

Resident Registration *Jumin Touroku:*

When you live in Japan, you must notify at a city hall and be registered on the 'Resident Record *Juminhyou*' which has names and addresses of the residents.

● 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	<ul style="list-style-type: none"> • 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 • My Number 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. * <p>*Note: All foreign documents must be translated into Japanese.</p>

● 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	<ul style="list-style-type: none"> • 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 • Eligibility Certificate of National Health Insurance (if you possess one) • My Number 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. * <p>*Note: All foreign documents must be translated into Japanese.</p>

● 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	<ul style="list-style-type: none"> • ID of person notifying (Residence <i>Zairyu</i> Card, Driver's License, etc.) • Eligibility Certificate of National Health Insurance (if you possess one) • My Number Card of all members moving out (if you possess one) • <i>Inkan</i>-seal Registration Card (if you possess one)

Ota City Hall Information:

〒373-8718 Gunma-Ken Ota-Shi Hama-Cho 2-35 TEL:0276-47-1111(general) / FAX:0276-47-1888
Service Hours: 8:30 ~ 17:15 (weekdays)

● **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	<ul style="list-style-type: none">• ID of person notifying (Residence <i>Zairyu</i> Card, Driver's License, etc.)• Eligibility Certificate of National Health Insurance (if you possess one)• Birth Certificate, Marriage Certificate, or other documents that can show or prove the relationship with the new head of households. * <p>*Note: All foreign documents must be translated into Japanese.</p>

Contact Information:

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

TEL: 0276-47-1937

FAX: 0276-47-1872