

2. Clerical procedures that require action from residents affected by the address changes

With the implementation of the address changes, **residents are required to submit a change of address notice (paperwork) for certain procedures.**

Procedures that do not require any action

The city office and other public organizations will **automatically update** residents' addresses for the following procedures. No action is required from residents.

● National Government and Other Public Organizations

Item	Inquiry
<ul style="list-style-type: none"> • Land register • Building register 	Naha District Legal Affairs Bureau Ginowan Branch Office ☎ : 098-898-5454
<ul style="list-style-type: none"> • National Pension (insured persons) 	Ginowan City Office 1F, Resident's Affairs Division Pension Unit ☎ : 098-893-4411 Extension: 2763 and 2764
<ul style="list-style-type: none"> • National Pension (beneficiaries) • Employee pension (insured persons) • Employee pension (beneficiaries) 	Japan Pension Service Koza Pension Office ☎ : 098-933-2267

● Ginowan City Office

Item	Details
<ul style="list-style-type: none"> • Basic Resident Register (Certificate of Residence) • Inkan Register Ledger (Inkan Certificate) 	Public records (such as the Certificate of Residence) handled by the Ginowan City Office will be automatically updated with the new addresses.
<ul style="list-style-type: none"> • Tax Register 	
<ul style="list-style-type: none"> • Waterworks and sewerage register 	

● Mail

<ul style="list-style-type: none"> • Mail <p><u>*Action is required for postal savings and postal insurance.</u></p>	<p>Residents do not have to complete any paperwork with the Post Office. Mail addressed to the old address will continue to be delivered for 1 year after the implementation. Residents are advised to notify their friends and families of their address change.</p>
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The following items do not require any action from affected residents. **However, if residents are using any of the following documents as personal identification, they must complete a notice of a change of address in person at the city office.**

● Ginowan City Office

Item	Contact
<ul style="list-style-type: none"> • National Health Insurance card • Medical Insurance for the Elderly card • Other cards 	Residents age 74 and under
	<p>Ginowan City Office 1F, National Health Insurance Division Benefits Unit ☎ : 098-893-4492</p>
	Residents age 75 and over
	<p>Ginowan City Office 1F, National Health Insurance Division Medical Insurance for the Elderly Unit ☎ : 098-893-4493</p>
<ul style="list-style-type: none"> • Long-term (Nursing) Care Insurance Card • Long-term (Nursing) Care Insurance payment ceiling card • Long-term (Nursing) Care payment rate card 	Long-term (Nursing) Care Insurance Card
	<p>Ginowan City Office 1F, Nursing Care Division Assessment and Benefits Unit ☎ : 098-893-4411 Extension: 4151 to 4156</p>
	Long-term (Nursing) Care Insurance payment ceiling card & payment rate card
	<p>Ginowan City Office 1F, Nursing Care Division Assessment and Benefits Unit ☎ : 098-893-4411 Extension: 4154</p>
<ul style="list-style-type: none"> • Childrearing Allowance for Single Parents Certificate • Special Childrearing Allowance Certificate 	<p>Ginowan City Office 2F, Children and Families Division Benefits Unit 2 ☎ : 098-893-4642</p>
<ul style="list-style-type: none"> • Medical Expense Subsidy for Single Parent eligibility certificate • Medical Expense Subsidy for Children eligibility certificate 	<p>Ginowan City Office 2F, Children and Families Division Benefits Unit 1 ☎ : 098-893-4641</p>

Procedures that require action

Residents affected by the implementation of the new address system **must complete the necessary procedures to change their address for the following items.**

● Driver's license

Details	Contact	Deadline	Documents needed
Change of address or legal domicile on the driver's license	<p>Okinawa Prefectural Police Driver License Centre ☎ : 098-851-1000</p> <p>Hours 8: 30-11: 30 13: 00-16: 45</p> <p>Ginowan Police Station ☎ : 098-898-0110 Hours 9: 30-16: 45</p>	There is no deadline. However, residents should complete the procedure as soon as possible after the change goes into effect.	<p>① "Change of Address Notice" issued by the city (mailed to residents affected by the change)*</p> <p>② Driver's license</p> <p>③ Application form (available at the centre)</p>

*See page 6.

● Automobile and mopeds

Details	Contact
Automobiles (excluding yellow plate light vehicles) & small two-wheeled vehicle (>250c.c.)	<p>Okinawa General Bureau Land and Transport Office ☎ : 050-5540-2091</p>
Two-wheeled light vehicle (126 c.c.-250c.c.)	
Light motor vehicle and mini truck	<p>Light Motor Vehicle Inspection Organization ☎ : 050-3816-3126</p>
Moped 125c.c. or less & small-sized special motor vehicle	<p>Ginowan City Office 2F Tax Affairs Division ☎ : 098-893-4411 Extension: 1812 to 1814</p>

● My Number Card and Residence Card

Details	Contact	Deadline	Documents needed
Update the address printed on the cards	Ginowan City Office 1F Resident Affairs Division ☎: 098-893-4411 Extension: 2713 and 2723	Residents should complete the address change procedure as soon as possible after the change goes into effect. <i>*The procedure can be completed by a legal representative, but residents must contact the city office in advance.</i>	★For each procedure: <ul style="list-style-type: none"> • My Number Card* • Basic Resident Register Card • Special Permanent Resident Certificate • Residence Card • ID (e.g. driver's license) • "Change of Address Notice" issued by the city (mailed to residents affected by the change)* *See page 6.

