

# Public Certification Service for Individuals



## User's Guide

**Prefectural Association For JPKI**

## **What is the Prefectural Association For JPKI?**

The Prefectural Association For JPKI is a joint committee of prefectures in Japan to accrue and provide the service of which homogeneous and highly credible in cooperation, it conducts liaison and coordination amongst prefectures as well as resolution of important matters on operation of Public Certification Service for Individuals.

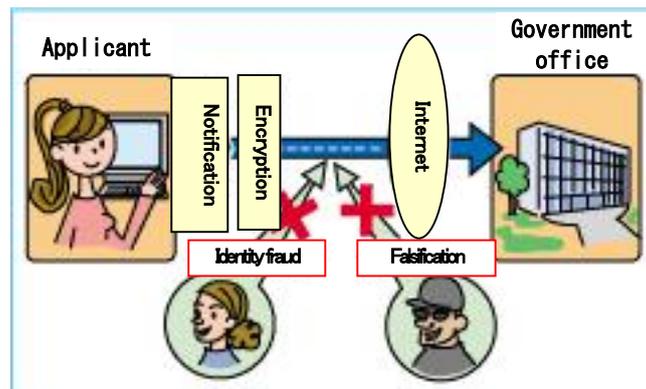
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## 1. What is Public Certification Service for Individuals?

From now on, various administrative procedures will be able to be done online. It is necessary for Government agencies to have a function to confirm the person applying online is the actual applicant and the electronic data coming through the internet is genuine for the safety of the user.

Public Certification Service for Individuals provides the function to prevent identity fraud and/or falsification of data during the process of communication online by issuing a unique electronic certificate for individual users nationwide at a low cost.



## 2. About E-signatures

An e-signature is one of the techniques used to prevent identity fraud and/or falsification of electronic documents and other data by using encryption.

Electronic documents and other data used with an e-signature that meets certain requirements can be presumed as “written genuinely with the person’s intentions” (or established authentically) under “the Act on Electronic Signatures and Certification Business.”

For the user to apply an e-signature to electronic documents, the user must obtain a data element called a private key. For Government agencies to confirm the e-signature on electronic documents, the user must attach to the documents an electronic certificate which contains data called the public key that matches the private key on the electronic documents.

Public Certification Service for Individuals is a service run by the Prefectural Governor to issue electronic certificates which the user needs to use their e-signature with when submitting applications online. The user must obtain the private and public pair key at the municipal government office using the key pair generator with their IC card. (Only Basic Resident Registration Card is available for now.)



### Important points for users of Public Certification Service for Individuals

- An e-signature is as valid as a personal signature or personal seal by law therefore the user must be cautious to keep the private key, IC card which contains the private key and password safe and secure. We recommend you change your password regularly.
- The user must read and check the Agreement for Users of Public Certification Service for Individuals on our website (<http://www.jpki.go.jp/>) .

### 3. About Electronic Certificates

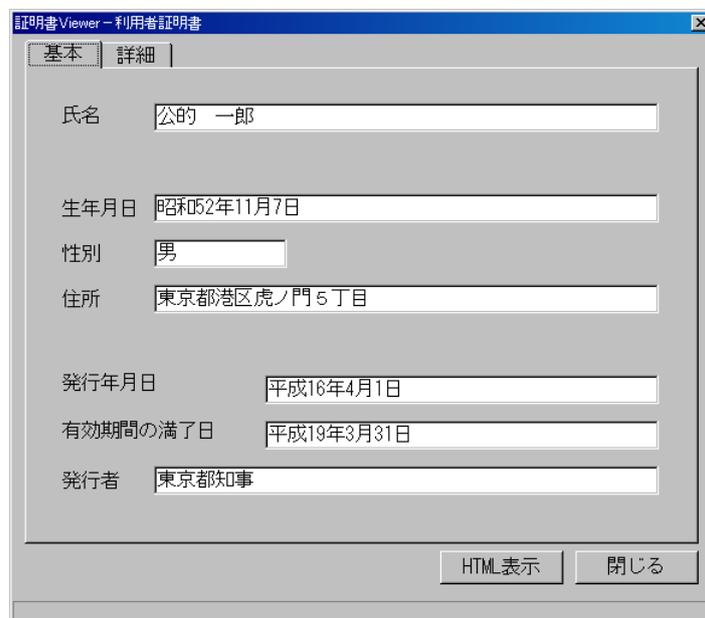
An electronic certificate of Public Certification Service for Individuals is issued by your Prefectural Governor. Electronic certificates can be issued and received at your local municipal government office.

