## Submitting a Moving-Out Registration by Mail (cannot be used as a change of address registration within the city)

If you have a Basic Resident Registration Card or My Number Card, see part ①. For other documents, see part ②, and fill out the required information.

% If you have a My Number card, you can use the "One-Stop Moving Service". If you have used this service, you do not need to send a notification of moving out by mail.

Please refer to the "One-Stop Moving Service" on the Kashiwa City Homepage for more details.

	f you have a Basic Resident Registration Card or My Number Card (cards must be valid)										
		E D. 基本台級カード	H4.54	14AB E R G M O	ED基本台級カード  ACAB  SOCIACHOHETERS  SOCIACHOHETERS  BLEFFY-NU-HI RIS & BLEFFY  GRACAGO (NETTURBIN)  ACRAGAGITHE ILL 123-145-7810		联合 肇号 健康 〇〇県	□□市△△町◇丁目○  平成元年3月	■ 接下で見		
	[Basic Resident Registration Card (no photal Basic Resident Registration Card (photo)] [My Number Card]										
	If you have a Basic Resident Registration Card or My Number Card, and can check ☑ all of the following criteria,										
	you can use the special system for moving in or out. If you do not complete the registration process within 14 days										
1	of moving, your Basic Resident Registration Card and My Number Card will become invalid.										
	<ul> <li>☐ Registration process can be done within 14 days of moving (the date when you begin living in your new residence).</li> <li>☐ You can bring your Basic Resident Registration Card or My Number Card when you do your moving-in registration.</li> <li>☐ You know the 4-digit PIN number for your My Number Card.</li> </ul>										
	A paper copy of the moving-out certificate will not be issued, so you do not need to provide a return envelope when you use the special system for moving in/out registration. When the registration is received and completed by Kashiwa City, you can do the moving-in registration for your new address.  If your moving date changes, and the moving-in registration cannot be done within 14 days of the move, you may need a paper copy of the moving-out registration. In that case, please make a new application.  If you wish to do the registration outside of the city hall office hours, on a weekend or holiday, or at a branch office, please check ahead of time whether or not the special registration process can be done in you new municipality.										
	Registration date				Scheduled moving-o		done in y				
2	(date of posting form)	Yr Mo	Dy	3	or moving in to new r	esidence	_	Yr		Dy	
4	Name of registrant (Please sign.)			⑤	Relationship to the person moving	□Repre	sentative (		ormer household ) a representative.		
<b>6</b>	Address of registrant	☐Same as former address ☐Oth	er (								
7	Contact (phone number)	If another person is submitting this re	egistrati	on, v	vrite the phone numb	er for the	person who	o is moving.			
f there is anything you would like to confirm with us, please tell us the most convenient day/time in which we may contact you.  Time you wish to be contacted: AM · PM · Other ( )   Please indicate a time between 8:30am~5:15pm (weekday only)											
(8)	New address										
_	Former address										
9	(in Kashiwa)	Kashiwa City			1				ı		
		Name				Date	of Birth		Card is Valid		
	People who are moving to the new address					Yr	Мо	Dy	Yes / No		
						Yr	Мо	Dy	Yes / No		
10						Yr	Мо	Dy	Yes / No		
						Yr	Мо	Dy	Yes / No		
						Yr	Мо	Dy	Yes / No		
11)		of household moves out, please write of the new head of household.			•		[New hear	d of househo	ld]		

#### ■ Moving-out registration by mail

To submit your moving-out registration by mail, please send the following documents to Kashiwa City Hall, Citizens' Division. The moving-out certificate will be mailed from here.

If you are using the special process for moving in/out, no documents will be sent to you.

When you have completed the procedures, please bring your My Number (personal number) card

or resident registration card and complete the procedures at the municipality where you moved into.

#### Required documents for submitting your moving-out registration by mail

- A The completed Moving-out Registration by Mail form on the reverse side of this page
- B Include copies of personal **identification documents** for the person moving:
  - (A) one item, or (B) 2 items, or (B) 1 item + (C) 1 item.

# (×1)When making a copy of your My Number (personal number) card, please only attach a copy of the face photo on the front side.

	Driver's License, My Number Card(※1),Passport,
( )na itam is	Basic Residents Registration Card (with a photo), Special Permanent Resident's Certificate, or Residence Card
	Driving History Certificate, Physical Disability Passbook, Real Estate Transaction Manager Certificate
	Electrical Engineer Certificate, etc., or other license or certificate provided by a public office.
2 items are required	If documents in A are being renewed, a temporary certificate or receipt that has been issued.
z items are required (B)	Public Assistance Benefits Certificate, any kind or pension certificate
(b)	Health insurance card,Long-term care insurance card
2 items are required	Bank account book, company employee certificate, student certificate, medical patient card,
(C)	cash card, etc.

### C Return envelopes (not required for those using the special registration process)

Affix the required postage, and write the new address or former address, and your name (if there is more than one person moving, the name of their representative)

- D For a representative, documents showing authorization, such as a letter of proxy.
  - For legal representatives (parental authority or guardian of an adult), a copy of the family register or registration certificate is required. (Excluding parental authorities whose family register is in Kashiwa City.)
  - For a mandatary legal representative, a letter of proxy is required.

**\*\*Moving-out certificates are generally sent to the new address or former address, addressed to the person who is moving. If it is necessary to send the certificate addressed to another person, please contact us.** 

**XIf** you have a My Number (personal number) card or Basic Resident Register card, please contact the Citizens Section at 04-7167-1128 if you would like to confirm the completion