

## Change in Address & Resident Record ( juminhyo )

For Foreign Residents When Moving

Notifying person: the person changing address or the head of household

Letter of proxy is required to notify by others.

|                                   | Notification Period   | Necessary Documents  |
|-----------------------------------|---|--|
| Moving in from outside of Kutchan | Within 14 days of moving to new residence                                     | Resident card,<br>Moving-out certificate issued by municipality office of previous residence |
| Moving within Kutchan             | Within 14 days of moving to new residence                                     | Resident card  |
| Moving out to outside of Kutchan  | Within 14 days before moving out<br>Moving out should be notified in advance. | Resident card  |

\*Please bring resident cards of all those whose address has changed.

\*When you submit a notification of moving out, a moving out certificate will be issued free of charge.

Please take the moving out certificate and notify your new address to new municipality office within 14 days after moving in.

\*When moving overseas, even if you have a re-entry permit, you are required to notify your address change.

### ■ Moving Out Notification by Postal Mail

When you change your address from one city to another, you must obtain a Moving-out certificate from the municipality office of the current residence before you move to new city. If you had not notified your moving out and have already moved to new city, you can request a Moving-out certificate to the previous municipality office by postal mail.

Fee: Free

Necessary Documents:

・ Moving out notification \*The form is available in the nearest municipality office.

Please write down your phone number for us to reach you in daytime. If your documents are inadequate, we might contact you by phone.

・ A Photocopy of resident card or Japanese driver's license

・ A self-addressed stamped envelope for return (Please affix a JPY84 stamp. If you are in a hurry, please put the extra stamps for express mail.)

\*If you move out of Japan, an envelope for return is not required.

If the last address were in Kutchan Town, send the documents to the following address.

Mailing Address:

Residential Affairs Section, Kutchan Town Office

North1 East3 Kutchan, Hokkaido

044-0001

Please make sure to report Address Change Notification to the post office as well so that your mail is delivered properly.

As soon as you receive the Moving-out Certificate, submit it to your local municipality office to report your address change.

\*Please note that moving-in notification cannot be accepted by mail.

## 住所変更と住民票

○外国人住民の方の引越しの手続き

届出人：異動する本人もしくは世帯主

|                   | 届出期間                                | 必要な書類                      |
|-------------------|-------------------------------------|----------------------------|
| 転入<br>町外から引越してきた方 | 転入日から 14 日以内                        | 在留カード、転出証明書<br>(前住地の役所が発行) |
| 転居<br>町内で引越した方    | 転居日から 14 日以内                        | 在留カード                      |
| 転出<br>町外へ引越しする方   | 転出予定日の 14 日前から<br>※転出届は転出前に行ってください。 | 在留カード                      |

上記以外の方が届出する場合は、委任状が必要です。

※住所が変わった方全員分の在留カードをご持参ください。

※転出届を提出すると転出証明書が発行されます。そちらを持って新しく住む市区町村へ引越し終了後 14 日以内に届出を行ってください。

※海外への引っ越しの際も届出が必要です。

### ■郵送による転出届

同一市町村以外への引っ越しには必ず前住所地で事前に転出の届け出をし、転出証明書の交付を受ける必要があります。新住所地にすでに引っ越してしまっている場合、郵送にて転出証明書を請求することができます。

手数料：無料

### 【必要書類】

・ 転出届（新住所の役所にて備え付けている用紙で構いません。日中ご連絡のつく電話番号を忘れずに記入してください。不備などがある場合は連絡する場合があります。）

・ 在留カードや運転免許証等の写し

・ 返信封筒（新住所と名前を記入）と切手（84 円）※急ぎの場合は、速達料金を貼ってください。

※海外への引っ越しの場合は、転出証明書は発行されませんので返信封筒は不要です。

前住所地が倶知安町の場合

送付先：

044-0001 北海道虻田郡倶知安町北 1 条東 3 丁目 倶知安町役場 住民係宛

書類が届くよう、郵便局での転居届も行ってください。

転出証明書が手元に届き次第、新住所地の市区町村役場で転入手続きを行ってください。

※郵送による転入届はできません。

## Change in Address & Resident Record ( juminhyo )

Change in The Head of Household or Relationship to The Head of Household  
A document indicating the relationship to the head of household is required. (e.g. certificate of marriage, birth certificate etc...) If the document is in any language other than Japanese, please attach Japanese translation to the original documents.

### Resident Record (juminhyou)

A certificate indicating your name, date of birth, sex, domicile, a name of the householder and your relationship to the householder, nationality, period of stay etc. is available to be issued.

### Eligible Registrants

Special permanent residents (tokubetsu eijyūsha)

Mid to long term residents (persons eligible for a resident card)

Persons born in Japan to foreign parents or who have renounced Japanese nationality

Persons granted special permission for temporary refuge or temporary stay

Requester : a person him/herself or any member of the person's household

A Letter of proxy is required if a requester is other than those above.

| Fee  | Processing Time   | Necessary Documents   |
|------|---|---|
| ¥300 | On the same day (when initially registering or changing address, it will not be ready until the next business day.) | ID of a requester (e.g.resident card, driver's license, passport,etc) |

## The Social Security and Tax Number System (My Number)

Each resident is notified of his or her own 12-digit Individual Number (also known as "My Number") beginning in October 2015.

Your Individual Number is used for administrative procedures related to social security, taxation, and disaster response.

After the registration of your resident address in Japan, your municipality sends a notification card showing your individual number to the address appearing in your resident record. This notification card is sent to those who have registered their residencies in Japan for the first time. As "My Number" is required for overseas remittance, please keep this notification card safe with your resident card, special permanent resident certificate etc.

A notification card is send by simple registered mail to an individual. Therefore, a notification card returns to the town office if you have not registered your address at the post office. Please register your address at the post office as well as at the town office. You can pick up a returned notification card at Residential Affairs Section (Window #1) in the town office if you bring your resident card.

## 住所変更と住民票

### ○世帯主や続柄の変更手続き

世帯主との続柄を示す文書（原本が外国語であるときは日本語の訳文を添付）が必要な場合があります。

### ○住民票

氏名、生年月日、性別、住所、世帯主氏名、続柄、国籍、在留期間などを記載した証明が発行できます。

### 【住民票の対象者】

特別永住者、中長期在留者、一時庇護許可者または仮滞在許可者、出生による経過滞在者または国籍喪失による経過滞在者

請求者：本人および同一世帯の方

上記以外の方が請求する場合は委任状が必要です。

| 発行手数料 | 発行までの期間               | 必要な書類                 |
|-------|-----------------------|-----------------------|
| 300 円 | 即日（住所変更手続きをした場合は翌日発行） | 在留カード、パスポート、運転免許証など1点 |

## マイナンバー制度

2015年10月より、住民票を有する住民一人ひとりに12桁の「個人番号（マイナンバー）」が付けられます。このマイナンバーは、社会保障、税、災害対策の分野で活用することにより、スムーズな申告・申請などが可能となります。

転入手続後に、住民票のある住所にマイナンバーをお知らせする「通知カード」が届きます。この通知カードは初めて日本に住民登録をした方に送られます。マイナンバーは、海外送金する際には必ず必要になるため、在留カード、特別永住者証明書などと共に大切に保管してください。

なお、通知カードは本人宛に簡易書留で送られてくるため、郵便局への住所登録を済ませていない場合は、役場に返送されてしまいます。転入手続後には、速やかに郵便局で住所登録を行ってください。役場に返送されてきた通知カードは、在留カードを持参の上、役場住民係（窓口①）までお越しいただければお渡しします。