In order for the administrative agencies to confirm if the electronic data sent through the internet is genuinely provided by the user, there will be stored on the electronic certificate; your name, address, date of birth and sex, which are registered on your basic resident registration, and the public key to match your private key to be used with the e-signature. There will be an e-signature of Prefectural Governor on the electronic certificate to confirm non falsification on the electronic certificate.

The electronic certificate is valid for 3 years from the date of issue. However it will be invalidated when any changes of information, such as change of address and/or name, on the electronic certificate occur, even if it is still within the time of validity.

An electronic certificate will be stored on the user's IC card at their local municipal government office to avoid identity fraud. (Only Basic Resident Registration Card is available for now.)

Image of an electronic certificate



The image shows a screenshot of a software window titled "証明書Viewer - 利用者証明書". The window has two tabs: "基本" (Basic) and "詳細" (Details). The "基本" tab is active, displaying the following information in a form:

氏名	公的 一郎
生年月日	昭和52年11月7日
性別	男
住所	東京都港区虎ノ門5丁目
発行年月日	平成16年4月1日
有効期間の満了日	平成19年3月31日
発行者	東京都知事

At the bottom right of the window, there are two buttons: "HTML表示" (HTML Display) and "閉じる" (Close).

## 4. How to Use the Public Certification Service for Individuals

Procedures of online application using the Public Certification Service for Individuals are as follows;

●Obtain a Basic Resident Registration Card at your local municipal government office. ( The electronic certificate will be stored on the basic resident registration card.)

●You need a PC with internet access which is to be used to make electronic applications etc. and an IC card reader/writer to use an electronic certificate on a PC.

●Please obtain an electronic certificate at your local municipal government office. (The electronic certificate will be stored on the Basic Resident Registration Card.)

●Connect the IC reader/writer to your PC and download & install user client software from our website. (For information on PC requirements and user client software, please refer to the website you are making an online application on.)

Follow the steps of the electronic application you are using and prepare its software (download, install, etc.)  
(Procedure varies on different administrative procedures.)

### (1) How to apply for a Basic Resident Registration Card (Procedures at Municipal Office)

Please contact your local municipal government office for information on how to apply for a Basic Resident Registration Card.

## **(2) Preparation of IC Card Reader/Writer**

Please contact your local municipal government office or refer to “About IC Card Reader/Writers Needed to Use the Service” on the Public Certification Service for Individuals website for information on IC card reader/writers that are compatible with the Basic Resident Registration Card issued by your local municipal government office.

## **(3) How to Apply for an Electronic Certificate (Procedures at Municipal Government Office)**

You can obtain an electronic certificate at your local municipal office. (Please contact your local municipal government office for the appropriate section of the office to go to.)

Procedures of issuing electronic certificates are as follows;

### **What you need to apply for an electronic certificate**

You need the following to apply for an electronic certificate.

<b>IC card</b>	<b>Please obtain a Basic Resident Registration Card at your local municipal government office.</b>
<b>Identification</b>	<b>Official photo ID ( Please contact your local municipal government office for more information.)</b>
<b>Fee</b>	<b>500yen</b>

### **Official photo ID (example)**

Passport/ Driving license/ Basic Resident Registration Card etc.

## Procedure of electronic certificate application

- ① Bring your Basic Resident Registration Card (hereafter referred to as “IC card”) and other necessary documents to apply for an electronic certificate at your local municipal government office.



- ② Fill in the application form for an electronic certificate and present your official photo ID (such as driver's license).



- ③ Insert your IC card in the key pair generator at the local municipal government office and follow the steps on screen to create the pair-key which you need for the issuing of an electronic certificate.



- ④ Hand in your IC card to the municipal government office and get your electronic certificate stored on your IC card.



- ⑤ Pay the fee and receive your IC card and copy of your electronic certificate. (You will also receive a user's guide.)

