

# Notification of moving-out / Procedure check sheet (Procedure at city hall)

With regard to the transfer procedure, please do it at the municipal office in the new address area within 14 days after living at the new address.

In case you don't give any notification without justifiable reason, you will be subjected to a higher fee.

In addition, please do procedures at each reception desk for those applicable in the following order.

Depending on circumstances, there may be procedures and necessary documents other than those indicated on this sheet, so please check with the reception desk.

**Please submit the moving-out notification at Reception Counter No.3 at Citizen's Division, complete the procedure if any of following items below apply.**

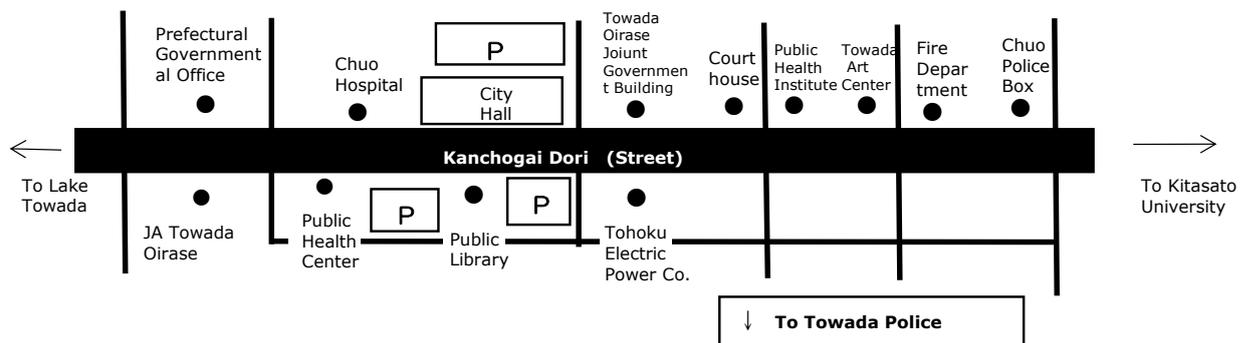
**※ When canceling the transfer according to circumstances, please bring a transfer certificate and submit a cancellation to the Reception Counter No.3 of Citizen Division.**

ck ck	Categories.	Procedures in Towada City	Things to bring	Division in charge	Reception counter
<b>Name stamp registration / Individual number card, others</b>	Person who has name stamp registration	Return of name stamp registration card (You can dispose on your own)	<ul style="list-style-type: none"> <li>• Name stamp registration card</li> <li>※Registration will be abolished on the (sucheduled) date of transfer.</li> </ul>	Community Service Division (Citizen Record Unit) ☎51-6755	No.3
	Person who has either individual number card or basic resident registration card.	None	<ul style="list-style-type: none"> <li>※Please bring new address card.</li> <li>Entering PIN (4 digits) will be required.</li> </ul>		No.2
	Person who lived in the mucipal housing.	Resident move notification of municipal housing	<ul style="list-style-type: none"> <li>• Copy of resident move notification</li> <li>※If you need more information, please contact us.</li> </ul>	Urban Improvement and Construction Division ☎51-6738	Old building 2F
<b>H e a l t h I n s u r a n c e</b>	Person who has national health insurance card	Procedure of losing qualification	<ul style="list-style-type: none"> <li>• Individual number card of the head of household and all those moving-out.</li> <li>• Insurance card for all those moving-out.</li> </ul>	National Health Insurance Division (National Health Insurance Diffusion Unit) ☎51-6750	No.11
	Procedure for those who move out of the city for school enrollment etc.		<ul style="list-style-type: none"> <li>• Identification document of the submitter.</li> <li>• Individual number card of all those moving-out.</li> <li>• Health insurance card of all those moving-out.</li> <li>• Certificate of student status (residence).</li> </ul>		
	Procedures of a person who move out of the city to enter a facility such as a special nurseing home for the elderly.		<ul style="list-style-type: none"> <li>• Identification documment of the submitter.</li> <li>• Individual number card of the out-migrant.</li> <li>• Health insurance card of the out-migrant.</li> <li>• Certificate of sutudent status (residence).</li> <li>• Residence certificate of new place will be needed later.</li> </ul>		

