



Population Census for the Year 2010 How to fill out a questionnaire form

Statistics Bureau
Ministry of Internal Affairs and Communications
Prefectures/Municipalities

This brochure explains the purpose of the Population Census, and provides instructions on how to fill out the questionnaire. Refer to the English translation of the questionnaire and the instructions provided on pages 2 to 8 of this brochure, please fill out the Japanese questionnaire form.

The submitted questionnaire will be used strictly for statistical purposes and will not be used, under any circumstances, for other purposes including immigration control and law enforcement.

- 調査員の方は、世帯の人から『外国語連絡表』の **キ** で示された調査票の提出方法と回収日時と同じ部分にチェック (☑) を付けてから、この『調査票の記入のしかたの対訳』を世帯の人に渡してください。

How to return the questionnaire form

- Collection by census taker (調査員に提出) ... 世帯が『外国語連絡表』の **キ** で **4** を示した場合

The census taker will call on you on the following dates to collect the completed form.

Oct. 1 (Fri) 2nd (Sat) 3rd (Sun) 4th (Mon) 5th (Tue) 6th (Wed) 7th (Thur)

 8a.m-10a.m 10a.m-12p.m 12p.m-2p.m 2p.m-4p.m
 4p.m-6p.m 6p.m-8p.m

- By post (郵送で提出) ... 世帯が『外国語連絡表』の **キ** で **5** を示した場合
Fold the completed form into three, put it in an envelop and post it (no stamp is necessary) at your nearest post office by Oct.7 (Thu).
If the form was not submitted by the specified date, the census taker will call on you at a later date for collection.

About Population Census

The Census is to be taken simultaneously on a nationwide scale as of Oct.1st, 2010. All persons living in Japan, regardless of their nationalities, will be subjected to this survey which is the most important statistical survey conducted by the Japanese government in conformity with the Statistics Law.

This law stipulates that each survey subject shall submit the completed survey form.

Personnel involved in census taking, including enumerators, are legally bound to maintain confidentiality.

The returned survey forms will be placed under strict control to prevent any leakage of information and will be destroyed completely once the tabulation is complete.

The result of the Census provides basic data for policy making, including those related to the improvement of living conditions for foreign residents

The questionnaire shall be filled out for each household.

- ◆ Household refers to a group of persons sharing living quarters and living expenses.
- ◆ A person who lives by himself/herself occupying a dwelling is considered one household.

- Household of following persons is defined as follows.

- A person residing in a boarding house

If a person lives by himself/herself, he/she is considered one household. If he/she lived with his/her family members, the family is considered one household.

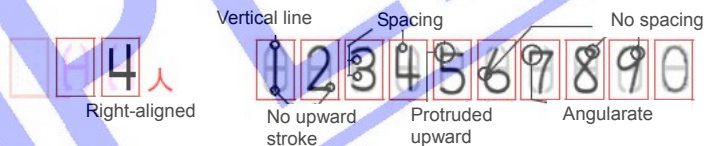
- A live-in single employee

If he/she lives together with his/her employer in the same house, he/she is included in the household of the employer. If he/she lives in a separate building, he/she is considered to constitute one household.

- A person who lives in a dormitory for unmarried employees of a company, corporation, government, etc is considered one household.

How to fill out the questionnaire

- Use a black pencil or a mechanical pencil.
- Fill in the oval as shown (○ → ●)
- Make sure that numbers do not protrude from the box and are aligned to the right.



Page 1: Instructions to fill out

For every member of your household

1. Name and sex

- For a new baby who was born before 00:00 a.m. of October 1, 2010, and **who is not yet named**, write “Not yet named” and mark the baby’s sex.

Regardless of the entries on Alien Registration Card, etc., “**persons who live in your household**” identifies the following residents **as of October 1**,:

- ◆ **Those who have been living in your household for 3 months or more.**
- ◆ **Those who are going to live in your household for 3 months or more.**

- Any non-family members who have been or are going to live with your household for 3 months or more shall also be reported.

- The following persons are to be surveyed at the locations described below.
 - Please pay special attention to the following cases.
 - Persons who are temporarily absent from your household because of traveling either for pleasure or business, or working elsewhere:
 - They should be surveyed at their home if the period of their absence is less than three months.
 - If they have been, or are going to be, absent from home for three months or more, they should be surveyed at the destination of their trip or the place of their work.
 - Students living in a school dormitory or a boarding house:
 - They should be surveyed at the dormitory or the boarding house.
 - In-patients at a hospital or sanatorium:
 - If they have been at the hospital or sanatorium for less than three months, they should be surveyed at their home.
 - If they have been there for three months or more, they should be reported at the hospital or sanatorium.
 - Crew of a ship: They should be surveyed at their home.
 - Persons in a prison or a detention house whose penalties have been fixed:
 - Persons in a reformatory or a women's guidance home:
 - They should be surveyed at these institutions.
 - Persons who have no domicile where they have lived, or are going to live, for three months or more:
 - They should be surveyed at the place where they stay on the Population Census date.
 - Persons who have a domicile at two locations:
 - They should be surveyed at the domicile where they spent the majority of their days.

