

(3) Procedures for Moving

▶ Resident Administration Division TEL: 047-366-7340

Services for procedures regarding moving are provided at branch offices, as well as at the Resident Administration Div.

	Types of Notification	When to Register	To be Submitted by	Required Items
Moving to Matsudo from another city in Japan	Moving-in	Within 14 days of moving	The individual, or another member of the same household	<input checked="" type="checkbox"/> Transfer Certificate (issued by the city/ward office of the old address) <input checked="" type="checkbox"/> Residence Card, or Special Permanent Residence Certificate <input checked="" type="checkbox"/> "My Number" Card or basic resident registration card (if you have it)
Moving to Matsudo from another country		Within 14 days of moving to Japan		<input checked="" type="checkbox"/> Residence Card (if you already have) <input checked="" type="checkbox"/> Passport (if you have not received the Residence Card)
Moving within Matsudo	Change of Address	Within 14 days of moving		<input checked="" type="checkbox"/> Residence Card, or Special Permanent Residence Certificate <input checked="" type="checkbox"/> National Health Insurance Card (if applicable) <input checked="" type="checkbox"/> "My Number" Card or basic resident registration card (if you have it)
Moving from Matsudo to another city in Japan	Moving-out	Before moving out		<input checked="" type="checkbox"/> Residence Card, or Special Permanent Residence Certificate <input checked="" type="checkbox"/> National Health Insurance Card (if applicable)
Moving from Matsudo to another country	Moving-out (Moving abroad)	Before moving out		<input checked="" type="checkbox"/> Residence Card, or Special Permanent Residence Certificate <input checked="" type="checkbox"/> National Health Insurance Card (if applicable) <input checked="" type="checkbox"/> "My Number" Card or basic resident registration card (if you have it)

- ※ Other than the case where a member of the same household is filing for the person who just moved in with them, proof indicating that the person moving has granted Power of Attorney to the submitter is required, in addition to the items above, if a proxy is submitting the registration.
- ※ Please bring the Residence Card or Special Permanent Residence Certificate for all members of the household who are relocating if they are foreign nationals.
- ※ Documents proving the relationship between household members may be required in cases where there are two or more foreign residents, and/or when a new member is joining the household.
- ※ Please bring your Notification Card or "My Number" card when notifying for moving abroad.

(4) Obtaining the Certificates

▶ Resident Administration Division TEL: 047-366-7340

You can obtain various certificates by application. Please bring proof of identification.

	Types of Certificate	Issuance Fee (per copy)
Residence Certificate	Residence Certificate, Certificate of deleted residence, Certificate of matters recorded in the Residence Certificate, etc.	300 yen ~
Family Register	Certificate of all matters, Certification for personal items, etc.	450 yen ~
Proof Documents	Certificate to prove that the person does not reside at the address, proof of identification, etc.	300 yen ~
Seal Registration	Seal Registration Certificate, etc.	300 yen ~
"My Number"	"My Number" Card (re-issuance), etc.	800 yen ~



(5) Proof of Identification

▶ Resident Administration Division TEL: 047-366-7340

Individuals submitting registrations and/or applying for certificates are required to provide proof of identification. Please bring **ONE of the items from Category A, TWO from Category B, or ONE each from Category B & C.** ※ In cases where one does not have an **identification document A, the identification documents B and C** required for family registry, Seal Registration, and "My Number" Card will differ. Please contact the Resident Administration Div. or a branch office for more information.

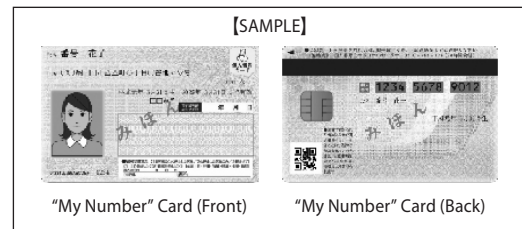
Category A	Category B	Category C
Residence Card, Passport, Special Permanent Residence Certificate, Driver's License, "My Number" Card, basic resident registration card (with ID photograph), Disability Certificate, etc.	National Health Insurance Card, Latter-stage Elderly Healthcare System Insurance Card, Nursing Care Insurance Card, Health Insurance Card, Pension Book, Pension Certificate, Certificate for Public Assistance Recipient, basic resident registration card (with no ID photograph)	Student ID, Employee ID, etc.

(6) My Number

▶ Resident Administration Division TEL: 047-366-7340

① Individual number, "My Number"

My Number is a 12-digit numbering system that enables the linking of personal information across multiple fields, such as social welfare, tax record, and disaster measures. Each and every person in Japan, including registered foreign residents, has a My Number. After May 25, 2020, people who enter Japan and register as a resident will receive a My Number Notice Letter containing their My Number by mail. You may apply for the issuance of your My Number Card that contains an IC-chip and the ID photograph.



- **My Number (Social Security and Tax Number System) Website**
Multilingual website of Cabinet Office, Government of Japan, which provides information on My Number System
<https://www.cao.go.jp/bangouseido/>



▶ Toll-Free My Number Call Center (Multilingual Service)

TEL: 0120-0178-26 (Concerning My Number System)

0120-0178-27 (Concerning the My Number Card, etc.)

Supported Languages: English, Chinese, Korean, Spanish, and Portuguese

Call Center Hours: Weekdays : 9:30 am ~ 8:00 pm, Weekends and national holidays : 9:30 am ~ 5:30 pm

② Application for issuance of My Number Card

Send application by mail	Receive Notice of Issuance	Receiving My Number Card
Complete the application form that was sent to you along with the "My Number Notice Letter". Send it by mail in an enclosed return envelope. You may also apply online via designated website.	Notice of Issuance (post card) will be delivered to you by mail. Please check on the notice the details for receiving My Number Card.	Visit the service counter with the required items described on the Notice of Issuance. At the counter, you will be asked to set a PIN to receive your My Number Card.

- **Comprehensive website for My Number Card**
(The Japan Agency for Local Authority Information Systems)
Multilingual website that offers comprehensive information on My Number Card and Notification Card.
<https://www.kojinbango-card.go.jp>

