

<Moving Out Notification by Mail>
<郵 送 用>

英語
令和4年7月

- ☐ 転出証明書の請求書 Written Application for a Certificate of Moving Out (*Tenshutsu Shomeisho*)
- ☐ 個人番号カードを使う転出届 Moving Out Notification using a Individual Number Card ("My Number")
(a Moving Out Certificate will be not necessary).
- ☐ 住基カードを使う転出届 Moving Out Notification using a Basic Resident Register Card (*Juki Card*)
(a Moving Out Certificate will be not necessary).

The head of _____ City _____
_____ 市区町村長様 REIWA YEAR MONTH DAY
令和 年 月 日

I hereby sumit Moving Out Notifications as follows.
次のとおり、転出届をします。

New Address 転出先	Write out your address including the name of the apartment complex and room number. マンション・アパート名 部屋番号まで書いてください。 〒	(New Head of Household) (新世帯主)
Former Address (Where my resident registration is) 今までの住所	Write out your address including the name of the apartment complex and room number. マンション・アパート名 部屋番号まで書いてください。	(Former Head of Household) (旧世帯主)

Nationality/Legal domicile 本籍		(Head of Household in <i>Koseki</i>) (筆頭者)
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Moving Out Date (The date you moved) 転 出 日	REIWA YEAR MONTH DAY 令和 年 月 日
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Please write information of all members who are moving out. 転 出 す る 人 全 員 に つ い て 記 入 し て く だ さ い。		
Furigana (ふりがな) Name 氏 名	Date of Birth 生 年 月 日 YEAR MONTH DAY 年 月 日	Relationship (The Head of the Household, Wife, Child, etc.) 続 柄 (世帯主・妻・子など)
	YEAR MONTH DAY 年 月 日	
	YEAR MONTH DAY 年 月 日	
	YEAR MONTH DAY 年 月 日	
	YEAR MONTH DAY 年 月 日	

Name of the requester 請求者氏名	(Signature of the person who attatched ID documentation) (本人確認書類を添付した人の署名) Signature	(Be sure to write a telephone number which we can reach you daytime) (昼間連絡がつく電話番号を必ず記入。)
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About the Moving Out Notification (Tenshutsu Todoke) by Mail

郵便でしていただく転出届について

Registered address must be changed to the new address within 14 days of the move.

When notifying an address change from another city, obtain the Moving Out Certificate (Tenshutsu Shomesho) by mail.

※ Those who have an Individual Number Card ("My Number") or a Basic Resident Registration Card (Juki Card) can submit your Moving In Notification using them. You also have to submit your Moving Out Notification in the city you were living. After you submit your Moving Out Notification (in Yokkaichi, you we'll call you after the notification has been received), please take your Individual Number Card ("My Number") or Basic Resident Registration Card (Juki Card) to the city hall where you are moving in to and submit your Moving In Notification. (In these cases a "Moving Out Certificate" will not be issued.)

【Procedure】

- ① Fill out all necessary information on the backside. <Moving Out Notification by Mail>
- ② Confirm required items and fee for the procedure bellow. If there is anything you are unclear on, please contact the relevant section (usually Shiminka or Chominka) of the city hall where you lived. *Items required for the procedure varies depending on the person who go through procedure, such as returning a Certificate of Seal Registration (Inkan Shomeisho), National Health Insurance Card (Kokumin Kenko Hoken), etc..

<<ID Documentation>>

Nat	A	【Photo Identification card issued by a public organization】 Individual Number Card ("My Number"), Driver's license, Basic Resident Registration Card (Juki Card), Residence Card (Zairyu Card), etc.
	B	【Identification card without a photo, issued by a public organization】 National Health Insurance Card, Seikatsu Hogo (livelihood protection) Recipient Certificate (Hogo Shomeisho), Pension Book (Nenkin Techo), etc.
	C	Photo identification card issued by a nonpublic organization Student ID, employee ID card, Taspo, Chef License, etc.

One Document from category A is required.
For others, two documents are required (B+B or B+C) .
If you do not have the above items, call the relevant section of the city hall where you lived to confirm.

