

# To those who are moving out of Tsukuba City

◎Go through procedures at the new residence **within 14 days** from moving in.

Please check the list below and go through procedures.

◎Following are required to take procedures to move in.

(1) Certificate of Moving out (2) Seal (3) National Pension Handbook (only subscribers) (4) Identification (License etc.)

Division in Charge	Do	Service Counter No.	Procedures at Tsukuba City		Procedures at the new residence	Done		
Citizen Services Division	<input type="checkbox"/>	19	Seal Registration		Registration will expire on the scheduled date of moving out.	Re-register if necessary.	<input type="checkbox"/>	
Health Insurance and Pension Division	<input type="checkbox"/>	7 General Reception	National Pension	Subscriber	Take procedures to change the address.	Take procedures to change the address.	<input type="checkbox"/>	
	Recipient			Procedures will be taken at Japan Pension Service.	Procedures will be taken at Japan Pension Service.	<input type="checkbox"/>		
	<input type="checkbox"/>		National Health Insurance Subscriber	Take procedures to terminate National Health Insurance, return the health insurance card, and make adjustments in insurance tax.		Take procedures to re-enroll in the National Health Insurance.	<input type="checkbox"/>	
	<input type="checkbox"/>		Those who have Medical Insurance Certificate for People Aged 75 and older		Please return the insurance certificate. Burden Division Certificate ("Futan Kubun Shomeisho") will be issued.		Bring your seal and the Burden Division Certificate ("Futan Kubun Shomeisho") to take procedures.	<input type="checkbox"/>
	<input type="checkbox"/>		Those who have the "Marufuku" Certificate		Moving within the prefecture	Return the certificate. Submit the medical welfare costs grant situation application form ("Iryo Fukushi-hi Kofu Jokyo Shinseisho").	Moving within the prefecture Bring the health insurance card, bank booklet, seal, and the medical welfare costs grant situation certificate ("Iryo Fukushi-hi Kofu Jokyo Shomeisho").	<input type="checkbox"/>
<input type="checkbox"/>	Moving out of the prefecture	Return the certificate.			Moving out of the prefecture The system differs according to the municipal, so please ask at the new residence.	<input type="checkbox"/>		
Children Services Division	<input type="checkbox"/>	2・3	Recipient of Child Allowance		Bring your seal and go through procedures to notify that the reason for receiving allowance cease to exist.	Bring the applicant's health insurance card, bank booklet, and seal and make sure to apply <b>within 15 days</b> counting from the next day of your scheduled date for moving out.	<input type="checkbox"/>	
	<input type="checkbox"/>		Recipient of Child Rearing Allowance		Bring your seal, and take procedures to change the address.	Take procedures to change the address. Bring your seal and the Certificate of Child Rearing Allowance.	<input type="checkbox"/>	
Health Promotion Division	<input type="checkbox"/>	24	Expectant Mothers, Children under 7 ½ years old who will take vaccinations and check-ups		No procedures.	Bring the Mother and Child Handbook and the coupons for check-ups and examinations and complete the procedures.	<input type="checkbox"/>	
Senior Services Division	<input type="checkbox"/>	25	Care Insurance Subscriber		Please return the Care Insurance Certificate. Certificate of Qualified Recipient will be issued to the recipients of Care Insurance (those who obtain Certification of Need).	Take procedures at the new residence. If you obtain Certification of Need, please bring the Certificate of Qualified Recipient and take procedures. (Procedures must be taken <b>within 14 days</b> , or you will need to go through procedures to obtain certification again.)	<input type="checkbox"/>	
Municipal Tax Division (2nd floor)	<input type="checkbox"/>	33	Those who own motorbikes or small-sized special motor vehicles		Bring the Number Plate Issue Certificate ("Hyoshiki Kofu Shomeisho"), number plate, and your seal for vehicle registration cancellation procedure.	Bring your seal and Vehicle Registration Cancellation Certificate and complete the procedures.	<input type="checkbox"/>	
School Affairs Division (4th floor)	<input type="checkbox"/>		Those who have a child who is an elementary or a junior high school student		Receive the School Certificate and the Certificate for Textbook Supply from the school.	Take procedures at the Board of Education of the new residence.	<input type="checkbox"/>	

If the new address changed

Submit the document to the new residence as it is at the service counter, declare the change, and take procedures.

If you canceled moving out

Bring the "Certificate of Moving out" and **Identification**, and take procedures at Tsukuba City.

If the "Certificate of Moving out" is lost

Bring **Identification** and take procedures at the same service counter for re-issuance.

## Contact

Tsukuba City Citizen Services Division, Service Counters and Divisions in charge (Main) 029-883-1111

〒305-8555 2530-2, Karima, Tsukuba (D32-2 Kenkyugakuen)

See the back side for more information

