

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.

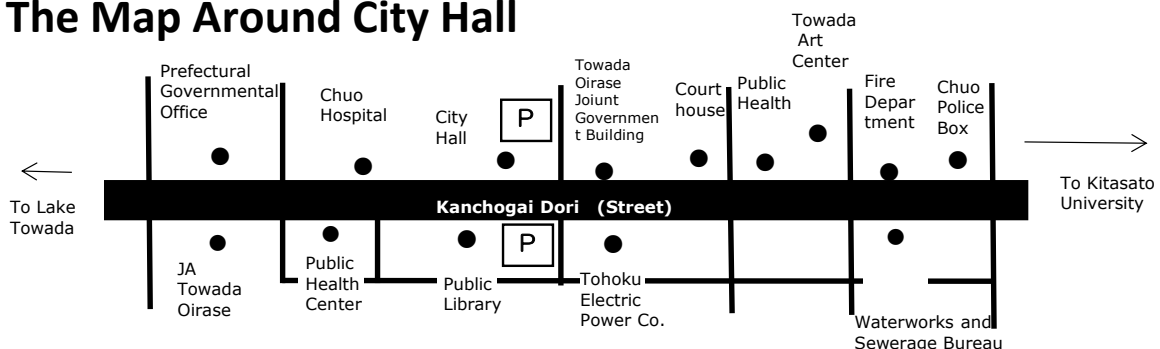
Depending on the circumstances, there may be procedures other than the ones shown on this sheet and other necessary document(s), so please check at the reception desk.



	Check	Categories	Procedures	Things necessary	Due date	Division in charge	Reception desk
A d d r e s s		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	Main building 1F
		person who has notification card	Procedure for content change	<ul style="list-style-type: none"> Notification card 			
		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.	Move notification	<ul style="list-style-type: none"> Name stamp 	within one week from notification	urban improvement unit ☎51-6737	new building 3F
I n s u r a n c e		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 is required for applications other than household members. 	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	Main building 1F
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. Pension certificate Name stamp 	Within 10 days from notification date.	community service division (national pension unit) ☎51-6753	Main building 1F
		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. Pension certificate Name stamp 			
		Those subscribing and receiving farmer's pensions.	Farmer pension address change notification.	<ul style="list-style-type: none"> Name stamp ※Procedures may be unnecessary depending on the circumstances of the family. 		Agriculture committee 51-6740	new building 4F

Check	Categories	Procedures	Things necessary	Due date	Division in charge	Reception desk
C h i l d	Those who receive child allowance.	Address change notice.	• Name stamp		child raising support division (child nursing unit) ☎51-6717	new building 1F
	Those who have children going to nursery school	Change of grant approval	• Changes to the matters notified • Name stamp			
	Those who is applicable to a single parent family.	Notification of change of recipient qualification for single parent family medical expenses.	• Certificate of recipient qualification • Name stamp • Health insurance of parent and child		child raising support division (child care allowance unit) ☎51-6716	
		Address change notification for child support allowance	• Certificate of child support allowance • Name stamp			
	Those who are receiving special child support allowance	Notification of recipient and child's address change	• Certificate of special child support allowance • Name stamp			
	A family with children whose elementary or junior school district changes	Transfer procedure	• Admission contact form		Go to designated school	
※ Those who do not wish to transfer → Application for change of school designation.		※It depends on requirements. Please contact us.		towadako branch (general affairs division) ☎72-2305		
D i s a b i l i t y	Person who has disability certificate. (Physically or mentally)	Notification for certificate content change.	• Disability certificate • Name stamp		livelihood welfare division ☎51-6718	new building 1F
	A person who is receiving medical expenses for services and support for persons with disabilities.	Address change notice.	• Certification of recipient qualification • Name stamp			
a n a g e d	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	new building 1F
O t h e r s	A person who has dog(s).	Notification of changes on registration matters.	• None		community development support division ☎51-6757	Main building 1F
	A person who uses Sanbongi Cemetery.	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.				

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.