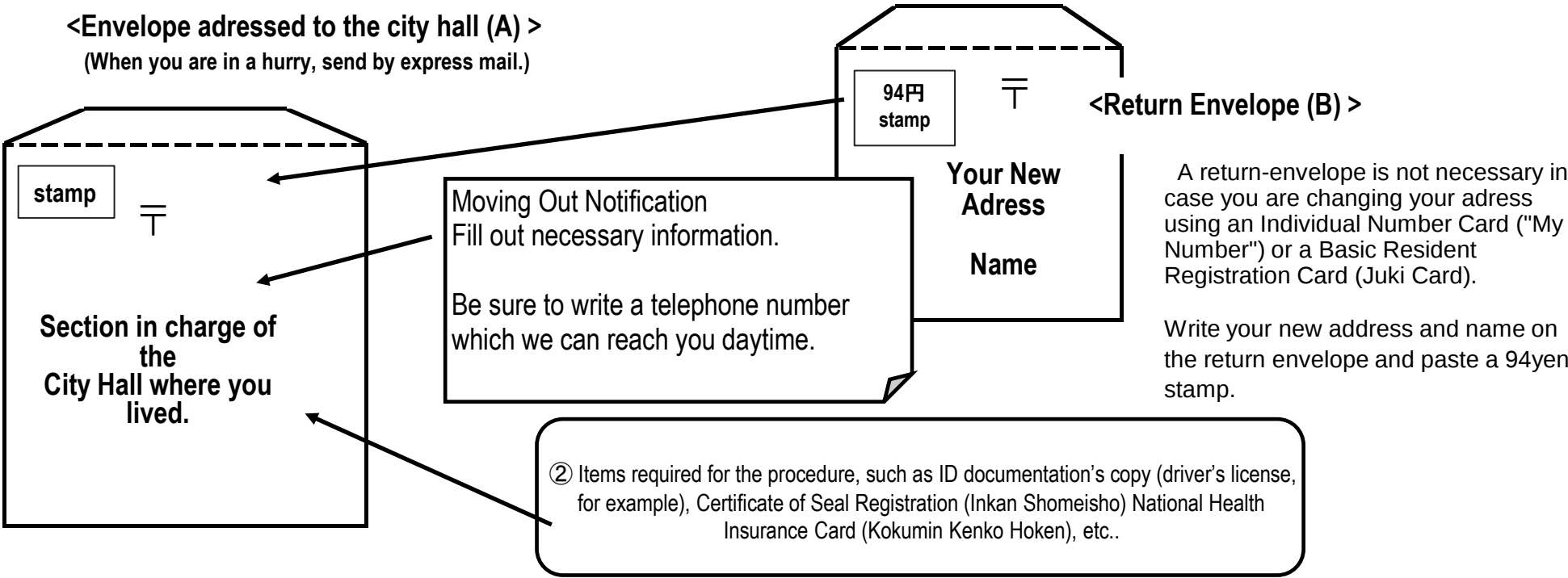
If your last address was in Yokkaichi City, send it to the address below.
(No address needs to be written. This zip code is delivered only to city hall.)

〒510-8601
Person in charge of mail, Citizens' Affairs Division,
Yokkaichi City Hall

TEL (059)354-8553 (Direct line to the person in charge of mail)

Where to Contact: (Memo)

- ③ You will need 2 envelopes and stamps. In one envelope (A), put the Moving Out Notification (Tenshutsu Todoke), required ID documents and a return-envelope (B) to the Moving Out Certification be sent to you.



- ④ Place the envelope into a mailbox.
The certificate will be sent to you in about one week if your documentation is complete. (When you are in a hurry, send it by express mail.) Submit a designated "Moving Out Notification" to the post office so that your mail is forwarded. (Ask the nearest post office for details.)
※ The Moving Out Certification is not issued when the notification is submit with an Individual Number Card ("My Number") or a Basic Resident Registration Card (Juki Card). Therefore, 2-3days after sending the notification, please call to the prefecture to confirm the procedure.
- ⑤ As soon as you receive the "Certificate of Moving Out," bring your ID documentation such as driver's license with you and go through the procedure of "Moving In Notification" at the city hall where you are moving in to. ("Moving In Notification" will not be accepted by mail.)
Confirm with the city where you are moving in to for necessary items for the procedure, including ID documentation, etc.
※ When the notification is submit with an Individual Number Card ("My Number") or a Basic Resident Registration Card (Juki Card), you must go to the city hall in the city you are moving in to having with your Individual Number Card ("My Number") or Basic Resident Registration Card (Juki Card) within 14 days of the move . If the notification is late, a Moving Out Certification will be necessary. And please be careful, since you cannot continue using an Individual Number Card ("My Number") or a Basic Resident Registration Card (Juki Card) in the new city. To keep using an Individual Number Card ("My Number") or a Basic Resident Registration Card (Juki Card) it will be necessary the PIN of everyone who is moving in.