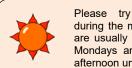
## How to notify a change of address at the Residents' Affairs Division

Foreign Residents
(In possession of a

(In possession of a

**Residence Card)** 

♦ Keep these in mind to keep make things as smooth as possible



Please try to come during the morning. We are usually crowded on Mondays and from the afternoon until closing.



Please fill out your forms before coming. You can find information on how to fill out your forms at the window and/or online



Please plan ahead and give yourself extra time when visiting. It may take longer than expected to process your insurance and pension

	Sun	Mon	Tues	Wed	Thur	Fri	Sat		Sun	Mon	Tues	Wed	Thur	Fri	Sat
March							1	April			1	2(3)	3(3)	4	5
	9	3 3 10	4 ①	5 (ii)	6 ①	7 😅	15		6	7	8 🔆	9	10	11	12
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	30	31	0	•	•	•			27	28	29	30	Ŭ		
(£	High Volume     Moderate Volume								Low Volume			Closed			

\*\*During our working hours, 8:45 am to 5:15 pm, we are usually busy on the weekdays from 11:30 am to 2:00 pm and from 4:30 pm to 5:15 pm. However, this can change depending on the weather.

Sunday-Window during March and April · · · Due to the high volume of people who move during these months, please make sure to plan ahead and give yourself extra time.

Days Open: [March] 9<sup>th</sup>, 23<sup>ed</sup>, and 30<sup>th</sup> [April] 6<sup>th</sup> and 13<sup>ed</sup>

Hours: 8:45 am to 12:00 pm (Open until 2:00 pm on March 30th, April 6th)

♦ When moving · · · Please fill out a "Notification of Changing Address Form" and please follow the instructions below.

Status	Timeframe	Place	Required Items		
When arriving from overseas			Residence Card, Passport		
<ul><li> When arriving from another city outside of Nagoya City (domestic)</li><li> When moving within the City of</li></ul>	Within <u>14 days</u> after moving	Residents' Affairs Division of the ward office of new residence	Residence Card、 Certification of Moving Out (転出証明書)		
Nagoya					
When moving overseas	By the day you	Residents' Affairs Division of the	Residence Card		
© When moving to another city (domestic)	move	ward office of current residence			

XPlease receive a Certification of Moving Out from the ward office of your previous residence.

**%Filling out forms before arriving at the ward office will shorten your waiting time. %There are multilingual instructions on how to fill out "Notification of Changing Address Forms" and "Certificate of Residence Forms" at the window. You can also find this information at the following website.** 



URL: <a href="https://www.city.nagoya.jp/naka/page/0000117857.html">https://www.city.nagoya.jp/naka/page/0000117857.html</a>

XPlease plan ahead and give yourself extra time when visiting. It may take longer than expected to process your insurance and pension

♦ Issuing of Proof of Residency · · · A proof of residency serves as a verification of your name and address. Please fill out an application for a "Certificate of Residence".

The residence card of the person applying is required. If you are a representative, written power of attorney and ID documents are required.

lephIf you have an individual number card please bring it for your new address to be imprinted onto it.

<sup>%</sup> If you are a representative, please have all persons' residence cards along with your written power of attorney and ID documents.