



# To whom those move to the city of Uji

April, 2024

Welcome to Uji, the town of Uji Tea and The Tale of Genji!


If you fall under any of the following categories, please go to the department in charge to take proceedings. In addition to this guidance, individual procedures may be required for services used by individuals.

We deal with data of changing to new address on the day you started to live.

**※※※For this procedure, please bring documents showing your Individual Number, such as an Individual Number Card, and something that can be used to verify your identity.**

Category	Division in charge	Procedure
For those who have an Individual Number Card	Individual Number Card(My Number Card) Dedicated Desk Citizens' Gallery 1F 0774-21-0428	Within 90 days from the date of notification of moving in, you should take the individual number card or the basic resident register card to the counter and carry out the procedure for continued use and issuance of an electronic certificate for signature (only for those who need it.) (We will write the new address on the card and correct the address information in the IC chip.) For the procedure, PIN number set by the individual is required. In the case of a proxy, a letter of attorney and the proxy's identity verification documents are also required. ※In addition to the deadline above, there may be cases that it is not possible to continue procedures, such as when the number of days from the moving-in date to the notification is over 14 days. Please note that your card will lose effect if you do not complete the procedure. For details, please contact us at the number on the left.
For those who have a Basic Resident Registration Card	Citizen's Division 1F 0774-20-8722	Those wishing to use the service in Uji must apply.
For those who wish to use the Pre-registration Type Identity Notification System (System of notify the person who registered in advance of the fact in order to deter and prevent infringement of individual rights due to unauthorized acquisition of certificates such as resident cards) or those who are using it in Uji		
For those who enroll in National Health Insurance	National Health Insurance Division 1F 0774-20-8729	Please complete the enrollment procedure within 14 days from the date of moving in. ※※※(For identity verification, please bring a certificate with a face photo.) If you would like to have payment automatically deducted from your bank account, you will need documents showing the account number and a bank seal
For those who subscribe to Medical Care System for Elderly in The Latter Stage of Life (Those who had subscribed to it at the previous address.)	Medical Care for Elderly in The Latter Stage of Life Section of Medical Pension Division 1F 0774-21-0413	Please apply to subscribe the system.※※※ Please bring a certificate issued at your previous address, such as a certificate of burden classification, etc. If you would like to have payment automatically deducted from your bank account, you will need documents showing the account number and a bank seal.
For those who support children aged 0 to 3rd year of junior high school	Welfare Medical Care Section of Medical Pension Division 1F 0774-21-0413	Please apply for medical expense payment support system for child raising. Please bring your child's health insurance card.
For those who have medical insurance, whose and their household member's income is below a certain level and who meet the following requirements -Single parent households or households equivalent to single parent -Those with certain disabilities -Those who are 65 to 69 years old		You may be eligible for the welfare medical expenses payment system. Please bring your insurance card. ◎If you or any member of your household has filed income declarations outside of Uji, you will need a certificate of resident tax from that municipality. For more information, please contact the Welfare and Medical Section of Pension and Medical Division.

Category	Division in charge	Procedure
For those who will be enrolled in National Pension in the future (Those who have moved in immediately after retirement)	National Pension Section of Medical Pension Division 1F 0774-20-8792	Please complete procedures for enrollment and change of address within 14days after retirement. Please bring something that can verify your identity.***
For those who enrolled in the National Pension (Those who have paid or are exempted from the National Pension)		Please complete the procedure for change of address within 14 days. Please bring something that can verify your identity.***
For those who are receiving only disability basic pension		
For those insured by Long-term care insurance (Those aged 65 and over, and those between ages of 40 and 64 who are cetified as needing Long-term care)	Long -term Care Insurance Division 1F 0774-20-8731	Please follow procedure for qualification. *** If you have a Long-term care or support certification in the municipality before moving in, you can take over it if you apply at the counter within 14 days from the date of moving in. Please apply at the counter by the deadline and receive certification from Uji.
For those who receive Special child rearing allowance, Special disability allowance or Disabled child welfare allowance  For those who enrolled in the Mutual Aid System for Persons with Disabilities	Disability Welfare Division 1F 0774-21-0419	Please complete procedures for moving in. If you are receiving Special child rearing allowance, please bring the certificate. ***
For those who have a Handicapped person's handbook, Nursing handbook or Health and Welfare handbook for mentally disabled people	Disability Welfare Division 1F 0774-21-0419	Please bring the handbook and follow procedures for change of address. A face photo (4cm × 3cm) may be required, so please contact the Disability Welfare Division for details.***
For those who receiving disability welfare seivices		Please bring a receipt certificate.***
For those who receive medical care for (rehabilitation , rearing , mental illness) to support independence		Please bring a recipient certificate and follow procedures for change of address. A certificate of resident tax, doctor's comment or Health insurance card may be required, so please contact the Disability Welfare Division for details.***
For those who have a midget car or a motorcycle	Municipal Tax Division 2F 0774-20-8718	For a motorcycle of 125cc and under displacement, if you plan to use them in Uji, please complete registration procedures in Uji. For a midget car or a motorcycle over 125cc displacement, procedures at the Light Motor Vehicle Inspection Organization or Branch Office of the Transport Bureau are required. Please contact the Municipal Tax Division for details.
About opening procedures of water supply and disposal pipeline	Sales Section of Water and Sewerage Department 2F 0774-20-8775	Please follow the procedures to open. (Acceptable by phone.) Please contact the Sales Section of Water and Sewerage Department for details. (If you live in a collective housing, please check it with a superintendent first.)

