

Movement Procedure

※ Necessary documents are different according to application contents. Please make inquiry to section in charge for details.
 When you have no My Number Card or Notice Card in your hands, please consult with Section in charge before your application.

Procedure Name	Applicant	Necessary documents for the procedures	Window in charge and Contact nos.
Movement Procedure	The persons who moved inside Sasebo-city.	① I.D. Card of the person who comes to the window. ② Residence cards and special permanent resident certificates, etc. (only foreigner resident) ※ In case an agent goes through the procedures, Power of Attorney is necessary.	《City Hall Main Tower 1F》 Civil Registration Section Extension: 2116~2121 Or, each Branch Office and Uku Administrative Center.
Address change of Notice Card.	The persons who have Notice Card.	① Notice Cards of all the members who are moving. ② I.D. Card of the person who comes to the window. ※ In case an agent goes through the procedures, Power of Attorney is necessary. ※ It can't be used for an individual number card issue written application of the notice card lower part after address change. Please make inquiry to Register Resident Window Section.	
Address change of My Number Card.	The persons who have My Number Cards.	① My Number Cards of all the persons who are moving. ② I.D. Card of the person who comes to the window. ※ Regarding the procedures by an agent, please make inquiries to Register Resident Window section.	
Address change in the basic resident register card	The persons who have the basic resident register card.	① Basic Resident Register Cards of all the persons who are moving. ② I.D. Card of the person who comes to the window. ※ Regarding the procedures by an agent, please make inquiries to Register Resident Window section.	
Transfer of Elementary or Junior High school within Sasebo-city.	Child, student and the guardian.	① Seal. ② Changing report (When having submitted "address changing notice", it's issued at the desk.)	

Procedure Name	Applicant	Necessary documents for the procedures	Window in charge and Contact nos.
National Health Insurance allowed limit application and procedure of standard burden reduction authorization certificate	The person who has National Health Insurance allowed limit application and standard burden reduction authorization certificate.	① National Health Insurance insured person certificate ② Seal ③ The allowed limit application and standard burden reduction authorization certificate	《City Hall Main Tower 1F》 Medical Insurance Section Extension: 2138 Or, Each Branch Office and Uku administration center
Child Allowance	The person who is receiving Child Allowance.	Seal ※As he moves, when a stipendiary is a child and separation is protected. Entry on a petition is needed.	《Chuo Health and Welfare Center 4F》 Assistance for Children Section Extension: 5435～5440 Or, each Branch Office and Uku Administrative Center.
Child Rearing Allowance	The person who is receiving Child Rearing Allowance.	Necessary documents are different depending on the conditions. Please consult with Child support section at first.	《Chuo Health and Welfare Center 4F》 Assistance for Children Section Extension: 5435～5440
Welfare medical care system (Mother child • Father child)	The person who gets approval of welfare medical care system (mother child and father child)	① Welfare stipendiary certificate of medical expenses ② Seal.	《Chuo Health and Welfare Center 4F》 Assistance for Children Section Extension: 5435～5440 Or, Uku Administrative Center.
Welfare medical treatment of infant, elementary and junior high school students.	The person who gets approval of welfare medical treatment of infant, elementary and junior high school students.	① Welfare stipendiary certificate of medical expenses ② Seal.	《Chuo Health and Welfare Center 4F》 Assistance for Children Section Extension: 5435～5440 Or, each Branch Office and Uku Administrative Center.
Kindergarten etc.	① The person who is utilizing Kindergarten, etc. ② The person who applied for use of Kindergarten, etc.	Seal. ※Additionally to confirm the incomes, necessary material may be required.	《Chuo Health and Welfare Center 4F》 Assistance for Children Section Extension: 5431～5433 Or, Each Facility you are using.

