

SAMPLE

※ FILL IN THE FIELDS WRITTEN IN RED, ACCORDING TO THIS SAMPLE.
WARNING: ANY LACK OF INFORMATION MAY PREVENT THE CONCLUSION OF THIS PROCEDURE

Example: A family of four, where all members are moving out and no one has a My Number card.

郵送による転出届 OUTGOING CHANGE OF RESIDENCE BY MAIL

To the Mayor, Chuo City, Yamanashi Prefecture

1. Type of outgoing change of residence ※ please draw a circle in one of the bolded fields (□) below on the left

☒	Outgoing Change of Residence (paper document)	← For those who haven't got a My Number card. The notification of outgoing change of residence will be issued.
☐	Outgoing Change of Residence using My Number card	• Available only to moving households where at least one member holds a My Number card. • A paper certificate for moving out will not be issued. Please bring your My Number card when submitting your moving-in notification.

2. Fill in with the address and the head of household in Chuo City.

Chuo-shi	Usuiawara 1234 banchi 5	(name of bldg/danchi)
		Chuo apato 101 gōshitsu
【Head of Household】	Chuo Taro	

3. Address of koseki (for Japanese nationals) / nationality for aliens

Yamanashi	to do	Chuo	ku shi	Usuiawara	cho	678 banchi 9
	fu ker		gun		son	
【Head of Koseki】	Chuo Taro					

4. Name of the ones moving away ※Only those who are moving away. Write the information (names, etc) on the back in case there are more than two people.

	N A M E	DATE OF BIRTH	SEX	RELATIONSHIP TO HEAD OF HOUSEHOLD	MY NUMBER CARD
1	NAME IN KANA チュウオウ タロウ Chuo Taro	YEAR 1955 / MONTH 10 / DAY 10	M • F ☒ M • ☐ F	MYSELF	1. Yes 2. ☒ No
2	NAME IN KANA チュウオウ ハナコ Chuo Hanako	YEAR 1955 / MONTH 11 / DAY 11	M • F ☐ M • ☒ F	WIFE	1. Yes 2. ☒ No

5. New address (where you have moved to)

Tokyo	to do	Chuo	ku shi	〇〇〇	cho	1 chome 1 ban 1 go
	fu ken		gun		son	
(name of bldg/danchi)	〇〇danchi 1 gōtō 102 gōshitsu					
【Head of household in the new address】	Chuo Taro					

Date when you started to live in the new address →

Date of moving
Reiwa 8 Month 〇〇 Day 〇〇

Date you filled in this form →

Date of procedure
Reiwa 8 Month 〇〇 Day 〇〇

Please sign (as in your passport) / seal

Chuo Taro	
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※ In case of lack of information you will be contacted, so please fill in with numbers through which you can actually be contacted from Mon to Fri, 8:30 am to 5:15 pm

(Home/Office)	03	—	1234	—	5678
(Mobile)	090	—	1234	—	5678

【NB】 If there are more than two people listed on the same moving-out certificate, please write the remaining names and details on the back.

	N A M E	DATE OF BIRTH	SEX	RELATIONSHIP TO HEAD OF HOUSEHOLD	JUUKI CARD
3	NAME IN KANA チュウオウ イチロウ Chuo Ichiro	YEAR 1989 / MONTH 10 / DAY 10	M • F ☒ M • ☐ F	CHILD	1. YES 2. ☒ NO
4	NAME IN KANA チュウオウ レンゲ Chuo Renge	YEAR 1990 / MONTH 11 / DAY 11	M • F ☐ M • ☒ F	CHILD	1. YES 2. ☒ NO