

## 住民異動届（郵送による転出届）

## Change of Residence form (move out notification by mail)

市区町村長 様 Dear Mayor,

届出日 Date	Heisei 平成	Year 年	Month 月	Day 日		
届出人 Person submitting	seal	Tel	—	—		
今までの住所 Former address	(name of apartment, room number etc.)					
今までの世帯主 Former head of household						
新しい住所に住み始めた日 Date of start living in the new address	Heisei 平成	Year 年	Month 月	Day 日		
新しい住所 New address (転出証明書送付先) (move out notification will be sent to this address)	〒 — (name of apartment, room number etc.)					
新しい世帯主 New head of household						
本籍又は国籍 Address in KOSEKI or nationality						
筆頭者 The first person in KOSEKI						
	氏 family name	名 given name	生年月日 Date of birth	性 sex	続柄 relationship	
katakana			Year 年	Month 月	Day 日	M・F
1			Year 年	Month 月	Day 日	M・F
katakana			Year 年	Month 月	Day 日	M・F
2			Year 年	Month 月	Day 日	M・F
katakana			Year 年	Month 月	Day 日	M・F
3			Year 年	Month 月	Day 日	M・F
katakana			Year 年	Month 月	Day 日	M・F
4			Year 年	Month 月	Day 日	M・F
katakana			Year 年	Month 月	Day 日	M・F
5			Year 年	Month 月	Day 日	M・F

※Please write all people who have changes.

Notice

※Please enclose a self-addressed stamped envelope.

※Please attach a copy of identification (residence card etc.) of person submitting.

※Move out certificate can be issued for free.

※For other necessary procedures regarding move out (changes in national health insurance etc.), please inquire at each section in charge at the city hall.

## How to report move out notification by mail

If your address has been changed, you need to report the change of residence within 14 days after the day your address has been changed.

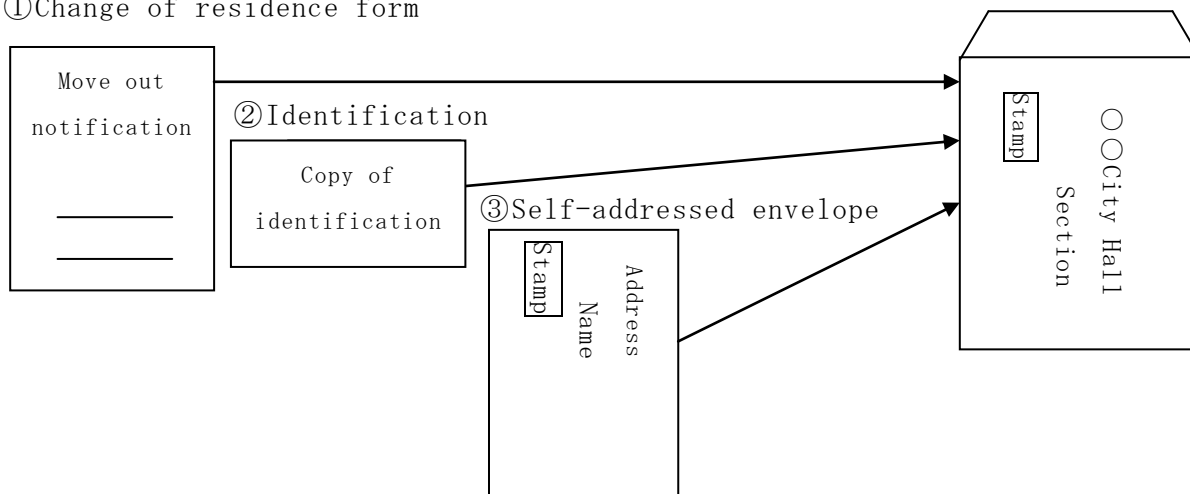
If you would like to report move in notification from another city, you first need to report move out notification at the city hall of your former address and receive move out certificate.

If the city hall of your former address is too far from your current address, you can report move out notification by mail.

In order to report move out notification by mail, you need to send the following documents to the city hall of your former address. Please inquire at the former city hall for more detail.

- ① *Change of residence form*: Fill in the change of residence form (move out notification by mail). Phone number must be the one you can answer during the day.
- ② *Identification*: Please attach a copy of your identification, such as driver's license, residence card, special permanent resident certificate, passport, health insurance card etc.
- ③ *Self-addressed envelope*: Make sure to write your address and name on the envelope. Please do not forget to put a stamp. If you need the certificate quickly, you can put stamps for express and write it on the envelope.

### ① Change of residence form



You will receive move out certificate about in a week if the documents you sent have nothing wrong.

Please report your change of address to the post office so that the mail can be delivered to your new address.

(Inquire at the nearest post office for detail.)

As you have received move out certificate, please report move in notification at the city hall of your new address with identification such as driver's license. (You cannot report move in notification by mail.)

Please inquire at the city hall of your new address about necessary documents etc. for move in notification.