

# Application for Moving out by mail

(郵送による転出届 日本人・外国人兼用)

※Representatives are not able to apply by mail, even if they have power of attorney.

①	Moving overseas	<input type="checkbox"/> Yes	→ Go to ②
		<input type="checkbox"/> No	

**【For those who move overseas】**  
No moving-out certificate issued.  
The documents should be sent.  
•Moving-out application(this form)  
•The photocopy of the identification of the applicant

②	Either "My Numer Card" or "Basic Resident Card" is available.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
③	Either the person themselves or the same household member is making moving-in procedure with the card indicated in ②.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
④	Moving-in procedure in daytime during weekdays is expected.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
⑤	The person who makes procedure is able to bring the cards in ② without any loss or damages.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
⑥	Moving-in procedure within 14 days after the date of moving-in is guaranteed	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**【Those who all "yes" for ② though ⑥】**  
Moving out procedure by "My Numer Card" or "Basic Resident Card" i.e." Exceptional Moving Out" is applied.  
No moving-out certificate is issued.  
No telephone notice for the completion of this procedure is made. After you move, please make a procedure for move-in with the card at the local government concerned.  
◆The documents should be sent.  
•Moving-out application(this form)  
•The photocopy at the identification card(s) of the applicant

⑦	The date of Application	年 月 日 year month date	The date of change of address(The departure date in case of overseas)	年 月 日 year month date
⑧	The new address (Country name only in case of overseas)	〒		
⑨	The current registered address in shinagawa			

**【those who mark at least one "No"】**  
A Moving-out certificate is issued. After you move, please make a procedure for move-in with the certificate at local government concerned.  
◆The documents should be sent.  
•Moving-out application(this form)  
•The photocopy at the identification card(s) of the applicant.  
•A return envelope with stamp

⑩ Please fill out all the information for the people concerned

	Name	Sex	The date of birth and year	Relationship
1		M・F	年 月 日 year month date	House holder ( )
2		M・F	年 月 日 year month date	
3		M・F	年 月 日 year month date	
4		M・F	年 月 日 year month date	

**FOR OFFICE USE ONLY (職員記入欄)**

カード	国	後	年	介	印	児
個・A・B	有	有	有	有	有	有
無	無	無	無	無	無	無
個・A・B	有	有	有	有	有	有
無	無	無	無	無	無	無
個・A・B	有	有	有	有	有	有
無	無	無	無	無	無	無

異動事由
<input type="checkbox"/> 全部
<input type="checkbox"/> 一部
<input type="checkbox"/> 転出
<input type="checkbox"/> 特例転出
<input type="checkbox"/> 国外転出

送付先
新・旧

届出期限
年 月 日
カード有効期限
年 月 日
運用中・その他

⑪	The name of the applicant	Telephone number in daytime	( )
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係長	受付	入力	照合

※The name of the applicant should be hand-written by the person themselves. When they are not able to write, please put your hanko(Self-inked stamps are unacceptable).