



The Instruction on Filling Out Population Census Questionnaire Form October 1, 2005

Statistics Bureau
Ministry of Internal Affairs and Communications
Government of Japan

I called on you to ask you to answer the Population Census being carried out by the Japanese Government. The results of survey will be used exclusively for the purpose of preparing statistical data. This data will never be used for any other purposes, including immigration control, tax, or the police.

This brochure explains the purpose and details of the Population Census, and provides instructions on how to fill out the Population Census questionnaire form. By referring to the English version of the questionnaire and the instructions on pages 2 to 4, please fill out the Japanese questionnaire form.

About the Population Census

The Population Census is to be taken throughout Japan as of October 1, 2005.

This is one of the most fundamental statistical surveys conducted under the "Statistics Law" of Japan.

The Population Census is conducted to count all the residents of Japan, regardless of nationality. The data thus obtained will provide basic materials to the central and the local governments for policy making in the fields of welfare, employment, housing and disaster prevention.

Under the Statistics Law, your answers are to be kept strictly confidential, and it is prohibited to use them for anything except statistical purposes.

We appreciate your cooperation.

Please answer the questionnaire for all persons who usually live in your household

Persons who usually live in your household include those who have been living, or are going to live, in your household for three months or more, as of October 1.

Please pay special attention to the following cases.

- Persons who are temporarily absent from your household because of travelling either for pleasure or business, or working elsewhere: ---- They should be reported 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 enumerated 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 reported at the dormitory or the boarding house regardless of the period of their stay there.
- In-patients at a hospital or sanatorium: ---- They should be reported at the hospital or sanatorium if they have been there for three months or more. If not, they should be reported at their home.
- Crew of a ship:---- They should be reported at their home.
- Persons in a prison or a detention house whose penalties have been fixed, and persons in a reformatory or a women's guidance home: ---- They should be reported 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 reported at the place where they stay on the Population Census date.
- Persons who have a domicile at two locations: ---- They should be reported at the domicile where they spend their days more.



This questionnaire should be filled in separately for each household

Please pay special attention regarding the definition of household members in the following cases.

- Lodgers: ---- Lodgers and boarders who are singles should be reported individually as a separate household. Lodgers living with family members should be reported as one household.
- Living-in employees: ---- Employees living in their employer's house should be included in the employer's household.
- Single persons living in a company dormitory: ---- They should be reported as one household. Single students living in a school dormitory should be counted as one household for each dormitory building. However, a separate questionnaire form should be used for each student.

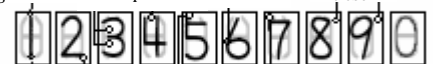
How to fill out the questionnaire

Use a black pencil.

Fill inside the oval as shown. ( )

Align right and write numbers inside the box.

Draw a single Straight line Leave space Enclose Enclose



Without serif Protrude Add short stroke

How to return the questionnaire form

After completing the questionnaire, check for any errors or skipped question items. Please return the questionnaire to the enumerator when he/she visits you again to collect it.

You may enclose the completed Japanese questionnaire form in an envelope, sealing it before returning to the enumerator. If so, the form will not be read by the enumerator.

The Population Census enumerator will call on you to collect the questionnaire form in Japanese.

**October 1, 2, 3, 4, 5, 6, 7, 8, 9, or 10,
around 8 - 10 10 - 12 a.m 0 - 2 2 - 4 4 - 6 6 - 8 p.m**

(世帯の人から「外国語連絡表」6・7ページで示された取集日時と同じ部分に 印を付けてから、世帯の人に渡してください。)

INSTRUCTIONS

Page 1 of the questionnaire

For every member of your household

1 Name and sex

For an infant who was born before 0:00 a.m. of October 1, 2005, and who is not yet named, write "Not yet named".

2 Relationship to the household head

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

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

Other ---- refers to persons other than relatives living in the household (excluding living-in employees).

5 Nationality

A person who has Japanese nationality plus some other nationalities should answer "Japan".

When a person has two nationalities or more, but does not have Japanese nationality, enter any one of the nationalities.

For your household

(1) Number of members in your household

Enter the number of persons who usually live in the house.

When there are no members of one sex, enter "0" (zero) in the appropriate box.

When the questionnaire contains two or more sheets, enter the total number of household members, to the first including those members described in the second and subsequent sheets.

