

# Movement Procedure

※ Necessary documents are different according to application contents. Please make inquiry to section in charge for details.

When you have no My Number Card or Notice Card in your hands, please consult with Section in charge before your application.

Procedure Name	Applicants	Necessary Documents for Movement Procedure.	Window in charge & Contact No.
Movement Procedure	Persons who moved into Sasebo-city from outside Sasebo-city.	① Certificate of Moving Out. (In case of moving out without certificate, My Number Card or Basic Resident Register Card is to be shown. ② I D. Card of the person who comes to window. ③ Residence Card, Special Permanent Resident Certificate (only foreigner resident) ※ In case agent goes through the procedures, Power of Attorney is needed.	City Hall MainTower1F» Civil Registration Section Extension:2116~2121  Or, each Branch Office and Uku Administrative Center.
Movement from outside Japan.	Persons who moved into Sasebo-city from outside Japan.	① Passports of all members who moved into Sasebo-city. ② I.D. Card of the person who comes to window. ③ Family register matter certificate that all the members who transfer were mentioned, or personal matter certificate and label on a Family Register (Only Japanese resident.) ※ When Sasebo-city is a legal domicile, it is unnecessary. ④ Residence Card, Special Permanent Resident Certificate (only foreigner resident) ※In case agent goes through the procedures, Power of Attorney is needed.	
Address change of Notice Card	Persons who have Notice Card.	① Notice Cards of all the members who transfer. ② I. D. Card of the person who comes to window. ※In case agent goes through the procedures, Power of Attorney is needed. ※ After address changed, My Number Card (below of Notice Card) cannot be used. Please make inquiry to Register Resident Window Section.	
Address change and continuation use of My Number Card.	Persons who have My Number Card.	① My Number Card of all the members who are moving into Sasebo-city. ② I. D. Card of the person who comes to window. ※ Regarding the procedures by agent, please make inquiry to Register Resident Window Section.	
Address change and continuation use of basic resident register card	Persons who have Basic Resident Card.	① Basic Resident Cards of all the members who are moving into Sasebo-city. ② I. D. Card of the person who comes to Window.  ※ Regarding the procedures by agent, please make inquiry to Register Resident Window Section.	

Procedure Name	Applicants	Necessary Documents for Movement Procedure.	Window in charge & Contact No.
Transfer from elementary and junior high school outside Sasebo-city.	Students & Parents	① Seal ② Changing Report (When Moving-in is applied, this shall be issued at window.) ③ The form issued at the previous school.	※ Please go through the procedures at school which transfers. 《City Hall 11F》 School education section Extension: 3136
State Pension Joining	① Persons who retired at previous address and have not yet joined State pension. ② Persons who are moving-in from the foreign country. (Above 20 and below 60)	① Pension handbook. ② Documents to certify the date of retirement.(In case of retiree.) ※ Social insurance, social security pension loss communication slips, unemployed tags and retirement letters of appointment.. ③ Seal	《City Hall 1F》 Medical Insurance Section Extension: 2122～2124 Or Sasebo Pension Office Address: 2-37, Inari-cho, Sasebo-city Phone: 34-1189
Loss of state pension optional joining	Parsons of State pension optional joining who is moving-in from the foreign country.	① Pension handbook ② Seal	
Child allowance	① The person who maintains a living among father & mother breeding child. ② In case of no parents, the person who maintains living among breeding a child.	[The person receiving allowance.] ① Seal ② Ordinary passbook with the name of the guardian who receives allowance. ③ Copy of Health Insurance Card of the guardian who receives the allowance. (State pension subscriber is unnecessary.) ④ My Number Card, Notice Card or Copy of Resident Card indicating My Number. ⑤ I. D. Card of the person who comes to window. ※ Please make application within 15days counting from the next day after moving out.	《Chuo Health and Welfare Center 4F》 Assistance for Children Section Extension: 5435～5440 Or, each Branch Office and Uku Administrative Center.
Child Rearing Allowance	Single Mother and child or Single Father and child.	Necessary documents are different according to the conditions. Please make inquiries to Child Support Section.	《Chuo Health and Welfare Center 4F》 Assistance for Children Section Extension: 5435～5440

