

Notification of Moving-in / Procedure Check Sheet (Procedure in City Office)

Welcome to
Towada City !



Please process what is required at each reception counter.

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

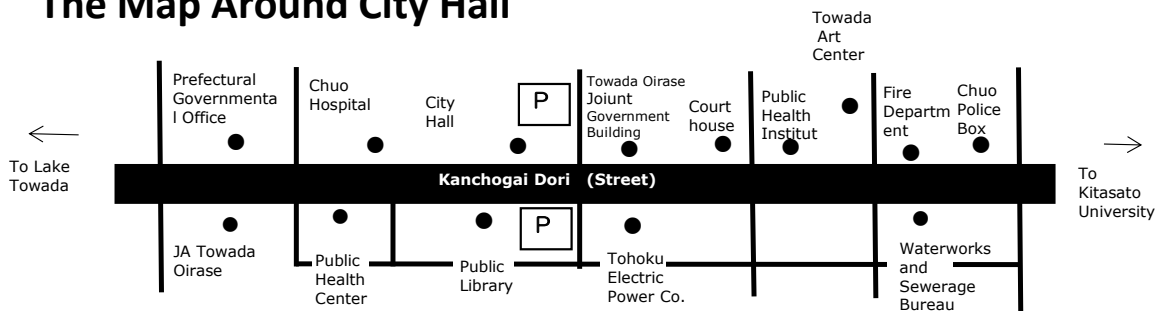
check	Category	Procedure	Things you need	Due date	Division in charge	Reception desk
A d d r e s s	Person who needs name stamp certificate.	New name stamp registration	<ul style="list-style-type: none"> Name stamp Identification document of the registrant (with photo ID). 		community service division (citizen record unit) ☎51-6755	Main building 1F
	Those who have either Individual card or Basic resident register card	Continuous use of the card	<ul style="list-style-type: none"> Individual card or Basic resident register card Enter your PIN code (4 digit number) 	Within 90 days from notification		
	Person who has a notification card	Procedure for content change	<ul style="list-style-type: none"> Notification card 			
	Person who have applied for Individual card at the previous address and have not received it yet.	Re-application (if you need)	※The application at the previous address will be canceled by moving out. Please contact us if you need it.			
	Person who installed digital certificate for signature on Individual card.	Application for electronic certificate issue (if necessary) ※It automatically revokes due to address change.	<ul style="list-style-type: none"> Individual card Enter PIN cord (6-16 digit of alphanumeric) 			
	Person who will live in municipal housing.	Notification of moving	<ul style="list-style-type: none"> Name stamp. 		Urban improvement and construction division ☎51-6738	new building 3F
I n s u r a n c e	Person who had joined National Health Insurance at the previous address.	National Health Insurance enrollment procedure	<ul style="list-style-type: none"> Identification document of the submitter Individual card of head of household and all of the transferers 		national health insurance division (national health insurance diffusion unit) ☎51-6750	Main building 1F
	Person who has maternal and child health notebook.	Application for pregnant women's 10 percent benefit certificate.	<ul style="list-style-type: none"> Maternal and Child Health Handbook 			
	Person who had joined the late-stage elderly medical care system at the previous address.	Procedure for acquisition of qualification (transfer to another prefecture) or change of qualification (transfer in this prefecture)	<ul style="list-style-type: none"> Identification document of the submitter Individual card of transferee Name stamp Copayment category certificate, etc. (Move-in from other prefecture) 	Within 14 days from transfer.	national health insurance division (Geriatrics and gerontology unit) ☎51-6752	
	Person who transferred from outside of this prefecture to Domicile Exception.	Confirmation of qualification	You may continue to become the member of the late-stage elderly medical care system of the previous address.			
C h i l d	Pregnant women.	Delivery of pregnant woman health checkup examination form.			Public Health Center ☎51-6792	see the back peripheral map
	Persons who have children in pre-school.	Confirmation of infant health check-up.	<ul style="list-style-type: none"> Maternal and Child Health Handbook 			
		Vaccination prescription issuing				
	The one who receives child allowance	Certification request etc.	<ul style="list-style-type: none"> Health insurance of the recipient Bank passbook of the recipient Residence certificate of the child (in case separating from child) Individual Card Name stamp 	Within 15 days from the day following the scheduled transfer date	child raising support division (child nursing unit) ☎51-6717	New building 1F

