

# Resident Procedures at Yamaguchi City

## ● Yamaguchi residents must submit a Change of Residency Form

- Foreign nations who are legally residing in Japan for a mid to long-term period (over 3 months period, except for short term visitors) are required to register as residents in the same way as Japanese citizens.
- Those who have moved to Yamaguchi City must notify moving information to the Citizens Division of the Yamaguchi City Office within 14 days of finding a place to settle down.
- If you are relocated from another city in Japan, you must also submit a Change of Residency form as well as a Moving-out form issued by the municipal of the previous residency to the Yamaguchi City office within 14 days of relocation.

## ● Required Documents

- Resident Card (this includes those in possession of a passport stating “Resident Card will be issued at a later date”)
- Passport
- A document certifying the relationship between the householder and your family member \*  
Only in the cases of being accompanied by your family or entering the existing household in Japan.

## ● Procedures in case you are moving-out of Yamaguchi City

- When you are moving out of Yamaguchi city, please submit a “moving-out form” (tenshutsu todoke). You will be issued a “certification of moving-out” (tenshutsu shomeisho). You will need this certification when moving to another city in Japan.
- For those who are moving out of Japan and returning to a home country, it is required as a general rule to fill out a moving-out form even if a re-entry permit has been already issued by the Japanese government. If the moving-out form is not submitted, the responsibilities of the National Health Insurance and Pension Premiums tax payments will persist.

## ● Lost or Stolen Resident Card

- You must report immediately to the police station (Yamaguchi Police Bureau Tel: 924-0110) or and replacement for a new card should be processed at Immigration Office within 14 days of loss.

## ● For further information

- The Citizens Department of Yamaguchi City Hall TEL: 934-2771