

# Notice for those Moving Overseas

## 1. Cancellation of Moving Notification

After the date stated for moving, the persons involved will be removed from Ashiya's registered residents. If plans to move overseas have changed, please cancel moving notice without delay (passport of all members are required).

## 2. Issuing a Certificate of Residence

- Certificate of Residence (*juminhyo*) or Certificate of Seal Impression (*inkan shomeisho*) may be issued up until the day prior to the moving date.
  - When requesting Certificate of Residence: please bring your passport.
  - When requesting Certificate of Seal Impression: please bring your passport and your Seal Registration Certificate (*inkan tourokusho*).
- You may not use certificate services at convenience stores using "My Number" (Individual number) card after registering a moving notification.
- After the moving date, Certificate of Residence and Certificate of Seal Impression are no more available, but instead, Removed Residence Certificate (*johyo*) is issued.

## 3. Filing a moving notice after moving from overseas

If you move to Ashiya City from overseas, please bring the following to the Citizens' Section within 14 days of moving.

- (1) Passport (with stamp stating date of entry to Japan) of all members who have moved
- (2) Certified copy of the family register and supplementary family register (not required if you are non-Japanese national or your family register is in Ashiya City)
- (3) If a representative is carrying out the procedure instead of the applicant, a letter of delegation is required in addition to the documents noted above. Please refer to the Citizens' Section for further details.

## 4. For those using the automated gates

If you use the automated gates when entering Japan there is no date of entry stamped on your passport. The date of your entry to Japan will be confirmed by one of the following methods.

- (1) The Japan Automatic Gate User Registered Stamp on your passport
- (2) The stamp from leaving the country of previous residence
- (3) The date provided by the applicant in person

\* If moving to another city after moving to Japan, please refer to the city/town of destination for more details.

**【Procedures at City Hall】** Please refer to respective departments for details.

		When moving from Japan to Overseas	Inquiries to:	When moving from Overseas to Japan (After filing moving notice)
①	For persons with a notification card, "My Number" (Individual number) card, residence card	The card you possess will become invalid. It must be returned so please contact reception No. 6.	Citizens' Section 0797-38-2030	In order to obtain "My Number" (Individual number) card, please bring the applicable card that you have, and make a new application.
②	For children in elementary and junior high school	For details of Japanese textbooks for overseas, please make an inquiry to the Japan Overseas Education Services. (Phone: 06-6344-4318)	Board of Education Management Section 0797-38-2085	Please visit the Management Section of the Board of Education. A notice stating a designated school will be issued. <b>Please bring:</b> <b>a passport of the schoolchild that shows the date of entry to Japan</b>

		When moving from Japan to Overseas	Inquiries to:	When moving from Overseas to Japan (After filing moving notice)
③	For those subscribed to the National Pension	<p>If a Category I insured person (Students and self-employed persons etc.) leaves Japan, the person automatically no longer qualifies for the National Pension the day after the moving date notified. However, if the person wishes to remain registered for the National Pension, voluntary subscription is possible.</p> <p>If there is a cooperative person (family) in Japan, this person should carry out the necessary procedures at the pension division. If there is nobody (family) who can assist you in Japan, please contact the Nishinomiya Pension Office.</p> <p>*Continued voluntary subscription can increase the total amount of a person's social security pension. Also, if certain requirements are fulfilled, disabilities or bereavements pension may be collected in the case of illness, injury, or death overseas.</p>	Citizens' Section National Pension Inquiries 0797-38-2036	<p>If you are not subscribed to the National Pension voluntarily, you must make a new registration. <b>Please bring: Pension book, seal</b></p> <p>If you are subscribed to the National Pension voluntarily, you must apply to change your status to a category I insured person. <b>Please bring: Pension book, seal</b></p>
	For those receiving a public pension	Please contact the pension office for inquiries regarding the National Pension, the Employee Pension, and the Sailor's Pension. For mutual aid pensions please inquire at the mutual aid cooperative.		Please contact the pension office for inquiries regarding the National Pension, the Employee Pension, and the Sailor's Pension. For mutual aid pensions please inquire at the mutual aid cooperative.
④	For those receiving Child Allowance (excluding public service workers)	<p>The recipient will no longer qualify for this allowance after the date stated for moving overseas. (The final provision of this allowance will be the same month as stated for moving.)</p> <p>If a child/children will remain living separately in Japan, certain procedures may also be required.</p>	Childrearing Promotion Section 0797-38-2045	<p>After returning to Japan, please carry out the procedures to receive this allowance within 15 days after becoming a resident of Ashiya City. <b>Please inquire the Childrearing Promotion Section about necessary documents.</b></p>
⑤	For those receiving Child-rearing Allowance	Please submit Loss-of-qualification Notice (documents showing that you are no longer being qualified). The final provision of this allowance will be for the same month as stated for moving.	Childrearing Promotion Section 0797-38-2045	For single parent households with children 18 years of age or younger, please contact the office to the left after returning to Japan.
⑥	For those receiving Special Child-rearing Allowance	Please submit Loss-of-qualification Notice (documents showing that you are no longer being qualified). The final provision of this allowance will be for the same month as stated for moving.	Disability Welfare Section 0797-38-2043	For those caring for a person younger than 20 with a disability, please contact the office to the left.
⑦	For those receiving subsidized welfare and healthcare	<p>If you receive a welfare/healthcare subsidy below, please return your medical card: Disabled, Disabled elderly, Babies and small children, Children, Single-parent household, Pre-elderly (65–69 years old)</p>	Social Welfare Section Welfare & Healthcare Subsection 0797-38-2076	<p>Documents and confirmation of conditions to qualify may be required prior to filing notification of moving abroad. <b>Please contact the Social Welfare Section for further information.</b></p>

