

5

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 <u>submit the Notification</u>	When you move to Sammu City from other countries.	When you move to Sammu City from other cities in Japan
Period for <u>submitting the notification</u>	Submit the notification within 14 days from the day that you move in (You start living in Sammu City).	
What you bring (bring all of them)	<p>① 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.</p> <p>② Residence card (<i>Zairyū Card</i>) or Special Permanent Resident Certificate (<i>Tokubetsu Eijusha Shō</i>) (For everyone)</p> <p>③ If you have a family, you need a <u>Marriage Certificate (<i>Kōin Shōmei Sho</i>)</u> or a <u>Birth Certificate (<i>Shussei Shōmei Sho</i>)</u>. ※You cannot go through this process with a copy. ※Bring the documents translated in Japanese.</p>	<p>① A <u>Move-out Certificate (<i>Tenshutsu Shōmei Sho</i>)</u> that you received from a city where you used to live.</p> <p>② <u>Residence card (<i>Zairyū Card</i>)</u> or <u>Special Permanent Resident Certificate (<i>Tokubetsu Eijusha Shō</i>)</u> (For everyone)</p> <p>③ <u>Individual Number Card (<i>Kojin Bangō Card/My Number Card</i>)</u></p> <p>④ If you have a family, you need a <u>Marriage Certificate (<i>Kōin Shōmei Sho</i>)</u> or a <u>Birth Certificate (<i>Shusshō Shōmei Sho</i>)</u> . ※You cannot go through this process with a copy. ※Bring the documents translated in Japanese.</p>
Who needs to submit	You or your family you live with. (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 <u>submit the Notification</u>	When you leaving from Sammu City
Period for <u>submitting the notification</u>	Submit the notification before moving out. Or submit it within 14 days after moving out.
What you bring	① Residence card (<i>Zairyū Card</i>) or Special Permanent Resident Certificate (<i>Tokubetsu Eijusha Shō</i>) (For everyone) ② Seal Registration Certificate (<i>Inkan Tōroku Shō</i>) (If you have) ③ <u>National Health Insurance Card (<i>Kokumin Kenkō Hoken Shō</i>)</u> (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 <u>Power of Attorney (<i>Inin Jō</i>).</u>)

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

Sammu City)



<u>When you submit the Notification</u>	When you move within Sammu City
<u>Period for submitting the notification</u>	Submit the notification within 14 days from the day that you move.
<u>What you bring</u>	<p>① Residence Card (<i>Zairyū Card</i>) or Special Permanent Resident Certificate (<i>Tokubetsu Eijusha Shō</i>) (For everyone)</p> <p>② <u>National Health Insurance Card (<i>Kokumin Kenkō Hoken Shō</i>)</u> (Those who take out health insurance at the City Hall)</p>
<u>who needs to submit</u>	You or your family you live with (If someone else is coming, submit a <u>Power of Attorney (<i>Inin Jō</i>).</u>)

◎The Difficult Words on pages 15 through 18◎

※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 (*Shushō 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 Jō*): 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

