

Any trouble in Application Process?

- ◆ Do you have any trouble in applying for resident registration, health insurance, etc.?

Come to CIFA! We will help you. ※CIFA; *Chofu International Friendship Association*

- ◆ CIFA Translation Volunteer Service;

- No charge.
- Max. 2 hours within the office hours of Chofu-city Hall, **8:30 – 17:00**, on weekdays (Monday – Friday, except national holidays).
- Support is available in English, Chinese and Korean.
(Please call us to ask if any other language service is available?)
- **PRIVACY GUARDED!** We will keep your **PRIVACY** secret.

Process for your request

- ① Please come to CIFA. (9th Floor of Cultural Center “Tazukuri”, next to Chofu City Hall)
- ② Fill in [Request for Translation].
- ③ Make reservation for our support. *Service on the same day with reserving is **NOT available!***
- ④ At the appointment time/day, our volunteer translator will accompany you to the section of the Chofu-city office to help you proceed with the application needed for your purpose.

CAUTION! We do NOT;

- take any responsibility for the result of your application.
- serve medical translation.
- receive any requests that relates to business and profit purpose.
- translate any matters of religion and politics.

Please put a checkmark in the box if you would accept the following.

Our translation Service is a part of CIFA volunteer activities, not a professional one. If by any chance you would get in any trouble with the matters related to our translation assistance, both CIFA and our volunteer translator do not take any responsibility.