	check	Categories.	Procedures in Towada City	Things to bring	Division in charge	Reception counter
Health Insurance		Person who has late-stage elderly medical insurance card.	Procedure of proof of losing qualification (move out the prefecture) or qualification change (address change in same prefecture) .	<ul style="list-style-type: none"> <li>Individual number card of all those moving-out.</li> <li>Health insurance card of the out-migrant.</li> </ul>	National Health Insurance Division (Geriatrics and Gerontology Unit) ☎51-6752	No.11
		Person who move out to residential special facility outside the prefecture.	Procedure for change of qualification.	<ul style="list-style-type: none"> <li>Individual number card of all those moving-out.</li> <li>Health insurance card of all those moving-out.</li> </ul>		
Pension		Person who is subscribed or receiving national pension.	None	※Procedure is required at the transfer destination.	Community Service Division (National Pension Unit) ☎51-6753	No.2
		Person who will move to overseas.	Voluntary participation notification, etc.	<ul style="list-style-type: none"> <li>Identification document of the submitter</li> <li>Bankbook</li> <li>Seal for your bank account</li> <li>Individual Number Card or things to identify your Basic Pension Number</li> </ul> ※Please do the procedure before leaving Japan		
		Person who is subscribing to or receiving farmers' pensions.	Farmer pension address change notification	※Procedures may be unnecessary depending on the circumstances of the family.		
Advanced age		Person who is certified as requiring nursing care.	Issuing entitlement certificate.	<ul style="list-style-type: none"> <li>Move-out Certificate</li> </ul>	Elder Care Service Division ☎51-6721	No.10
Children		Person who receives child allowance	Receipt reason extinction notice		Child Raising Support Division (Child Nursing Unit) ☎51-6717	No.8
		Person with a child who goes to nursery school	Notification of leaving childcare facilities.	<ul style="list-style-type: none"> <li>None</li> </ul>		
		Person who receive child medical expenses service.	Notification of losing the receiving qualification.	<ul style="list-style-type: none"> <li>Receiving Qualification Certificate</li> </ul>	Child Raising Support Division (Child Care Allowance Unit) ☎51-6716	
		Those who correspond to a single parent family.	Notification of qualification annihilation of medical expenses subsidies for single parent family.	<ul style="list-style-type: none"> <li>Receiving Qualification Certificate</li> </ul>		
			Child support allowance address change notification.			
	Person who is receiving special child support allowance.	Recipient and child address change notification.				

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D i s a b i l i t y	Person who has disability certificate (physically or mentally).	None	※Procedure is required at the transfer destination.	Livelihood Welfare Division ☎51-6718	2F No.7
	Person who takes psychiatric rehabilitation.	None	※Procedure is required at the transfer destination.		
T a x	Person who has land or house.	Tax administrator application.		Tax Affairs Division (Land Unit) ☎51-6768	No.5
	Person who transfers to foreign countries	Application of tax agent		Reception of Municipal Tax in Tax Division	
	Person who has moped bike, farm machine.	Scrapped car declaration.	• License plate	Tax Affairs Division (Taxes Unit) ☎51-6765	
	When you have unpaid tax	Tax payment consultation		Reception of Municipal Tax in Tax Division	
O t h e r s	Person who use Sanbongi Cemetary.	Address change notice.	• Identification document of the submitter.	Community Development Support Division ☎51-6757	No.12

## The Map Around City Hall



**Towada City Hall** ☎034-8615 6-1, Nishi Juniban-cho, Towada-shi, Aomori-ken

Phone : 0176-23-5111 (main) HP : <https://www.city.towada.lg.jp>

Open hours : Monday ~ Friday 8:30~17:15 (Except for Japanese National holidays)

**※About Citizen Division's certificates issuing**

Available until 18:00 on Monday to Friday, we are issuing certificates such as family register, resident card or name stamp.