Category	Division in charge	Procedure
For those who receive child allowance	Child Welfare Division 2F 0774-20-8733	You cannot receive allowance retroactively. Please complete the procedures within 15 days from the next day of the date of moving mentioned on the moving-out certificate. (We will inform you about the necessary documents at the desk.)※※※ Please complete the procedures even if only a parent / guardian (recipient) has moved for one's new post without one's family.
For those who receive Child rearing allowance (Single parent families and other similar households)		Single parent families, families with a child's guardian with severe disability, and other similar households may be eligible for allowance, so please inquire at a desk. ※※※
For those who wish to use after school day-care (activity class) in Uji		This is a system that provides a safe place for children (1st to 6th grade of elementary school students) who cannot be cared for at home after school because their guardians are working, etc. on the school premises. Since there is a capacity limit, please consult with the desk before proceeding.
Households with preschoolers or pregnant women		We will give you a guidebook about child rearing information in Uji. We will give tickets for free use of the Uji Family Support Center to preschool children.
For those entering a preschool, etc. in Uji, or those who are in the process of applying for admission	Nursery School (Childcare Support) Division 2F 0774-20-8732	Plases follow the procedures for admission to a preschool or change of address. ◎The documents to be submitted differ depending on the situation of your family, so please ask at the desk.※※※
For those who use childcare facilities such as certified childcare centers or unlicensed ones		Please contact the Nursery School (Childcare Support) Division for information on whether childcare fees will apply. Please note that retroactive certification is not possible.※※※
Households with preschoolers	Mother and Baby's Health (Health Promotion) Division 2F 0774-20-8728	Please bring the Maternal and Child Health Handbook. We will give you information on infant health checkups and vaccinations, as well as preliminary medical questionnaire sheets. (The preliminary medical questionnaire sheets from the previous municipality cannot be used.)
Households with pregnant women		Please bring the Maternal and Child Health Handbook. We will issue and give you a pregnant woman health checkup ticket and a pregnant woman dental health chekckup sheet, and ask you about your health condition.
For those who are receiving medical care for premature babies		Please complete the payment application procedure. (We will inform you about the necessary documents such as a taxation certificate and a health insurance card etc. at the desk.)※※※
For those who wish to get pneumococcal vaccination for the elderly (Only for those who are 65 years old at the time of vaccination)	Healthfulness Promotion Division 1F 0774-20-8793	You can get vaccination at public expense if you have never gotten it before. Also if you meet the conditions (tax-exempt household,) you can get it for free. Please contact the Healthfulness Promotion Division for details.
For those who are considering joining a neighborhood association	Citizen Collaboration Promotion Division 3F 0774-20-8721	Let's join the neighborhood association to create a livable town. We search the neighborhood associations in your area. You can also check the name of the association from this QR code. 
Households with elementary school, junior high school and kindergarten children	School Education Division 6F 0774-20-8757	Please complete the procedure for transferring to another school. (If you do not wish to attend a public elementary school or a public junior high school in Uji or if you have kindergarten children, please come to the desk in charge.)
About human waste collection (in the case of a vault toilet)	City Beautification Promotion Division West Hall 3F 0774-20-8762	Please follow the procedure to start pumping.

Category	Division in charge	Procedure
Households that will use septic tanks	Environmental Planning Division West Hall 3F 0774-20-8726	Please follow the procedure to start using it. Please contact the Environmental Planning Division for details.***
For dog owners		Please bring documentation (a dog license) that can confirm that you have registered your dog at the previous address and complete the procedure for the change of address.