving employment, is a branch store and the like, please enter the details of the head office or the establishment covered by employment insurance.

★The form can be downloaded from the website of the Ministry of Health, Labour and Welfare (Please search for “Notification of the Employment Status of Foreigners, Form No. 3”.)

Residence Card (Front)



Residence Card (Back)



When submitting the Notification of the Employment Status of Foreigners, please fill in fields ① through ⑧ exactly as they appear on the Residence Card.
However, for field ⑦ (status of permission for activities outside the scope of the status of residence), if the residence card states “Work not permitted” (or similar), please check the back of the residence card to confirm the actual permission status and enter the information accordingly. When hiring a foreign national with a status of residence of “Specified Skilled Worker” or “Designated Activities,” please check the Designation Letter.