2. Relationship to the householder

Select one person in your household as "Household head or representative". Other members in the household should be described in their relation to "Household head or representative".

Other relative(s) covers great-grandfathers, great-grandmothers, great-grandchildren, uncles, aunts, nephews, nieces, cousins, and children of relatives (including their spouses).

Others refers to persons other than relatives living in the household (ex. children of your friends whom you are temporarily taking care of). Live-in employees are not included in this category.

5. Nationality

A person who has more than one nationality including Japanese nationality, should answer "Japan".

When a person has more than one nationality, but does not have Japanese nationality, write one of the nationalities in this box. (Name of country)

6. Period of living at the present domicile

If a person was absent for a period of three months or more from his/her present domicile due to job transfer (including those not accompanied by family), traveling, business trip or for work elsewhere, he/she should mark the period by setting the date on which he/she returned to the present domicile as the initial date of reckoning.

7. Where did you live five years ago (as of October 1, 2005)?

Please write the domicile at which you lived five years ago (as of October 1, 2005).

➤ For a new-born baby who is still at the hospital as of October 1, 2010, write the domicile at which he/she is going to live after he/she is released from the hospital.

➤ Tokyo Metropolitan Wards refer to the following 23 wards.

Chiyoda-ku, Chuo-ku, Minato-ku, Shinjuku-ku, Bunkyo-ku, Taito-ku, Sumida-ku, Koto-ku, Shinagawa-ku, Meguro-ku, Ota-ku, Setagaya-ku, Shibuya-ku, Nakano-ku, Suginami-ku, Toshima-ku, Kita-ku, Arakawa-ku, Itabashi-ku, Nerima-ku, Adachi-ku, Katsushika-ku, Edogawa-ku

Household

(1) Number of household members

If the number of persons who constitute your household is 5 or more, write in the total number of your household members on Page 1 of the questionnaire form.

(2) Kind of housing

Owned house Owned house which has not been registered yet or whose housing loan has not fully been paid back yet are included.

Rented house owned by the Urban Renaissance Agency and housing corporations Rented accommodation owned by the urban renaissance agency, public corporations for prefectural and municipal governments, housing associations and development bureaus. However, housing for company employee and civil servant are not included.

Housing for company employee and civil servant Company employees and civil servants live in the houses owned or rented by company, public office and employer.

Rented room A part of a dwelling that is rented from another household. If the rented part of the house conforms to the below mentioned point ① and ②, it will be regarded as a rented house owned by private company.

Housing for bachelors apartment and dormitory ...Buildings owned or rented by company, public office and institution are offered for single employee and staff member to live in, however, a living space is applicable to the below mentioned both ① and ②, which will be regarded as a housing for company employee and civil servant.

- ① Your living space is completely separated from those of other households.
② Your living space must have its own doorway, kitchen sink and toilet. When a house is shared with another household, your entire living space should be accessible without passing through the other household's living space.

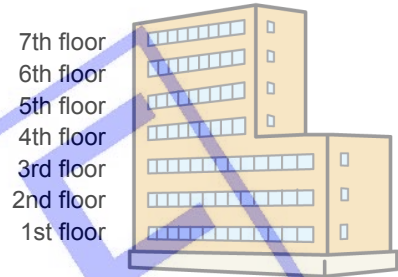
(3) Type of building

Detached house One building forms one accommodation, even though it is a dwelling with a shop.

Tenement house This building is composed of two or more separate residential apartments separated by walls. Each separate apartment has its own exit.

Apartment house or flat This building is composed of two or more apartments which share common corridors and stairways. Although the building looks like a detached house in appearance, there are separate apartments on the several floors with a staircase leading to these floors.

Floor number of a building shall be counted as shown on the right.



Others Dwellings other than those above. A part of a factory or an office used as a living quarter is included here.

(4) Total area of floor space

- In the case of detached house and tenement house, the floor space of the basement or the 2nd floor are included when marking the total floor space.
- When you are renting part of your housing to other households, do not include the space occupied by other households. Shared vestibules and staircases must be included in the floor space of your household.
- When you are renting rooms, mark the floor space which is occupied exclusively by your household.

Page 2: Instructions to fill out

Every household member

9. Did you do any work during the week from 24th to 30th of September?

If you did any paid work at all during the week from 24th to 30th of September, mark one item in the upper section. If you did not, mark one item in the lower section.

Among those who hold the resident status of “Proficiency training” and one is still in training period should mark “Attended school”.

