



When You Move

引越し時の手続き

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.46~49
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"> • When moving out of Setagaya or leaving the country: Notify NHIP Division • 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 	p.54~58
Taxes (Taxation Division, Tax Payment Division [<i>Kazzei-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.64~67
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.84~85



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"> • Contact TEPCO beforehand. They will calculate your bill. Have your most recent receipt ready. • Pull down the breaker switch before leaving.
Gas	Contact Tokyo Gas Co. about one week beforehand. 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. Have your most recent receipt ready. They will switch off the gas meter and calculate your bill.
Water Supply	Contact the Bureau of Waterworks before you move in. Or fill in the necessary sections of the application card and send it to the Bureau of Waterworks.	<ul style="list-style-type: none"> • Contact the Bureau of Waterworks before the move. They will calculate your bill. Have your most recent receipt ready.
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 before you move.

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

※ そのほか「金融機関の口座」「NHKの受信料」「運転免許証」「携帯電話」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)

Water and Sewerage

Customer Center, Bureau of Waterworks

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

Telephone Companies

NTT

Tel:116 (Installing telephones or removal)

NTT East Information Service

Tel:0120-364-463 (Service available in English etc.)

NTT Docomo

Tel:0120-005-250 (Service available in English, Portuguese, Chinese, Spanish and Korean)

au

Tel:0077-7-111

SoftBank

Tel:0800-919-0157

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)

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)

電話会社

NTT

電話：116(電話の設置、移動など)

NTT東日本インフォメーション

電話：0120-364-463(英語等)

NTT ドコモ

電話：0120-005-250
(英語・ポルトガル語・中国語・スペイン語・ハングル)

au

電話：0077-7-111

ソフトバンク

電話：0800-919-0157



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: 0570-046-11

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：0570-046-111

月～金 8：00～22：00

土日祝日 9：00～22：00