Procedure Name	Applicants	Necessary Documents for Movement Procedure.	Window in charge & Contact No.
Welfare medical care system (Mother and child and father and child)	① The person who became Mother and child or Father and child household. ② Child of Mother/Child or Father/Child family. Or, Child who has no parents. (Below 18years or Senior High-School students below 20 years.)	Necessary documents are different according to the conditions. Please make inquiries to Child Support Section.  ※ Since it's subject to income restrictions, help of the medical expenses cannot be received while income exceeds the standard.	《Chuo Health and Welfare Center 4F》 Assistance for Children Section Extension: 5435～5440  Or, Uku Administrative Center.
Welfare Medical Treatment of Infant and Elementary and Junior High School students.	Child from 0 years old to junior high school students who has health insurance and resident card in Sasebo-city.	① Child's health insurance card. ② Passbook with the name of the guardian. ③ Seal. ④ My Number Card, Notice Card or Copy of Resident Card indicating My Number. ⑤ I. D. Card of the person who comes to window.	《 Chuo Health and Welfare Center 4F》 Assistance for Children Section Extension: 5435～5440  Or, each Branch Office and Uku Administrative Center.
Nursery School, etc.	① Persons who use Nursery School in the other cities. ② Persons who are studying to use Nursery School newly.	① Seal ② My Number Card, Notice Card or Copy of Resident Card indicating My Number. ③ I. D. Card of the person who comes to window.  ※ Necessary documents are different according to the conditions. Please make inquiries to Child Support Section.	《 Chuo Health and Welfare Center 4F》 Assistance for Children Section Extension: 5431～5433
Pregnant woman general health examination	Pregnant woman	① Maternal and child health handbook ② Pregnant woman general health exploratory sheet (for previous address issue) ③ Seal	《Chuo Health and Welfare Center 4F》 Children's Health Section Extension: 5451～5454
Baby general healthy examination	Resident Child(Below 1 year old. He can use till one day before his birthday.)	① Maternal and child health handbook ② Baby general healthy exploratory sheet (for previous address issue) ③ Seal	

Procedure Name	Applicants	Necessary Documents for Movement Procedure.	Window in charge & Contact No.
Infant chronic specific disease medical treatment	The person who has an infant chronic specific disease medical stipendiary certificate.	① Infant chronic specific disease medical stipendiary certificate. ② Health Insurance Card ③ My Number Card, Notice Card or Copy of Resident Card indicating My Number.(Claimant and Supporter) ④ Seal	《Chuo Health and Welfare Center 4F》 Children's Health Section Extension: 5453
Upbringing Medical Treatment	Person who has an upbringing medical stipendiary certificate.	① Upbringing Medical Stipendiary Certificate ② Health Insurance Card ③ My Number Card, Notice Card or Copy of Resident Card indicating My Number. (Claimant and Supporter) ④ Seal	
Prematurely baby nurture medical treatment	Person who has prematurely baby nurture medical stipendiary certificate	① Prematurely baby nurture medical stipendiary certificate ② Health Insurance Card ③ My Number Card, Notice Card or Copy of Resident Card indicating My Number. (Claimant and Supporter) ④ Seal	
Infant's Periodical Vaccination	The child there is a resident card in Sasebo-city and who becomes a target of periodical vaccination.	When doing address registration in Sasebo-city by movement procedure, procedure about vaccination isn't necessary. I'll send a book of vaccination around 2 months old. Additionally I hand the kind of periodical vaccination and the handbill which carried an implementation medical agency to a necessary person at the desk of the positive health section, but it's also carried in city home page.	《Chuo Health and Welfare Center 5F》 Health Promotion Section Extension: 5537~5540
When infant's periodical vaccination is inoculated outside the prefecture.	The child's parents of infant's periodical inoculation object.	After confirming mentioning of a maternal and child health handbook, please make a contact to the positive health section. ※ It can't be received after inoculation. ※ "Letter of request" is granted after procedure.	
Redemption payment application of a cost which affects inoculation outside the prefecture of infant's periodical vaccination.	The child's parents who put infant's periodical inoculation into effect outside the prefecture based on "letter of request".	① Copy of a preliminary examination form, copy and a maternal and child health handbook is already vaccinated against, certificate ② The receipt original (The one which shows the price every vaccinating) ③ Seal ④ Guardian's passbook	

Procedure Name	Applicants	Necessary Documents for Movement Procedure.	Window in charge & Contact No.
Insurance of the elderly care need of nursing care and linchpin support authorization application	The person who got approval of an insurance of the elderly care need of nursing care and linchpin support at the previous address	① Insurance of the elderly care receipt certificate (When it's granted at the previous address.) ② Health insurance card (Even a copy is possible.) ※ When the person who gets approval is 40-a 64-year-old medical assesor. ③ I. D. Card of the person who can come to the desk ④ Seal ※ When an agent goes through the procedure, agent's seal is also necessary.	《Chuo Health and Welfare Center 3F》 Longevity Society Section Extension: 5311～5315 Or, each Branch Office and Uku Administrative Center.
Application for Authorization of the elderly care insurance burdened allowable limit.	The person who got approval of the elderly care insurance burdened allowable limit at previous address.	① Copy of the passbook. ※ The page which shows the balance of the account and the details of the account. ② Taxation certificate (Showing income.)	《Chuo Health and Welfare Center 3F》 Longevity Society Section Extension: 5311～5315 Or, each Branch Office and Uku Administrative Center.