- Did housework, etc.....** Refers to those who mostly did housework, but also did some paid work no matter how short (ex. doing part time job, helping family business, working at piece rate, etc.) .
- Absent from work** Refers to: **employees** who were on sick leave or on vacation but were going to receive the salary for the period during which they were absent; those who were going to receive Child Care Leave Benefits or Nursing Care Benefits in compliance with Employment Insurance Law; **self-employed persons or those employing others** who were on sick leave or on vacation for a period of less than 30 days.
- Looked for work** Refers to those who actively looked for a job via classified ads, public job placement offices or through acquaintances. Such persons must be those who were available for work as soon as a job was offered to them.
- Attended school** Persons who attended non-regular schools such as not officially registered Japanese language schools or cooking schools once or twice a week are not included in this category.
➤ Children attending nurseries or kindergarten should be included in “Others”.

Persons who work or attend school

10. Place of work or schooling

- Those who work and attend school, mark the place of work.
 - Please refer to “**7. Where did you live five years ago (as of October 1, 2005)?**” on Page 4 regarding the wards of Tokyo Metropolitan government.
- Place of work should be written as below for those who fall under the following categories.
 - Person who work on their own farming field/forest or in a fishing boat.....Home
 - Self-employed carpenter and peddler Home
 - Employees who work outside Municipality at which the office is located (field workers, chauffeurs, etc.)
 - Crew of a ship Municipality at which the ship’s base harbor is located

11. Means of transportation to your place of work or schooling

- If the means of transportation differ depending on the day, mark the one which you mainly used.
- If the means of transportation differ on the routes to and from work, mark the one for the route to work.

Persons who work

12. Employed or self-employed

EmployedRefers to persons who are employed by companies, organizations, public offices and stores, etc.

Temporary employeeRefers to persons employed by temporary manpower agencies. Regardless of how they are called at their workplace (part-timers, non-regular workers, etc.), they shall be deemed as “temporary employees of manpower agencies”.

Board member of company, etc. ...Refers to president, director or auditor of a company, director or administration officer of a public-interest corporation and an independent administrative institution

➤ Persons in managerial positions, such as department heads, section chiefs or operating officers, shall be deemed “Employed” unless they become directors or board members.

Self-employedWhen you hire employees, choose “Employing others”, when you do not hire employees, choose “Not employing others”.

➤ If a proprietor of shop has company organization such as a limited partnership, a partnership corporation and a limited liability company, he/she is considered a director of the company.

Family employeesRefers to persons who work in a business, farm, trade or professional enterprise operated by a member of the household in which they live.

Piece rate workRefers to persons who did piece rate job at home which does not require installed equipment and for which materials are supplied, without assistance from others.

13. Name of workplace

- Write the name of workplace at which you work. (ex. head office, branch office, sales office, factory, store)
- **If you work at branch office, sales office, etc.**, write the name of this office along with the name of the company.
- **If you work at two or more offices**, write the name of the office at which you worked the longest.
- **If you are employed by a temporary manpower agency**, write the name of the business place to which you are sent off.

13. Kind of business

- State **the business mainly done** at the workplace.
- Describe the main products and kind of services provided so that manufacture, repair and wholesale or retail can be distinguished.
 - **If business place run two or more operations**, write its main business only.
 - **If business place manufactures products and sells them directly to the consumers**, write “Manufacturer/Retailer”.
 - **If you are employed by a temporary manpower agency**, describe the business run by the business place to which you are sent off.

14. Description of work

- Describe **the business in which you are mainly engaged** at your workplace.
- **If you have any job title that is descriptive of your work**, such as “financial analyst”, “international lawyer” and “designer”, write the job title.
- **If you do two or more works**, write the kind of work in which you are engaged for the majority of the time.
 - **If you engage in a type of job which requires professional skill (cooking, manufacturing, repairing etc.) in addition to management and sales**, state the job which requires professional skill.
 - Ex.: Managing a law firm and working as a lawyer Lawyer
 - Managing a restaurant and working as a cook Cook
- **If you are employed by a temporary manpower agency**, write the kind of work you are engaged in at the business place **to which you are sent off**.

Example of 13 and 14

[Ex.1] Manufacturing industry

13	Name of workplace	Factory 1, Aozora Automobile Co.
	Kind of business	Production of gearshifts
14	Kind of work	Assembly of gearshifts

[Ex.2] Service industry

13	Name of workplace	Total Care Center Inc.
	Kind of business	Visiting the aged persons at their houses and helping them with bathing, meals, etc.
14	Kind of work	Home helper

[Ex.3] Wholesale trade

13	Name of workplace	Liquor Trading Co., Ltd.
	Kind of business	Wholesale of imported liquors
14	Kind of work	Purchasing of products

If you have any questions regarding the survey, please contact the following.

Contact at your municipality: