



## Topic: Moving Out and Change of Address Procedures

【転居と転出について】

In Japan, many schools and jobs start in April, which means that many people relocate or start a new life in March or April. In this issue, we will inform you of the necessary procedures when moving within Japan or moving abroad.

### Moving Out from Tsukuba

If you are going to move or have already moved from Tsukuba City to another municipality in Japan or move out of Japan, you must submit a Notification of Moving Out (転出届 *Tensyutsu Todoke*) to the city hall.

Please submit the Notification of Moving Out after deciding your moving date.

#### 〈When moving out of Japan〉

#### **Do not forget to submit the Notification of Moving Out!**

If you are moving out of Japan for more than one year, you must complete the Moving-out procedure before leaving. However, if you are leaving Japan for a short-term study abroad or business trip (less than one year) and leaving behind a family member or an apartment in Japan, you do not need to complete the procedure. If your stay outside of Japan will be extended to more than one year after your departure from Japan, you must complete the Moving-out procedure at that time. Additionally, please be sure to pay all unpaid taxes before moving out. You may also need to change your mailing address and designate your tax agent. Please contact the Municipal Tax Division for more details.

For more information on how to pay taxes, please refer to Tips for living in Tsukuba! No.1

(scan the QR code on the right) or contact the Tax Collection Division of Tsukuba City.



### **How to submit the Notification of Moving Out**

When?	From about 30 days before to 14 days after your move. Note 1: If you wish to complete the moving out procedure more than 30 days in advance, please bring documents showing your expected moving date. Note 2: You must complete the procedure within 14 days of your moving date. After that, you may be required to bring documents showing your moving date or be charged an administrative penalty fee.
Who?	The person who is going to move out (or already moved out), their household members who reside in Tsukuba City, or their proxy (a letter of attorney is required).
Where?	<b>【Online】</b> <u>For domestic moves within Japan, you can submit the Notification of Moving Out online using your My Number Card.</u>  <b>【Counter】</b> (Time and place for residence card holders) The Citizen Services Division, located on the 1 <sup>st</sup> floor of Tsukuba City Hall Opening Hours: Weekdays (except national holidays and 12/29-1/3) 8:45 a.m.- 4:30 p.m.
Requirements	Residence card, My number card (for all persons moving out of Japan), Letter of attorney (for proxy)

## Change of Address

If you move within Tsukuba City, you must submit a Notification of Change of Address (転居届 *Tenkyo Todoke*) to the city hall.

When?	<p>Within 14 days of your moving date</p> <p>Note 1: You must complete the procedure within 14 days of your moving date. After that, you may be required to bring documents showing your moving date or be charged an administrative penalty fee.</p> <p>Note 2: You cannot submit a Notification of Change of Address prior to your moving date.</p>
Who?	The person who changed their address within the city, their household members residing in the city, or their proxy (a letter of attorney is required).
Where?	<p><b>【Counter】</b> (Time and place for residence card holders)</p> <p>The Citizen Services Division, located on the 1<sup>st</sup> floor of Tsukuba City Hall</p> <p>Opening Hours: Weekdays (except national holidays and 12/29-1/3) 8:45 a.m.- 4:30 p.m.</p>
Requirements	Residence card, My number card, Letter of attorney (for proxy)

☆ After the Change of Address procedure, don't forget to update the address on your My Number card. ☆

### Necessary procedures for moving

●**Electricity** (Please have a copy of the contract or any document in hand that shows its details before making an inquiry.)

Please contact your electricity provider to either cancel the service, stop using it, or transfer it to your new location.

For example, you can complete the above-mentioned procedures online or by phone if you are a Tokyo Electric Power Company user.

- Online: <https://www.move-tepco.com/stop> (available in Japanese only)
- By phone: **【Toll Free】** 0120-995-001 or 0120-995-113  
**【Non Toll Free】** 03-6374-8936



- Opening Hours: Monday to Saturday (Except holidays and around New Year) 9:00 a.m.-5:00 p.m.

Note: Toll-free numbers may not be accessible from some IP phones or international phones.