(2) Type and tenure of dwelling

Owned house or flat --- includes an owned house which has not yet been registered, as well as a house for which housing loan is not completely reimbursed.

Issued house (company's house, government employee's house, etc.) ---- refers to a house owned or rented by a company, government office, or other employer, in which its employees reside.

Rented room ---- refers to rented rooms in part of a house (that is, owned, rented or issued house) occupied by another household. However, a room satisfying the following conditions should be classified as a "Rented house or flat owned privately".

- a. Being completely separated from any other household's living quarters.
- b. Having a doorway specifically for your household (including one to which anyone has access through a common corridor, etc.).
- c. Having a sink for cooking and a toilet (including one for common use, if it is available for the resident of the room any time without passing through living quarters occupied by other households).

Dormitory of a company, etc. for single employees

---- refers to owned or rented dormitories and boarding houses owned by a company, government office or other employer.

(3) Type of building

Tenement house ---- refers to two or more houses built in a row with walls in common, called row houses or terrace houses, which have individual doorways.

Apartment house or flat ---- refers to a house in a multiple story building that has more than two adjacent dwelling places, where hallways and stairs are provided for common use.

(4) Floor area of the dwelling (Total floor area)

- If it is an owner's, and two- or three-story house, enter the total area of all floors.
- When a part of the house is rented to other household, exclude the area used by that household, but the common doorway area and the corridor should be included.
- When you are renting a room or rooms of a house, write the area used by your household.

INSTRUCTIONS (continued)

Page 2 of the questionnaire

For every member of your household

6 Did the person work at any time during the week from 24th to 30th of September?

If you worked at any time during the week from 24th to 30th of September to receive income, follow the arrow of the upper box, and fill one of the ovals. If you did not work at all, follow the arrow of the lower box, and fill one of the ovals.

Worked in addition to regular housework ---- refers to those who did housework mostly, but also did paid work (ex. doing part time job, helping family business, working at piece rate, etc.) without regards to the duration.

Had a job, but was temporarily absent from work ---- refers to employees and self-employed persons who did not work for less than 30 days due to illness, vacation, etc. Employed persons who did not work for 30 days or more but are going to receive wages or salaries for that period should also be included in this category.

Looked for a job ---- refers to those who did not have a job but were actively looking for one, through, for instance, help-wanted ads in newspapers or by going to the employment office or asking other persons to help them find jobs. However, this will apply only when they are available for work as soon as a job is offered.

Attended school ---- does not include those who attended non-regular school such as a Japanese conversation class or cooking class only once or twice a week. Children attending kindergarten or nursery school should be included in "Other".

Other ---- refers to persons who do not fall into the above categories in Section 6, for instance, young children, elderly persons etc.

Persons who worked

7 Hours actually worked during the week

Includes all the hours spent for primary work, secondary work, side work, family business assistance, temporary work, and part time job. Regular housework and unpaid voluntary jobs are excluded.

If employed by a company, etc., include the hours of overtime work. However, the hours spent for commuting, eating and resting should not be included.

In case if the work hour is not clearly established, such as the case for a retail store employee, enter the store hour after subtracting the time spent for eating and resting.

For farming work, in addition to cultivating, weeding and threshing, include all the hours of works directly related to the farming business such as fertilizer transportation and maintenance of agricultural machines and tools.

Persons who worked or attended school

8 Place of work or location of school

Enter the place of work or the school you are attending. The place of work should be given as shown for those who fall into the following categories.

Persons who worked on their own farming field/forest or in a fishing boat ---- Home

Self-employed carpenters and peddlers ---- Home

Employees who worked outdoors such as travelling salespersons, chauffeurs, etc. ---- Location of establishment they belong to

Crew of a ship ---- Location of the main base harbor of the ship

Describe your Municipal government as of October 1.



Describe about City C

Persons who worked

9 Employment status

Employee ---- includes a person employed by a company, organization, government office or private retail shop, a living-in home helper, daily worker, or part-time worker.

When the employment period is not limited or the employment is more than one year, it is considered as "Regular employee". When the period of employment is set to less than a year, or employed on a daily basis, it is considered as "Temporary employee".

Director of a firm or corporation ---- includes presidents, directors and auditors of a company, directors and inspectors of various organizations, presidents, directors and inspectors of public organizations.

