

Multilingual Living Information



A New Residency Management System & Resident Registration System for Foreign Residents (*Information for after July 9, 2012)

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4 Procedures for change in address and family composition

It is necessary to carry out procedures at the municipal office when there is a change in the address or family composition which has been registered in the Resident Register. Since the term allowed for making each notification is set, you should try not to be late..

In principle it is the individual or the head of the family who should make an application at the municipal office.

4-1 Change in address

When the address of mid- to long-term residents changes, a notification of a notification of moving out (tenshutsu todoke), moving in (tennyu todoke), and/or a notification of change in address (tenkyo todoke). Besides this, a notification of a change in address (jukyochi henko todokede) must be made. However, if the Residence Card of all members of the family are presented when making a notification of moving in or notification of change of address , a Notification of Address form (jukyochi todokede-sho) is not required. Basic procedures are explained below.

(1) Moving-out notification (tenshutsu todoke)

Before you move address, go to the municipal office for where you live and make a moving-out notification (tenshutsu todoke). When you have made a moving-out notification, a moving-out certificate (tenshutsu shomei-sho) will be issued.

Who can make the notification	Required documents (examples)	Where to make notifications and inquiries	From / until	Service fees
1 The individual or head of the family 2 A family member of the same family as the individual 3 A proxy who has received a letter of proxy from the individual	1 Moving-out notification (forms available at municipal office) 2 Documents that can prove to the staff at the office the identity of the person making the notification 3 (When a proxy is making the notification) A letter of proxy written by the individual (the person who has moved out)	The municipal office of the area of your previous address (notification may be possible by post)	Before you have moved	No fees charged



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(2) Moving-in notification (tennyu todoke) / notification of change in address (jukyochi no henko todokede)

When you move to an address in a municipality outside the one you live in, a moving-in notification (tennyu todoke) and change in address notification (jukyochi henko no todokede) must be made within 14 days of moving address at the municipal office of the address you have moved to.

Who can make the notification	Required documents (examples)	Where to make notifications and inquiries	From / until	Service fees
<p>1 The individual or head of the family</p> <p>2 A family member of the same family as the individual</p> <p>3 A proxy who has received a letter of proxy from the individual</p>	<p>1 Moving-in notification (forms available at municipal office)</p> <p>2 The Residence Card of all members moving in, (including Alien Registration Cards deemed equivalent)</p> <p>3 (when an existent family is moving in, for all family members other than the head of the family) Documents showing their relationship to the head of the family</p> <p>4 Certificate of moving out (tenshutsu shomeisho) (issued by the municipal office of where you have lived until the present)</p> <p>5 Documents that can prove to the staff at the office the identity of the person making the notification</p> <p>6 (When a proxy is making the notification) A letter of proxy written by the individual (the person who has moved)</p>	The municipal office of the area of your new address	Within 14 days of changing address	No fees charged

* The new address must be written on the Residence Card at the municipal office for the new address. If you have lost your Residence Card, mid- to long-term residents should go to the Immigration Office and apply for a reissuance of a Residence Card .

(3) Change of address notification (tenkyo todoke) / Notification of change of address (jukyochi no henko todokede) (for mid- to long-term residents)

When you have moved to a new address within the same municipality, you should make a change of address notification (tenkyo todoke) and change of address notification (jukyochi henko no todokede) at the municipal



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office.

Who can make the notification	Required documents (examples)	Where to make notifications and inquiries	From / until	Service fees
<p>1 The individual or head of the family</p> <p>2 A family member of the individual at the new address</p> <p>2 A proxy who has received a letter of proxy from 1</p>	<p>1 Change of address notification (forms available at municipal office)</p> <p>2 The Residence Card of all members moving, (including Alien Registration Cards deemed equivalent)</p> <p>3 (when an existent family is moving in, for all family members other than the head of the family) Documents showing their relationship to the head of the family</p> <p>4 Documents that can prove to the staff at the office the identity of the person making the notification</p> <p>5 (When a proxy is making the notification) A letter of proxy written by the individual (the person who has moved)</p>	<p>The municipal office of the area of your previous address (notification may be possible by post)</p>	<p>Within 14 days from when you have moved</p>	<p>No fees charged</p>

* The new address must be written on the Residence Card at the municipal office for the new address. If you have lost your Residence Card, mid- to long-term residents should go to the Immigration Office and have a Residence Card reissued.