#### **(4) How to Discontinue Use of Your Electronic Certificate ( Application /Notification for Invalidation of Electronic Certificate)**

When you want to stop using an electronic certificate, you must make an application for invalidation of electronic certificate. You can submit an application/ notification for invalidation of electronic certificate at your local municipal government office or online.

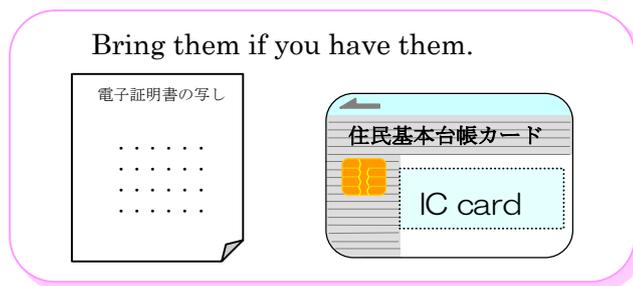
You must notify your local municipal government office to invalidate your electronic certificate as soon as possible when any of the following incidents occur:

- When you have lost your IC card
- When your IC card has been stolen
- When you could not use IC card due to damage/malfunction
- When your IC card has been or might have been used in identity fraud

## **A: How to Submit an Application/Notification for Invalidation at the Municipal**

### **Government Office**

- ① If you have your IC card containing the electronic certificate or a copy of your electronic certificate, bring them to your local municipal government office.



- ② An application for invalidation of electronic certificate/ notification of leakage of private key must be submitted and you must present your official photo ID (driver's license etc.)

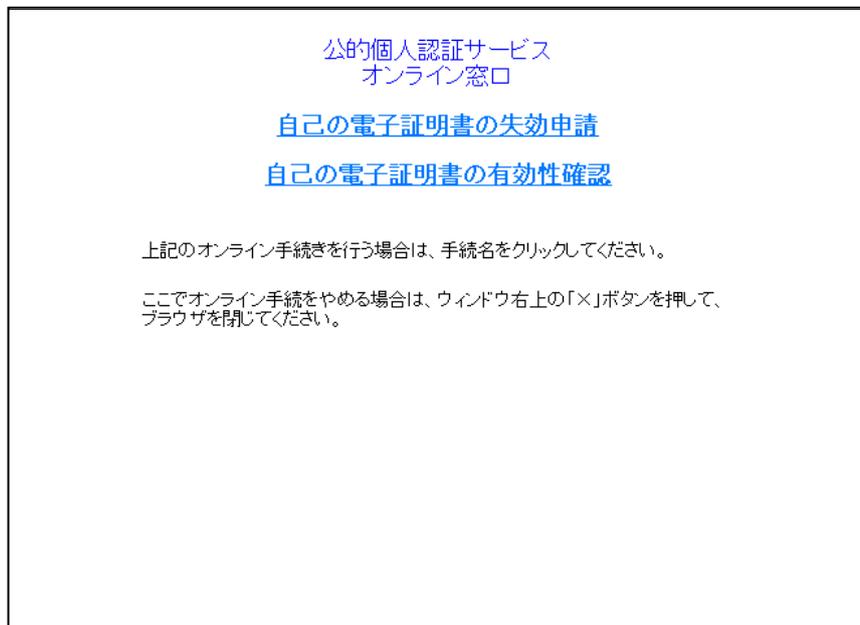


- ③ If you have your ID card which contains the electronic certificate you want to invalidate, please hand it in.
- ④ Receive notice of acceptance for application for invalidation of electronic certificate.

## **B: Submitting an Application for Invalidation of Electronic Certificate Online.**

You can submit an application for invalidation of electronic certificate online. You need a PC with internet access and an IC card reader/writer. Please refer to “online office service” menu on the Public Certification Service for Individuals website.