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Return of the elderly care insurance insured certificate.	Insurance of the elderly care insured person and the person by whom the address was changed at the nursing city among the person who authorizes and gets burdened allowed limit approval.	① Insurance of the elderly care insured person certificate ② The insurance of the elderly care burdened percentage certificate ③ Insurance of the elderly care burdened allowed limit authorization certificate ④ Insurance of the elderly care specific burdened allowed limit authorization certificate ⑤ Insurance of the elderly care user burden reduction exemption authorization certificate. ※ Only the way where ② gets nursing approval. ※ Only the person who has ③ and ④.	《Chuo Health and Welfare Center 3F》 Longevity Society Section Extension: 5311～5315 Or, each Branch Office and Uku Administrative Center.
Address change in the person with disabilities pocket diary.	The person who receives a grant of a person with disabilities pocket diary.	① Person with disabilities pocket diary. ② Seal. ③ My number card, Notice Card or the copy of resident card indicating my number. ※ In case an agent goes through the procedures, I. D. Card and Seal of an agent are needed.	《Chuo Health and Welfare Center 1F》 Welfare Service for Disabilities Section Extension: 5107～5109
Address change in the recuperation pocket diary	The person who receives a grant of a recuperation pocket diary	① Recuperation pocket diary ② Seal. ③ My number card, Notice Card or the copy of resident card indicating my number. ※ In case an agent goes through the procedures, I. D. Card and Seal of an agent are needed.	
Address change in the mentally disturbed person preservation of health welfare pocket diary.	The person who receives a grant of a mentally disturbed person preservation of health welfare pocket diary.	① Mentally disturbed person preservation of health welfare pocket diary. ② Seal. ③ My number card, Notice Card or the copy of resident card indicating my number. ※ In case an agent goes through the procedures, I. D. Card and Seal of an agent are needed.	
Special child rearing allowance	The person receiving Special child rearing allowance.	① Special child rearing allowance bond ② Seal.	《Chuo Health and Welfare Center 1F》 Welfare Service for Disabilities Section Extension: 5106
Person with severe disabilities treatment	The person receiving person with severe disabilities treatment.	① seal. ※In case an agent goes through the procedures, I. D. Card and Seal of an agent are needed.	《Chuo Health and Welfare Center 1F》 Welfare Service for Disabilities Section Extension: 5102
Child with disabilities welfare treatment.	The person receiving child with disabilities welfare treatment.	① Seal. ※In case an agent goes through the procedures, I. D. Card and Seal of an agent are needed.	

Procedure Name	Applicant	Necessary documents for the procedures	Window in charge and Contact nos.
Welfare for people with disabilities medical treatment.	The person who has a welfare for people with disabilities medical certification certificate	① Welfare medical certification certificate ② Seal.	《Chuo Health and Welfare Center 1F》 Welfare Service for Disabilities Section Extension: 5105,5106
Welfare	The person who is receiving welfare.	Please contact to Living Welfare Section.	《Chuo Health and Welfare Center 2F》 Life Welfare Section Extension: 5205~5226
Change Notice of registration Matters of the dog.	The person who has the registered dog.	Please contact to Environmental Sanitation Section.	《Chuo Health and Welfare Center 5F》 Life Sanitary Section Extension: 5553
Garbage bag purchase subsidiary ticket	The person who moves in Sasebo-city.	A subsidiary ticket isn't distributed by the city movement, so please use the garbage bag purchase subsidiary ticket which was being used at the previous address continuously.	Waste decreasing promotion section Address: 1-8, Inari-cho, Phone: 32-2428
Address change of Library Card	The person who has Library Card.	I. D. Card of the person who wishes to make changes of Library Card.※ In case an agent goes through the procedures, Power of Attorney is necessary.	Sasebo Municipal Library Address: No.3-4, Miyaji-cho, Phone: 22-5618
Application about Waterworks.	The person who changes use address of waterworks.	You can make application even by phone and internet. ※ In case anyone but the watering contracting party applies, please apply after getting approval from the watering contracting party without fail..	Waterworks Bureau, Business section Address: No.4-8, Hachiman-cho, Phone: 24-1151 (key)

Procedure Name	Applicant	Necessary documents for the procedures	Window in charge and Contact nos.
Sasebo municipal management housing retirement report	The person who is retired from Sasebo municipal management housing.	① Seal. ② The account number, the name of the bank with the contracting party name you wish as a deposit return destination	Sasebo municipal management housing management center. Address: No.5-1, Matsuura-cho, Phone: 25-9625 Or, Uku Administrative Center
Sasebo municipal housing report of change of address.	Sasebo municipal management housing house mate has moved out.	Please contact to Sasebo municipal management housing management center.	
Sasebo municipal management housing movement succession written application	Municipal management housing registered holder entered the facilities and a house mate hopes for succession with the name of the municipal management housing.	Please contact to Sasebo municipal management housing management center.	