

To Persons Moving out of the City of Utsunomiya

Please submit a “Notification of Moving in” to your new municipality of residence within 14 days of moving to your new place of residence. When submitting the notification, the following items will be required: (1) Certificate of Moving out, (2) Residence card, (3) My Number card (if any). Please be aware that failure to comply without compelling reasons may result in a non-penal fine.

What to Do Prior to Moving out of Utsunomiya	What to Do after Moving to Another Municipality	
Holders of a registered seal	On your (scheduled) moving date, your registered seal will be de-registered. Return your seal registration card prior to moving out. To apply for a Certificate of Seal Registration prior to your scheduled moving date, bring with you your seal registration card and the Certificate of Moving out. Where: Citizens' Affairs Division(1F A3-8). Shimin Centers (Citizens Centers) or branch offices.	Register your seal once again.
Members of the National Health Insurance Plan	Upon moving out of Utsunomiya, you will lose eligibility for membership of the City's National Health Insurance Plan. Prior to moving out, return your Confirmation of Eligibility for Membership of the plan to the National Health Insurance and Pension Division (1F A 14), a Shimin Center or a branch office. Individuals who plan to change their address to that of the hospital or institution located outside Tochigi Prefecture into which they are moving could still remain a member of the City's plan. For details, contact us. Note that insurance premiums are calculated based on the number of months you were enrolled in the plan.	Complete the enrollment procedure once again.
Members of the Health Insurance Plan for the Elderly Aged 75 or Older	Upon moving out of Utsunomiya, you will lose eligibility for membership of the City's insurance plan for this age cohort. Prior to moving out, return your Confirmation of Eligibility for Membership of the plan to the Insurance and Pension Division (1F A16), a Shimin Center or a branch office. Those who intend to change their address to that of a hospital or institution located outside Tochigi Prefecture could still remain a member of the City's plan. For details, contact us. Note that insurance premiums are calculated based on the number of months you were enrolled in the plan.	
Members of the National Pension Plan	No need to follow any particular procedures. For Japanese nationals relocating abroad, participation in the plan is on an optional basis. To remain a member of the plan, complete the enrollment procedure at the National Health Insurance and Pension Division (1F A17), a Shimin Center or a branch office. You will be an optional member of the plan from the month you have completed the procedure.	As a rule, no need to follow any particular procedures. When you are unsure about it, inquire with your new municipality of residence.
Recipients of the National Pension or Employees' Pension	No need to follow any particular procedures.	As a rule, no need to submit a change of address notification (some exceptions apply). If you are unsure about it, inquire with a nearby Pension Office.
Parents of a child in elementary school or junior high school	Receive from the child's school documentation to change school (School Attendance Certificate, Textbook Supply Certificate and so on).	Complete the required process to change school with the Board of Education.
Holders of a Children's Medical Care Certificate	Return the certificate to the Children's Policy Division (2F D12), a Shimin Center or a branch office.	Apply for the certificate once again.
Holders of a Medical Care Certificate for the Severely Disabled	Return the certificate to the Division of Welfare for Persons with Disabilities (1F B1), a Shimin Center or a branch office.	
Recipients of the Child Benefit	Complete the procedure for loss of entitlement at the Children's Policy Division (2F D12), a Shimin Center or a branch office. For individuals relocating abroad such as company employees transferred abroad who leave behind their children in Japan, those who stay behind to take care of them should submit an initial claim for the benefit all over again.	File an initial claim for the benefit again. The same holds for those living apart from their children such as company employees posted away from their family. Be sure to file the claim within 15 days from the day after your scheduled moving date. Non-compliance could result in the start of payment being delayed. For public employees, contact your employer.
Single parents eligible for various forms of support targeting these families	Carry out the required procedures together with the Beneficiary Certificate of the Child Support Benefit and Medical Care Certificate for Single-parent Families, among others at the Children's Policy Division (2F D11). These procedures are not dealt with by Shimin Centers and branch offices.	Apply for support measures for single-parent families once again.
Parents of a child attending an integrated early childhood education and care facility or a childcare facility	Submit a notification of withdrawal to the facility. If your child is enrolled in a facility located in another municipality, notify the Childcare Division (Tel.632-2393) of your relocation. As for parents of a child attending a kindergarten, inquire there.	Complete the admission process once again.


Citizens' Affairs Division, Community Development Department, Utsunomiya City Hall

320-8540 [postal code] 1-5, Asahi 1-chome, the City of Utsunomiya, Tochigi Prefecture (Tel.028-632-2271)

Please make sure to refer to the back page as well.

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To Persons Moving out of the City of Utsunomiya (cont'd.)

