

Procedures for Foreign Nationals Residing in Japan Concerning Change of Address and Household Matters, etc.

Reception for all the following will be performed at the counter of the Residents' Affairs Division on the 1st floor of Ota City Hall. Also, notification of moving out (of Ota) can be performed at Service Centers, as well as *Gyousei* (Community) Centers (with exception of Ota *Gyousei* Center).

Type of notification	Period of notification	Required items
Notification of address resulting from entering Japan Notification of address consequent to change of status of residence, etc.	Within 14 days from establishment of address (In case of change of residence status, within 14 days from date of permission being granted)	<ul style="list-style-type: none"> ▪ Special Permanent Resident Certificate or Resident “Zairyuu” Card (Certificate of Alien Registration) ▪ Permit for Temporary Refuge or Permit for Provisional Stay (limited to holders of these documents only) ▪ Passport ※Bring passport in case it was stamped with inscription “Zairyuu Card to be issued on later date” instead of person being issued a Zairyuu Card, at time of entering Japan
Notification of moving address within Ota City, i.e., “tenkyo”	Within 14 days of establishment of address	<ul style="list-style-type: none"> ▪ Special Permanent Resident Certificate or Resident “Zairyuu” Card (Certificate of Alien Registration) ▪ Permit for Temporary Refuge or Permit for Provisional Stay (limited to holders of these documents only) ▪ National Health Insurance Card (only persons registered as subscribers)
Notification of moving in (into Ota from outside the city), i.e., “tennyuu”	Within 14 days of establishment of address	<ul style="list-style-type: none"> ▪ Special Permanent Resident Certificate or Resident “Zairyuu” Card (Certificate of Alien Registration) ▪ Certificate of Moving Out, etc.
Notification of moving out (from Ota to out of the city), i.e., “tenshutsu”	Either before establishing of address upon deciding on move or within 14 days of establishing address	<ul style="list-style-type: none"> ▪ Special Permanent Resident Certificate or Resident “Zairyuu” Card (Certificate of Alien Registration) ▪ Permit for Temporary Refuge or Permit for Provisional Stay (limited to holders of these documents only) ▪ National Health Insurance Card (only persons registered as subscribers) ▪ Personal seal registration card (only persons with registration)
In case of moving to an address in a foreign country, i.e., “tenshutsu”	Before leaving Japan	<ul style="list-style-type: none"> ▪ Special Permanent Resident Certificate or Resident “Zairyuu” Card (Certificate of Alien Registration) ▪ Permit for Temporary Refuge or Permit for Provisional Stay (limited to holders of these documents only) ▪ National Health Insurance Card (only persons registered as subscribers) ▪ Personal seal registration card (only persons with registration)
In case of a change of household head or relationship with this person	Within 14 days of the day this change went into effect	<ul style="list-style-type: none"> ▪ Special Permanent Resident Certificate or Resident “Zairyuu” Card (Certificate of Alien Registration) ▪ Permit for Temporary Refuge or Permit for Provisional Stay (limited to holders of these documents only) ▪ National Health Insurance Card (only persons registered as subscribers)

※Documents proving the relationship with the household head (marriage certificate and document issued by a foreign government institution, and Japanese translations of these) are required in certain cases.