

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

Welcome to
Towada City !



Please complete the procedure about the following applicable items 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.

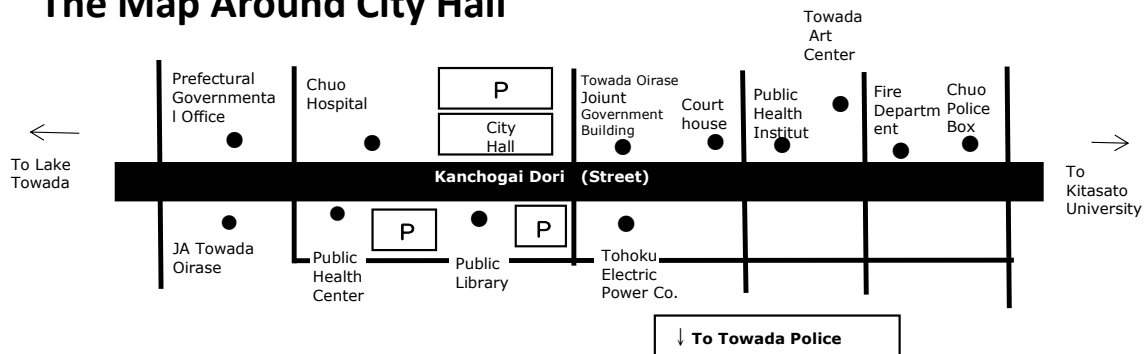
check	Category	Procedure	Things you need	Due date	Division in charge	Reception desk
Name div dam ot her s re g is t er a t ion ' /	Person who needs name stamp certificate.	New name stamp registration	<ul style="list-style-type: none"> Name stamp Identification document of the registrant (with photo ID). 		Community Service Division (Citizen Record Unit) ☎51-6755	No.3
	Those who have either Individual number card or Basic resident register card	Continuous use of the card	<ul style="list-style-type: none"> Individual number card or Basic resident register card Enter your PIN code (4 digit number) 	Within 90 days from notification		No.2
	Person who have applied for Individual number card at the previous address and have not received it yet.	Re-application (if you need)	<ul style="list-style-type: none"> ※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 number card.	Application for electronic certificate issue (if necessary) ※It automatically revokes due to address change.	<ul style="list-style-type: none"> Individual number card Enter PIN cord (6-16 digit of alphanumeric) 		Urban Improvement and Construction Division ☎51-6738	Old Building 2F
	Person who will live in municipal housing. *Prior confirmation to Urban development & Building division is	<ul style="list-style-type: none"> 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. 			
National Health Insurance	Person who had joined National Health Insurance at the previous address, or person who has no insurance at all.	National Health Insurance enrollment procedure	<ul style="list-style-type: none"> Identification document of the submitter Individual number card of head of household and all of the transferers. Certificate of losing a qualification for health insurance. (No health insurance at all) ※Power of attorney will be required when a person from other household applies. (Health insurance will be send by mail) 	Within 14 days from transfer.	national health insurance division (national health insurance diffusion unit) ☎51-6750	No.11
	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"> Individual number card of transferee Name stamp Copeyment category certificate, etc.(Move-in from other prefecture) 		national health insurance division (Geriatrics and gerontology unit) ☎51-6752	
	Person who tranfered 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.			
Ch	Pregnant women.	Delivery of pregnant woman health checkup examination form.	<ul style="list-style-type: none"> Maternal and Child Health Handbook 		Public Health Center ☎51-6797	See the back peripheral map
	Person who has a child in preschool age.	Confirmation of infant health check-up.			Public Health Center ☎51-6792	
	Person who has a child under 13.	Vaccination prescription issuing				

(Please turn over)

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I d c h i l d		The one who receives child allowance	Certification request etc.	<ul style="list-style-type: none"> • Health insurance of the recipient • Bankbook of the recipient • Individual number card 	Within 15 days from the day following the scheduled moving-in date	child raising support division (child nursing unit) ☎51-6717	No.8
		Person who wants his/her child to enroll a childcare facility.	Application for childcare use	<ul style="list-style-type: none"> • Certificate of employment etc. • Individual number card 		child raising support division (child nursing unit) ☎51-6717	No.8
		Person who receives child medical expenses service.	Apply for certification of recipient qualification	<ul style="list-style-type: none"> • Health insurance of the child • Individual number card • Bankbook of your bank account 		child raising support division (child care allowance unit) ☎51-6716	
		Person who is relevant to a single parent family.	Apply for qualification for receiving single parent family medical expenses support certificate.	<ul style="list-style-type: none"> • Health insurance card of the parents and the child • Bankbook of your bank account • Family register certificate • Individual number card 			
			Child support allowance address change notification	• Child support allowance certificate			
		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 number card • Residence card of all the household members. • Special child support allowance certificate 			
		Those receiving special child support allowance	Recipient and child address change notification				
	Person who have elementary and junior high school children	School transfer procedure	※If you need more information, please contact us.		General affair division in Board of Education 58-0182	Old Building 3F	
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 • Qualification of receiving certificate 	Within 14 days from moving-in.	elder care service division ☎51-6721	No.10
P e n s i o n		Person who is receiving pension	Address change notification	<ul style="list-style-type: none"> • Identification document of the submitter • Individual number card or things to identify your basic pension number. 		community service division (national pension unit) ☎51-6753	No.2
		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 • Individual number card or things to identify your basic pension number. • Passport 			
		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 or document of unemployment. • Individual number card or things to identify your basic pension number. 	Within 14 days from notification date		

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		National pension insurance premium exemption application	<ul style="list-style-type: none"> • Identification document of the submitter • Certificate of unemployment. • Individual number card or things to identify your basic pension number. 			
	Person who is subscribing to or receiving farmer's pension	Farmer pension address change notification	※Procedures may be unnecessary depending on family situation.		Agriculture committee ☎51-6740	Old building 4F
D i s a b i l i t y	Person who has disability certificate. (Physically or mentally disabled)	Notification of certificate content change.	• Disability certificate		livelihood welfare division ☎51-6718	2F No.6 No.7
	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 • 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.	• Dog license at the previous address		community development support division ☎51-6726	No.12
	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.