

Notification of Change of Address / Procedure Chck Sheet (Procedure in City Hall)

Don't forget to
come for the
procedure !!

Please process what is required at each reception counter.

Depending on the circumstances, there may be procedures other than the ones shown on this sheet and other necessary document(s), so please check at the reception desk.



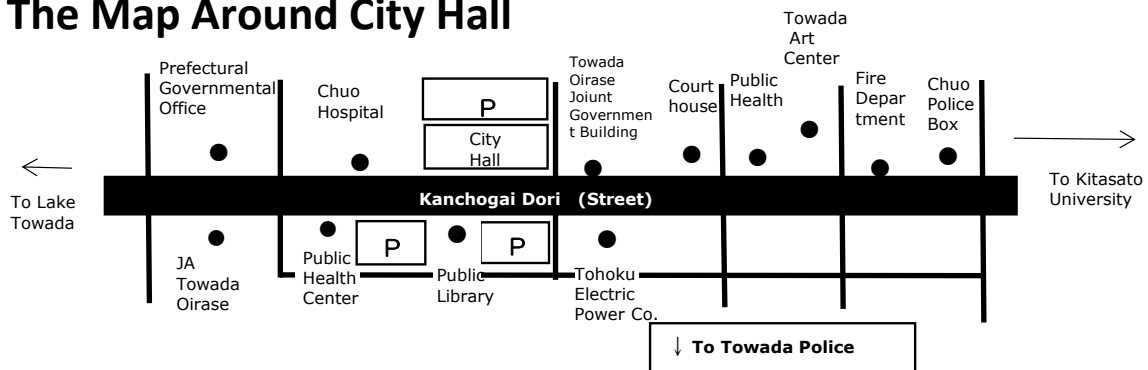
	Check	Categories	Procedures	Things necessary	Due date	Division in charge	Reception desk
Name stamp registration / Individual number card, others		People who have either Individual Card or basic resident register card.	Notification of changes on registration matters.	<ul style="list-style-type: none"> Individual card or Basic resident register card. Enter PIN (4 digits) 		community service division (citizen record unit) ☎51-6755	No.2
		Those who have digital certificates for signature on individual card.	Application for issuing digital certificate (if needed) It will expire with address change.	<ul style="list-style-type: none"> Individual card Enter PIN (6 ~ 16 digits) 			
		Persons who move to municipal housing. *Prior confirmation to Urban development & Building division is required.	Application of living together in municipal housing.	<ul style="list-style-type: none"> Copy of resident change notification, etc. *If you need more information, please contact us. 		urban improvement unit ☎51-6737	Old building 2F
I N h a s e t l a i o n t n c h a e l		Persons who have national health insurance card or late-stage elderly medical insurance card.	Address change notification	<ul style="list-style-type: none"> Identification document of the submitter. IDs for all of the transferants Name stamp (late-stage elderly healthcare) ※A letter of attorney (the one who has national health insurance) is required for applications other 	Within 14 days from the date of transfer.	national health insurance division (national health insurance diffusion unit) ☎52-6750 (geriatrics and gerontology unit) ☎52-6752	No.11
p e n s i o n		Those who receive national pension.	Address change notification	<ul style="list-style-type: none"> Identification document of the submitter. Individual number or something that shows your basic pension 	Within 10 days from notification date.	community service division (national pension unit) ☎51-6753	No.2
		Those who are applying for exemption, who have changed head of household.	National pension insurance premium exemption applications	<ul style="list-style-type: none"> Identification document of the submitter. Individual number or something that shows your basic pension number. 			
		Those subscribing and receiving farmer's pensions.	Farmer pension address change notification.	※Procedures may be unnecessary depending on the circumstances of the family.		Agriculture committee 51-6740	Old building 4F
C h i l d		Those who receive child allowance.	Address change notice.			child raising support division (child nursing unit) ☎51-6717	No.8
		Those who have children going to nursery school	Change of grant approval				
		Those who is applicable to a single parent family.	Notification of change of recipient qualification for single parent family medical expenses.	<ul style="list-style-type: none"> Certificate of recipient qualification Health insurance of parent and child 		child raising support division (child care allowance unit) ☎51-6716	
			Address change notification for child support allowance	<ul style="list-style-type: none"> Certificate of child support allowance 			
	Those who are receiving special child support allowance	Notification of recipient and child's address change	<ul style="list-style-type: none"> Certificate of special child support allowance Name stamp 				

(Please turn over)

	Check	Categories	Procedures	Things necessary	Due date	Division in charge	Reception desk
Child		A family with children whose elementary or junior school district changes	Transfer procedure	*If you need more information, please contact us.		Towada Board of Education (general affairs division) ☎58-0181	old building 3F
			※ Those who do not wish to transfer → Application for change of school designation.	※It depends on requirements. Please contact us.			
Disability		Person who has disability certificate. (Physically or mentally)	Notification fo certificate content change.	• Disability certificate		livelihood welfare division ☎51-6718	2F No.6 No.7
		A person who is receiving medical expenses for services and support for persons with disabilities.	Address change notice.	• Certification of recipient qualification			
Age		Over 65 years old. (A person who has Long-Term Care Insurance card)	The changed Long-Term Care Insurance card will be mailed to your home later.			elder care service division ☎51-6726	No.10
Others		A person who has dog(s).	Notification of changes on registration matters.	• None		community development support division ☎51-6757	No.12
		A person who uses Sanbongi Cemetary.	Address change notice.	• Identification document of the submitter.			
		About the neighborhood association.	We will inform you the contact information of president of the neighborhood association.				

Memo

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 : <http://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.