

## **Moving to Seto City**

When a foreign national moves to Seto City from another municipality, they must get a notification of change of residence. Short-term residents or those with a period of residence less than three months do not need to submit notification.

- Notification must be submitted within 14 days of moving in
- The notification must be submitted in person or by the head of the household  
In any other case, a letter of proxy is needed.
- Notification is submitted to the Citizen Affairs counter at city hall  
Notification cannot be submitted to branch offices or service centers.
- You will need to submit a notification of change of residence issued by the municipal offices at your previous address and the Residence Cards or Special Permanent Resident Certificates (including Alien Registration Certificates deemed to be Residence Cards or Special Permanent Resident Certificates) for all foreign nationals that will move in.

\* If your card becomes lost or the expiration date is passed, first it must be reissued or updated.

If you have a notification of change of residence, you can submit it first according to the Residential Basic Book Act.

All Basic Resident Registration Cards for those that have them (the Juki Card PIN code will be needed to update the address information on the IC chip.)

All My Number Notification Cards or Individual Number Cards for those that have them

The personal seal of the person submitting the documentation (rubber stamps not permitted. If the person submitting the documents is a foreign national, a signature may be accepted)

Personal identification of the person submitting the documentation (Residence Card, Special Permanent Resident Certificate, Alien Registration Certificate, Driver's License, passport, etc.)

Documentation of relationship

\* If the new head of household is a foreign national and the household has other foreign nationals:

Ex.1: A household where the head of household is a foreign national moves in: documentation confirming the relationship to the head of household

Ex.2: A household with foreign nationals wherein the person moving in will move in as the head of household: documentation confirming the relationship between the new head of household and currently living household members

Ex.3: A household member of a household before moving in will be the head of household for the new household and a foreign national is a household member: Documentation confirming the relationship with the new head of household

(Note) When documentation confirming relationships such as birth certificates or marriage documentation is in a foreign language, a Japanese translation is also needed.

\* When the household structure before moving in shall be maintained with the same head of household, documentation confirming relationships is not needed.

- \* When there is no documentation that confirms the relationship, the relationship will temporarily be registered as a generic relationship. When documents that confirm the relationship become available, the relationship information can be updated.
- Persons with the following shall bring these as well:
  - National Health Insurance Certificate
  - National Pension Handbook (those registered at previous address)
  - Late-term Elderly Insurance Certificate (Those moving from other prefectures shall provide certification of category of payments)
  - Nursing Insurance Recipient Certificate (those approved at previous address)
- \* If the notification period will likely be exceeded while trying to obtain a notification of change of residence, Resident Card or other identification not available, confirm that the person has a medium to long term of residence or is a special permanent resident and then submit documentation to the following bodies. Please consult with us:
  - No Notification of Change of Residence: Ministry of Justice related submission
  - No Resident Card, etc.: Ministry of Internal Affairs and Communications related submission (Residential Basic Book Act)



## **Moving to Seto City from Overseas**

When a foreign national will move from overseas

Persons on a short term stay or for a period of less than three months do not need to submit notification.

• Within the submission deadline, both the Ministry of Internal Affairs and Communications related submission (Residential Basic Book Act) and the Ministry of Justice related submission (Immigration Control and Refugee Recognition Act, Immigration Control Special Exemption Act).

Within 14 days from the time address is determined in Seto City after entering Japan

- Submission performed by the applicant or member of same household. \*All other cases require a letter of proxy.
- Submit to the Citizen Affairs counter at city hall  
Branch offices or service counters cannot accept the submission.
- At the time of submission you will need the Resident Cards for all entering Japan (for those being issued Resident Cards at a later date when entering Japan, passports will suffice; in case of reentry, Resident Card or Special Permanent Resident Certificate and passport; this includes Alien Resident Certificates deemed to act as Resident Cards or Special Permanent Resident Certificates)

Bringing your My Number Notification Card or Individual Number Card will shorten the time required to complete the procedures.

The personal seal of the person submitting the documentation (rubber stamps not permitted. If the person submitting the documents is a foreign national, a signature may be accepted), personal identification of the person submitting the documentation (Residence Card, Special Permanent Resident Certificate, Alien Registration Certificate, Driver's License, passport, etc.)

