

## Notification of Moving Out (for mail use)

Addressed to the Mayor of Maebashi

	<b>Name</b> (Signature Required)	
	<b>Address</b>	〒      —
	<b>Phone Number</b>	

※Sign your name in the indicated space above.

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

<b>Old Address</b>		<b>Householder</b>	
<b>New Address</b>		<b>Householder</b>	
<b>Move Out Date</b> (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		

※If 5 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 of the Notifier	<ul style="list-style-type: none"> <li>・ 1 Government issued identification with a picture on it (My Number card, Driver's license, Passport)</li> <li>・ 2 Other forms of verification (Health Insurance cards, Pension Book, Student ID)</li> </ul> ※The notice card is not a valid form of verification.
<input type="checkbox"/>	A Return Envelope	Include a stamp worth 414 yen (non-standard envelopes are 440 yen) and write your new address, name, and postal number. (+290 yen for express delivery). ※94 yen for standard size mail 25g and over + 320 yen for simplified registered mail = 414 yen. ※120 yen for standard size mail 50g and over + 320 yen for simplified registered mail = 440 yen. ※It can only be sent to your old address or new address. (It cannot be sent to your work address.)

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

■Address and Inquiry  
 〒371-8601  
 Maebashi City Ōte-machi 2-12 No. 1  
 Maebashi City Hall Citizen Affairs Division  
 Resident's Section Mail Transfer Coordinator  
 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 My Number card or similar forms of ID
  - One of the following: My Number card, Driver's License, Passport, Residence card, etc.
  - 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 (or a non-standard envelope for 440 yen) to the return envelope and place it in the envelope (+290 yen for express delivery).
  - ※94 yen for standard size mail 25g and over + 320 yen for simplified registered mail = 414 yen.
  - ※120 yen for standard size mail 50g and over + 320 yen for simplified registered mail = 440 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.

