

Notification of Moving Out (by mail)  
転 出 届 (郵送用)

※Please read the notes below and on the reverse side and complete all items within bold lines.  
※下記の注意事項及び裏面をお読みいただき、太線内を全て記入してください。

Applicant 届出人	(Signature or Personal Seal)	Applicant's Address 届出人住所	※Not required for the person making the change or for the person with the same address as the person making the		Applicant's Phone Number 届出人電話番号	TEL	—	—	
Date of Application 届出年月日	令和 YY/MM/DD	Date of Transfer 異動年月日	令和 YY/MM/DD	Reason for Transfer 異 動 理 由					
				<input type="checkbox"/> Job <input type="checkbox"/> Change of Address <input type="checkbox"/> Studies <input type="checkbox"/> Family <input type="checkbox"/> Family Register <input type="checkbox"/> Other					
New Address 新住所					Head of Household at New Address 新住所世帯主				
Old Address 旧住所					Head of Household at Old Address 旧住所世帯主				
Individual(s) who has moved 異動者	Your name in katakana フリガナ Name 氏名	Date of Birth 生年月日	Sex 性別	Family Relations hip続柄	~ Please Note: 注意事項 ~ False notification is punishable by a non-penal fine of up to 50,000 yen (except in cases where the penalty is imposed under laws and regulations other than the Basic Resident Registration Act). Notification by mail of moving out can only be processed by the following persons: ・ Someone with a "My Number" card ・ Those who move out of the city suddenly and do not have enough time to report the move and/or have difficulty coming to City Hall or one of its branches				
	-----	明 大 昭	M						
	-----	平 令	F						
	-----	明 大 昭	M						
	-----	平 令	F						
	-----	明 大 昭	M						
	-----	平 令	F						
-----	明 大 昭	M							
-----	平 令	F							
					市 記 入 欄	受 付	作 成	点 検	発 送

Please be sure to enclose and mail the following 以下のものを必ず同封し、郵送してください。※See reverse side for mailing address 郵送先裏面参照

- 1 Copy of identification documents of the filer 届出人の本人確認書類の写し (コピー)**  
 ※Please include a copy of one of the following: "My Number" Card, driver's license, passport, residence card, etc. (If the card has an expiration date, it must be within the expiration date.)  
 ※If you do not have a photo identification document issued by a government or municipal office as described above, please contact the Citizen's Section by phone (TEL025-520-5685 (direct line)) in advance.
- 2 Envelope for sending Moving-out Certificate 転出証明書送付用封筒 (This is not necessary if you have a "My Number" card with a photo, but if it has been more than 14 days since you moved out of Joetsu City, you cannot complete the procedures by using your card, so please have an envelope ready.)**  
 ※Please affix a stamp and write the name and address of the person moving out as the addressee ("My number" is included in the certificate of moving out. In order to prevent accidents such as loss or information leaks, it is recommended that you use registered mail. If you wish to have the certificate sent by registered mail, please affix additional stamps.)  
 ※A Moving-out Certificate can only be sent to the address from which the applicant is moving out, and cannot be sent to any other address. However, if the notifier is a proxy, a Moving-out Certificate will be sent to the proxy's address. Please write the name and address of the proxy on the envelope.

～ For those who have a "My Number" Card or Basic Resident Registration Card ～  
～ マイナンバーカード又は住民基本台帳カードを所有されている方へ ～

※ Please note that the card will be discontinued in the following cases:

- ① Failure to report moving into a new municipality within 14 days of doing so
- ② Failure to report moving in within 30 days of the expected move-out date reported at the time of notification of moving out (as indicated on the moving-out certificate)
- ③ If you did not complete the card renewal procedure when notifying your move-in, and 90 days have passed without doing so thereafter
- ④ If you did not complete the card renewal procedure when notifying your move-in, and then moved to another municipality without doing so.

※ When you apply for card renewal at the municipality where you move out, you will be asked to enter your card PIN (4 digits). Please contact the municipality where you are moving to for the procedure when a person other than the cardholder performs the renewal procedure on behalf of the cardholder.

～ Other ～  
～ その他 ～

※ The personal information provided will be used only for the purpose of notification in accordance with the Joetsu City Personal Information Protection Ordinance.

※ Please send the notification of moving out (by mail) to the following address:

〒943-8601 新潟県上越市木田1丁目1番3号 上越市役所市民課 転出届(郵送用)担当  
(〒943-8601 Niigata Ken, Joetsu shi Kida 1-1-3, Joetsu City Hall, Citizens' Division)

【Power of Attorney】【委任状】

※ If a person other than the transferee files the notification on behalf of the transferee, that individual must be authorized by the transferee. In addition, if the transferee signs or seals the power of attorney after confirming the contents of the notification, the proxy may write other items on the transferee's behalf.

Details of Delegation 委任内容 : I hereby delegate authority pertaining to the move to the proxy written on the reverse side.  
裏面の届出人に転出に係る権限を委任します。

Delegator : Name  
委任者 : 氏名

Address  
住所

Phone Number  
電話番号

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