



■ Moving-out registration by mail

To submit your moving-out registration by mail, please send the following documents to Kashiwa City Hall, Citizens' Division. The moving-out certificate will be mailed from here.

If you are using the special process for moving in/out, no documents will be sent to you.

When you have completed the procedures, please bring your My Number (personal number) card or resident registration card and complete the procedures at the municipality where you moved into.

**Required documents for submitting your moving-out registration by mail**

A The completed **Moving-out Registration by Mail form on the reverse side of this page**

B Include copies of personal **identification documents** for the person moving:

**(A) one item, or (B) 2 items, or (B) 1 item + (C) 1 item.**

**(※1) When making a copy of your My Number (personal number) card, please only attach a copy of the face photo on the front side.**

One item is required (A)	Driver's License, My Number Card(※1), Passport, Basic Residents Registration Card (with a photo), Special Permanent Resident's Certificate, or Residence Card Driving History Certificate, Physical Disability Passbook, Real Estate Transaction Manager Certificate Electrical Engineer Certificate, etc., or other license or certificate provided by a public office.
2 items are required (B)	If documents in A are being renewed, a temporary certificate or receipt that has been issued. Public Assistance Benefits Certificate, any kind or pension certificate Health insurance card, Long-term care insurance card
2 items are required (C)	Bank account book, company employee certificate, student certificate, medical patient card, cash card, etc.

C **Return envelopes (not required for those using the special registration process)**

Affix the required postage, and write the new address or former address, and your name (if there is more than one person moving, the name of their representative)

D **For a representative, documents showing authorization, such as a letter of proxy.**

- For legal representatives (parental authority or guardian of an adult), a copy of the family register or registration certificate is required. (Excluding parental authorities whose family register is in Kashiwa City.)
- For a mandatory legal representative, a letter of proxy is required.

**※Moving-out certificates are generally sent to the new address or former address, addressed to the person who is moving. If it is necessary to send the certificate addressed to another person, please contact us.**

**※If you have a My Number (personal number) card or Basic Resident Register card, please contact the Citizens Section at 04-7167-1128 if you would like to confirm the completion**

(Mailing address and contact)

〒277-8505

Chiba-Ken, Kashiwa-Shi, Kashiwa 5-10-1

Kashiwa City Hall, Citizens' Division - Phone: 04-7167-1128