Image of online office service

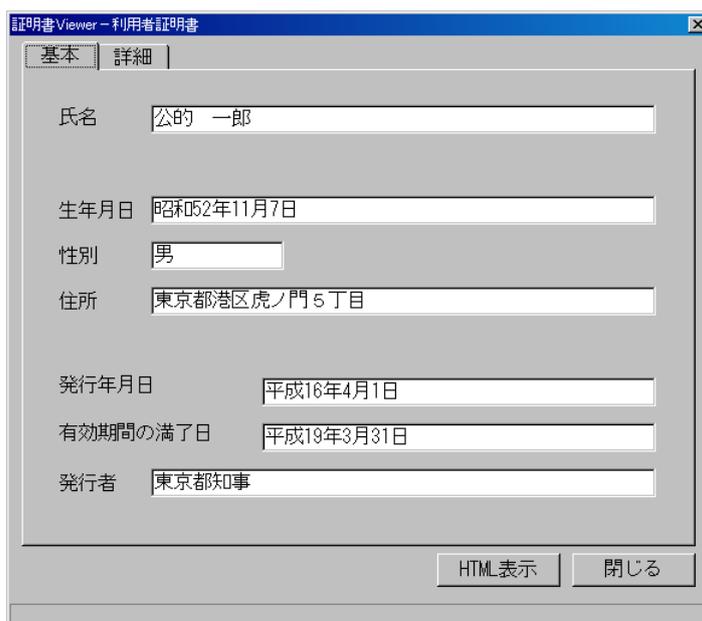


## (5) How to View Contents of Electronic Certificate

You can view the contents of your electronic certificate issued at your local municipal government office on your PC at home. To do so, you will need to download the user client software and an IC card reader/writer.

For information on how to use the user client software, please refer to the instructions on the website.

A view of an electronic certificate (example)

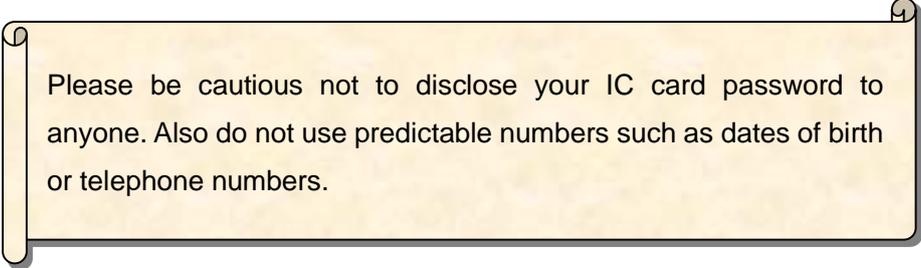


項目	内容
氏名	公的 一郎
生年月日	昭和52年11月7日
性別	男
住所	東京都港区虎ノ門5丁目
発行年月日	平成16年4月1日
有効期間の満了日	平成19年3月31日
発行者	東京都知事

## **(6) How to Change Your Password**

When you want to change your IC card password for the Public Certification Service for Individuals on your PC at home, you need to download the user client software from the website and an IC card reader/writer.

You can also change your password on the key pair generator at your local municipal office. You must apply for a change of password in person before using the key pair generator.



Please be cautious not to disclose your IC card password to anyone. Also do not use predictable numbers such as dates of birth or telephone numbers.

## **(7) If you Forget Your Password**

If you forget your password, you must apply for initialization of password in person at your local municipal government office.

When the wrong password is entered 5 times in a row, to prevent identity fraud, your IC card will be locked and unable to be used. In that case, you must apply in person at the municipal government office to unlock your password.

## (8) How to Use Your Electronic Certificate to Make an Application Online

You can use application/notification systems of different government agencies online by using an electronic certificate issued from Public Certification Service for Individuals.

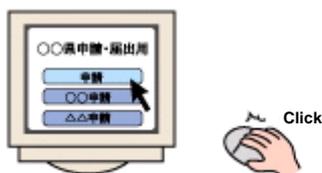
After completing the procedure set out on page4, the following steps are typical procedures.

(Each application will differ from one to another.)

- ① Open the website of the government agency you wish to submit applications or notification to on your PC at home. (You need to download and install appropriate software in advance.)



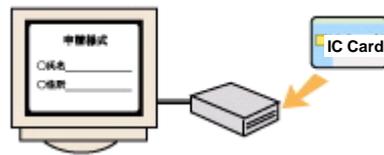
- ② Click the menu to open the page you wish to use to apply/ notify.



