Points of Three Laws Related with Online Administrative Procedures for Promoting e-Central/Local-Government

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1 Online Administrative Procedures
2 Law concerning Utilizing Information and Communication Technology for Administrative Procedures (hereinafter, “Online Administrative Procedures Law”)
3 Law concerning Preparation of Related Laws for enforcing Online Administrative Procedures Law (hereinafter, “Preparation Law”)
4 Law concerning Digital Signature Certification of Local Public Entity (hereinafter, “Public Individual Certification Law”)
5 Image of Online Application/Notification Utilizing Digital Signature
6 Image of Procedures of Issuing Digital Certification

Ministry of Public Management, Home Affairs, Posts and Telecommunications
1. Online Administrative Procedures

Application/Notification may be possible from home or offices anytime through the Internet, by enforcing Online Administrative Procedure Law and by establishing information systems.

- Improvement of People’s Convenience
  - Simplification/Efficiency of Administrative Activities

(Examples)
- Notification of Acquisition and Forfeiture of Persons insured with Employment Insurance (about 10 millions applications annually)
  * The online procedures will be started in fiscal year 2003.
- Requests for Issuing Passports (about 5.8 millions annually)
  * Conditions for online procedures be prepared by the end of fiscal year 2003.
- Requests for Issuing Abstract of Family Register (about 36 millions annually)

- Submission of copy of resident registration may be omitted in case of application/notification.
  * Administrative organs verify using the resident registration network system.
  * Institutional and systematic measures for protecting personal data have sufficiently been prepared to utilize the resident registration network system for omission of attachment of copy of resident registration and omission of notification of life for payment of pension, in case of application/notification.

Contents of Action Plan of each Ministry (Action Plan 2002)

- Enforcement of about 21 thousand Online Administrative Procedures (objects of Online Administrative Procedure Law)
  - Administrative Procedures of Application/Notification between People and National Government and Local Public Entities (about 21 thousand procedures)
  ⇒ Almost all Online Procedures will be enforced by the end of fiscal year 2003.
  - Administrative Procedures, etc. (about 31 thousand) among administrative organs, other than Application/Notification
  ⇒ Online procedures will be enforced by the end of fiscal year 2003 in principle.
at present...

After enforcement of online administrative procedures

Administrative Organs

Prefectures

National Organs

Municipalities

examination/issue acceptance

application/notification, etc

disposition notice, etc

Attendance at public offices

application documents

attached papers

Application Documents

Office

Certification Authorities of Inter-ministerial Wide Area Network: Kasumigaseki WAN/Local Governments Wide Area Network; LGWAN

Certification of Applicant

Notice document

internet

Issued by public certification service for individuals

Home
2. Points of Online Administrative Procedure Law

1. Spirit of the Law

- Preparation of a new law (in what is called, common law form) to enable online procedure as well as document-based procedure for legal application/notification between people, etc. and administrative organs (about 52 thousand procedures)
- Aim at improving people’s convenience and at promoting simplification and efficiency of administrative activities


1. Enabling Online Procedures

- Concerning all the procedures in principle, special exemption provisions have been prepared to enable online procedure as well as document-based procedure in case that the procedures may be executed by documents based on each law concerned.
  ⇒ Revision of each individual law for online procedure may be omitted.

- Preparation of provisions permitting administrative organs to make inspection and preparation/preservation of documents on electromagnetic media.

2. Exception of Application

- Procedures not suitable for online procedures by their nature have been provided for in the table of the Law, and those procedures may be excepted from online procedure provisions (Those are limited to procedures that need interview or actual material.). ⇒ 34 laws and 222 procedures have been provided for in the table of the Law.

3. Enforcement

This law shall come into effect on a date to be provided for by Cabinet Order* (3rd February 2003), but not more than three months from the date of promulgation (13th December 2002).

* Cabinet Order concerning provision of the day to enforce the Online Administrative Procedure Law (Cabinet Order No.26 of 2003)
3. Points of Preparation Law

1 Spirit of the Law

○ Revisions of 71 laws concerning administrative procedures of which measures may not be completed by only provisions of Online Administrative Procedure Law, and procedures which need exceptional provision, have been compiled as a single law.

2 Provisions

① Rearrangement of relation of application between Preparation Law and laws which have already been provided for online procedures
   Special Exemption Law of Customs, Special Exemption Law of Industrial Property, Food Sanitation Law, etc.

② Electronic Payment of Fees
   Real Estate Registration Law, Commercial Registration Law, Road, Transportation and Vehicle Law, etc.

