

Procedures to be taken at the City Hall upon moving in

転入に伴い市役所で行う主な手続き

Who can apply:

1. The applicant himself / herself 2. Head of household 3. Proxy (A letter of attorney from 1 or 2 on the left is required)

Office hours:

Monday through Friday, From 8:30 am to 5 pm (closed on National Holidays and New Year holidays)

※ Please complete the move-in procedure within 14 days from the date you move to Matsudo City.

※ Foreign nationals are required to present their residence cards (those who were not issued a residence card upon entering Japan should bring their passport).

※ Items marked with [*] are available at the counter or on the website.

Cases 該当する方	Items 市役所が取り扱う項目	Procedures 手続き	Required Documents (in addition to your proof of ID) 必要なもの	Office in Charge 担当窓口
Moving-in	Moving in from <input type="checkbox"/> another city or from overseas	Submit a notice of moving in. Take necessary procedures in the following sections.	<ul style="list-style-type: none"> · Certificate of Moving-out issued by the town office of your former residence. · Notice of Moving-in * 	Resident Administration Div. (New Bldg. 1F) / Branch Offices
Own My Number Card	<input type="checkbox"/> My Number Card	Complete the change of address procedure for your My Number Card. This can also be done through MyNa Portal (an online administrative service system) using your My Number Card.	<ul style="list-style-type: none"> · My Number Card 	
Have a registered seal	<input type="checkbox"/> Seal Registration <i>Inkan Toroku</i>	Re-register your seal in Matsudo. (400yen) You will receive a Seal Registration Card	<ul style="list-style-type: none"> · Stamp seal 	
Have insurance other than Social Insurance	<input type="checkbox"/> National Health Insurance (NHI)	Complete an enrollment procedure, and you will have a new NHI card on the spot.	<ul style="list-style-type: none"> · National Health Insurance card 	National Health Insurance & Pension Div. (Main Bldg. 1F) / Resident Administration Div. (New Bldg. 1F) / Branch Offices
	<input type="checkbox"/> Latter-stage Elderly Healthcare System	Complete an enrollment procedure, and you will receive the new insurance card at your new address in mail.	<ul style="list-style-type: none"> · Latter-stage Elderly Healthcare System insurance card 	National Health Insurance & Pension Div. - Latter-stage Elderly Healthcare Unit (Main Bldg. 1F) / Branch Offices
	<input type="checkbox"/> Long-term Care Insurance	Complete an enrollment procedure, and you will receive the new insurance card at your new address in mail. If you are currently certified as "Requiring Long-term Care/Support", submit an application for certification.	<ul style="list-style-type: none"> · Long-term Care insurance card · Certification for long-term care/support requirement 	Nursing Care Insurance Div. (Main Bldg. 1F) / Branch Offices
Receiving National Pension	<input type="checkbox"/> Persons in category 1 only	Complete the change of address procedure. This procedure is not required if your My Number Card is linked to your pension number.	<ul style="list-style-type: none"> · Change of address form * 	National Health Insurance & Pension Div. - National Pension Unit (New Bldg. 3F) / Branch Offices
Have child/children	<input type="checkbox"/> Child Allowance <i>Jido Te-ate</i>	Apply to be certified for Matsudo City.	Applicant (person who receives the allowance)'s <ul style="list-style-type: none"> · Seal · My Number Card · Copy of child's Health Insurance Card · Copy of bank information 	Family Assistance Div. - Childcare Allowance Office (New Bldg. 9F) / Branch Offices
	<input type="checkbox"/> Child Rearing Allowance for single-parent household, etc. <i>Jido Fuyo Te-ate</i>	Apply to be certified for Matsudo City.	<ul style="list-style-type: none"> · Family Register of the applicant and his/her child/-ren (or an original document of proof of unmarried status from your country, your child's birth certificate, and their translated documentation) · Copy of child's health insurance card · Copy of bank book/card · Copies of contract documents or Notification of Property Tax Payment for your house. · Documents related to child support 	
	<input type="checkbox"/> Medical Expense Subsidy System for Children <i>Kodomo Iryouhi Josei</i>	Apply for the issuance of Child Medical Expense Subsidy ticket.	<ul style="list-style-type: none"> · Applicant/guardian's seal · Copy of child's Health Insurance Card · Applicant/guardian's My Number Card 	
	<input type="checkbox"/> Maternal and Child Health Handbook <i>Boshi Techo</i>	No procedure is required, but please fill in your new address in the book.	<ul style="list-style-type: none"> · N/A 	Citizen Health Consulting Rooms in the City Hall (Main Bldg. 1F) and in Branch Offices
	<input type="checkbox"/> Prenatal/Infant Medical Checkup	Receive a new bundle of tickets that can be used in Matsudo.	<ul style="list-style-type: none"> · Maternal and Child Health Handbook 	

