

## Resident Registration

| Type   | Notification Period                      | Notifying Person                                     | Documentation required for notification  |
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| 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"> <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>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"> <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>Foreign documents must be translated into Japanese.</p>  |
| Notification of Moving   | By 14 days before moving                 | Individual themselves, or                            | <ul style="list-style-type: none"> <li>• ID of person notifying</li> <li>• Individual Number Card of all members</li> </ul>  |

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| <b>Out (to another city from Ota)<br/>“Tenshutsu Todoke”</b>         | out of Ota City as well as within 14 days of moving out | head / member of household                           | moving out (applies only to those who have been issued one)<br><ul style="list-style-type: none"> <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 Hokensho</i>” (if you possess one)</li> </ul>  |
| <b>Notification of Change to Household<br/>“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)<br/>Foreign documents must be translated into Japanese.</li> </ul> |

**Contact Information:** Ota City Hall, Residents' Affairs Division “*Shimin-Ka*,” (1F, Counter 11)  
 Tel: 0276-47-1937, Fax 0276-47-1872