③ Simplification of Procedures Accompanied with Online Procedures
   Resident Registration Law *, etc.
   * Office work which utilize Resident Registration Network System to omit attachment of copy of resident registration certificates, have been increased.

④ Electronic Process of Annual Income and Expenditure, Electronic payment of National/Local Tax
4. Points of Public Individual Certification Law

1. Spirit of the Law

- Establishment of an institutional system for providing people who are living in any area of whole country with public certification service for individuals in cheap cost to prevent tampering data by a third person and to confirm person communicated and to promote online administrative procedures of application/notification, etc.


① Issue of Electronic Certificates to the Persons Who Want Them

Persons who want may get digital certificates submitted by governors of prefectures at counters of municipalities.

② Provision of Information on Lapse of Electronic Certificates

Governors may confirm whether the digital certificates are listed as lapse or not, when requested by administrative organs which accepted application/notification with digital signature and digital certificate.

③ Protection of Personal Data

Personal data of users dealt shall be protected strictly and adequately.

- (Prohibition of utilizing personal data known in certification activities for other purpose. Obligation of enforcement of security measures, strict confidentiality obligation. Guarantee of disclosure, correction and appeal procedure, concerning personal data of users.)

④ Designated Certification Authority

Governors of prefectures may contract out issuing certificates and providing lapses information to person designated by the Minister (designated certification authority).

3 Enforcement

- This law shall come into effect on a date to be provided for by Cabinet Order, but not more than two years from the date of promulgation (13th December 2002).
**5. Image of Online Application/Notification Using Digital Signature (1)**

1. Open home pages of administrative organs from PCs in homes.

   ![Home page of prefecture X](image)
   - The state of finance of prefecture X
   - Information on sightseeing in prefecture X
   - Home page for application/notification

2. Select home page of application/notification necessary for utilization, and click applicable part.

   ![Home page for application/notification](image)
   - Passport application

3. Fill in the form.

   ![Form for passport application](image)
   - Name
   - Address

4. Insert an IC card in which the secret key of the user has been stored, into a reader/writer connected to a PC, and input PIN (Personal Identification Number) code to utilize the secret key.

5. Click applicable part of the digital signature.

   ![Form of passport application](image)
   - Name: Soumu Tarou
   - Address: City X, ...

   ![Means of digital signature](image)
   ① Document (digital data) which requests digital signature is stored on IC card.
   ② Process (encoding) of digital signature is made in IC card.
   ③ Information with digital signature is stored in a PC.

A digital signature is processed within an IC card, and data of a secret key is not transferred to a PC.
5. Image of Online Application/Notification Using Digital Signature (2)

6. Click applicable part of transmission

- **Form of Passport**
  - Name: Soumu Tarou
  - Address: City X, ...

- **Transmission**

- **Application Form**
  - Name: Soumu Tarou
  - Address: City X, ...
  - Digital Signature

- **Digital Certificate**
  - 1E489BDF37
  - CF2801AD49
  - 89BDC105

All are encoded, and sent to an administrative organ.

7. Server of an administrative organ, etc. receives the message.

- Confirming the validity of the digital certificate
- Decoding the digital certificate using the public key and comparing it with application form (automatically executed)
- Comparing the name, etc. of the digital certificate with those of application form
6. Image of Procedure of Issuing Electronic Certificate

1. Visiting public offices of municipalities
   - Acceptance counters
   - (Person in charge)
   - Application form
   - (person in charge)
   - Bringing an IC card

2. Acceptance Procedure
   (Submission of Application Form)
   - Public Certification Service for Individuals

   Application Form for Issuing Digital Certificate
   - Name of Applicant: Tarou Soumu
   - Date of Birth: day/ month/ year/
   - Sex: man
   - Address: 2-1-2 kasumigaseki

3. Confirmation of the Person in Question
   - Real Existence (compare with resident registration data)
   - The Person in Question (by driver’s license, etc.)

4. Creation of Keys by the People after Confirmation of the Person in Question
   - Fill a pair of keys in an IC card
   - Device of key creation (installed in counters of municipalities)

5. Submission of Public Key
   - (Person in Charge)

6. Procedure of Issuing Digital Certificate
   Issued by governors of prefectures
   - Filling the digital certificate in the IC card
   - Person in Charge

7. Delivery of Digital Certificate
   - Acceptance Counter
   - (Person in Charge)
   - Secret Key of the Resident Digital Certificate