Procedure Name	Applicants	Necessary Documents for Movement Procedure.	Window in charge & Contact No.
Address change of the person with disabilities pocket diary.	The person who has received the person with disabilities pocket diary at the previous address.	① The person with disabilities pocket diary. ② Seal. ③ My Number Card, Notice Card or Copy of Resident Card showing My Number. ※ When agent goes through the procedure, his I.D. Card and his Seal are necessary.	《Chuo Health and Welfare Center 1F》 Welfare Service for Disabilities Section Extension: 5107～5109
Address change of Recuperation Pocket Diary (Moving into Sasebo-city from other city or town in Nagasaki-Pref.)	The person who received Recuperation Pocket Diary by the previous address.	① Recuperation Pocket Diary ② Seal ③ My Number Card, Notice Card or Copy of Resident Card showing My Number. ※ When agent goes through the procedure, his I.D. Card and his Seal are necessary.	
Address change of Recuperation Pocket Diary (Moving into Sasebo-city from outside Nagasaki-Pref.)	The person who received Recuperation Pocket Diary by the previous address.	① Recuperation Pocket Diary ② Seal ③ New photo 1pc. (To be taken within 1 year.) ※ Size to be 4cmHx3cmB. ④ My Number Card, Notice Card or Copy of Resident Card indicating My Number. ※ When agent goes through the procedure, his I.D. Card and his Seal are necessary.	
Address change of Mentally disturbed person preservation of health welfare pocket diary. (Moving into Sasebo-city from other city or town in Nagasaki-Pref.)	The person who received Mentally disturbed person preservation of health welfare pocket diary by the previous address.	① Mentally disturbed person preservation health welfare pocket diary. ② Seal ③ My Number Card, Notice Card or Copy of Resident Card showing My Number. ※ When agent goes through the procedure, his I.D. Card and his Seal are necessary.	
Address change of Mentally disturbed person preservation of health welfare pocket diary.(Moving into Sasebo-city from outside Nagasaki-pref.)	The person who received Mentally disturbed preservation of health welfare pocket diary.	① Mentally disturbed person preservation of health welfare pocket diary. ② Seal ③ New photo 1pc. (To be taken within 1 year.) ※ Size to be 4cmHx3cmB. ④ My Number Card, Notice Card or Copy of Resident Card indicating My Number. ※ When agent goes through the procedure, his I.D. Card and his Seal are necessary.	

Procedure Name	Applicants	Necessary Documents for Movement Procedure.	Window in charge & Contact No.
Special Child Rearing Allowance	The person who was receiving Special Child Rearing Allowance at the previous address.	① Special child rearing allowance bond. ② Seal ③ My Number Card, Notice Card or Copy of Resident Card indicating My Number.	huo Health and Welfare Center 1F》 Welfare Service for Disabilities Section Extension: 5106
The person with severe disabilities treatment.	The person who was receiving the person with severe disabilities treatment at the previous address.	① Seal ② My Number Card, Notice Card or Copy of Resident Card indicating My Number. ※ When agent goes through the procedure, his I.D. Card and his Seal are necessary.	huo Health and Welfare Center 1F》 Welfare Service for Disabilities Section Extension: 5102
Child with disabilities welfare treatment.	The person who was receiving Child with disabilities welfare treatment.	① Seal ② My Number Card, Notice Card or Copy of Resident Card indicating My Number. ※ When agent goes through the procedure, his I.D. Card and his Seal are necessary.	huo Health and Welfare Center 1F》 Welfare Service for Disabilities Section Extension: 5105、 5106
Welfare for people with disabilities medical treatment.	The person who was receiving or qualified to receive Welfare for people with disabilities medical treatment at the previous address.	① People with disabilities pocket diary, Recuperation pocket diary or Mentally disturbed person preservation of health welfare pocket diary. ② Seal ③ My Number Card, Notice Card or Copy of Resident Card indicating My Number. ④ Health Insurance Card ⑤ Passbook with his own name. ⑥ Income Taxation Certificate	Chuo Health and Welfare Center 2F》 Life Welfare Section Extension: 5205～5226
Welfare	The person who wishes to receive the welfare.	Please make inquiry to Living Welfare Section.	《 Chuo Health and Welfare Center 5F》 Health Promotion Section Extension: 5532
Issue of a respect for the old special ride certificate.	The person exceeding 75 years old who can ride on a bus by himself.	① I.D. Card ② My Number Card, Notice Card or Copy of Resident Card indicating My Number. ※The procedure by the person himself is needed.	《Chuo Health and Welfare Center 5F》 Life Sanitary Section Extension: 5553
Application for change of registered details of the dog.	The person who moved into Sasebo-city with the dog registered in other city or town.	License of a dog issued at previous city or town. ※ In case a dog license is lost, the procedure of re-issue of the license is needed.	Waste cutting promotion section Address: 1-8, Inari-cho, Phone: 32-2428
Garbage bag purchase subsidiary tickets.	The person who moved into Sasebo-city from outside.	Tickets shall be dispatched next day after Moving-in procedure is taken.	

