

Notification of Moving Out (for mail use)

Addressed to the Mayor of Maebashi

Name (Signature Required)		印
Address	〒 —	
Phone Number		

※Be sure to give your signature or your seal after filling out your name.

※We may contact you to confirm the information so please provide us with a daytime phone number.

Old Address		Householder	
New Address		Householder	
Move Out Date (year/month/day)			

※It will take about one week to process the paperwork, including the days it takes for the mail to arrive, so send this notice well in advance.

	Name of those who are moving	Date of Birth (year/month/day)
1		
2		
3		
4		
5		

※If 6 or more people are moving out please write their names in the margins.

■Put a check in the either of the if you have a My Number Card or Basic Resident Register Card

<input type="checkbox"/>	Normal move-out procedure (We will provide a move-out certificate)
<input type="checkbox"/>	Special move-out procedure via card (No move-out certificate will be provided, so no response envelope is needed)

※If the move-out date is more than 14 days away you cannot do the special move out procedure. If the scheduled move-out date is earlier than the notification date, we recommend the normal move-out procedure.

※For special move-out procedures, you will need your 4-digit pin when you submit your move-in notice.

※You cannot do the special-move out procedures using a notice card.

■Attachments (Check the for confirmation)

<input type="checkbox"/>	Notification of Moving out	Fill out all required items
<input type="checkbox"/>	Identity Verification	<ul style="list-style-type: none"> ・ 1 Government issued identification with a picture on it (Driver's license, Passport, My Number card) ・ 2 Other forms of verification (Health Insurance cards, Pension Book, Student ID) ※The notice card is not a valid form of verification.
<input type="checkbox"/>	A Return Envelope	Include a stamp worth 414 yen and write your new address, name, and postal number. ※Recorded delivery (320 yen) + standard postage rate (94 yen)

市記載欄			
受付日	切手	通知	
			<input type="checkbox"/> 転出証明書交付 <input type="checkbox"/> 特例転出 <input type="checkbox"/> 転出証明書再交付 <input type="checkbox"/> 消除者転出

■Addressee and Inquiry
 〒371-8601
 Maebashi City Ōte-machi 2-12 No. 1
 Maebashi City Hall Citizen Affairs
 Division Resident's Section
 Representative: 027-224-1111
 Extension: 3106

■When submitting a notification of moving out by mail

- ① **Notification of Moving out (for mail use)**: Fill out all necessary items.
- ② **Identity Verification Documents**: A copy the notifier's driver's license or similar forms of ID
 - ・ One of the following: Driver's License, Passport, My Number card
 - ・ Two of the following: Health Insurance, Nursing Insurance, Various medical certificates, Pension book, Student ID※A notice card is not a valid form of verification.
- ③ **Return Envelope**: The notifier must write their address and name, and attach a stamp worth 414 yen to the return envelope and place it in the envelope.
 - ※Recorded delivery (320 yen) + standard postage rate (94 yen)

Place all items from 1, 2, and 3 in the envelope and send it to the Citizen Affairs Division, Resident's Section in Maebashi City Hall.