What to Do Prior to Moving out of Utsunomiya		What to Do after Moving to Another Municipality
Holders of a Long-term Care Insurance Certificate	Return the certificate to the Division of Welfare for the Elderly (2F D6), a Shimin Center or a branch office. Individuals who have obtained the Approval of the Need for Long-term Care/ Assistance and those who have a pending application for the approval should receive a Certificate of Eligibility for Long-term care/ Assistance Services.	If you need long-term care services, apply for Approval of the Need for Long-term Care/ Assistance together with the Certificate of Eligibility for Long-term Care/ Assistance Services within 14 days of moving to another municipality.
To stop water and sewer service	Call the Waterworks Bureau Customer Service Center at 028-633-1300 (open Mon. to Sat., closed on national holidays and between Dec.29 and Jan.3) or, alternatively, take the cancellation procedure online. For details, visit the Bureau's website. 	Request to start the service once again.
Dog owners	No need to follow any particular procedures. If you have lost the dog's registration tag, contact the Hygiene Division at the Public Health Center (Tel.0028-626-1108).	Take the procedure for change in registered information together with your dog's registration tag.
Owners of motorized bicycles (total output 125 cc or less, or rated output less and 1.0 KW or less)	Submit a Notification of De-registration together with the license plate, the Certificate of Issuance of License Plate and Photo ID. The notification is accepted at the Tax System Division (2F C7), Shimin Centers and branch offices.	Follow the registration procedure once again together with the Certificate of Notification of De-registration and your photo ID.
Persons relocating abroad (for Japanese nationals)	When submitting a Notification of Moving in after returning back home, bring the following items to the Citizens' Affairs Division (1F A3-8), a Shimin Center or a branch office: (1) Passport, (2) Certified Full or Extract Copy of Family Register and (3) Appendix to Family Register. Japanese nationals residing abroad remain, under certain conditions, eligible to vote in Japanese national elections and to review the performances of Supreme Court justices by registering to be an overseas voter and obtaining an Overseas Voter Certificate. For more information, contact the Election Administration Commission at 028-632-2794. Members of the National Pension Plan who wish to remain a participant in the plan on an optional basis should take the enrollment procedure.	

For further guidance on the procedures you have to carry out after moving out, please inquire with your new municipality of residence.

When you need a certified copy of your removed resident record or a tax-related certificate after moving out of Utsunomiya, you will be able to apply by post for such a document. Please see below.

◆ **To apply by post for a certified copy of your removed resident record**

Please mail the following four items:

1. Completed application form with required information (Please refer to a sample on the right side.)
You can also use an application form available at your new municipality of residence.
2. A self-addressed stamped envelope
3. Photocopies of both sides of your residence card
4. Payment (300 yen for one copy)

Enclose a postal money order(s) (Teigaku Kogawase Shosho) available at post offices.

*Application forms are downloadable from the city's website: <http://www.city.utsunomiya.lg.jp>.

Click on each of the following: Convenient Shortcuts "Applications" > Citizens' Affairs Division (Certified Copy of Resident Record, Family Register, Seal Registration, etc.) > Applications and Notifications (Certified Copy of Resident Record, Family Register, Seal Registration, etc.) > Postal applications for Certified Copy of Resident Record, etc. **Note:** (a) When a representative applies on your behalf, your power of attorney will be required. For details, contact us. (b) Certificates showing your My Number and resident record code are not available.

Postal Address: Certification Group (Shomei Group), Citizens' Affairs Division (Shimin-ka), Utsunomiya City Hall

320-8540 (postal code) 1-5, Asahi 1-chome, the City of Utsunomiya **Phone:** 028-632-2265

Application
1. Your address in Utsunomiya, the name you had while being resident in Utsunomiya (where applicable) and your date of birth
2. Number of copies 3. Intended use
4. Your current address and name (sign your name.)
5. Your daytime phone number
6. Items other than basic ones you wish to be shown on the certificate (relationship to the householder, registered domicile, nationality, etc.)

◆ **To apply by post for a tax-related certificate (Income/Taxation Certificate)**

Please mail the following four items:

1. Completed application form with required information (Please refer to a sample on the right side.)
You can also use an application form available at your new municipality of residence.
2. A self-addressed stamped envelope
3. Photocopies of both sides of your residence card
4. Payment (300 yen for one copy)

Enclose a postal money order(s) (Teigaku Kogawase Shosho) available at post offices.

Application forms can be downloaded from the city's website: <http://www.city.utsunomiya.lg.jp>.

Click on each of the following: Convenient Shortcuts "Applications" > Financial Department (Taxes) > Applications and Notifications (Tax-related, Tax System Division) > Applications for Tax-related Certificates **Note:** (a) When a representative applies on your behalf, your power of attorney will be required. (b) As for other tax-related certificates, different documentary requirements and handling fees could be applicable.

Postal Address: Tax-related Certification Group (Shozei Shomei Group), Tax System Division (Zeisei-ka), Utsunomiya City Hall

320-8540 (postal code) 1-5, Asahi 1-chome, the City of Utsunomiya **Phone:** 028-632-2187

Application
1. Your current address, name, and date of birth
2. Indicate the certificate type you are requesting (e.g., Taxation/Income Certificate) for the fiscal year _____. When you need the latest certification, fill in "saishin nendo" (the latest fiscal year). Number of copies
3. Intended use (e.g., procedures for (Special) Exemption for Dependents)
4. Your daytime phone number