

## Procedure for a Moving-Out Notification

### Required procedures for relocation of medium-to-long term residents

When moving beyond municipal boundaries, all registered residents in Japan including medium-to-long term residents must submit a moving-out notification and a moving-in notification to the respective municipalities within 14 days from the date of relocation. Please follow the procedures without fail with presentation of your resident card.

The procedures also serve as an address notification to the Minister of Justice.

Basically, the notification should be made by the moving residents themselves. However, it can be delegated to an agent by the letter of proxy.

### A Moving-out Certificate is required for moving in another municipality

Please make sure you receive the moving-out certificate before you move out from Sakura City because its submission is required when you make a moving-in notification to the new municipality.

To make a moving-out notification and receive a moving-out certificate by postal mail, please consult the following procedure. For more information, please contact Shimin-ka (Citizen's Section) of Sakura City Hall by person who can understand Japanese, ☎043-484-1111.

### Procedure for a Moving-Out Notification by Postal Mail

1. Qualified person to notify:  
To make a notification, you must be the person who moves out or the head of the person's household.
2. Documents required
  - i) Moving-out notification (a filled-out form for postal-mail notification)
    - Please write the phone number at which you can be reached in the daytime, such as your cell-phone number, the number of your office, etc.
    - If you cannot print the application form, you can make a notification by providing the same information written on any other paper.
  - ii) A copy of your ID card
    - The ID needs to be a photo identification card such as Driver's license, passport, resident card, or alien card that shows your photo and your name clearly.
    - The copy needs to show both sides of the ID card.
  - iii) A stamped and addressed return envelope
    - Please put a stamp and write your home address and your name on the return envelope for receiving the Moving-Out Certificate. Note that we cannot send it to your company address.
    - For express delivery, please put an additional stamp.
    - If you are moving abroad, you do not need to enclose a return envelope since no Moving-Out Certificate is issued.
3. Send all the above documents to:

Shimin-ka, Sakura City Hall  
97, Kairinji-machi, Sakura-shi, 285-8501

# 転出証明書請求（郵送用）

## Request for Issuance of Moving-Out certificate (Postal-Mail Form)

To the Mayor of Sakura City \_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日  
Year \_\_\_\_\_ Month \_\_\_\_\_ Day

1. 今までの住所/Previous address in Sakura City.

\_\_\_\_\_

2. 今までの世帯主/Previous householder

\_\_\_\_\_

3. 異動する人/Persons who moved

A-世帯全員/Entire family

B-世帯の一部/Part of the family

※異動する人の氏名と生年月日を記入してください

Name and date of birth of all family members who moved.

Name \_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日  
Y M D

Name \_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日  
Y M D

Name \_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日  
Y M D

Name \_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日  
Y M D

4. 異動年月日/Date of moving out

\_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日  
Y M D

5. 新しい住所/New address

\_\_\_\_\_

6. 新しい世帯主/New householder

\_\_\_\_\_

上記のとおり転出証明書の交付をお願いします。Since I moved, I hereby request the “Moving-Out Certificate.”

住所/Address \_\_\_\_\_

氏名/Name \_\_\_\_\_

生年月日/D.O.B \_\_\_\_\_ Y年 \_\_\_\_\_ M月 \_\_\_\_\_ D日

電話番号/Tel \_\_\_\_\_

To request a moving-out certificate please send the following to Sakura City: this request form, a copy of driver's license or “Resident Card”(alien card in case you do not have a “Resident Card,”) ,or passport and a stamped return envelope with your name and address.