

01 Moving out Notification

If you move, you must submit a notification at the Town Office.

■ Moving Procedures Required at the Town Office

	Notification Period	Required Documents
Ten-kyo (転居) -If you moved within the town	Within 14 days from the moving date	Residence card and “My Number” card (identification card in Japan). ※If you have a “My Number” card
Ten-shutsu (転出) -If you are moving outside the town	From 14 days before your planned moving date	Residence card or My Number card

✓ Moving to another city in Japan

You must submit a Moving-in Notification (Ten-nyu Todoke) at your new address within 14 days of moving. If you forget to submit this notification, you will not be able to register your new address in Japan. When you complete the Moving-in procedure at your new city or town office, you will need the Moving-out Certificate (Ten-shutsu Sho-meisho) issued by Kutchan Town Office.

✓ Moving inside Kutchan

Submit a Change of Address Notification (Ten-kyo Todoke).

✓ Leaving Japan

If you do not submit it, your health insurance and pension may continue, and you may still be charged.



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■ Others

How to Submit a Moving-Out Notice by Mail to the Town Office

If you already moved to your new address, you can ask the town office to send you a Moving-Out Certificate by mail.

■ What You Need

- Moving-Out Notification Form
(You can use the form from your new city/town office.)
- A copy of your Residence Card, driver's license, or other ID
- A return envelope
(Write your new address and your name on it.)
- Postage stamp (110 yen)

■ Mailing Address

〒044-0001
Residential Affairs Section
Kutchan Town Office
1-jo Higashi 3-chome, Kita,Kutchan-cho, Abuta-gun
Hokkaido, Japan

Change of Address Notification to the Post Office

If you submit a Change of Address Notification to the post office, your mail can be forwarded to your new address in Japan for one year.

■ How to Apply

- Go to a post office counter
- Put the form in a mailbox (* You must attach a copy of your ID for identity verification.)
- Use e-Tenkyo (Website or Japan Post app)

■ Important Notes

- The forwarding period is one year from the date you submit the notification.
(*It does NOT start from the requested forwarding date written on the form.)
- Mail cannot be forwarded to an address outside Japan.
- It takes 3–7 business days after submitting the form at the post office, so please apply early.

