

Resident Registration

Type	Period	Person	Required Document
Notification of Moving into Ota (from outside of the city) <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"> • ID of person notifying • Certificate of Moving Out (issued by the head official of previous municipality) • Resident <i>Zairyu</i> Card or Special Permanent Resident Certificates of all persons who are moving into the city • Individual Number Card (applies only to those who have been issued one) • Basic Resident Registration Card <i>Jyumin Kihon Daicho Card</i> (applies only to those who have been issued one) • Passport (for those who are coming from abroad) • 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) <p>Foreign documents must be translated into Japanese</p>
Notification of Changing Address (to another within the city) <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"> • ID of person notifying • Resident <i>Zairyu</i> Card or Special Permanent Resident Certificates of all members moving out • National Health Insurance Card (if you possess one) • Individual Number Card (applies only to those who have been issued one) • Basic Resident Registration Card <i>Jyumin Kihon Daicho Card</i> (applies only to those who have been issued one) • 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) <p>Foreign documents must be translated into Japanese.</p>
Notification of Moving Out (to another city from Ota) <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"> • ID of person notifying • Individual Number Card of all members moving out (applies only to those who have been issued one) • <i>Inkan</i>-seal Registration Card (applies only to those who have registered their <i>Inkan</i>-seal) • National Health Insurance Card <i>Kokumin Kenkou Hokencho</i> (if you possess one)

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