If you would like assistance in a foreign language, support is available in English, Chinese, Korean, Portuguese, Spanish, and Filipino (as of January 7, 2025). When you call, you will hear an automated voice prompt in Japanese. Please wait without pressing any buttons until you are connected to an operator. Once connected, please inform the operator of your preferred language for assistance.

●**Gas** (Please have a copy of the contract or any document that shows its details in hand before making an inquiry.)

Please contact your gas provider to either cancel the service, stop using it, or transfer it to your new location.

●**Water Supply** Tsukuba City Water Supply Customer Center (Tsukuba City Hall 1<sup>st</sup> Floor) TEL: 029-851-2811

Opening Hours: Monday to Saturday (except national holidays and 12/29-1/3) 8:45 a.m.- 4:30 p.m.

\*Please complete the procedure at least 4-5 days before your moving date..

You can also apply through the Ibaraki Electronic Application and Notification Service.  
Please see the website for more details.



●**Mail** If you are moving within Japan, a service is available to forward your mail to your new address. Please check the official website of the Japan Post Office or inquire at the Post Office for more details.

<https://www.post.japanpost.jp/service/tenkyo/> (Japanese)

[https://www.post.japanpost.jp/service/tenkyo/index\\_en.html](https://www.post.japanpost.jp/service/tenkyo/index_en.html) (English)



(Japanese)



(English)

●**Financial Institution Accounts**

When moving abroad, you will need to close your savings account. Be sure to complete the necessary procedure. If you wish to keep your account open because you plan to return to Japan or for other reasons, please consult your financial institution.

## Main procedures required at Tsukuba City Hall when moving

If you are enrolled in the National Health Insurance (NHI) or National Pension

Procedure 【Place】	Moving out from Tsukuba	Moving within Tsukuba	What to bring
NHI 【1F NHI Division】	Submit 資格喪失届 <i>Shikaku Soshitsu Todoke</i> and Settle Insurance Tax	Change your registered address	①NHI card/ NHI eligibility card/ notification letter ②Residence card ③Passport (if your residence status is “Designated Activities”) ④My Number Card (if you have one)
Pension 【1F Medical Welfare and Pension Division】	Submit 資格喪失届 <i>Shikaku Soshitsu Todoke</i> (If you are moving abroad)	-	①Pension Handbook or Basic Pension Number Notice ②My Number Card

If you have children

Procedure 【Place】	Moving out from Tsukuba	Moving within Tsukuba	What to bring
Child Allowance 【1F Childcare Policy Division or online】	Submit either 資格消滅届 <i>Shikaku Shometsu Todoke</i> or 別居監護申立 <i>Bekkyo Kango</i> <i>Moshitate</i>	Change your contact information or submit 別居 監護申立 <i>Bekkyo Kango</i> <i>Moshitate</i>	Residence Card
Medical Expense Subsidy Scheme ( <i>Marufuku</i> ) 【1F Medical Welfare and Pension Division or online】	Return <i>Marufuku</i> Request 交付状況証明書 <i>Kofu</i> <i>Jokyo Shomeisho</i> if moving to a different city within Ibaraki	Change your registered address	① <i>Marufuku</i> ② Residence Card
Elementary or junior high school/compulsory education school 【Your child's current school】	Notify the school whether you will transfer your child to another school or continue to having your child attend the same school from outside the school district. Consult with the School Affairs Division if you plan to have your child attend the same school from outside the school district.		Confirm what items to bring when you contact the school
Daycare center 【1F Childcare Institutions Management Division and your child's current daycare center】	Submit 退所届 <i>Taisho Todoke</i> 【1F Childcare Institutions Management Division】  Notify the day care center whether your child will be leaving or staying. 【Current daycare center】	-	Confirm what items to bring when you contact the Division and daycare center

