Notifications to File When Moving

When you move, you must submit a notification of the move to update your residence records. If you will be moving out of the city or country, submit your notification of moving out beforehand.

You will also have to submit a notification to update your residence records if you start living in Shibuya City, move within the city, or if you had been living within the city with a short-term status of residence (or the like) and your status of residence changes to medium- or long-term status. The service counter is crowded in March and April, so be sure to set aside enough time when you go there.

<table>
<thead>
<tr>
<th>Type of Move (Type of notification)</th>
<th>Notification Period</th>
<th>What to Bring *1</th>
</tr>
</thead>
<tbody>
<tr>
<td>From abroad to Shibuya City (notification of moving in from abroad)</td>
<td>Within 14 days of moving to Shibuya City</td>
<td>Residence card (if your residence card will be issued later, bring your passport) or special permanent resident certificate of everyone moving in *2 Note: Household members may be required to submit documentation verifying their relationship to the head of the household.</td>
</tr>
<tr>
<td>Notification of acquiring a medium- or long-term visa</td>
<td>Within 14 days after acquiring medium- or long-term visa status</td>
<td>Your moving-out certificate (issued by the municipality administering your previous address) The residence cards (or special permanent resident certificates) of everyone moving in *2 Notification cards, individual number cards or basic resident register cards (if you have one) of everyone moving in</td>
</tr>
<tr>
<td>To Shibuya City from another municipality (notification of moving in)</td>
<td>Within 14 days of moving to Shibuya City</td>
<td>The residence cards (or special permanent resident certificates) of everyone moving *2 National health insurance (NHI) card (if you have one) Notification cards, individual number cards or basic resident register cards (if you have one) of everyone moving in</td>
</tr>
<tr>
<td>Within Shibuya City (notification of change in status)</td>
<td>Within 14 days of moving</td>
<td>Your NHI card, Medical Care System for the Older Senior Citizen insurance card, or long-term care insurance card (if you have one)</td>
</tr>
<tr>
<td>From Shibuya City to another municipality (notification of moving out)</td>
<td>From 14 days before the scheduled moving date</td>
<td>Personal seal registration card (if registered)</td>
</tr>
<tr>
<td>From Shibuya City to another country (notification of moving abroad)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*1: Documentation verifying the ID of the person filing (such as a residence card, special permanent resident certificate, driver’s license or passport) is needed in each case. A power of attorney is required for someone to file on your behalf.

*2: Applications and issuance of special permanent resident certificates can only be done at the Residents and Family Registration Division, Shibuya City Office temporary building No. 1, 1F. Please inquire for more details.

Notification Service Counters and Hours (excluding holidays)

- **Residents and Family Registration Division, Shibuya City Office temporary building No. 1, 1F, and branch offices**
  - Monday to Friday: 8:30 a.m. to 5:00 p.m.
  - **City Residents Services Center (Shibuya Hikarie 8F)**
  - Monday to Friday: 11:00 a.m. to 7:00 p.m.
  - Saturday: 9:00 a.m. to 5:00 p.m.
  - Note: Notifications of moving in from abroad and other notifications that require verification with other municipalities (or the like) cannot be submitted on weekday evenings (5:00 to 7:00 p.m.) or Saturdays. If you require services in a foreign language, please apply at the Residents and Family Registration Division, Shibuya City Office temporary building No. 1, 1F.

Inquiries:
- Residents Registration Section, Residents and Family Registration Division (Tel: 3463-1675, Fax: 5458-4914)
- Shibushin Branch Office (Tel: 3441-4164)
- Ebisu Branch Office (Tel: 3280-7071)
- Uehara Branch Office (Tel: 3467-2551)
- Nishihara Branch Office (Tel: 3466-7837)
- Hatsudai Branch Office (Tel: 3370-0296)
- Hommachi Branch Office (Tel: 3377-6171)
- Sasazuka Branch Office (Tel: 3376-1428)
- Sendagaya Branch Office (Tel: 3402-7377)
- Jingumae Branch Services Center (Tel: 3464-4273)
- City Residents Services Center (Tel: 3797-0935)

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Persons Whose Children Attend a Municipal Elementary or Junior High School
Notify the schools in which your children are enrolled of your move and receive enrollment and textbook certificates. Finish your change-of-address procedures and notify the board of education at your new location. Even if your children don’t change schools, you still need to submit an address change notification.

Inquiries:
- School Affairs Section, School Affairs Division (Tel: 3463-2986, Fax: 5458-4953)

Persons Receiving a Child Allowance or Medical Expense

- **Subsidy for Children**
  - There are procedures that you will have to carry out when you move. Please contact us for more information.
  - Inquiries:
    - Child Benefit Section, Child and Youth Affairs Division (Tel: 3463-2558, Fax: 5458-4942)

Dog Owners
- If you are moving out of Shibuya City, bring the dog license that you received from Shibuya City and register your dog in the municipality that you move to.
- Note: Please also refer to the related article (Rabies Vaccinations and Pet Dog Licenses) on page 3.

Inquiries:
- Public Hygiene Affairs Section, Public Hygiene Division (Tel: 3463-2246, Fax: 5458-4943)

Motor Scooter Owners
- Please see page 3 ("Procedures for Motor Scooters and Other Small Vehicles").

Other Procedures

Household Trash
You need to submit an application to dispose of a large item of trash or to dispose of a large quantity of trash at once.
- **Large-sized trash**
  - You need to submit an application (and pay a fee) to dispose of furniture and other trash that is larger than approximately 30 cm on any side.
  - Application: Large-sized Waste Reception Center (Monday to Saturday, 8:00 a.m. to 7:00 p.m.)
  - Tel: 5296-7000 Website: http://sodai.tokyokankyo.or.jp/
- **Household waste that is larger than approximately 30 cm on any side**
  - You must recycle consumer products, telecommunications, refrigerators, freezers, washing machines, and clothes dryers.
  - Application: Electric Appliance Recycling Reception Center (Monday to Saturday, 8:00 a.m. to 5:00 p.m.)
  - Tel: 5296-7200
  - Disposing of a large quantity of trash at once
  - As a rule, you must pay a fee to dispose of an amount of trash equivalent to four or more 45-liter garbage bags at once. Please contact the Waste Collection Office as early as possible if you have a large volume of trash.
  - Inquiries:
    - Shibuya City Waste Collection Office (Tel: 3467-4300, Fax: 3467-4301)

Utilities
After you have decided to move, please contact the following companies as soon as possible.
- **Electricity: TEPCO energy partner customer service center** (Tel: 0120-905-001)
  - Website: http://www.tepco.co.jp/en/index-e.html
- **Gas: Tokyo Gas customer service center** (Tel: 0570-002230)
  - Website: http://www.tokyo-gas.co.jp/index_e.html
- **Water: Bureau of Waterworks customer service center** (Tel: 5326-1100)

Fire and Disaster Management Agency to Hold J-Alert Nationwide Simultaneous Information Transmission Training

Date and time: March 14 (Wed.), around 11:00 a.m.

A nationwide simultaneous test transmission will be broadcast through the city’s disaster prevention wireless system. The broadcast will be in Japanese.

- **What Is J-Alert?**
  - J-Alert is a nationwide instantaneous warning system in which emergency information about ballistic missile impact, large-scale terrorism, large earthquakes and the like issued by the Fire and Disaster Management Agency of the Ministry of Internal Affairs and Communications is received by cities through satellites and automatically broadcast over.