

Moving out 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	Applicant	Necessary Documents for the Procedure。	Window in charge and Contact nos.
Moving out procedure	The person who moves out of Sasebo-city.	① I.D. Card of the person who comes to the window. ※ In case agent goes through the procedure, Power of attorney is needed.	City Hall MainTower1F》 Civil Registration Section Extension:2116～2121 Or, each Branch Office and Uku Administrative Center.
Emigration Report	The person who moves out of Sasebo-city to foreign country.	① I.D. Card of the person who comes to the window. ② My Number Card, Notice Card or Basic Resident Register Card of the all members who are moving out. ※ In case agent goes through the procedure, Power of Attorney is necessary.	
Transfer to Elementary and Junior High School outside Sasebo-city.	School children and their guardians.	① Seal ② Changing Report (When Moving out report is submitted, this report shall be issued at window.	※Please go through necessary procedures at school from which your children are moving out. 《City Hall Main Tower, 11F》 School Education Section Extension: 3136
State pension disqualification	The person who is state pension subscriber and transfers overseas.	① Pension Handbook ② Seal	《City Hall Main Tower 1F》 Medical Insurance Section Extension: 2122～2124 Or Sasebo Pension Office Address: 2-37, Inari-cho, Phone: 34-1189
State pension optional joining.	The person who transfers overseas and is Japanese nationality during state pension joining.	① Pension handbook ② Seal ③ Passbook	

Procedure Name	Applicant	Necessary Documents for the Procedure。	Window in charge and Contact nos.
Issue application of the latter period medical care for the elderly people burdened division certificate.	The person who moves out of Nagasaki-pref. (Except the person who intends to move in special case facilities.)	① the latter period medical care for the elderly people insurance card ② Seal	《City Hall Main Tower 1F》 Medical Insurance Section Extension: 2135、 2136
Issue application of the state health insurance burdened division certificate.	The person who is over 70years old and moves out of Sasebo-city. Except the person who intends to move in special case facilities.)	① National Health Insurance Insured Person Certificate. ② Seal	Or, each Branch Office and Uku Administrative Center.
News about the continuity of the household of National Health Insurance.	The person who is National Health Insurance subscriber and intends to continue to be a subscriber in other city/town in Nagasaki-pref. (Except the person who intends to move in special case facilities.)	① National Health Insurance Insured Person Certificate	《City Hall Main Tower 1F》 Medical Insurance Section Extension: 2133～2138
Payment of national health insurance tax, the latter period medical care for elderly people insurance tax, and nursing insurance tax.	The person who is paying national health insurance tax, the latter period elderly medical care insurance tax and nursing care insurance tax.	Please contact to Insurance Tax Section window if you have any over-payment or unpaid bills.	《City Hall Main Tower 1F》 NHI Payment Section Extension: 2151～2163

Procedure Name	Applicant	Necessary Documents for the Procedure。	Window in charge and Contact nos.
Child Allowance	The person who is receiving Child Allowance.	Seal ※ Necessary procedure must be done when the people below 18years old are moving out.	《Chuo Health and Welfare Center 4F》 Assistance for Children Section Extension: 5435～5440 Or, Each Branch Office and Uku Administration Center
Child Rearing Allowance	The person who is receiving Child Rearing Allowance.	① Certification of Moving Out. ② Seal	《Chuo Health and Welfare Center 4F》 Assistance for Children Section Extension: 5435～5440
Welfare Medical Care System (Mother & Child・Father & Child)	The person who got approval of welfare medical care system (Mother & Child/ Father & Child.)	① Welfare stipendiary certificate of medical expenses. ② Seal	《Chuo Health and Welfare Center 4F》 Assistance for Children Section Extension: 5435～5440 Or, Each Branch Office
Welfare medical treatment of infant & elementary and junior high school students.	The person who got approval of welfare medical treatment of infant & elementary and junior high school students.	① Welfare stipendiary certificate of medical expenses. ② Seal	《《Chuo Health and Welfare Center 4F》 Assistance for Children Section Extension: 5435～5440 Or, Each Branch Office and Uku Administration Center
Nursery school, etc.	The person who is utilizing Nursery school, etc.	Seal	《Chuo Health and Welfare Center 4F》 Assistance for Children Section Extension: 5431～5433 Or, Facilities you are utilizing at present.

Procedure Name	Applicant	Necessary Documents for the Procedure.	Window in charge and Contact nos.
Return of insurance of the elderly care burdened percentage proof and burdened allowable limit authorization certificate, etc.	The person who got authorization of insurance of the elderly care and approval of the burdened allowable limit.	① The elderly care insurance insured person certificate. ② The elderly care insurance burdened percentage proof. ③ The elderly care insurance burdened allowable limit authorization certificate. ④ The elderly care insurance specific burdened allowable limit authorization certificate. The elderly care insurance user burden reduction exemption authorization certificate. ※② is applicable only to the person who gets nursing approval. ※③ & ④ are applicable only to the person who has the documents.	《Chuo Health and Welfare Center 3F》 Longevity Society Section Extension: 5311～5315 Or, each Branch Office and Uku Administrative Center.
Issue application of the elderly care insurance receipt certificate.	The person who got approval of the elderly care Insurance.	No documents are required. In case issue application is made at each branch office or Uku administration center, the elderly care receipt certificate shall be mailed to new address of moving out.	
Return of the certificate of welfare service for the person with disabilities.	The person who has Welfare pass or Welfare medical stipendiary certificate and etc. has to return the pass and the certificates.	① Welfare Pass ② Welfare Taxi Tickets ③ Welfare Medical Stipendiary Certificate ④ Independent support medical stipendiary certificate (Reborn medical treatment) ⑤ Obstacle stipendiary certificate of human services. ⑥ Child with disabilities visit stipendiary certificate.	《Chuo Health and Welfare Center 1F》 Welfare Service for Disabilities Section Extension: 5107～5109
Special child rearing allowance.	The person who is receiving special child rearing allowance.	Seal	《Chuo Health and Welfare Center 1F》 Welfare Service for Disabilities Section Extension: 5106
Welfare	The person who is receiving welfare.	Please contact to Welfare Section.	《Chuo Health and Welfare Center 2F》 Life Welfare Section Extension: 5205～5226
Return of Respect for the old special ride certificate.	The person who has received Respect for the old special ride certificate.	Please return Respect for the old special ride certificate to the window.	《Chuo Health and Welfare Center 5F》 Health Promotion Section Extension: 5532 Or, each Branch Office and Uku Administrative Center

