

Application Form (転出証明書の郵送申請)

To: _____ Mayor of Municipality (市区町村長 あて)

※裏面を読んでご記入ください。

New address (新住所)		New address of house holder (世帯主)		
Start of actual staying - date (住み始めた日)	Y M D			
Previous address (旧住所)			Previous address of house - holder (世帯主)	
Name of person concern (転出される方の氏名)	D.O.B (生年月日)	(性別)	Relationship (続柄)	
		Y M D	M/F	A or B or none
		Y M D	M/F	A or B or none
		Y M D	M/F	A or B or none
		Y M D	M/F	A or B or none

Address of applicant (申請者住所) : _____

Name of applicant (申請者氏名) : _____

Tel (電話番号) : _____ (Applicant should be contactable at this telephone number during the day should there be enquires.)

<転出証明書郵送請求について>

Application for postal mail to inform of shifting can only be done by the said person. Application form should be sent to the municipal office of the previous address.

Please enclosed the following and send to the previous municipal office.

1. A stamped addressed envelope with a ¥82 stamp. (It is not necessary for the living oversea or who possess Juki card)
2. Please fill in the blanks of this form overleaf.
3. For Funabashi resident, a copy of your identification must be accompanied.
 - *Prove of your identification : driving license, passport, Juki card with photo or other document issued by government sector with photo.
 - *For foreigners, residence card, special permanent card, temporary protection permit or provisional staying permit. If all the above mentioned documents are not enclosed, handling process could be delayed.

◎For Juki card holders

For those who are shifting out, if one of the members possess Juki card, he/she could use the Juki card for registration. However move-out certificate will not be issued.

*It is necessary to inform when moving out.

*Move-in application must be done within 14 days from date moved with Juki card for registration.

*Move-in application can be done when you enter the password of your Juki card.

Move-in application will not be accepted after 14 days of date moved therefore you need to discuss with the new municipal officer.

Note: After staying for 14 days from application date, you will receive the move-out certificate.

*For national health insurance and child's allowance services, on your move-out date of application, you need to inform your previous municipal office and submit necessary documents. Please proceed to the section concerned to make further enquiries.