Persons in managerial position such as a department head and a section chief are considered as "Employee" if they are not given the position of directors.

Self-employed ---- includes proprietors of unincorporated shops and factories, farmers, medical practitioners, lawyers, writers, domestic helpers or peddlers on own account. They should be classified as "Self-employed, Employing others" or "Self-employed, Not employing others" according to whether or not they employed other persons for their business.

Family worker ---- refers to a household member who helps with work on a farm or works in a family-run store.

Doing piece rate job at home ---- refers to work done at home by a single person without using large-scale fixed facilities, for which materials are supplied.

INSTRUCTIONS (continued)

Page 2 of the questionnaire (continued)

Persons who worked (continued)

10 Name of establishment and kind of business

If a person worked in a factory or in a branch office located separately from the main office of the company, write the name and the kind of business of the factory or the branch office.

If a person employed by a temp agency is assigned to work at another establishment, write the name and the kind of company business of the one where he/she is officially employed.

If a person worked in two or more offices, factories or shops, write the name and the kind of business of the one where he/she worked the most.

If an establishment runs two or more businesses (for example, selling baked products and also running a tea shop), write the major business.

If an establishment is a head office having only the management function, write the major business performed in the branch offices or factories.

11 Kind of work

If a person did two or more different jobs, explain the major job.

If a person was engaged in both technical work (cooking, manufacturing, repairing, etc.) and management/sales work, explain the technical work.

If a person had a job title that clearly describes the kind of work he/she was doing, give the title (for instance, "druggist").

Example for 10 and 11

[Ex. 1] Engaged in assembly work at a manufacturing company

10	Name of establishment	"A" Plant of "B" Electric Co.
	Kind of business	Production of electric lighting fixtures
11	Kind of work	Fluorescent lamp assembler

[Ex. 2] Working as a cook at a Chinese restaurant

10	Name of establishment	"C" Restaurant
	Kind of business	Chinese restaurant
11	Kind of work	Cook

[Ex. 3] Staff recruited by a temp agency

10	Name of establishment	"D" Staff
	Kind of business	Worker dispatching service
11	Kind of work	Operator at a call center

Please contact the following if you have any questions filling out the questionnaire form.

Local contact:



This is the English version of the Japanese questionnaire. By referring to the "Instructions" (English) for filling out the questionnaire form, please fill out the Japanese questionnaire form.

Use a black pencil to fill out.

Any incorrect entries should be fully deleted using an eraser.

Please don't soil the questionnaire since it will be read with the machines.

For every member of your household	1 Name and sex · Write the names of all persons who usually live in your household.	1 (Name) Male <input type="radio"/> Female <input type="radio"/>																								
	2 Relationship to the household head · Include grandfather or grandmother, or brother or sister, of the spouse of the household head, respectively, in the category "Grandfather or grandmother", or "Brother or sister". · Include the spouse of grandson or granddaughter in the category "Grandson or granddaughter", and the spouse of a brother or sister in "Brother or sister".	<table style="width: 100%; text-align: center;"> <tr> <td>Household head or representative</td> <td>Spouse of household head</td> <td>Son or daughter</td> <td>Spouse of son or daughter</td> <td>Father or mother of household head</td> <td>Father or mother of spouse</td> </tr> <tr> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> <tr> <td>Grandson or granddaughter</td> <td>Grandfather or grandmother</td> <td>Brother or sister</td> <td>Other relative</td> <td>Living-in employee</td> <td>Other</td> </tr> <tr> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> </table>	Household head or representative	Spouse of household head	Son or daughter	Spouse of son or daughter	Father or mother of household head	Father or mother of spouse	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Grandson or granddaughter	Grandfather or grandmother	Brother or sister	Other relative	Living-in employee	Other	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Household head or representative	Spouse of household head	Son or daughter	Spouse of son or daughter	Father or mother of household head	Father or mother of spouse																				
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3 Year and month of birth · After marking "Seireki (Christian Era)", write the year (in 4 digit) and the month.	<table style="width: 100%; text-align: center;"> <tr> <td>Meiji</td> <td>Taisho</td> <td>Showa</td> <td>Heisei</td> <td>Seireki (Christian Era)</td> </tr> <tr> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> <tr> <td colspan="4"> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Year </td> <td> <input type="text"/> <input type="text"/> Month </td> </tr> </table>	Meiji	Taisho	Showa	Heisei	Seireki (Christian Era)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Year				<input type="text"/> <input type="text"/> Month										
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<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Year				<input type="text"/> <input type="text"/> Month																						
4 Marital status · Indicate the actual status regardless of the official record.	<table style="width: 100%; text-align: center;"> <tr> <td>Not married (including young children)</td> <td>Married</td> <td>Widowed</td> <td>Divorced</td> </tr> <tr> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> </table>	Not married (including young children)	Married	Widowed	Divorced	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>																	
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5 Nationality · If other than Japan, write the name of the country.	<table style="width: 100%; text-align: center;"> <tr> <td>Japan</td> <td>Others</td> </tr> <tr> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> <tr> <td colspan="2" style="text-align: center;">↓</td> </tr> <tr> <td colspan="2" style="text-align: center;"> (Name of country) </td> </tr> </table>	Japan	Others	<input type="radio"/>	<input type="radio"/>	↓		(Name of country)																		
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<input type="radio"/>	<input type="radio"/>																									
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(Name of country)																										

