



# When You Move

## 引越しの時の手続き

### Administrative Procedures

### 行政関係の手続き

| Procedure & Division   | Moving in  | Moving Out   | Related Page |
|--|--|--|--------------|
| Alien Registration (Alien Registration Section, [ <i>Gaikokujin Toroku-gakari</i> ], Setagaya City Hall)             | Registering a change of address: Within 14 days (First-time registration: Within 90 days)  | Registering a change of address: At the municipal office with jurisdiction over your new address (within 14 days)  | p.42~45      |
| National Health Insurance (National Health Insurance & National Pension Division [ <i>Kokuho Nenkin-ka</i> ])        | When moving into the City of Setagaya from within Japan or from a foreign country, apply after completing alien registration. (The insurance is obligatory for those with residence status of one year or longer.) | <ul style="list-style-type: none"> <li>• When moving out of Setagaya or leaving the country: Notify NHIP Division</li> <li>• When moving within Setagaya: After registering the change of address at the Foreign Registration Section at City Hall also notify the NHIP Division of the change of address</li> </ul> | p.50~54      |
| Taxes (Taxation Division, Tax Payment Division [ <i>Kazei-ka, Nozei-ka</i> ])  | -  | For people who are leaving the country permanently prior to the final payment of any remaining taxes, make arrangements to pay the taxes beforehand (Tax Payment Division) or appoint a representative to take charge of the matter (Taxation Division).   | p.59~62      |
| Transferring to Elementary or Junior High Schools (School Affairs Division [ <i>Gakumu-ka</i> ], Board of Education) | Prepare attendance certificate from the previous school as well as the certificate to receive textbooks.   | Notify the school where your child has been enrolled.  | p.78         |



## Procedures for Daily Matters

### 生活関係の手続き

| Procedure & Division | Moving in  | Moving Out   |
|----------------------|--|--|
| Electricity          | Flip up the circuit breaker switch. Complete and call or send the card near the breaker to the Tokyo Electric Power Company (TEPCO).   | <ul style="list-style-type: none"> <li>• Contact TEPCO about one week beforehand. The company will come to settle your account on the day you designate. Have your most recent receipt ready.</li> <li>• Pull down the breaker switch before leaving.</li> </ul>                                 |
| Gas                  | Contact Tokyo Gas Co. The gas company will check if your appliances are proper for the gas type supplied, and then will switch on the gas. (Do not turn on the gas supply by yourself.)  | Contact Tokyo Gas Co. about one week before the move. They will switch off the gas meter and calculate your bill.  |
| Water Supply         | If you contact the Bureau of Waterworks before you move in, they will turn the main valve on for you. If the water is not running, turn it on by yourself. (If you turn on the main valve yourself, fill in the card and send it to or call the Bureau of Waterworks.) | <ul style="list-style-type: none"> <li>• Contact the Bureau of Waterworks about one week before the move (have the most recent receipt handy). Settlement of your account will be made on the day you move or the day before.</li> <li>• Turn off the main valve prior to moving out.</li> </ul> |
| Telephone            | Contact the telephone company when you want to have a telephone installed or moved as soon as you know the date of your move. (Call 116, an area code is not necessary.)   |  |
| Post Office          | If you fill out and submit a Change of Address Form, which you can do at your local post office, any mail you receive will be forwarded to your new address for one year free of charge. Mail posted from within Japan cannot be forwarded overseas.                   | Fill out the Change of Address Form and submit it to the post office about one week before you move.   |

\* You should also report your change of address to your bank, NHK (for transmission charges), the driver's license issuing authority, and so on.

※ そのほか「金融機関の口座」「NHKの受信料」「運転免許証」などの住所変更の届け出が必要です。



## Contact Information

### Electricity/Gas/Telephone

#### Tokyo Electric Power Company, Tokyo Customer Center

**Tel:**0120-995-001 (Moving, change of contract)  
0120-995-002 (Information on electricity)

#### Tokyo Gas Customer Center

**Tel:**0570-022230 (Information on moving)  
0570-002211 (Information on gas)  
03-5722 -0111 (when you cannot connect to the above numbers)

#### NTT

**Tel:**116 (Installing telephones or removal)

#### NTT Information Service

**Tel:**0120-364-463 (Service available in English, Chinese, Korean)

#### KDDI

**Tel:**0057 (international call) (no area code), 0077-777 (domestic call)

#### SoftBank Telecom

**Tel:**0088-41 (international call), 0088-82 (domestic call)

#### NTT Communications

**Tel:**0120-506506

#### Fusion Communications

**Tel:**0120-987-100

#### Water and Sewerage

##### Customer Center, Bureau of Waterworks

**Tel:**03-5326-1100 (When you move or make changes in the contract)  
**Tel:**03-5326-1101 (For charges or repair)

#### 連絡先一覧

##### 電気・ガス・電話

#### 東京電力東京カスタマーセンター

電話：  
0120-995-001 (引越し、契約変更)  
0120-995-002 (電気に関する問い合わせ)

#### 東京ガスお客様センター

電話：  
0570-022230 (引越しに関する問い合わせ)  
0570-002211 (ガスに関する問い合わせ)  
03-5722-0111 (上記番号につながらない場合)

#### NTT

電話：116 (電話の設置、移動など)

#### NTT インフォメーションサービス

電話：0120-364-463 (英語、中国語、ハングル可)

#### KDDI

局番なしの0057 (国際電話)、0077-777 (国内電話)

#### ソフトバンクテレコム

電話：0088-41 (国際電話)、0088-82 (国内電話)

#### NTT コミュニケーションズ

電話：0120-506506

#### フュージョン・コミュニケーションズ

電話：0120-987-100

#### 上下水道

##### 水道局お客様センター

電話：03-5326-1100 (引越、契約変更)  
電話：03-5326-1101 (料金や修繕)



## **Post Office**

### **Setagaya Post Office**

**Tel:** 03-3418-5696

2 -1-1, Sangenjaya

### **Chitose Post Office**

**Tel:** 03-3426-4109

1 -40-1, Kyodo

### **Tamagawa Post Office**

**Tel:** 03-3703-8742

8-22 -1, Todoroki

### **Seijo Post Office**

**Tel:** 03-3482-6736

8-30-25, Seijo

## **Postal Information in English**

### **Japan Post Service Consultation Center**

**Tel:** 0570-04611

Mon. through Fri., 8 a.m. to 10 p.m.

Saturdays, Sundays and national holidays, 9 a.m. to 10 p.m.

## **郵便局**

### **世田谷郵便局**

電話：03-3418-5696

三軒茶屋2-1-1

### **千歳郵便局**

電話：03-3426-4109

経堂1-40-1

### **玉川郵便局**

電話：03-3703-8742

等々力8-22-1

### **成城郵便局**

電話：03-3482-6736

成城8-30-25

## **英語による郵便案内サービス**

### **郵便事業株式会社お客さまサービス**

#### **相談センター**

電話：0570-046111

月～金 8：00～22：00

土日祝日 9：00～22：00