

Divorce 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 Divorce.	Window and Contact Nos.
Divorce Notification (Excluding trial divorce)	The person who cancels a marriage relation	① Divorce notification. ② Any matter certificates on a family register (copy of the family register) ※ It is unnecessary in case Sasebo-city is the permanent domicile. ③ Seals of Husband and wife. ④ I. D. Card of the applicant. ⑤ The report to use the family name when being a divorce. ※ Only the person who wishes to use the family name when being the divorce.	《City Hall MainTower1F》 Civil Registration Section Extension:2113~2115 Or, each Branch Office and Uku Administrative Center.
Name change of Notice Card.	The person who has Notice Card.	① Notice Cards of all the members who change names. ② I. D. Card of the person who comes to the window. ※ In case an agent goes through the procedures, Power of Attorney is necessary. ※ After names are changed, an individual number card issue written application of the notice card lower part can't be used. Please contact to Register resident window section.	《City Hall MainTower1F》 Civil Registration Section Extension:2116~2121 Or, each Branch Office and Uku Administrative Center.
Name change of My number card.	The persons who has My number card.	① My number card of all the members who change names. ② I. D. Cards of the persons who comes to the windows. ※ Regarding the procedure by an agent, please contact to Register resident window section.	
Name change of Basic Resident Register Card.	The person who has basic resident register card.	① Basic resident register cards of all the members who change names. ② I. D. Card of the person who comes to the window. ※Regarding the procedure by an agent, please contact to Family register resident window section.	
Elementary & junior high school student's guardian change notice ① Change Guardian. ② Change in the name.	The person who is Guardian of Elementary & Junior high school students.	Seal.	《City Hall Main Tower, 11F》 School Education Section Extension: 3136 Or, each Branch Office and Uku Administrative Center.

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State pension classification change notice.	The person who became maintenance of a social insurance of the previous spouse.	① Pension handbook ② Social insurance, social security pension communication slip or something a divorce day can check (Abstracts of the family register) ③ Seal.	《City Hall Main Tower 1F》 Medical Insurance Section Extension: 2122～2124 Sasebo Pension Office Address: 2-37, Inari-cho, Phone: 34-1189
Child Allowance	① Father or mother who will breed the child who becomes supplied object from now on. ② In case of no parents, the person who will breed a child and maintain a living from now on.	Necessary documents are different depending on the application contents, so please contact to Child support section. ※ Please go through the procedure within the same month with the divorce formation day.	《Chuo Health and Welfare Center 4F》 Assistance for Children Section Extension: 5435～5440 Or, each Branch Office and Uku Administrative Center.
Welfare medical treatment of Infant, elementary and junior high school students.	The person who has the child which gets approval of welfare medical treatment of infant, elementary and junior high school students.	① Health insurance card of children. ② Passbook with name of Guardian. ③ Seal.	《Chuo Health and Welfare Center 4F》 Assistance for Children Section Extension: 5435～5440 Or, each Branch Office and Uku Administrative Center.
Kindergarten, etc.	① The person who is utilizing Kindergarten, etc. ② The person who applied for use of Kindergarten, etc.	① Seal. ② Copy of the family register ※ Additionally the material to confirm the incomes, which may be required.	《Chuo Health and Welfare Center 4F》 Assistance for Children Section Extension: 5431～5433
Child Rearing Allowance	The person who is single mother or single father household.	Since necessary documents are different depending on the conditions, please contact to Child Support Section.	《Chuo Health and Welfare Center 4F》 Assistance for Children Section Extension: 5435～5440

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Welfare medical care system (Mother & child, Father & child)	The person who is mother & child and father & child household.	Since necessary documents are different depending on the conditions, please contact to child support section. ※It's subject to income restrictions, so while income exceeds the standard, medical treatment help cannot be received.	《Chuo Health and Welfare Center 4F》 Assistance for Children Section Extension: 5435～5440 Or Uku Administrative Center.
Name change of person with disabilities pocket diary.	The person who receives a grant of a person with disabilities pocket diary.	① Person with disabilities pocket diary. ② Seal. ③ My number card, notice card or the copy of Resident register indicating my number. ※ In case an agent goes through the procedures, I. D. Card and the seal of an agent are needed.	《Chuo Health and Welfare Center 1F》 Welfare Service for Disabilities Section Extension: 5107～5109
Name change of Recuperation pocket diary.	The person who received Recuperation pocket diary.	① Recuperation pocket diary. ② Seal ③ My number card, notice card or the copy of the resident register. ※In case an agent goes through the procedures, I. D. Card and the seal of an agent are needed.	
Name change in the mentally disturbed person preservation of health welfare pocket diary.	The person who received a grant of the mentally disturbed person preservation of health welfare pocket diary.	① the mentally disturbed person preservation of health welfare pocket diary. ② Seal. ③ My number card, notice card or the copy of the resident register indicating my number card. ※In case an agent goes through the procedures, I. D. Card and the seal of an agent are needed.	
Special child rearing allowance stipendiary change	The person who needs stipendiary change in the child rearing allowance . (※ Sometimes it's unnecessary.)	Since necessary documents are different depending on the conditions, please contact to Welfare section for the physically challenged..	《Chuo Health and Welfare Center 1F》 Welfare Service for Disabilities Section Extension: 5106
Person with severe disabilities treatment.	The person who is receiving the person with severe disabilities treatment.	① I. D. Card of the person who comes to the window. ② Seal.	《Chuo Health and Welfare Center 1F》 Welfare Service for Disabilities Section Extension: 5102
Child with disabilities welfare treatment.	The person receiving child with disabilities welfare treatment.	① I. D. Card of the person who comes to the window. ② Seal.	

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Garbage bag purchase subsidiary tickets.	The persons who divorced.	A subsidiary ticket isn't distributed besides the movement from childbearing and outside from Sasebo-city, so please use the garbage bag purchase subsidiary ticket which was being used at the previous address and a previous existence area continuously.	Wastedecreasing promotion section Address: 1-8, Inari-cho, Phone: 34-2428
Welfare	The person who is receiving welfare.	Please contact to Living Welfare section	《Chuo Health and Welfare Center 2F》 Life Welfare Section Extension: 5205~5226
Name change of Library Card.	The person who has Library Card.	I.D. Card of the person who renew Library Card. ※In case an agent goes through the procedures, Power of Attorney is necessary.	Sasebo Municipal Library Address: No.3-4, Miyaji-cho, Phone: 22-5618
Sasebo municipal management housing movement succession written application	The person who divorces a municipal management housing registered holder and hopes for the succession by which a house mate is the name of the municipal management housing.	Please contact to Sasebo municipal management housing management center.	Sasebo municipal management housing management center. Address: No.5-1, Matsuura-cho, Phone: 25-9625 Or, Uku Administrative Center