Have child/children	<input type="checkbox"/> Children's periodic vaccinations	Apply and receive a vaccination number and pre-vaccination questionnaire forms for your child.	· Maternal and Child Health Handbook	Citizen Health Consulting Rooms in the City Hall (Main Bldg. 1F) and in Branch Offices / Health Promotion Div. (Central Health & Welfare Center 3F)
	<input type="checkbox"/> 18 month checkup	Apply and receive checkup tickets, and notifications by mail when it is time for your child's checkup.	· Maternal and Child Health Handbook	Citizen Health Consulting Rooms in the City Hall (Main Bldg. 1F) and in Branch Offices
	<input type="checkbox"/> 3 year checkup			
	<input type="checkbox"/> Nursery school / kindergarten	Submit an application for a public/certified nursery school by mail or over the counter at City Hall. Please inquire directly for a kindergarten,	· Application & other required documents * for nursery schools	Childcare Div. - Nursery School Admission Office (New Bldg. 7F)
Municipal <input type="checkbox"/> Elementary/Junior High School	Visit School Affairs Division to take a school transfer procedure.	· Certificate of Enrollment · Certificate for Provision of Textbooks	School Affairs Div. (Keiyo Gas Bldg. 4F) / Branch Offices	
Hold a disability certificate	<input type="checkbox"/> Physical Disability Certificate	Complete the change of address procedure for your disability handbook.	· Physical Disability Handbook	Disability Welfare Div. (New Bldg. 3F)
	<input type="checkbox"/> Mental Disability Certificate		· Mental Disability Handbook	
	<input type="checkbox"/> Rehabilitation Certificate		· Rehabilitation Handbook	
Own a pet	<input type="checkbox"/> Dog	Complete the change of address process for your dog's registration. (If you have your dog microchipped and registered on the Ministry of the Environment website, you can do this process on that site instead).	· The dog tag issued by the previous city hall of residence, or its number if the dog tag is not available. · Change of Address form for a dog *	Environmental Conservation Div. (New Bldg. 6F)
Do not know how to dispose of garbage	<input type="checkbox"/> Separation and disposing of household garbage	Please see the leaflet " How to separate household garbage * ". The location & day of collection are determined by your area of residence. Please consult with your local community association or your neighbors for the details.	· N/A	Environmental Management Div. (New Bldg. 6F)
Wish to receive health checkups	<input type="checkbox"/> Health checkup for those with NHI	No procedure is required. In approximately 4 to 6 weeks, you will receive your "Matsudo City Health Checkup Ticket" in the mail.	· N/A	National Health Insurance & Pension Div. - Medical Checkup Unit (Main Bldg. 2F)
	<input type="checkbox"/> City cancer screenings			Health Promotion Div. (Central Health & Welfare Center 3F)
Own a motorcycle	<input type="checkbox"/> Category 1 motorcycle (~50cc) & Category 2 motorcycle (51cc~125cc)	Complete the change of address procedure.	· Stamp seal · Driver's license · Number plate · Vehicle registration certificate	Taxation System Div. (New Bldg. 2F) / Branch Offices
Relocation procedures to be taken other than at City Hall	<input type="checkbox"/> Gas	Complete the change of address procedure.	· Please contact each operator / institution.	Keiyo Gas, etc.
	<input type="checkbox"/> Water			Chiba Pref. Waterworks Bureau
	<input type="checkbox"/> Electricity			TEPCO, etc.
	<input type="checkbox"/> Internet			Each internet provider
	<input type="checkbox"/> Mail			Japan Post Office
	<input type="checkbox"/> Land-line telephone			NTT East, etc.
	<input type="checkbox"/> Driver's License			Nagareyama Driver's License Center