

BY MAIL

Notification of move-out

(incl. an application for issuance of move out certificate)

To the mayor of Machida

Request date	令 . .	Applicant	Name		
Moving date	令 . .		Contact No.	※Day phone No. ()	
New Address					
Previous Address	Machida-city	Head of household			
	Names of those who are moving		Date of Birth	Sex	Relation
1			Year /Month/Date . .	M · F	
2			Year /Month/Date . .	M · F	
3			Year /Month/Date . .	M · F	
4			Year /Month/Date . .	M · F	

EXAMPLE

Date you start residing in the new address.

Name of person moving

Request date	令 Y · M · D	Applicant	Name	TURNER ELIZABETH	
Moving date	令 Y · M · D		Contact No.	※Day phone No. ○○○ (△△△△) □□□□	
New Address	Kanagawa, Sagamihara Chuo-ku, Chuo △chome ××ban □gou Sagamihara Apartment ○○○				
Previous Address	Machida-city	Head of household	Morino 2chome 2ban 22gou ○×apart 1 0 1		
	Names of those who are moving		Date of Birth	Sex	Relation
1	ターナー	ジョン	Year /Month/Date 1985 · 12 · 31	(M) · F	Head of household
2	ターナー	エリザベス	Year /Month/Date 1984 · 11 · 22	M · (F)	wife
3	ターナー	トム	Year /Month/Date 2015 · 6 · 4	(M) · F	child
4	Write all the names who are moving			M · F	

Documents required to be mailed

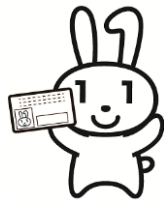
① Notification of move-out

(incl. an application for issuance of move out

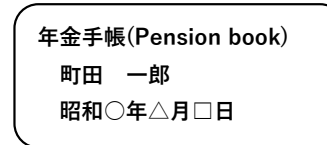
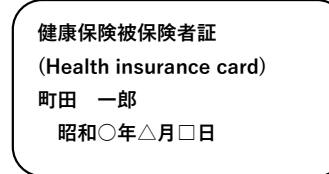
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② Copy of personal identification documents



★ Please submit a copy of any personal identification documents indicated in (A). In case (A) is unavailable, you can substitute with 2 documents from (B), or 1 each from (B) AND (C) instead.

(A) Government-issued identification with your photo.

Residence card (Zairyu card), Passport, Individual Number Card, Physical Disability Notebook, Driver's license, etc.

(B) Government-issued identification without your photo.

Health insurance card, Pension book, Long-Term Care Insurance Card, etc.

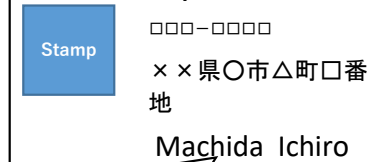
(C) Corporation-issued identification.

Employee ID, Student ID, Hospital card, Bank book, Credit card, etc.

※ If you are submitting Health insurance card, cover the ID numbers up.

③ Return envelop with a stamp

Return envelop



Addressee's name must be same as the moving applicant.

This will be used to send you the move-out certificate (free of charge). Write the moving applicant's name and address, and the stamp (110yen) MUST be put on the envelop.

【The address】*The move-out certificate can only be sent to either of the addresses below.

※ If you would like to receive your move out certificate at new address, we will mail you after the moving date.

※ If you would like to receive your move out certificate at new address, we will mail you after the moving date.

Mailing address	〒194-8580
	2-2-22, Morino, Machida-city Machida City Hall Mailing reception, Resident register, Civil section.

Please note that we will not be able to process your moving-out unless the documents above are provided.