If you are single parent households

Procedure 【Place】	Moving out from Tsukuba	Moving within Tsukuba	What to bring
Child-rearing Allowance 【1F Childcare Policy Division】	Submit 変更届 <i>Henko Todoke</i> or 資 格消滅届 <i>Shikaku Shometsu</i> <i>Todoke</i>	Change your registered address	Residence Card
Child Welfare Benefit for Single Parent Households 【1F Childcare Policy Division】	Submit 支給要件消滅届 <i>Shikyu</i> <i>Yoken Shometsu Todoke</i>		
Medical Expense Subsidy Scheme ( <i>Marufuku</i> ) 【1F Medical Welfare and Pension Division or online】	Return <i>Marufuku</i> Request 交付状況証明書 <i>Kofu</i> <i>Jokyo Shomeisho</i> if moving to a different city within Ibaraki		① <i>Marufuku</i> ② Residence Card

If you own a motor scooter under 125cc

Procedure 【Place】	Moving out from Tsukuba	Moving within Tsukuba	What to bring
Cancel vehicle registration 【2F Municipal Tax Division】	Cancel your vehicle registration	Change your registered address	①Residence Card ②Number Plate ③標識交付証明書 <i>Hyoki Kofu</i> <i>Shomeisho</i> (if you still have it)

## - Beware! What You Can NOT Bring to Japan -

### Important Notice from Animal Quarantine Service and Plant Protection Station of the Ministry of Agriculture, Forestry and Fisheries

To prevent the spread of livestock diseases, you are not allowed to bring beef, pork, chicken, or other meat products from overseas to Japan. The introduction of such diseases could cause significant harm to the Japanese livestock industry.

Cooked meat products, as well as meat products sold at airports, are not allowed to be brought into Japan. Sending meat products via international mail is also banned. Any products containing meat, including snacks, sandwiches, and jerky, are subject to animal quarantine.

If you illegally bring meat products into Japan, you will be subject to heavy penalties, including fines, and can even result in arrest.

Please inform your family and friends in your country not to bring or send meat products to Japan. For further information, visit the Animal Quarantine Service website where details are available in multiple languages.

Animal Quarantine Service <https://www.maff.go.jp/aqs/languages/info.html>



To prevent the spread of plant diseases and pests, you are not allowed to bring certain fruits and vegetables from overseas to Japan.

Fruits, vegetables, beans, grains, rice, cut flowers, bulbs, seeds, and other plants are prohibited or restricted from entering Japan. This includes plants intended for personal consumption, toddler food, souvenirs, or those required for medical or religious reasons. Fruits and vegetables from airport lounges, in-flight meals, plants such as bulbs and seeds, fruits sold in duty-free stores, wild plants collected during travel, and woven crafts and items using fresh leaves are all subject to plant quarantine. Bringing these plants into Japan as hand luggage or sending them by mail is subject to plant quarantine. You will be subject to penalties if you illegally bring plants into Japan. To learn more, please visit the Plant Protection Station website. Information can be viewed in multiple languages.

Plant Protection Station [https://www.maff.go.jp/pps/j/information/language\\_top.html](https://www.maff.go.jp/pps/j/information/language_top.html)



Please  
use the  
services!

#### **Tsukuba International Association Volunteer Services “Daily Life Supporters”**

We provide advice and assistance with everyday challenges and concerns.

Multilingual support is available.

For more information, please visit <https://www.inter.or.jp/supporter-user.html>

#### *Note from translator/翻訳者から一言*

Do you enjoy eating Japanese sweets (*wagashi*)? One of my hobbies is making *anko* or red bean paste. While traditional *anko* is made by boiling *azuki* beans with plenty of sugar, I've been using a recipe that ferments the beans with rice *koji*, a type of mold. The *koji* converts the starch in the beans into sugar, allowing the *anko* to become sweet without using any added sugar. Although this recipe takes time (8~10 hours), it's fun to watch the beans slowly transform. If you have a free day at home, I recommend giving it a try!

和菓子は好きですか？私は最近、あんこ作りにハマっています。伝統的なあんこは、たっぷりの砂糖と一緒に小豆を煮て作りますが、私は米麹で小豆を発酵させるレシピを使っています。麹菌が小豆のデンプンを糖に変えることで、砂糖を加えなくてもあんこが甘くなるのです。発酵には時間がかかりますが(約8~10時間)、時間が経つにつれて小豆がゆっくりと変化していく様子を楽しんでいます。家でゆっくり過ごせる日があれば、ぜひ試してみてください！