

## Foreign Residents

(In possession of a  
Residence Card)

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

◇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	Thurs	Fri	Sat
Mar ch				1	2	3	4
	⑤	6	7	8	9	10	11
	12	13	14	15	16	17	18
	⑱	20	21	22	23	24	25
	⑳	27	28	29	30	31	

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
April							1
	②	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	⑳	24	25	26	27	28	29
30							

■ High Volume ■ Moderate Volume □ Low Volume □ Closed ○ Sunday-Window

※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 pe months, please make sure to plan ahead and give yourself extra time.

Days Open: 【March】 5<sup>th</sup>, 19<sup>th</sup>, and 26<sup>th</sup> 【April】 2<sup>th</sup> and 23<sup>th</sup>

Hours: 8:45 am to 12:00 pm (Open until 2:00 pm on March 26<sup>th</sup>, April 2<sup>th</sup>)



◇When moving ··· Please fill out a “Notification of Changing Address Form” and please follow the instructions below.

Status	Timeframe	Place	Required Items
① When arriving from overseas	Within <b>14 days</b> after moving	Residents' Affairs Division of the ward office of new residence	Residence Card, Passport
② When arriving from another city outside of Nagoya City (domestic)			Residence Card, Certification of Moving Out (転出証明書)
③ When moving within the City of Nagoya			
④ When moving overseas	By the day you move	Residents' Affairs Division of the ward office of current residence	Residence Card
⑤ When moving to another city (domestic)			

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

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

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

※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: <https://www.city.nagoya.jp/naka/page/0000117857.html>

※Please 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.