- ③ Input necessary data (your name, address etc.)



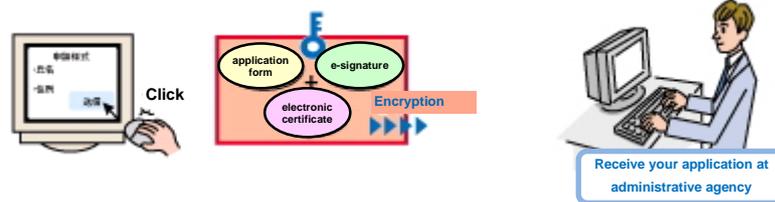
- ④ Insert your IC card in the IC card reader/writer and enter your password.



- ⑤ When you click "e-signature," IC card and PC will start interacting and apply your e-signature on your application.



- ⑥ Click "send" to submit your application form, e-signature and electronic certificate to the appropriate government agency.



## (9) How to Confirm Validity of Your Electronic Certificate

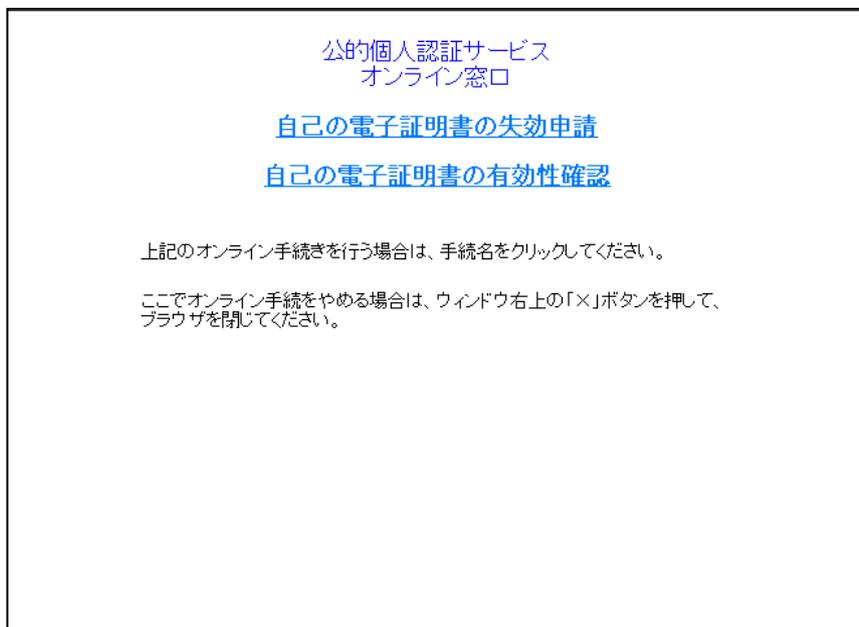
Electronic certificates expire after the expiry date or when there are any changes in stored information.

To check the expiry date, view the contents of your electronic certificate using user client software before making an application.

You can also confirm validity (if it's still valid or not) of your electronic certificate online (at online office service).

Please refer to “online office service” menu on the Public Certification Service for Individuals website”.

Image of online office service



## (10) How to Confirm if the Self-signed Certificate of Prefectural Governor is Genuine

You can confirm if the self-signed certificate of the prefectural governor stored on your IC card is genuine by confirming the fingerprint.

Fingerprint is a figure calculated from the data in the self-signed certificate. You can confirm if the self-signed certificate is genuine when the fingerprint stored on your IC card matches the fingerprint that was notified to you in the “user’s guide”.

The fingerprint of the prefectural governor’s self-signed certificate stored on your IC card can be confirmed using the viewing certificates function in the user client software which you can download from the website.

A fingerprint of a self-signed certificate which is certified by the prefectural certificate authority is notified through;

- ‘user’s guide’ you receive when you were issued with your electronic certificate and;
- Public Certification Service for Individuals website (<http://www.jpki.go.jp/>)

You can also confirm the fingerprint of the self-signed certificate certified by the bridge certificate authority of the Public Certification Service for Individuals in a same manner.

View of a self-signed certificate (example)



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A self-signed certificate is a certificate issued by a certificate authority to authenticate themselves (= certificate of certificate authority)

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