

Request Form for Mailing of Moving out Certificate

※This procedure is for address holder in Okinawa City.

Application Date		令和	年	月	日
		Year	Month	Day	
Current Address				Current Head of House	
(Building Name • Room Number)					
Move-out date		令和	年	月	日
		Year	Month	Day	
Former Address				Former Head of House	
沖縄市					
(Building Name • Room Number)					
Permanent Address or nationality				Head of Family Registration	
Name (Person who move out)		Date of Birth		Sex	Relationship
		年 月 日 Year Month Day		M • F	
		年 月 日 Year Month Day		M • F	
		年 月 日 Year Month Day		M • F	
		年 月 日 Year Month Day		M • F	

※Please write your name and include your personal seal (inkan) below.

Applicant	Applicant's Name	Contact Number *Required
	印	TEL : () —

Does anyone who is moving out have a valid My Number Card or Basic Resident Registration Card?	Yes	No
<p>☆If "Yes," It will be a " Special moving out procedure" by using the card. Please enclose a copy of the card. As a general rule, a "Moving-out Certificate" will not be issued. We will contact you by phone when transfer-out process is completed. Please bring your card and complete transfer-in procedures at the municipality where you will move in.</p> <p>※If you need a paper "Moving-out Certificate" for some reason, please check <input checked="" type="checkbox"/> and write down the reason. In that case, please enclose a return envelope with postage stamp.</p> <p><input type="checkbox"/> I would like to receive a paper moving-out certificate. Reason</p> <div style="border: 1px solid black; height: 150px; width: 100%;"></div>		

※ **Please enclose the following documents:**

☐ **This request form.**

☐ **Your ID :**

A copy of one of your photo IDs (My number card, driver's license, etc.)

☐ **Return envelope (standard-size with ¥110 postage stamp)**

※**Your new address must be written on the front. In the case of Special moving out procedure, return envelope is not required.**

☐ **National health insurance card (For NHI holders only.)**

※**Please contact below for questions:**

沖縄市役所市民課記録係 Residential Division

[TEL:098-939-1212 \(Ext.3115・3116\)](tel:098-939-1212) Weekdays 8:30-17:15

【Please mail to the following address】

〒904-8501

沖縄県沖縄市仲宗根町 26 番 1 号

沖縄市役所市民部市民課 記録係宛