

Application Form for a Moving-out Certificate by Post

転出証明書 郵送請求書

Application Date 申請年月日: yyyy年 mm月 dd日

To Hikone City Mayor 彦根市長様

Applicant's Information 届出人	New Address 住所(新住所)		
	Name 氏名	*The name must be written by the applicant him/herself, or the applicant's name seal must be stamped instead.	
	Telephone Number 昼間の連絡先	() -	
	Relationship to Applicant 異動者との関係	<input type="checkbox"/> Applicant him/herself 本人 <input type="checkbox"/> Legal Representative 法定代理人 <input type="checkbox"/> Other その他(Detail:)	

Moving-out Details 転出届	Moving Date 異動日	yyyy年 mm月 dd日		
	New Address 新住所	Zip Code 〒: -		
		Householder's Name 新世帯主氏名 []		
	Previous (Hikone) Address 旧住所	Shiga Hikone (Room Number: 号) 滋賀県彦根市		
		Householder's Name 旧世帯主氏名 []		
	Details of the Applicant and All Members Moving out of Hikone 異動した人の氏名(届出人を含む)		Date of Birth (yyyy/mm/dd) 生年月日	Sex 性別 *Please circle either.
			年 月 日	Male 男 Female 女
			年 月 日	Male 男 Female 女
			年 月 日	Male 男 Female 女
			年 月 日	Male 男 Female 女
		年 月 日	Male 男 Female 女	
Does anyone named above have an IC-chipped My Number card or a Juuki card? 異動した人の中にマイナンバーカード（※通知カードではありません）または住民基本台帳カードを持っている人はいますか？			Yes はい ・ No いいえ	

Requirements (Please submit the following along with the application form.)

- ☐ A photocopy of the applicant's photo ID
(a driver's license, an IC-chipped My Number card, a residence card, etc.)
- ☐ A return envelope with the applicant's new address and a postal stamp

[Important Points about a Return Envelope]

- By using an IC-chipped My Number card or a Juuki card, the moving-out procedures can be completed. Therefore, a moving-out certificate cannot be issued to households where even one member possesses a My Number card.
If you use a My Number card to complete the moving-out procedures, there is no need to provide a return envelope.
If you are instructed to obtain a moving-out certificate due to missing the 14-day deadline for registering your address in your next municipality, and you are using a My Number card, please contact us as soon as possible.
- It is highly recommended that you obtain your moving-out certificate from us via the registered mail service, rather than the regular mail service, as the certificate contains your 12-digit individual number and other personal information.
If you would like us to send your moving-out certificate to you via registered mail, please attach the appropriate amount of postage to a return envelope. *Postal stamps are non-refundable.
- An applicant is required to write their name on the form. If the applicant is unable to write their name, a name seal must be affixed at the end of the name written by someone else on the applicant's behalf.
- This application form will not be accepted if submitted by anyone other than the applicant themselves or a legal representative.
- Your moving-out certificate can only be mailed to your new address.