		When moving from Japan to Overseas	Inquiries to:	When moving from Overseas to Japan (After filing moving notice)
⑧	For those registered in the Medical Care System for the Elderly	Carry out withdrawal procedures (return of insurance card) and settle Latter-stage Elderly Care System Insurance expenses.	Insurance Section Medical Care for the Elderly Subsection 0797-38-2037	Please carry out registration procedures without delay. <b>Please contact the Insurance Section for the necessary documents.</b>
⑨	For those subscribed to the National Health Insurance	Carry out withdrawal procedures (return of insurance card) and settle National Health Insurance expenses. * Health insurance card cannot be used after the moving date notified.	Insurance Section Insurance Subsection 0797-38-2035	For anyone who will not enroll in other insurances such as workplace insurance etc. (including dependents of the person covered), please carry out the necessary procedures to enroll in the National Health Insurance. Necessary item: seal
⑩	For those enrolled in the Nursing Insurance	Return insurance card etc. and settle Nursing Insurance expenses.	Senior Citizens' Long-term Care Section Management Subsection 0797-38-2046	Apply for a new insurance card.
⑪	For those in possession of a motorcycle (125 cc or less) with an Ashiya City registration plate	Please cancel registration. <b>Necessary items: Registration plate, registration entry, seal</b>	Taxation Section Management Subsection 0797-38-2015	Bring certificate showing that vehicle is out of service, seal, and personal identification. A registration plate will be issued. <b>Please contact the Taxation Section for the necessary documents.</b>
⑫	Resident Tax (If you have an address in Ashiya on January 1st of the year to move out)	<ul style="list-style-type: none"> <li>If you have an address in Ashiya on January 1st you are subject to Resident Tax of Ashiya City regardless of whether or not you currently live overseas. Register someone in Japan as your Tax Agent (<i>nouzei kanrinin</i>) who will receive notification of tax payment and oversee payment of the taxes due.</li> <li>This procedure must also be carried out by those whose tax is deducted in advance from pay.</li> <li>In some cases the invoice for payment may be provided in advance. For further details please contact the Taxation Section.</li> </ul>	Taxation Section Municipal Tax Subsection 0797-38-2016	If you have designated somebody to oversee payment of taxes in Japan prior to moving abroad, submit Notification of Cancellation of Tax Agent ( <i>nouzei kanrinin haishi todoke</i> ) to cancel the designation of this person.
⑬	Fixed Assets Tax (If you have any fixed assets in Ashiya on January 1st)	Submit Declaration of Tax Agent ( <i>nouzei kanrinin shinkokusho</i> ). If moving overseas, please select and register a person residing in Japan who will accept notification of tax payment etc. and act as a point of contact with regard to taxes. For further details please contact the Taxation Section.	Taxation Section Fixed Assets Tax Subsection 0797-38-2017	If you have designated somebody to oversee payment of taxes in Japan prior to moving abroad, submit Notification of Cancellation of Tax Agent ( <i>nouzei kanrinin haishi todoke</i> ) to cancel the designation of this person.