

About Applying by Post

Moving out procedures are to be completed at the municipal office where you're registered as living, as a rule, but procedures are also possible via post. There is no issuance fee.

When you complete the moving out procedures, you will be issued a certificate of moving out. Bring this with you when you do moving in procedures at your new place of residence.

If you have a My Number card, you can notify online via Myna Portal. Please see the other page for reference.

How to Notify

Enclose the 3 documents listed below, and submit to Oshu City Hall, Citizen Services Dept. The branch offices cannot take these notifications, so please send them to Main City Hall in Mizusawa. Mail to: Oshu City Hall Citizen Services Dept., Applications by Post Office, zip: 023-8501. (Please take care to write the zip code correctly.)

1. Notification Form for Post

Fill in the required fields and stamp your personal *hanko* seal. You can download the form from this page.

If you have already moved out, your new municipal office should have this same form, so please feel free to use it.

In this case, please let a staffer at your new municipal office know.

The person moving out, or a fellow household member with an Oshu city address, should fill out the form. If someone else does so, they will need a proxy form.

2. Copy of applicant's (or proxy's) personal ID

Please include a copy of the applicant's official personal ID. The ID should be issued from a national or regional authority.

3. Return envelope

Write the return address and name, and attach a postage stamp. When it comes to delivery methods, do note that express and registered mail are options: use them if needed.

Important Notes

- Please understand that notifications cannot be taken by fax or email.
- The timeframe to notify is 30 days before your planned move-out date to 14 days after moving out. If you notify after 14 days, you will need to indicate the reason for the delay on the application form.
- The contents of your notification may need to be checked, so please indicate a telephone number where you can be contacted during the day.
- Procedures may take up to a week, including days for postage. Please apply with enough time to spare. If you are in a hurry, please attach an express stamp to the return envelope when you mail it.
- In the case of the applicant themselves notifying, delivery may be made to the former address (in Oshu) or the new address, so please choose the one which will work best for you. Please understand that delivery to other addresses is impossible. If delivery is made to the new address, please display a nameplate at your door, to ensure a proper delivery.
- In the case of a proxy notifying, delivery will be to the proxy's official address.