

1 Administrative procedures at city hall

Basic resident register and personal seal

When you change your place of residence, first register it in the city, town, or village you lived in prior to moving. You should receive a change of address certificate. (You can also submit a moving-out notification via “Mynportal” using your “My Number” card.) Then, within 14 days of moving into your new place of residence, please bring your Moving-out Certificate to the municipal office of the new place of residence and complete the moving-in procedures. When changing your place of residence, please be sure to bring your residence card or special permanent resident certificate.

As a rule, you must register your change of address in person, but an authorized representative may register for you.

◆ Requesting a basic resident register

On July 9th, 2012, the alien registration system was abolished. In its place, a new residency management system was started for foreigners and Japanese alike. Instead of a certification of information recorded on foreign residents (gaikokujin toroku genpyo kisai jiko shomeisho), foreign nationals will now receive a basic resident register (juminhyo).

Thus, if there are Japanese and foreign nationals in the same household, you can receive a certificate which shows information for all family members.

Section	Fee (1 copy)	Necessary documents
Citizen's service	300 yen	1) For yourself: Residence card, Special Permanent Resident Certificate, or a document issued by a government or municipal office with a photo, such as a “My Number” card or driver's license. The item must not be expired. 2) Everything listed in 1) for other members of your household 3) As a representative of requester: A letter of attorney in the person's handwriting, a residence card, special permanent resident certificate or a document issued by a government or municipal office with a photograph, such as a “My Number” card or driver's license. These items must not be expired.

※If the above documents are not available, then a combination of two of the following are acceptable: health insurance card (kenko hokensho), eligibility verification form, pension book (nenkin techo), bankbook (yokin tsucho.) or hospital/clinic patient card (shinsatsu ken).

◆ Personal seal registrations

You can register only one seal per person. The seal must show the name or part of the name that appears on your basic resident register. Please check with the Citizen's Section before registering your seal.

	Personal seal registrations	Personal seal proof certificates
For yourself	<ul style="list-style-type: none"> ▪ Residence card, Special Permanent Resident Certificate or My Number Card, passport, driver's license, or any other document with a photo issued by a government or municipal office. The item must not be expired. ▪ Personal seal ▪ 300yen 	<ul style="list-style-type: none"> • Personal seal registration card • 300yen
As a representative of requester	Please check with the Citizen's Section.	

Citizen's Services Section (City Hall)

#092-921-2121

E-mail: shimin@city.dazaifu.lg.jp