

## Resident Registration

Type	Period	Person	Required Document
<b>Notification of Moving into Ota (from outside of the city)</b> <i>Tennyuu Todoke</i>	Within 14 days of moving into Ota City	Individual themselves, or head / member of household	<ul style="list-style-type: none"> <li>• ID of person notifying</li> <li>• Certificate of Moving Out (issued by the head official of previous municipality)</li> <li>• Resident <i>Zairyu</i> Card or Special Permanent Resident Certificates of all persons who are moving into the city</li> <li>• Individual Number Card (applies only to those who have been issued one)</li> <li>• Basic Resident Registration Card <i>Jyumin Kihon Daicho Card</i> (applies only to those who have been issued one)</li> <li>• Passport (for those who are coming from abroad)</li> <li>• Documents such as a Birth Certificate, Marriage Certificate and any other certificate that proves the relationship of the individuals concerned (When moving to a family member's home in the city)</li> </ul> <p><b>Foreign documents must be translated into Japanese</b></p>
<b>Notification of Changing Address (to another within the city)</b> <i>Tenkyo Todoke</i>	Within 14 days of moving within the city	Individual themselves, or head / member of household	<ul style="list-style-type: none"> <li>• ID of person notifying</li> <li>• Resident <i>Zairyu</i> Card or Special Permanent Resident Certificates of all members moving out</li> <li>• National Health Insurance Card (if you possess one)</li> <li>• Individual Number Card (applies only to those who have been issued one)</li> <li>• Basic Resident Registration Card <i>Jyumin Kihon Daicho Card</i> (applies only to those who have been issued one)</li> <li>• Documents such as a Birth Certificate, Marriage Certificate and any other certificate that proves the relationship of individuals concerned (When moving to a family member's home in the city)</li> </ul> <p><b>Foreign documents must be translated into Japanese.</b></p>
<b>Notification of Moving Out (to another city from Ota)</b> <i>Tenshutsu Todoke</i>	By 14 days before moving out of Ota City as well as within 14 days of moving out	Individual themselves, or head / member of household	<ul style="list-style-type: none"> <li>• ID of person notifying</li> <li>• Individual Number Card of all members moving out (applies only to those who have been issued one)</li> <li>• <i>Inkan</i>-seal Registration Card (applies only to those who have registered their <i>Inkan</i>-seal)</li> <li>• National Health Insurance Card <i>Kokumin Kenkou Hokencho</i> (if you possess one)</li> </ul>

<b>Notification of Change to Household Setai Henkou Todoke</b>	Within 14 days of the change of household head, etc.	Individual themselves, or head / member of household	<ul style="list-style-type: none"><li>• ID of person notifying</li><li>• National Health Insurance Card <i>Kokumin Kenkou Hokensho</i> (if you possess one)</li><li>• Birth Certificate, Marriage Certificate, or other documents that can show or prove the relationship (Documents that show relationships with the new head of households)</li></ul> <b>Foreign documents must be translated into Japanese.</b>
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