

Entry
example

Request Form for Mailing of Moving out Certificate

※This procedure is for address holder in Okinawa City.

Application Date		令和 6 年 5 月 5 日 Year Month Day		
Current Address		Current Head of House		
〇〇県〇〇市△△丁目〇番〇号 (Building Name・Room Number) ◇◇アパート ★★号室		John Smith		
Move-out date	令和 6 年 5 月 5 日 Year Month Day			
Former Address		Former Head of House		
沖縄市 仲宗根町26番1号 (Building Name・Room Number) 沖縄アパート 101号室		John Smith		
Permanent Address or nationality		Head of Family Registration		
USA				
Name (Person who move out)	Date of Birth	Sex	Relationship	
John Smith	1985 年 1 月 1 日 Year Month Day	<input checked="" type="radio"/> M · F	head of household	
Jane Smith	1987 年 1 月 1 日 Year Month Day	M · <input checked="" type="radio"/> F	wife	
	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
	John Smith 印	TEL : (000) 0000 — 0000

Does anyone who is moving out have a valid My Number Card or Basic Resident Registration Card?	<input checked="" type="radio"/> 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></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