

Notice for students and new employees (New or former residents of Aoba Ward)

For those who are moving in/out of Aoba ward,

AER is convenient for Notification of Address Change

All of those who move residence, including students and new employees, need to notify the City of their address change. Please note that the yearly peak period for the Ward Office counters is from late March to early April due to moving season.

Therefore, **Sendai Station Service Center (5th floor of AER bld.)** is convenient for students or new employees who live in **Aoba Ward**.

※ **Office hours: 8:30 a.m. - 5:00 p.m. on Weekdays (Monday-Friday)**
March 22 (Mon.) – April 5 (Mon.), 2021: 8:30 a.m. - 6:00 p.m. on Weekdays

★ People are unable to complete the notification of address change at the Service Center when any of the following applies:

○ When the people moving **include:**

-Children middle school aged or under

-Senior citizens aged 65 and over

○ The person moving must complete procedures (shown on reverse) other than notification of change of address at the ward office.

※ If the above applies to you, you must visit the Family and Resident Registration Section of the Aoba Ward Office, or the Ward Office of your new area of residence when moving within the city.

※ Please see the reverse side for further information. You may have to visit the Ward Office to complete procedures depending on the contents of the notification.

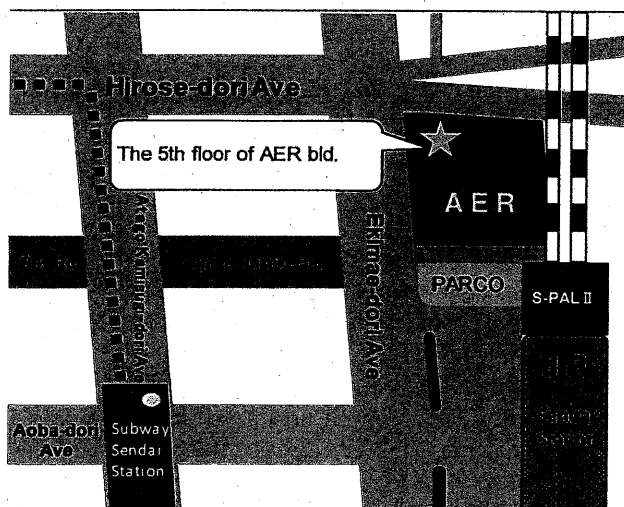
※ The person completing the notification must bring their own personal IDs to the counter. (See reverse)

Contact/Counters

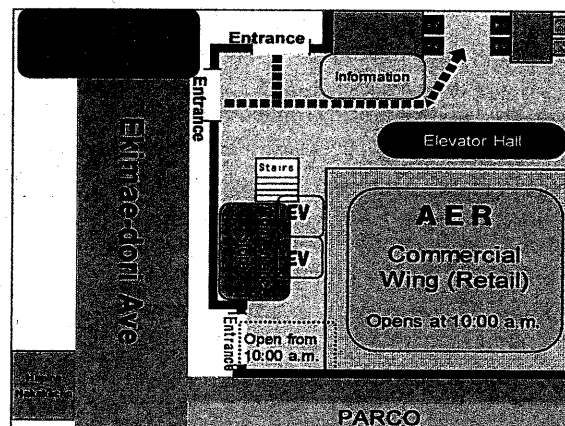
◆ **Address: The 5th floor of AER bld. 3-1, Chuo 1-chome, Aoba-ku, Sendai-shi**

◆ **Name: Family and Resident Registration Section of Aoba Ward Office, Sendai Station Service Center**

◆ **TEL: 022-223-5255**



• Elevator at the gate of commercial wing operates from 8:40 a.m.
• The Office wing (North side) entrance is open from 8:30 a.m.
Please use the left front elevators in the elevator hall.



★Notification of Address Change (Moving Residence)

- This applies to those whose new or old address is in Aoba Ward.
- Your individual number notification card or individual number card is required when notifying of moving in/out, within the ward, or outside of Sendai City. (See the following list)
- An authorization letter is required when a proxy completes procedures on behalf of you or your household.
- Personal IDs of the person completing the procedures (person themselves, member of the household or a proxy) is required. (See ※3 below.)

Name of Notification	Necessary Items	Can be Completed	Cannot be Completed (Visit Aoba Ward Office or Miyagi General Branch)
Moving in (From outside of the City to Aoba Ward)	<ul style="list-style-type: none"> • Moving out Certificate issued by the municipality of your former address (※1) • Personal IDs of the person completing notification at counter (※3) 	Within 14 days of moving into your new address	Those who: <ul style="list-style-type: none"> ● Moved to Sendai from abroad ● Use Retiree Health Care of National Health Insurance of Sendai City ● Use long-term care insurance
(※1) Please visit the Aoba Ward Office or Miyagi General Branch when making any change to entries written on a moving-out form.			
Moving out (From Aoba Ward to outside the City)	<ul style="list-style-type: none"> • Personal IDs of person completing notification at counter (※3) 	Those who; <ul style="list-style-type: none"> ● Will move in the coming days - From about 14 days before, to the day of moving ● Already reside at a new address - Within 14 days of moving into your new address 	Those who: <ul style="list-style-type: none"> ● Are enrolled in National Health Insurance of Sendai City completing procedures for student in distant areas certificate ● Are a recipient or applicant of long-term care insurance ● Are moving abroad ● Are canceling a moving out notification ● Are reissuing a moving-out certificate
Moving within a Ward (Within Aoba Ward)	Those insured with National Health Insurance / Long-term care insurance of Sendai City.	Within 14 days of moving into your new address	<ul style="list-style-type: none"> ● Are a recipient or applicant of long-term care insurance ● Are cancelling a moving notification
Moving within the City (Aoba Ward ⇄ Other Ward)			<ul style="list-style-type: none"> ● New address is in a land readjustment district (※2) ● Recipients or applicants of long-term care insurance (※2) ● Those who are cancelling a moving notification (※2)
For those of which ※2 are applicable, please notify either the Ward Office of your new or old address or the General Branch Office.			
If you are a recipient household of any medical subsidies or child allowance, eligible for medical system for elderly, or a holder of a disability certificate please visit the ward office of your area of residence or the General Branch Office, when additional procedures other than change of address are required.			
※3 We ask that the person completing notification procedures provides their own photo ID issued by public authorities, such as driver's license, individual number card, basic resident registration card, or passport etc. Two forms of ID, such as a health insurance card and pension handbook, are required when no photo ID can be provided. Additionally, those who have no form of ID are required to answer oral questions to confirm their identity.			
We may be unable to process a notification depending on its content. Please contact us for detailed information.			