

# 転出される方へ（ご案内） To Those Moving Out (Explanation)

Current as of April 1st, 2016

Within 14 days of arriving at your new residence, please take your moving out certificate, personal identification (driver's license, etc.), seal (inkan), and for foreign residents, your Residence Card or Special Permanent Resident Card (Alien Registration Card) to the municipal office of your new residence and complete the procedure for submitting your Moving In Notice. For those who are moving out and for whom the following systems apply, we ask that you perform the listed procedures at the appropriate location.

For more information, please refer your question to the following locations: <Ward Office General Affairs Department/Public Health and Welfare Department/Municipal Tax Office; Kitasuma Branch Citizen Services Division/Public Health and Welfare Division>

System	Procedures When Moving Out	Location	Procedures at New Residence	
Seal (inkan) Registration	Your registration becomes invalid on the planned moving out day. In the event that you require certification of your seal up until the day before you plan to move out, please bring your Seal (inkan) Registration Certificate and moving out certificate to the appropriate location.	Citizen Services Division	Please perform the renewal procedure as necessary in the municipality of your new residence. (※ Some municipalities do not offer a convenience store certificate issuance service.)	
Convenience Store Issuance	After submitting a Moving Out Notice, you will not be able to receive a Seal Registration Certificate from the multi-copy machines in convenience stores. Resident Records may be received up to the day before your planned moving day. ※Your new address will not be listed on these forms			
Notification Card	<b>【For those moving abroad】</b> Please bring your notification card with you. After the procedure is complete we will return your card.			
Individual Number Card (My Number Card) or Basic Resident Registration Card	<b>【Special Exceptions Made for Moving In/Out】</b> • For households where a member has an Individual Number Card: When moving outside of the city, if you submit your Moving Out Notice (possible via post), you can submit your Moving In Notice at your new municipality without submitting your Moving Out Notice again by presenting your Individual Number Card and entering your PIN. You can also continue to use this card at your new residence (not possible in the event that 14 days have passed since moving out).			<b>【Special Exceptions for Moving In/Procedures for Continued Card Usage】</b> • At your new residence municipality's appropriate location, please bring your Individual Number Card and submit your Moving In Notice within 14 days of moving in (must also be within 30 days of your planned moving out date) (PIN input required) • If you complete the procedure to continue using your Individual Number Card within 90 days of submitting the above Moving In Notice, you can continue to use the card. The owner must input the PIN number of his/her Individual Number Card. ※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. Your "electronic certificate for user identification" will not become invalid so you can continue to use it.			Please perform the procedure for the "electronic certificate for the bearer's signature" where necessary. ※New electronic IDs cannot be loaded onto Juki Cards.
National Health Insurance	When moving out, you must bring your Health Insurance Card. Those holding an "Elderly Recipient Certificate" should bring it as well. The staff will explain and answer any questions you have about the amount of insurance premiums. Those who are currently being seen at a hospital and whose health insurance contents will change must notify the hospital.	National Insurance and Pension Section	Please promptly complete the necessary procedures to take out an insurance policy when moving in.	
National Pension Class 1 Policyholder (Self-employed, etc.)	Those moving overseas will need to provide a notification.		Please bring your Pension Book and seal (inkan) and complete the procedure.	

