

When you live in Sammu City and change your address

When you live in Sammu City or change your residence, come to the City Hall.

Go through procedures at < the Citizen Section (*Shimin Ka*) >of the City Hall or Branch Offices.







(1) Notification of Move-In (*Tennyū Todoke*) (living in Sammu City)

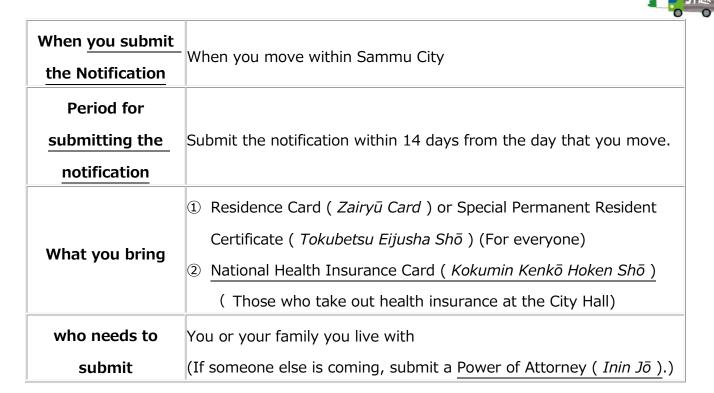
| When you submit | When you move to Sammu City | When you move to Sammu City | | |
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| the Notification | from other countries. | from other cities in Japan | | |
| Period for submitting the notification | Submit the notification within 14 da (You start living in Sammu City). | ays from the day that you move in | | |
| What you bring (bring all of them) | Passport (for everyone) **Show us an immigration stamp. If you don't have it, bring an airplane ticket with the day when you came to Japan. Residence card (Zairyū Card) or Special Permanent Resident Certificate (Tokubetsu Eijusha Shō) (For everyone) If you have a family, you need a Marriage Certificate (Kōin Shōmei Sho) or a Birth Certificate (Shussei Shōmei Sho). **You cannot go through this process with a copy. **Bring the documents translated in Japanese. | A Move-out Certificate (Tenshutsu Shōmei Sho) that you received from a city where you used to live. Residence card (Zairyū Card) or Special Permanent Resident Certificate (Tokubetsu Eijusha | | |
| Who needs to | You or your family you live with. | | | |
| submit | (If someone else is coming, submit a <u>Power of Attorney (<i>Inin Jō</i>)</u> .) | | | |

(2) Notification of Move-Out (*Tenshutsu Todoke*) (leaving from Sammu City)

| When you submit the Notification | When you leaving from Sammu City |
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| Period for submitting the notification | Submit the notification before moving out. Or submit it within 14 days after moving out. |
| What you bring | Residence card (Zairyū Card) or Special Permanent Resident Certificate (Tokubetsu Eijusha Shō) (For everyone) Seal Registration Certificate (Inkan Tōroku Shō) (If you have) National Health Insurance Card (Kokumin Kenkō Hoken Shō) (Those who take out health insurance at the City Hall) |
| who needs to submit | You or your family you live with (If someone else is coming, submit a Power of Attorney (<i>Inin Jō</i>).) |

(3) Notification of Relocation (Tenkyo Todoke) (moving within

Sammu City)



*Notification of Move-In (Tennyū Todoke): Things to report to the City Hall when living in Sammu City

*Submitting the Notification : To submit documents to the City Hall. Come to the City Hall and fill out a form

*Marriage Certificate (Kōin Shōmei Sho): A document that proved they were married.

*Birth Certificate (Shusshō Shōmei Sho): A document given by clinics or hospitals when a child is born

*Move-out Certificate (*Tenshutsu Shōmei Sho*): A document that you get from a City Hall of the place where you used to live.

**Individual Number Card (Kojin Bangō Card/My Number Card): A card with your own 12 numbers on it.

*Power of Attorney (Inin Jo): Documents to be used by your substitute to report to the City Hall

*Notification of Move-Out (*Tenshutsu Todoke*): To report to the City Hall when leaving from Sammu City to another place.

*Notification of Relocation (Tenkyo Todoke): Things to report when moving within Sammu City

*National Health Insurance Card (Kokumin Kenkō Hoken Shō): Read pages 29 through 32

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| Section in charge | Address | Phone Number | | | | |
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| Citizen Section (Shimin Ka) | 296 Tonodai Sammu City (Counter number 2) | 0475-80-1141 | | | | |
| Sanbu Branch Office | 1884-1 Haniya Sammu City | 0475-89-3600 | | | | |
| Hasunuma Branch Office | Ha 23 Hasunuma Sammu City | 0475-86-3111 | | | | |
| Matsuo Branch Office | 3012 Matsuomachi Gotanda Sammu City | 0479-80-7117 | | | | |

< Reception Hours > Monday through Friday, 8:30 a.m. to 5:00 p.m.

^{**}The procedures take time. Be sure you give yourself extra time.

[%]The office is closed on Saturdays, Sundays, National Holidays, and from December 29 to January 3.