***Electronic signature function (used for filing tax returns online via e-Tax) can still be used after the implementation of the new address system, but certain procedures may be declined. Users of e-Tax are advised to update their address for their cards' electronic signature function.**

● Physical Disability Certificate, Intellectual Disability Certificate, Psychiatric Disability Certificate and other disability welfare certificates

Details	Contact	Deadline
Update the address printed on the certificate	Ginowan City Office 1F Disability Welfare Division ☎: 098-893-4411 Extension: 3512 to 3515, 3537 and 3540	As soon as possible after the change goes into effect.

● Social Insurance

Details	Contact
Change of address paperwork for National Pension Category 3 insured person (Dependent spouse of a company employee or public employee)	Dependents should confirm with their supporter's workplace.

4. Documents distributed to residents affected

1. Change of Address Notice

Delivered to the head of household.

2. Postcards (30 per household; 50 per business)

Can be used to notify friends, family, or clients of the address change. More is available for pickup at the Resident Affairs Division.

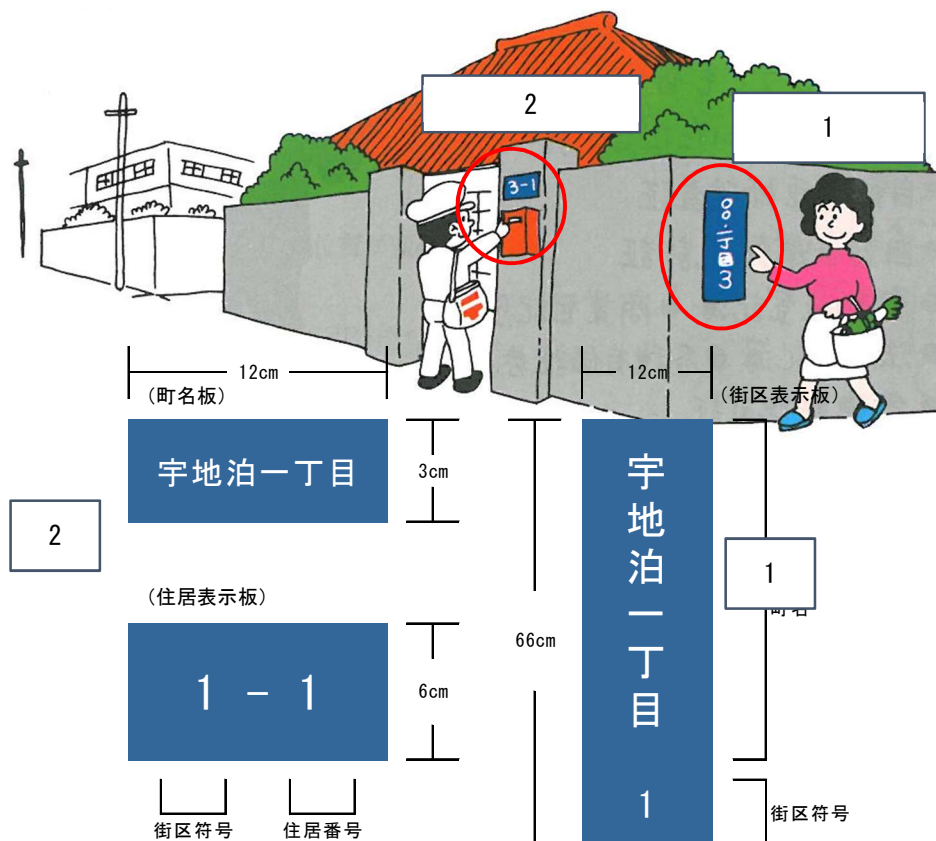
3. Chome and address plaques

To be installed on the front entrance or front gates of homes.

*Street signs will be installed by city staff.

5. Street signs

A staff will install a plaque written with the district and block number by the four corners of each block (labelled as 1). A similar plaque will be installed on gateposts and entrances of homes along with another plaque that shows the street number and address (labelled as 2). We ask for your cooperation during the transition period.



6. New postal codes

Postal codes will change along with the implementation of the new address system.

To date		Following implementation	
Postal code	Address	Postal code	Address
〒901-2227	Aza-Uchidomari	〒901-2227	Uchidomari 1-chome, 2-chome and 3-chome
		〒901-2224	Mashiki 3-chome and 5-chome
〒901-2225	Aza-Ojana	〒901-2227	Uchidomari 1-chome and 2-chome
		〒901-2224	Mashiki 5-chome
〒901-2224	Aza-Mashiki	〒901-2224	Mashiki 3-chome
			Mashiki 5-chome

For questions about the new address system, please contact us below.

Ginowan City Office

Department of Resident and Economic Affairs

Resident Affairs Division Registrar Unit TEL 098-893-4411 (Ext. 2731)