

# To Those Moving to Kobe from Other Municipalities (Explanation)

Current as of October 1, 2017

If you are moving into Kobe City from another municipality, please bring your “Moving Out Certificate,” Driver’s License (from your old address) or other form of ID, and your personal seal (inkan) to complete the moving in procedures at your local Ward Office Citizen Services Division. Foreign residents must bring their Residence Card or Special Permanent Resident Card (former Alien Registration Card). After submitting your Moving In Notice, if any of the following items apply to your household, please complete the necessary procedures at the appropriate location. For details, please contact the locations listed to the right.

**< Ward Office General Affairs Department/Public Health and Welfare Department/City Tax Office: Kitasuma Branch Office  
Citizen Services Division/Public Health and Welfare Division >**

Item	Procedures	Point of Contact
Seal (inkan) Registration	Your registration at the previous address will become invalid. Please register anew as necessary.	Citizen Services Division
Convenience Store Issuance of documents	Those who have an Individual Number Card are able to receive their Resident Record or Seal Registration Certificate from the multi-copy machines located in many convenience stores for a small fee. (Those under the age of 15 must register beforehand)	
Individual number Notification Card	Please bring your notification card with you to the point of contact in the column on the right. Your new address will be recorded on the back of the card.	
Individual Number Card or Basic Resident Registration Card	Bring your Residence Card issued before moving in within 90 days of submitting your Moving In Notice and complete the procedure for continued usage (PIN input required) to continue to use the same card. Your new address will be recorded in the additional information section of your card. ※You will be unable to continue to use the same card in the event that 14 days pass after moving in before you submit your Moving In Notice, or 30 days pass from your planned moving out day before you submit your Moving-in Notice. ※If you applied for your Individual Number Card at your previous address, you will be required to re-apply. Please come to discuss this at the counter.	
Electronic ID	Your “electronic certificate for the bearer’s signature” will automatically become invalid when you change your address. Where necessary, please re-apply. Your “electronic certificate for user identification” will not become invalid so you can continue to use it. ※New electronic IDs cannot be loaded onto Juki Cards.	
Residence Card or Special Permanent Residence Card	We ask that foreign residents bring their Residence Card or Special Permanent Residence Card (including the old Alien Registration Card) with them. Your new address will be recorded on the back of the card.	
National Health Insurance	Those who are not enrolled in any health insurance or who are unable to enroll at the time that they move in are required to enroll in National Health Insurance. In this case, those who are receiving care at a hospital must inform the hospital that the contents of their health insurance have changed. The head of household will be charged with paying insurance premiums. All documents related to National Health Insurance will be addressed to the head of household. Those between the ages of 70-74 will be sent an “Elderly Recipient Certificate” together with an Insurance Card via post.	National Insurance and Pension Section
National Pension	<ul style="list-style-type: none"> <li>• Class 1 Policyholders (self-employed, students, etc.) and voluntary policyholders: please complete moving in procedures.</li> <li>• No moving in procedures are required for class 3 policyholders (wife of salaryman, etc.). (Please notify your change of address through your spouse’s employer)</li> </ul>	
	Those between the ages of 20 and 60 who are not yet enrolled in National Pension or another public pension (Employee’s Pension, Mutual Aid Society Pension, Class 3 Policyholder of Employee’s/Mutual Aid Society Pension, etc.): Please complete the enrollment notification for National Pension (Class 1 Policyholder). (Please bring your Pension Book or other item that lists your Universal Pension Number, as well as an item indicating pension losses up until the present)	
	<ul style="list-style-type: none"> <li>• Change of Address notification is not necessary in principle for those who receive National Pension / Employee’s Pension due to the usage of the Resident Registration Network, but may be required for some. Those who are unsure should consult the Japan Pension Service Office. Staff will provide a Change of Address Notification form (postcard type) to those who need it. Please notify the staff.</li> <li>• Those who receive an Elderly Welfare Pension: please notify the appropriate location.</li> </ul>	
Medical Fee Assistance for those entering the elderly life stage	The city will cover a portion of the copayment for medical care for those aged 65-69 who are enrolled in some kind of insurance. However, income restrictions apply. Please consult the location listed to the right for more details.	Long-Term Care and Medical Expenses Section (Welfare Medical Care)
Elderly Welfare Book (Sukoyaka Card)	The staff will issue a handbook for those aged 65 and over offering free or discounted entrance to locations including Oji Zoo.	
Nursing Care Insurance	For persons who continue to use nursing care insurance services, please carry out the application procedure to receive the relevant certification and authorization within 14 days of when you have moved. If you were issued a “Recipient Status Certificate” at the time of moving from your previous address, please submit it. ※Please note, if you use nursing care services without having applied for the relevant certification, you will need to pay the full cost of medical services. An Insurance Card will be sent to those aged 65 and over. (However, for those who enter nursing care facilities, depending on the type of facility the individual may become a policyholder in the municipality of your previous address)	Long-Term Care and Medical Expenses Section (Nursing Care Insurance: certification) ↓ Public Health and Welfare Division (Anshin Sukoyaka-gakari) (Nursing Care Insurance: Authorazation)

