

Request for Certificate & Address Transfer

記入例 Example

年 月 日
Year 8 Month 15 Day

I have appointed above person as my Proxy, and I leave my right to do following matter.

あなたが必要な文書の“□”に、チェックマーク“レ”を付けてください。
Please write a check mark "レ" into the box "□" of your necessary document..

- * 【HONSEKI 本籍】

Legal Address on Family Register :

使用目的（何に使用しますか）	記載内容
Purpose of Use（Where will you submit？）	Description (Required Information)

- Type of registration 届出の種類: ☒ TEN NYUU (転入, Move in)、 ☐ TEN SHUTSU (転出, Move out)、
☐ TENKYO (転居, Change Address in Hikone City)、 ☐ SETAINUSHI HENKOU (世帯主変更, Update Householder)、
☐ GAPPEI (合併, Combine Family Register)、 ☐ BUNRI (分離, Separate Family Register)

HEISEI 平成 26 Year 年 12 Month 月 10 Day 日

電話
Telephone 090-1234-5678

Attention to: The Mayer of Hikone City

Request Person must give your hand writing to all the contents and seal.

- 外国人住民の場合は、通称名または在留カード等のおりに記入してください。
If you are a foreigner, please write your name exactly same with your TSUU-SHOU-MEI (Registered name to use in daily life) or the name written on your ZAIRYUU Card (Residence Card).
- ***本籍**は戸籍関係の請求を委任される場合のみ必ず記入してください。
Regarding the area of "HONSEKI (本籍, Legal Address on Family Register)", please write only in the case you are going to delegate about the request for Family Register related issue.
- 窓口で、代理人の方の本人確認をさせていただきます。
Window person in Hikone City Hall ask your proxy to show her / his ID (Identification Card).
本人確認資料は、在留カード・運転免許証・旅券・写真付き住民基本台帳カード・写真付きマイナンバーカード等は1点、
Please bring one of your ID (Identification Card) like ZAIRYUU Card (Residence Card), Driver License Card, Passport, JYUUK Card with Face Photo, My Number Card with Face Photo or equivalent.
それ以外は保険証と年金手帳等、2点ご用意ください。
If you are going to bring other ID (Identification Card), please bring two of your ID (Identification Card) like HOKENSHOU (Health Insurance Card), NENKIN TECHOU (Pension Book) or equivalent.