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Application about Waterworks	The person who start to use water supply line.	Application can be made even by phone or internet. ※In case anyone except watering contracting party wishes to make application, please be sure to make application after getting the consent from the watering contracting party.	Waterworks Bureau, Business section Address: No.4-8, Hachiman-cho, Phone: 24-1151 (key)
Registration of Mini-car	① Motorbike and Mini-car of below 250cc.  ② Small Special Motor Vehicle.(Agrimotor & Forklift, etc.)	Procedures are different according to the kind of cars, please contact to the respective office.	《City Hall Main Tower 2F》 Property Tax Section Extension: 2230
	Mini-car(Including Motorbike in between 125cc and 250cc.)		The whole country Mini-car Society Joint Association Nagasaki Office, Sasebo Branch Address:5-1, Okishin-cho. Phone: 31-1385
	Motorbike exceeding 250cc.		Sasebo Automobile Inspection Registration Office Address: 5-5, Okishin-cho, Phone: 050-5540-2084
Making or change of Library Card	Anyone (optional) ※However, for the persons who moved into Sasebo-city from Saikai-city, Saza-cho, Ojika-cho, Hasami-cho, Kawatana-cho and Higashi-sonogi-cho and have already got Card, the change of registration is needed.	I. D. Card of the applicant of Library Card.  ※ In case the agent goes through the procedure, Power of attorney is needed.	Sasebo Municipal Library Address: No.3-4, Miyaji-cho, Phone: 22-5618



Procedure Name	Applicants	Necessary Documents for Movement Procedure.	Window in charge & Contact No.
Application for approval of Sasebo municipal housing living.	The person who wants to live together with the persons who are already living at Sasebo municipal management housing.	Please contact to Sasebo municipal housing management center.	Sasebo municipal management housing management center. Address: No.5-1, Matsuura-cho, Phone: 25-9625  Or, Uku Administrative Center
Application for Issue of Voting Certificate by mail.	The person who has the person with disabilities pocket diary and is appropriate for the standard or the need of nursing care of the elderly care insurance is relevant to Need of Nursing Care 5 and hopes for absentee voting at home, etc.	① The person with disabilities pocket diary or Insurance of the elderly care receipt certificate. ② Application for Issue of Voting Certificate by mail. ※ Please contact to Election Administration Committee Secretariat since we will send application form to you before application procedure.	《City Hall Main Tower 11F》 Board of Election, Secretariat. Extension: 3141～3145
Application for Issue of Voter Registration List Registration Certificate.	The person who has Sailor Pocket Diary.	① Sailor Pocket Diary ② Application for issue of voter registration list registration certificate. ※ Please contact to Election Administration Committee Secretariat since we will send application form to you before application procedure.	
※ Request for absentee Voting at election.	The person who is registered in Voter Registration List of other city/town and is not registered in the list of Sasebo-city. (※The person who moved into Sasebo-city within 3 months.)	Absentee Voting Written Oath and Bill ※ After receiving Bill from Home Page or Election Administration Committee of previous address, please send it to previous city/town by mail.	Election Administration Committee Secretariat of previous city/town before moving-in.
Move support system	UJI Turn Applicant	Please make inquiry because it is different depending on each support institutional application.	Sasebo Move Support Plaza Phone:25-9251