

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 a new address. When submitting the notification, the following items will be required: (1) Certificate of Moving out, (2) Residence card, (3) My Number card (if any) and (4) Basic Resident Registration card (if any).

Please note that failure to comply-without a compelling justification may result in a non-penal fine.

What to Do before 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 your seal registration card and the Certificate of Moving out. Where: Citizens' Affairs Division(1F A3-8), a Shimin Center (Citizens' Center) or a branch office	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 health insurance card to the National Health Insurance and Pension Division (1F A14), a Shimin Center or a branch office. 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 plan. Prior to moving out, return your health insurance certificate to the National Health Insurance and Pension Division (1F A16), a Shimin Center or a branch office. If you are relocating to a hospital or institution located outside the prefecture, 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	There is no need to follow any procedures. If you are relocating abroad, enrollment in the plan is on a voluntary 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.	As a rule, there is no need to follow any procedures. When you have any doubts, inquire with your new municipality of residence.
Recipients of the National Pension or Employees' Pension	There is no need to follow any procedures.	There is no need to submit a change of address notification except for certain individuals. If you are uncertain about whether to submit the notification, inquire with the nearest Pension Office of the Japan Pension Service.
Parents of elementary school or junior high school children	Receive from your child's school documentation required 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 Allowance	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 assigned abroad who leave behind their children in Japan, those who stay behind to take care of them should submit an initial claim for the allowance all over again.	File an initial claim for the allowance 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 following your scheduled moving date. Note that if you fail to do that, the start of payment could be delayed. For public employees, contact your employer.
Solo parents eligible for allowances and subsidies	Go through specific procedures together with the Beneficiary Certificate of the Child Support Allowance and Medical Care Certificate for Solo-Parent Families at the Children's Policy Division (2F D11). These procedures are not handled by Shimin Centers, branch offices and community offices.	Apply for supports targeted specifically toward solo-parent families once again.
Parents of children attending an early childhood education and care facility or a child-care facility	Submit a notification of withdrawal to the facility. If your child is enrolled in a facility located in another municipality, notify the Child-care Division of your relocation. * For parents of children attending a kindergarten, inquire there.	Complete the admission process once again.

**Citizens' Affairs Division, Community Service and 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.)

What to Do before 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 D6-2), a Shimin Center or a branch office. Individuals who have obtained the Approval of the Need for Long-term Care/ Assistance and those whose application for the approval is pending should receive a Certificate of Eligibility for Long-term Care/ Assistance.	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 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	There is no need to follow any procedures. If you have lost the dog's registration tag, contact the Hygiene Division at the Public Health Center (Tel.0028-626-1108).	Follow the procedure for change in registered information together with your dog's registration tag.
Owners of motorized bicycles (125 cc or less)	Submit a Notification of De-registration together with the license plate and the Certificate of Issuance of License Plate. 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 De-registration.
Persons relocating abroad	When submitting a Notification of Moving in upon 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 Appendix to Family Register (for Japanese nationals only). Japanese nationals settling abroad who meet certain criteria remain eligible to vote in Japanese national elections and to review the performances of Supreme Court justices. To this end, they are required to register to be an overseas voter, and then obtain an Overseas Voter Certificate. For more information, please contact the Election Administration Commission at 028-632-2794.	

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 with required information (Please refer to a sample on the right side.)
You can also use an application available at your new municipality of residence.
2. A self-addressed stamped envelope
3. A photocopy 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.tochigi.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: When a representative applies on your behalf, your power of attorney will be required. For details, please contact us.

Certificates listing your My Number and resident record code are not available.

Postal Address: Certification Group (Shomei Group), Citizens' Affairs Division (Shimming-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
2. The previous name you had while being resident in Utsunomiya (where applicable)
3. Your date of birth
4. Number of copies
5. Intended use
6. Your current address and name (sign or affix your name and seal)
7. Your daytime phone number
8. Other items you want to be listed on the certificate (relationship to the householder, registered domicile, nationality, etc.)

◆ **To apply by post for a tax-related certificate**

Please mail the following four items:

1. Completed application with required information (Please refer to a sample on the right side. You can also use an application available at your new municipality of residence.)
2. A self-addressed stamped envelope
3. A photocopy 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.tochigi.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: When a representative applies on your behalf, your power of attorney will be required.

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 and name (sign or affix your name and seal) and date of birth
2. Your address in Utsunomiya as of Jan. 1 of the fiscal year for which certification is needed.
3. Intended use (e.g., Application for medical expense subsidies and so on)
4. Indicate the certificate type you are requesting (Taxation/Income/Tax Payment for the fiscal year _____). When you need the latest certification, fill in "sashin nendo" (the latest fiscal year).
5. Number of copies
6. Your daytime phone number