Documentation of relationship (when needed)

\* If the new head of household is a foreign national and the household has other foreign nationals:

Ex.1: A household where the head of household is a foreign national moves in: documentation confirming the relationship to the head of household

Ex.2: A household with foreign nationals wherein the person moving in will move in as the head of household: documentation confirming the relationship between the new head of household and currently living household members

Ex.3: A household member of a household before moving in will be the head of household for the new household and a foreign national is a household member: Documentation confirming the relationship with the new head of household

(Note) When documentation confirming relationships such as birth certificates or marriage documentation is in a foreign language, a Japanese translation is also needed.

\* When there is no documentation that confirms the relationship, the relationship will temporarily be registered as a generic relationship. When documents that confirm the relationship become available, the relationship information can be updated.

## Birth

Procedures when a child is born are essentially the same as for Japanese nationals.

- Notification procedures must be completed within 14 days from the date of birth

- Preparing a Certificate of Residence

When the address is set in Seto City, a Certificate of Residence is prepared at the same time. When the address is outside of Seto City, a copy of the notification of birth will be forwarded to the municipality, and the municipality will prepare a Certificate of Residence. When a birth notification is submitted to a different municipality, that municipality will forward a copy of the notification of birth to Seto City so there is no need to perform procedures at Seto City Hall again.

- The documentation shall be submitted by the father or mother of the child

\* If the applicant signs or marks the document with their seal, a proxy can submit the notification.

- Submit the documentation to the municipal office of the residence or place of birth

\* The notification may not be received in some cases when the administration is not open.

- At the time of submission you will need the birth notice (with a certification on the right half from a doctor or midwife) and the personal seal of the person submitting the documentation (rubber stamps not permitted. If the person submitting the documents is a foreign national, a signature may be accepted). Use the same seal as the one on the birth notice.

- Maternal and Child Health Handbook

- Bring any of the following if held during the hours the city hall is open.

(Child health) Health certificate of the person for whom the new child is a dependent

(Child allowance): Depends on the individual. Contact the Children and Families Section.

\* When submitting to a different municipality, the requirements may differ. Please confirm in advance.

### Notes

#### <Regarding Status of Residence>

- Receive a status of residence within thirty days of birth from the Immigration Bureau. This is not needed when leaving Japan within 60 days.

- If you are a Special Permanent Resident, apply at the Citizen Affairs Section.

\*As a rule, if a status of residence is not obtained and 60 days passes from birth, the Certificate of Residence will be deleted.

\* Also, submit the notification of birth to the child's nation's embassy or consulate.

\* The My Number Notification Card for the child will be sent by mail at a later date.

## Death

Procedures when a family member dies are essentially the same as for Japanese nationals.

- Submission must be made within 7 days of becoming aware of the death

### < Return Residence Card and other identification >

- The Residence Card, etc., must be returned to the Minister of Justice on death.
- \* Send to the following address  
Odaiba Office, Tokyo Immigration Bureau  
9F Tokyo Port Joint Government Building,  
2-7-11 Aomi, Koto City,  
Tokyo 135-0064
- As a rule, notification shall be submitted by a co-resident family member
- Notification shall be submitted to the municipal office for the address of the deceased, for the address of the person submitting the documents or for the location of death.
- Submitting a notification requires a notification of death (with a certification on the right half from a doctor) and the seal of the person submitting the documentation (rubber stamps not permitted. If the person submitting the documents is a foreign national, a signature may be accepted).

### • Notes

This is an example for submissions in Seto City.

When the deceased was the head of household, documentation confirming relationships may be needed at a later date.

- Documentation confirming relationship

#### < Cases requiring documentation confirming relationship >

- \* If the head of household dies and the new head of household is a foreign national and there are foreign national members in the household.

(Note) Documentation confirming relationship includes birth certificates and marriage documentation

- \* When in a foreign language, a Japanese translation must also be submitted.
- \* When there is no documentation that confirms the relationship, the relationship will temporarily be registered as a generic relationship. When documents that confirm the relationship become available, the relationship information can be updated.
- \* Ask for details in advance

- Persons with the following shall bring these as well. Procedures or return is required in case of death.
  - National Health Insurance Certificate
  - Late-term Elderly Insurance Certificate
  - Nursing Insurance Recipient Certificate
  - Welfare and Medical Recipient Certificate (Child Healthcare, etc.)
  - Disability Passbook
  - Welfare Recipient Certificate
  - Seal Registration Card
  - Basic Resident Register Card