	For those who already receive pension payments	In principle, notifications of change of address are not required for those receiving payments from National Pension or an Employee's Pension due to the use of a centralized network, but the procedure may still be required for some individuals. If you are unsure, please contact the Japan Pension Service office. Those for whom the procedure is required should take a "Notification of Change of Address" form (postcard type) from their new residence.		Please register your change of address for Elderly Pension / Total Sum Elderly Pension / Handicap Pension / Survivor's Pension at your pension office. Recipients of Elderly Welfare Pension should perform the appropriate procedure with the municipality's pension department.
※A seal (inkan) can be replaced by a signature when the notifying applicant is the individual him/herself				
<p>Late Stage Elderly Medical Care System</p> <ul style="list-style-type: none"> <li>• Those 75 and over</li> <li>• Those 65 and over with certain disabilities</li> </ul>	Please return your Policyholder Certificate. Those who are moving out-of-prefecture should apply to be issued a "Cost Bearing Classification Certificate". Those who are 65 or over and designated with a disability, as well as those who have been issued a Designated Illness Medical Treatment Recipient Certificate should apply for a Designation Certificate.	Long-Term Care and Medical Expenses Section (Late Stage Elderly Medical Care Section)	Please bring your Cost Bearing Classification Certificate (for those who were issued a Disability Designation or Designated Illness Certificate, your certificate) and complete the moving in procedure.	
System	Procedures When Moving Out		Location	Procedures at New Residence
Elderly Medical Care Fee Assistance (65-69 Years Old)	Please return the Recipient Certificate		Long-Term Care and Medical Expenses Section (Welfare Medical Care)	Systems vary depending on the prefecture and municipality. Please consult the division responsible for medical fee assistance in your new residence municipality.
<i>Sukoyaka</i> Book (Health Book) (Age 65 and over)	Please return the booklet.			If a similar system exists in your new municipality, please complete the necessary procedures.
Medical Fee Assistance for Infants and Children	Please return the Recipient Certificate			Systems vary depending on the prefecture and municipality. Please consult the division responsible for medical fee assistance in your new residence municipality.
Medical Fee Assistance for the Severely Handicapped				
Medical Fee Assistance for Single-Parent Families				
Nursing Care Insurance	Those who have a Kobe City Health Insurance Card must return it when moving out. The staff will explain the amount of insurance premiums. For those designated as needing nursing care and support, the staff will issue a "Recipient Status Certificate". In the event that the new address outside of Kobe City will be a Special Care Elderly Home or other Nursing Care Insurance facility, please notify the staff.		Long-Term Care and Medical Expenses Section (Nursing Care Insurance)	Please complete the necessary procedures to take out an insurance policy within 14 days of moving in. For those who were issued a "Recipient Status Certificate", please submit it at the appropriate location of your Nursing Care Insurance within 14 days of moving in.
Elderly Priority Transportation Pass (70 years old and over)	When moving out of the city, please return your transportation pass to the appropriate section listed to the right.		Public Health and Welfare Division Disabled and Senior Citizens' Welfare Section (Public Health and Welfare Division)	If a similar system exists in your new municipality, please complete the necessary procedures.
Welfare Transportation Pass			Public Health and Welfare Division Child and Family Support Division (Public Health and Welfare Division)	
<ul style="list-style-type: none"> <li>• Physical Disability Certificate</li> <li>• Medical Rehabilitation Handbook</li> <li>• Mental Disability Health and Welfare Certificate</li> </ul>	Please bring your seal (inkan) and your book.		Public Health and Welfare Division (Public Health and Welfare Division)	Please inquire at your new municipality or Welfare Office.
<ul style="list-style-type: none"> <li>• Child Allowance [Through 3<sup>rd</sup> year of JHS (or the end of the fiscal year in which the child turns 15 years old)]</li> </ul>	Please bring your seal (inkan). ☆ Notification is required both when the target child moves as well as when the parent/guardian receiving the allowance moves.		Child and Family Support Division  Child Welfare	Please inquire at your new municipality or Welfare Office.

・ Childcare Allowance [Through the end of the fiscal year in which the child turns 18 years old (children receiving Special Childcare Allowance: 20 years old)]	Please bring your seal (inkan) and certificate. ☆ Notification is required regardless of whether the whole family or only a portion of the family is moving out.	Section Child Health Section	
Pregnancy Health Examination Assistance Coupon	Cannot be used after moving out. Please complete any applications for reimbursement of maternity examinations received outside of Hyogo Prefecture prior to completing the procedure for moving out.	(Public Health and Welfare Division)	Pregnant women: please bring your current Maternity Health Record Book and complete the necessary procedures at your new residence.

Procedures should be handled at the Ward/Branch Office of the municipality from which you are moving out. Please direct inquiries to the appropriate location of your local Ward/Branch Office.

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