Item	Procedures	Point of Contact
Late Stage Elderly Medical Care	A Late Stage Elderly Policyholder Certificate will be sent to the residence of those aged 75 and older, as well as those 65 and over who are designated as disabled. Those who were issued a "Copayment Classification Certificate" from a municipality outside of Hyogo Prefecture when they moved out should submit it.	Long-Term Care and Medical Expenses Section (Late Stage Elderly Medical Care)
Elderly Priority Transportation Pass	A Priority Transportation Pass will be issued to those aged 70 and over, and is valid for city buses and subways, as well as private sector buses running within the city. The pass is usually delivered around 6 weeks after completing procedures to the location of the applicant's Resident Registration.	Public Health and Welfare Division
Welfare for the Disabled	Physical Disability Certificate / Medical Rehabilitation Handbook / Mental Disability Health and Welfare Certificate / Welfare Transportation Pass, etc.	Public Health and Welfare Division
Medical Fee Support for Children	The city will provide support for a portion of the medical fee copayments for a child to those who are enrolled in some kind of health insurance and who are caring for children up until their 3rd year of Junior High School (the end of the fiscal year in which the child turns 15). (Total support for copayments will be provided for infants from their first year of life to 2 years old.) ※Insurance Card and income/taxation certificate are required. Please inquire for details.	Long-Term Care and Medical Expenses Section (Welfare Medical Care)
Medical Fee Assistance for Severely Disabled Individuals	The city will provide support for a portion of the medical fee copayments for severely disabled individuals who are enrolled in some kind of health insurance and for whom any of the following apply: (Grade 1 or 2 Physical Disability Certificate/Those with severe mental handicaps; those who have grade 3 Physical Disability Certificate compounded with a moderate mental handicap; Grade 3 Physical Disability Certificate with internal handicap; Grade 1 Mental Disability Health and Welfare Certificate) however, income restrictions apply. ※ An Insurance Card and income/taxation certificate are required. For more information, please contact the location listed to the right.	
Medical Fee Assistance for Single-Parent Families	The city will provide support for a portion of the medical fee copayments for single parent mothers, single parent fathers, the children of single parent mothers/fathers, and children without a father or mother who are enrolled in some kind of health insurance. However, income restrictions apply. ※A document that indicates single parent status including an Insurance Card or income/taxation certificate is required. For details, please contact the location listed to the right.	
• Child Allowance	• Child Allowance Children up to the 3rd year of Junior High School (the end of the fiscal year in which the child turns 15) ※Notifications are required regardless of whether or not the child is moving in with the parent / guardian. Please complete the notification within 15 days of the day after moving out of your previous address.	
• Childcare Allowance	• Childcare Allowance [The end of the fiscal year in which the child turns 18 (However, children receiving Special Childcare Allowance will receive it until age 20)/income restrictions apply] ※Notifications are required regardless of whether a single member or the whole family moves in. Please contact the location listed to the right for the necessary documents.	Child and Family Support Division (Public Health and Welfare Division/Hokushin Public Health and Welfare Division)
Public Fund Assistance for Pregnancy Health Examination	• Expecting mothers will be issued Pregnancy Health Examination Assistance Coupons. Please bring your Maternity Health Record Book.	
Immunization Coupons	• Staff will issue Immunization Coupons for remaining immunizations. Please bring your maternity Health Record Book	
Infant Health Examination	• For infants under the age of 3, health examination information will be sent to your new address. Please complete the Change of Address Notification.	
Fixed Asset Tax	Those owning fixed assets (land/houses) within the city should inquire to the Fixed Assets Tax Section.	City Tax Desk

Please complete procedures at your new Ward Office/Branch Office. Direct all inquiries to the appropriate locations at the Ward/Branch Offices listed below.

Higashinada Ward ☎ 841-4131 Nada Ward ☎ 843-7001 Chuo Ward ☎ 232-4411 Hyogo Ward ☎ 511-2111 Kita Ward ☎ 593-1111  
Nagata Ward ☎ 579-2311 Suma Ward ☎ 731-4341 Kitasuma Branch ☎ 793-1212 Tarumi Ward ☎ 708-5151 Nishi Ward ☎ 929-0001