For your household (If you need two Japanese questionnaire or more, fill out from (1) to (4) to the first.)

(1) Number of members in your household · Write the total number of household members.	(3) Type of building																																
<table style="width: 100%; text-align: center;"> <tr> <td>Total</td> <td>Male</td> <td>Female</td> </tr> <tr> <td><input type="text"/> <input type="text"/> <input type="text"/> Persons</td> <td><input type="text"/> <input type="text"/> <input type="text"/> Persons</td> <td><input type="text"/> <input type="text"/> <input type="text"/> Persons</td> </tr> </table>	Total	Male	Female	<input type="text"/> <input type="text"/> <input type="text"/> Persons	<input type="text"/> <input type="text"/> <input type="text"/> Persons	<input type="text"/> <input type="text"/> <input type="text"/> Persons	<table style="width: 100%; text-align: center;"> <tr> <td>Detached house</td> <td>Tenement house including terrace houses</td> <td>Apartment house or flat</td> <td>Other</td> </tr> <tr> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> <tr> <td colspan="2"></td> <td>↓</td> <td></td> </tr> <tr> <td colspan="2"></td> <td>Number of stories of the building</td> <td>Floor on which your home is located</td> </tr> <tr> <td colspan="2"></td> <td><input type="text"/> <input type="text"/> Stories</td> <td><input type="text"/> <input type="text"/> Floor</td> </tr> </table>	Detached house	Tenement house including terrace houses	Apartment house or flat	Other	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			↓				Number of stories of the building	Floor on which your home is located			<input type="text"/> <input type="text"/> Stories	<input type="text"/> <input type="text"/> Floor						
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Fill out questions from (2) to (4) only when the household is an ordinary household or one person household																																	
(2) Type and tenure of dwelling	(4) Floor area of the dwelling (Total floor area)																																
<table style="width: 100%; text-align: center;"> <tr> <td>Owned house or flat</td> <td>Rented house or flat owned by a local government</td> <td>Rented house or flat owned by a public organization</td> <td>Rented house or flat owned privately</td> <td>Issued house (company's house, government employee's house, etc.)</td> <td>Rented room</td> <td>Dormitory of a company, etc. for single employees</td> <td>Other</td> </tr> <tr> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> <tr> <td colspan="6"></td> <td>↓</td> <td></td> </tr> <tr> <td colspan="6"></td> <td>Go to the reverse side</td> <td></td> </tr> </table>	Owned house or flat	Rented house or flat owned by a local government	Rented house or flat owned by a public organization	Rented house or flat owned privately	Issued house (company's house, government employee's house, etc.)	Rented room	Dormitory of a company, etc. for single employees	Other	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>							↓								Go to the reverse side		· Enter total floor area of dwelling (including floor area of living rooms, entrances, kitchens, rest rooms, bathrooms, hallways, closets, etc.) (Round less than the decimal point) <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Square meters or <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Tsubo · Don't include areas used for business, or areas used by other households
Owned house or flat	Rented house or flat owned by a local government	Rented house or flat owned by a public organization	Rented house or flat owned privately	Issued house (company's house, government employee's house, etc.)	Rented room	Dormitory of a company, etc. for single employees	Other																										
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Household should not fill out anything in the space below

Phone No.