(Please turn over)

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c h i l d		Person wishing to enter nursery school	Application for childcare use	<ul style="list-style-type: none"> • Certificate of employment etc. • Individual card • Name stamp • Income tax certificate of all family members. 		child raising support division (child nursing unit) ☎51-6717	New building 1F
		Person who receives child medical expenses service	Apply for certification of recipient qualification	<ul style="list-style-type: none"> • Health insurance of the child • Name stamp • Income tax certificate of all household members. 		child raising support division (child care allowance unit) ☎51-6716	
		Person who correspond to a single parent family, etc.	Apply for qualification for receiving single parent family medical expenses support certificate.	<ul style="list-style-type: none"> • Parent and child health insurance card • Bank passbook • Name stamp • Family register certificate • Income tax certificate 			
			Child support allowance address change notification	<ul style="list-style-type: none"> • Child support allowance certificate • Name stamp 			
			Apply for child support allowance certification	※Please contact us for more information			
		Person who apply for nursing care benefits	Apply for benefits, etc.	<ul style="list-style-type: none"> • Insurance card of person who supports child • Foster care and medical opinion • Individual card • Private seal 			
		Those receiving special child support allowance	Recipient and child address change notification	<ul style="list-style-type: none"> • Residence card of all the household members. • Special child support allowance certificate 			
	Person who have elementary and junior high school children	School transfer procedure	<ul style="list-style-type: none"> • Enrollment contact sheet 		Go to designated school		
A d v a n c e d a g e		Those who have received nursing care certification at the previous address.	Apply for nursing care requirement	<ul style="list-style-type: none"> • Name stamp 		elder care service division ☎51-6721	new building 1F
P e n s i o n		Person who receives pension	Address change notification	<ul style="list-style-type: none"> • Identification document of the submitter • Annuity certificate • Name stamp 		community service division (national pension unit) ☎51-6753	Main building 1F
		Person who transferred from overseas	Joining the National Pension (Between 20 and 60 years old)	<ul style="list-style-type: none"> • Identification document of the submitter • Pension book • Passport • Private seal 			
		Person who has retired from the company with an employee's pension subscriber.	Notification of national pension qualification acquisition	<ul style="list-style-type: none"> • Identification document of the submitter • Certificate of losing qualification • Pension book • Name stamp 	Within 14 days from notification date		
			National pension insurance premium exemption application	<ul style="list-style-type: none"> • Identification document of the submitter • Pension book • Civorce certificate • Name stamp 			
	Person who is subscribing to or receiving farmer's pension	Farmer pension address change notification	<ul style="list-style-type: none"> • Name stamp ※Procedures may be unnecessary depending on family situation.		Agriculture committee ☎51-6740	New building 4F	

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D i s a b i l i t y		Person who has disability certificate. (Physically or mentally disabled)	Notification of certificate content change.	<ul style="list-style-type: none"> Disability certificate Private seal 		livelihood welfare division ☎51-6718	new building 1F
		Person who is receiving medical expenses for services and support for persons with disabilities.	Address change notification	<ul style="list-style-type: none"> Health insurance card Name stamp Things that can confirm the previous address Certificate of beneficiary at the previous address Specific Disease Medical Treatment Receipt Certificate (Only for dialysis) 			
O t h e r s		Person who has a dog	Notification of changes on registration matters.	<ul style="list-style-type: none"> Dog license at the previous address 		community development support division ☎51-6726	Main building 1F
		About the neighborhood association.	We will inform you the contact information of president of the neighborhood association.				
		About garbage collection	We will give you "The trash pick up schedule" paper.				

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.