

**For foreign nationals who have notified of moving to Ota City and completed resident registration for the first time in Japan**

We are pleased to welcome you to Ota City, your new home. Your residency has been registered in Ota City. An official copy of your resident record will be available when it is necessary for you to prove your residency in Japan.

Please be noted that when you change your address in Japan, you must file a notification of “moving-in”, “moving-out” or “change of address within the City” at the local municipal office.

1. When you change your address in Japan, you are required to file the following notifications:

A. Moving-out notification

When you move out of Ota City to another municipality, you must file a moving-out notification at Ota City office before you move. The moving-out notifications can be filed from approximately 14 days prior to the scheduled date of moving.

B. Moving-in notification

When you move into Ota City from another municipality, you must file a moving-in notification at Ota City office. When you move into another municipality from Ota City, you must file a notification of moving-in at the office of municipality of your new address.

Note:

- The moving-in notifications must be filed within 14 days of moving. These notifications will not be accepted before moving.

- When you notify of your moving-in at the municipal office, you must submit a “certificate of moving-out” that is issued by the former municipal office when you notify of your moving out. Please make sure you notify of your moving-out first and moving-in.

C. Notification of change of address within a municipality

When you change your address within Ota City, you must file a “notification of change of address within Ota City” at the City office. Please note that the notifications of change of address within Ota City must be filed within 14 days of moving. These notifications will not be accepted before moving.

D. If you do not notify of moving within 14 days of moving

All of the above change of address notifications can be accepted even after the notification period of 14 days of moving is over. But if you notify of your moving-in or moving-out after the notification period is over, you will be required to notify of “the notification period is over” together with your change of address. Please note that those who notify of “the notification period is over” may be imposed an administrative fine of up to 50,000 yen by Summary Court at a later date. It is advised that you notify as soon as possible of any changes that occur to your address at your local municipal office.

2. When you leave Japan, please note the following:

A. If you are granted with re-entry permit and will leave Japan for a long period or return to your home country, please file a “notification of moving out of Japan” at the local municipal office. You can file a “notification of moving out of Japan” from overseas by mail. Please note that we may not accept “notification of moving out of Japan” that is filed after re-entry to Japan.

B. If you are granted with re-entry permit and will leave Japan for a short period for trips, etc., you are not required to file a “notification of moving out of Japan” unless you are based abroad. There will be no change made to your resident record unless “notification of moving out of Japan” is filed.