



Registrations and Certifications

Notification of Residents' Moving in and out

Citizens National Health Insurance and Pension Division at each ward office, each integrated branch office, branch office or civic service center

Types of notification	Notification period	Necessary Items
Moving-in Entry Change of Address	Within 14 days of moving-in, entry, and change of address	<ul style="list-style-type: none">• Move-out Certificate issued by your former municipality (only for moving-in not necessary in case that you complete moving-out procedures by My Number Card)• Residence Card or Special Permanent Resident Certificate (including an alien registration card which can be used as a deemed special permanent resident certificate for under age 16)• Valid passport• A document (original) as well as the translation that proves the relationship with the householder if the person who shows up at the counter is not the householder• My Number Card for social security and tax (only for holder)• Basic Resident Register Card (for the person who have issued)
Moving-out	Notification before the day of moving-out is available.	Move-out Certificate is issued for free in case of moving to another city. A certain procedure is required if you leave the country for a long period of time.
Households merge, Household division and Householder change	Within 14 days of change	<ul style="list-style-type: none">• A document (original) as well as the translation that proves the relationship with the householder if the person who shows up at the counter is not the householder
Change to mid-to long-term resident status	Within 14 days of change of resident status	<ul style="list-style-type: none">• Residence Card• A document (original) as well as the translation that proves the relationship with the householder if the person who shows up at the counter is not the householder
Reissuance of special permanent resident certificate	Within 14 days of noticing theft or loss	<ul style="list-style-type: none">• Valid passport• A document that proves the loss is reported to police• One photo (4 cm × 3 cm)
Renewal of special permanent resident certificate	From 2 months before the expiration of Residence Card	<ul style="list-style-type: none">• Valid passport• Special permanent resident certificate (including an alien registration card which can be used as a deemed special permanent resident certificate for under age 16)• One photo (4 cm × 3 cm)

※Person who makes a notification is required to bring an identity verification document for each notification.
If the person is not a member of the household, he/she needs to bring a letter of proxy written by the person in the household whom he/she represents.

※If you fail to notify the appropriate authorities of any changes, you may be fined or may even lose your status of residence.

※It costs 300 yen to issue a copy of the residence certificate at the counter.

Seal Registration Certificate

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A seal registration certificate is intended to prove your seal publicly to be used for the important procedures in social life such as borrowing money and real estate registration, etc.

Okayama City gives a seal registration card to those who have finished the seal registration procedure. A seal registration certificate is issued only when you show the seal registration card (notebook or card) at the counter.

✕It costs 300 yen to issue a seal registration certificate at the counter.