Procedure Name	Applicant	Necessary Documents for the Procedure.	Window in charge and Contact nos.
Change of Registration of the dog.	The person who is moving out of Sasebo-city together with the dog registered in Sasebo.	License of the dog received in Sasebo-city.	《Chuo Health and Welfare Center 5F》 Life Sanitary Section Extension: 5553
Sasebo Citizen Cemetery	The person who is using Sasebo Citizen Cemetery.	Since necessary documents are different depending on the conditions, please contact to Environmental Sanitation Section.	《Chuo Health and Welfare Center 5F》 Life Sanitary Section Extension: 5555、 5563
Obtaining of Income Taxation Certificate.	The person who needs income taxation certificate at new address after moving out of Sasebo-city.	I. D. Card of the person who comes to window. ※ In case an agent besides the family of an identical household goes through the procedures, Power of Attorney is necessary.	《City Hall Main Tower 2F》 Civil Tax Section Extension: 2203 Or, Each Branch Office and Uku Administration Center
Tax Manager Declaration of Fixed Asset Tax.	The person who owns the fixed assets (land & house) in Sasebo-city and is moving out of Sasebo-city.	① I. D. Card of the person who comes to window. ② Tax Manager Declaration Card. ※ Stamps of Tax obligation person and Tax manager are needed. ※ In case you are moving into Sasebo-city again or moving to another place further after moving out of Sasebo-city, please contact to Asset Tax Section. ※ In case an agent goes through the procedures, Power of Attorney from Tax obligation person is needed.	《City Hall Main Tower 2F》 Property Tax Section Extension: 2221~2229、 2234、 2261、 2262
Procedures regarding registration of Mini-car.	The person who intends to use the vehicle at city/town after moving out of Sasebo-city.	Please make inquiry to city/town after moving out.	City Hall Main Tower 2F》 Property Tax Section Extension: 2230
Applications about waterworks.	The person who stops use of water supply line.	Application can be made by phone or internet. ※ When anyone but watering contracting party applies, please make application after getting approval from watering contracting party.	Water Bureau business section Address: 4-8, Hachiman-cho, Phone: 24-1151 (Key)

Procedure Name	Applicant	Necessary Documents for the Procedure。	Window in charge and Contact nos.
Cancellation or changes of Library Card	The person who moves out of Sasebo-city. ※ However, the person who moves into Saikai-city, Sazacho, Ojika-cho, Hasami-cho, Kawatana-cho & Higashi-sonogicho can still continue to use it if necessary changes are made.	No documents are required for cancellation. I.D. Card of the person who makes changes to the registration is necessary.	Sasebo Municipal Library Address: 3-4, Miyaji-cho, Phone: 22-5618
Sasebo municipal management housing report of change of address	Municipal housing house mate moved out of Sasebo-city.	Please contact to Sasebo municipal management housing management center.	
Sasebo municipal management housing retirement report.	The person who intends to retire from Sasebo municipal management housing.	① Seal ② The account number which is bank with the contracting party name and wishing as a deposit return destination	Sasebo municipal management housing management center Address: 6-1, Matsuura-cho, Phone: 25-9625
Sasebo municipal management housing living succession application	Municipal management housing registered holder enters the facilities and a house mate hopes for succession with the name of the municipal management housing.	Please contact to Sasebo municipal management housing management center.	Or, Uku Administration Center

Procedure Name	Applicant	Necessary Documents for the Procedure。	Window in charge and Contact nos.
Registration application to overseas voter registration list	The person who sets the address as an oversea and hopes for registration to an overseas voter registration list at a passed way for 3 months	① Overseas voter registration list registration written application ② Proposal note ③ I. D. Card	《City Hall Main Tower 11F》 Board of Election, Secretariat. Extension: 3141～3145 Or, Japanese Embassy or Consulate- general located in overseas.
Return of a voter registration list registration certificate	The person who received a grant of a voter registration list registration certificate at the way where you have a sailor pocket diary	Voter registration list registration certificate	
The return by which mail is a voting certificate	The person who had a person with disabilities pocket diary, and received a grant of a voting certificate for mail	Voting certificate of Mail, etc.	《City Hall Main Tower 11F》 Board of Election, Secretariat. Extension: 3141～3145
✕The charge when electing, which is absentee voting	The person who doesn't pass 4 months after a transfer at the way registered with a voter registration list in Sasebo-city.	Absentee voting written oath and bill	