


# Moving Guide

This provides the main steps when moving. Documents needed might differ with various steps.  
For more detailed information, please check with our website or feel free to call the division in charge.

【本】Honchosha (main building) 【都】Tonan Chosha (Tonan branch) 【玉】Tamayama Jimusho (Tamayama branch)

Steps	Main Documents Needed	Division in charge
		City Hall Branch and Division
Moving into city/ moving within city/ moving out of city	Residency Card or Permanent Residency Certificate	Shimin Touroku Ka (Resident Registration Div.) ☎019-613-8309 【本】Honkan 1F, Shimin Touroku Ka (Resident Registration Div.) 【都】1F Shimin Gakari 【玉】1F Zeimu Jumin Ka Other branches in your local area
Changing address on your "My Number Card"	My Number Card	Kenko Hoken Ka Uketsuke Fuka Gakari ☎019-613-8437 Kouki Koureisha Iryo Gakari ☎019-613-8439 【本】Bekkan 1F, Kenko Hoken Ka 【都】1F, Zeimu Fukushi Gakari 【玉】1F, Kenkou Fukushi Ka Health Insurance info can be changed at Aoyama, Oota, Yabukawa, and Tsunagi Branches as well.
National Health Insurance/Latter Stage Elderly Health Insurance	*Personal Stamp	Iryo Josei Nenkin Ka, Nenkin Gakari ☎019-626-7529 Iryo Josei Gakari ☎019-626-7528 【本】Honkan 2F, Iryo Josei Nenkin Ka 【都】1F, Zeimu Fukushi Gakari 【玉】1F, Kenkou Fukushi Ka
National Pension	*Personal Stamp (if you own one), Pension Book. If you receive National Pension please provide Pension Certificate as well	Medical Expenses Subsidy *Personal Stamp, Health Insurance Card Eligibility Certificate of Long-term Care Insurance or Certificate of Long-term Care Insurance provided by each municipalities.
Medical Expenses Subsidy	*Personal Stamp, Health Insurance Card	Shougai Fukushi Ka, Jiruitsu Shien Gakari ☎019-613-8346 【本】Honkan 5F, Shougai Fukushi Ka 【都】1F, Zeimu Fukushi Gakari 【玉】1F, Kenkou Fukushi Ka
Long-term Care Insurance	Eligibility Certificate of Long-term Care Insurance or Certificate of Long-term Care Insurance provided by each municipalities.	Kodomo Shounen Ka, Shienn Gakari ☎019-613-8354 Iryo Josei Nenkin Ka, Iryo Josei Gakari ☎019-626-7528 Hokenjo 4F, Kodomo Seishounen Ka 【本】Honkan 2F, Iryo Josei Nenkin Ka 【都】1F, Zeimu Fukushi Gakari 【玉】1F, Kenko Fukushi Ka
Disability Handbook, Rehabilitation Handbook, Independence Support Treatment, and benefits	*Personal Stamp, Handbooks, documents to verify "my number"	Kosodate Anshin Ka, Nyu En Gakari ☎019-626-7511 Hokenjo 1F, Kosodate Anshin Ka 【都】1F, Zeimu Fukushi Ka 【玉】1F, Kenko Fukushi Ka
Child Allowance, Child Support Allowance	*Personal Stamp, Health Insurance Card of claimant	Kyouiku Iinkai Gakumu Kyo Shoku In Ka, Gakuji Josei Gakari ☎019-639-9044 【本】Honkan 5F, Kyouiku Iin Kai 【都】3F, Kyouiku Iin Kai Gakumu Shoku In Ka 【玉】1F, Gakumu Kyoushoku In Ka Tamayama
Childcare/Daycare	Employment Certificate or other documents to verify that the guardian is in need for a childcare during the day.	Jougesuidou Kyoku Okyakusama Center (Water and Sewage, Customer Center) ☎019-623-1411 Jougesuidou Kyoku Honchosha 1F Jougesuidou Kyoku Okyakusama Center (Water and Sewage, Customer Center) ※Can apply through phone or webpage 
Transferring Schools	*Personal Stamp (when applying for changing designated schools and applying for out-of-area schooling)	Seikatsu Eisei Ka, Seikatsu Eisei Tantou ☎019-603-8310 Hokenjo 6F, Seikatsu Eisei Ka 【玉】1F, Zeimu Jyumin Ka
Signing up/ Canceling Water and Sewage	Address, Name, Telephone Number, Faucet Number, or inquiry number.	Shimin Zei Ka, Shozei Gakari ☎019-613-8499 【本】Honkan 2F, Shimin Zei Ka 【都】1F, Zeimu Fukushi Ka 【玉】1F Zeimu Jyumin Ka
Changing pet dog registration information	Metallic registration tag for each dogs	For those who own or manage fixed assets *Personal Stamp and taxpapers for fixed property tax/city planning tax *Personal Stamp/Hanko if you have one.
Automated bicycles (motorcycles under 125 CC) and small-sized special motor vehicles	*Certificate for discarded car (issued under the previous postal address)	【本】Bekkan 6F, Shisan Zei Ka Gyomu Gakari ☎019-626-7530