You might be contacted in case if we have questions.

Please complete the reverse side ➔

世帯の種類	一般の世帯	一人世帯 (会社等の独身者の入居者を含む)	学校の学生寮・寄宿舎の学生・生徒	病院・療養所の入院者	老人ホーム等の社会施設の入所者	その他
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調査区番号	世帯番号	この世帯の調査票
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This is the English translation of the Japanese questionnaire form.

1

<p>For every member of your household</p>	<p>6 Did the person work at any time during the week from 24th to 30th of September?</p> <ul style="list-style-type: none"> • “Work” means any work for pay or profit. It also includes work performed in a family business (farming or retail business), as well as home handicraft and part time work. • “School” includes a non-regular school such as a Japanese language school, preparatory school, professional school. <p>If worked to get income. →</p> <p>If not worked at all and did not get income. →</p>	<p>Mostly worked Worked in addition to regular housework Worked while attending school</p> <p>○ ○ ○</p> <p>↓</p> <p>Fill out Q.7 to 11</p> <p>Had a job but was temporarily absent from work Looked for a job Did housework Attended school Other young children, elderly persons etc.</p> <p>○ ○ ○ ○ ○</p> <p>↓ ↓ ↓ ↓</p> <p>Fill out Q.8 to 11 End of the questionnaire Fill out Q. 8 End of the questionnaire</p>
<p>For persons who worked</p>	<p>7 Hours actually worked during the week</p> <ul style="list-style-type: none"> • Total hours actually worked during the week from 24th to 30th of September. • “Work” includes side work and home handicraft job. 	<p>Hours</p> <p>Hours</p> <p>(Round up fractions greater than 30 min.) (Round off fractions smaller than 30 min.)</p>
<p>For persons who worked or attended school</p>	<p>8 Place of work or location of school</p> <ul style="list-style-type: none"> • For a person who worked and also attended school during the week, give the place of work. • If the place is other than one's own home, write the address of the place of work or the location of the school (i.e., the name of the <i>to, do, fu</i> or <i>ken</i> (prefecture), and the <i>shi</i> (city), <i>ku</i> (ward), <i>machi/cho</i> (town), or <i>mura/son</i> (village)). Do not omit the name of the <i>ku</i>, if the address is in one of the 15 major cities. • The major 15 cities include <i>ku</i> area of Tokyo, Sapporo, Sendai, Saitama, Chiba, Yokohama, Kawasaki, Shizuoka, Nagoya, Kyoto, Osaka, Kobe, Hiroshima, Kitakyushu and Fukuoka. 	<p>Home (Including living-in employee) Same <i>ku, shi, machi/cho, mura/son</i> Other <i>ku, shi, machi/cho, mura/son</i></p> <p>○ ○ ○</p> <p>↓</p> <p>(Write the address)</p> <p>to, do, fu, ken</p> <p>shi, gun</p> <p>ku, machi/cho, mura/son</p>
<p>For persons who worked</p>	<p>9 Employment status</p> <ul style="list-style-type: none"> • “Temporary employee” means the employee on a daily basis or the one with employment period limited to less than a year. • “Self-employed” includes a proprietor of unincorporated business (including a farmer) or a person working on his/her own account. 	<p>Employee</p> <p>Regular employee Temporary employee Director of a firm or corporation</p> <p>○ ○ ○</p> <p>Self-employed</p> <p>Employing others Not employing others Family worker Doing piece rate job at home (Side job)</p> <p>○ ○ ○ ○</p>
<p>For persons who worked</p>	<p>10 Name of establishment and the kind of business</p> <ul style="list-style-type: none"> • Write the name (including the name of the department if the establishment is a government office) of the establishment (head office, branch, sales office, factory, shop, etc.) where the person worked during the week, and describe the kind of work done there. • Describe in detail the major business conducted at the place of work. <p>11 Kind of work</p> <ul style="list-style-type: none"> • Describe in detail the kind of work the person did during the week. 	<p>Please describe in detail by referring to the example in the “Instructions”.</p> <hr/>

(Thank you for your cooperation)

Household should not fill out anything in the space right