

Resident Registration Jumin Touroku:

When you live in Japan, you must notify at a city hall and register on the resident record 'Juminhyou' which has names and addresses of the residents of the city.

● Notification of **Moving-In** to Ota City *Tennyu Todoke*

When	Within 14 days of moving into Ota City
Who	Individual who are/were moving in
What to Bring	• ID of person notifying (Residence <i>Zairyu</i> Card, Driver's License, etc.) • Certificate of Moving Out <i>Tenshutsu Shoumeisho</i> (issued at the municipal office of your previous address.) • Residence <i>Zairyu</i> Card or Special Permanent Resident Certificates of all persons who are moving into the city • <i>My Number</i> Card (if you possess one) • Basic Resident Registration Card (if you possess 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) Note: All foreign documents must be translated into Japanese.

● Notification of **Moving within** Ota City *Tenkyo Todoke*

When	Within 14 days of moving within the city
Who	Individual who are/were moving
What to Bring	• ID of person notifying (Residence <i>Zairyu</i> Card, Driver's License, etc.) • Residence <i>Zairyu</i> Card or Special Permanent Resident Certificates of all persons who are moving into the city • National Health Insurance Card (if you possess one) • <i>My Number</i> Card (applies only to those who have been issued one) • Basic Resident Registration Card (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 the individuals concerned (When moving to a family member's home in the city) Note: All foreign documents must be translated into Japanese.

● Notification of **Moving-Out** from Ota City *Tenshutsu Todoke*

When	By 14 days before moving out of Ota City as well as within 14 days after moving out
Who	Individual who are/were moving out
What to Bring	• ID of person notifying (Residence <i>Zairyu</i> Card, Driver's License, etc.) • National Health Insurance Card (if you possess one.) • <i>My Number</i> Card of all members moving out (if you possess one) • <i>Inkan</i>-seal Registration Card (if you possess one)

●Notification of **Change to Household *Setai Henkou Todoke***

Notification is required when combining or dividing households, or when the head of household changes.

Household: families living at the same address.

Head of household: the person representing the family.

When	Within 14 days of the change of household head, etc.
Who	Current or new head of household
What to Bring	• ID of person notifying (Residence <i>Zairyu</i> Card, Driver's License, etc.) • National Health Insurance Card <i>Kokumin Kenkou Hokencho</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) Note: All foreign documents must be translated into Japanese.

Contact Information:

Ota City Hall (1F, Counter 11),
Residents' Affairs Division *Shimin-Ka*

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