

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

While residing in Towada City, thank you so much for your understanding and cooperation with municipal administration.

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 be 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.

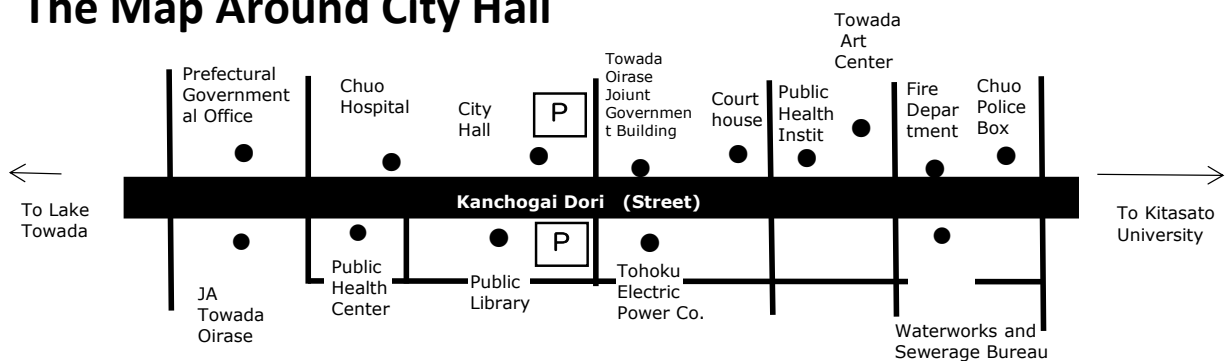
※ When canceling the transfer according to circumstances, please bring a transfer certificate and submit a cancellation to the Citizen Section.

cke ck	Categories.	Procedures in Towada City	Things necessary	Division in charge	Receptio n desk
A d d r e s s	Person who has name stamp registration	Return of Name Stamp Registration Card (You can dispose on your own)	<ul style="list-style-type: none"> • Name Stamp Registration card ※Registration will be abolished on the (suggested) date of transfer. 	community service division (citizen record unit) ☎51-6755	Main building 1F
	Person who has either Individual card or Basic resident register card.	None	<ul style="list-style-type: none"> ※Please bring new address card. Enter PIN (4 digits) 		
	Person who has notification card	None	<ul style="list-style-type: none"> ※Please bring new address card. There is procedure for change of written matter. 		
	Person who lieave the mucipal housing.	Resident move notification	<ul style="list-style-type: none"> • Copy of resident move notification ※Please do the procedure by the 5th day before the house handing over. 	urban improvement and construction division ☎51-6738	new building 3F
I n s u r a n c e	Person who has National Health Insurance Card	Procedure of losing qualification	<ul style="list-style-type: none"> • Identification document of the submitter • Individual Card of the head of household and all those moving-out. • Insurance card for all those moving-out. 	national health insurance division (national health insurance diffusion unit) ☎51-6750	Main building 1F
		Procedure for those who move out of the city for school enrollment etc.	<ul style="list-style-type: none"> • Identification document of the submitter. • Individual Card of all those moving-out. • Health Insurance Card of all those moving-out. • Certificate of student status (residence). • Name stamp of head of household. 		
		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"> • Identification document of the submitter. • Individual Card of the out-migrant. • Health Insurance Card of the out-migrant. • Certificate of sutudent status (residence). • Name stamp of head of household and submitter. 		

	check	Categories.	Procedures in Towada City	Things necessary	Division in charge	Reception desk
Insurance		Person who has Late-stage Elderly Medical Insurance Card.	Procedure of proof of lost qualification (move out the prefecture) or qualification change (address change in same prefecture) .	<ul style="list-style-type: none"> • Identification document of the submitter. • Individual Card of all those moving-out. • Health Insurance Card of the out-migrant. • Name stamp. 	national health insurance division (geriatrics and gerontology unit) ☎51-6752	Main building 1F
		Person who move out to residential special facility outside the prefecture.	Procedure for change of qualification.	<ul style="list-style-type: none"> • Identification document of the submitter. • Individual Card of all those moving-out. • Health Insurance Card of all those moving-out. • Name stamp. 	national health insurance division (geriatrics and gerontology unit) ☎51-6752	
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	Main building 1F
		Person who will move to overseas.	Voluntary participation notification, etc.	<ul style="list-style-type: none"> • Identification document of the submitter • Pension book • bankbook • Seal for bank account ※Please do the procedure before leaving Japan		
		Person who is subscribing to or receiving farmers' pensions.	Farmer pension address change notification	<ul style="list-style-type: none"> • Private seal ※Procedures may be unnecessary depending on the circumstances of the family.	Agriculture committee ☎51-6740	new building 4F
Advanced age		Person who is certified as requiring nursing care.	Issuing entitlement certificate.	• Move-out Certificate	elder care service division ☎51-6721	new building 1F
		Person who will move to Resident of Domicile Exception Facility.	Qualification Certificate issuing	• Move-out Certificate		
Children		Person who receives child allowance	Receipt reason extinction notice	• Name stamp	child raising support division (child nursing unit) ☎51-6717	new building 1F
		Person with a child who goes to nursery school	Notification of leaving childcare facilities.	• None		
		Person who receive child medical expenses service.	Notification of losing the receiving qualification.	• Receiving Qualification Certificate		
		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"> • Receiving Qualification Certificate • Name stamp 	child raising support division (child care allowance unit) ☎51-6716	
			Child support allowance address change notification.	• Name stamp		
	Person who is receiving special child support allowance.	Recipient and child address change notification.	• Name stamp			

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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	new building 1F
	Person who takes psychiatric rehabilitation.	None	※Procedure is required at the transfer destination.		
O t h e r s	Person who use Sanbongi Cemetary.	Address change notice.	<ul style="list-style-type: none"> • Name stamp • Identification document of the submitter. 	community development support division ☎51-6757	Main building 1F
	Person who has land or house.	Tax administrator application.	<ul style="list-style-type: none"> • Name stamp 	tax affairs division (land unit) ☎51-6768	Main building 1F
	Person who has moped bike, farm machine.	Scrapped car declaration.	<ul style="list-style-type: none"> • License plate • Name stamp 	tax affairs division (taxes unit) ☎51-6765	

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.