Effective February 25, 2023 (Sat)



The Way Addresses Are Displayed in Some Parts of the aza-Uchidomari, aza-Mashiki and aza-Ojana District Will Change

The changes will take effect on <u>February 25, 2023 (Sat)</u>. This handbook outlines the changes to the address system as well as clerical procedures that require action from residents affected by the changes.

1. How the new addresses will be displayed



Homes

To date . OO aza-Uchidomari, Ginowan City

1

Following : OOchome-O-OO Uchidomari, Ginowan City

block no. -residence no.

Under the new system, the following changes may be possible:

- Some parts of aza-Uchidomari, aza-Ojana, aza-Mashiki will become OOchome-O-OO Uchidomari
- Some parts of aza-Uchidomari and aza-Ojana will become OOchome-O-OO Mashiki.



Apartment and condominiums

■Flat numbers will be incorporated into the new address as such:

Ex. Uchidomari Apt. 201



○chome

- O - O Uchidomari , Ginowan City , Uchidomari Apt. 201

block no. -residence no.

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

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

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
Land registerBuilding register	Naha District Legal Affairs Bureau Ginowan Branch Office \$\mathbb{L}\$: 098-898-5454
National Pension (insured persons)	Ginowan City Office 1F, Resident's Affairs Division Pension Unit : 098-893-4411 Extension: 2763 and 2764
National Pension (beneficiaries)Employee pension (insured persons)Employee pension (beneficiaries)	Japan Pension Service Koza Pension Office

Ginowan City Office

Item	Details
 Basic Resident Register (Certificate of Residence) Inkan Register Ledger (Inkan Certificate) 	
Tax Register	Public records (such as the Certificate of Residence) handled by the Ginowan City Office will be automatically updated with the new addresses.
Waterworks and sewerage register	3.5.5.

Mail

• Mail

*Action is required for postal savings and

postal insurance.

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.

The following items do not require any action from affected residents. **However, if residents are** using any of the following documents as <u>personal identification</u>, they must complete a notice of a change of address in person at the city office.

Ginowan City Office

Item	Contact	
 National Health Insurance card Medical Insurance for the Elderly 	Residents age 74 and under	
	Ginowan City Office 1F, National Health Insurance Division Benefits Unit \$: 098-893-4492	
card • Other cards	Residents age 75 and over	
	Ginowan City Office 1F, National Health Insurance Division Medical Insurance for the Elderly Unit \$\Circ\$: 098-893-4493	
	Long-term (Nursing) Care Insurance Card	
 Long-term (Nursing) Care Insurance Card Long-term (Nursing) Care Insurance payment ceiling card Long-term (Nursing) Care payment rate card 	Ginowan City Office 1F, Nursing Care Division Assessment and Benefits Unit	
	Long-term (Nursing) Care Insurance payment ceiling card & payment rate card	
	Ginowan City Office 1F, Nursing Care Division Assessment and Benefits Unit	
 Childrearing Allowance for Single Parents Certificate Special Childrearing Allowance Certificate 	Ginowan City Office 2F, Children and Families Division Benefits Unit 2 \$: 098-893-4642	
 Medical Expense Subsidy for Single Parent eligibility certificate Medical Expense Subsidy for Children eligibility certificate 	Ginowan City Office 2F, Children and Families Division Benefits Unit 1 \$: 098-893-4641	

Procedures that require action

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

Driver's license

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

^{*}See page 6.

• Automobile and mopeds

Details	Contact	
Automobiles (excluding yellow plate light vehicles) & small two-wheeled vehicle (>250c.c.)	Okinawa General Bureau Land and Transport Office t : 050-5540-2091	
Two-wheeled light vehicle (126 c.c250c.c.)		
Light motor vehicle and mini truck	Light Motor Vehicle Inspection Organization \$\mathbb{\cupset\$}\$: 050-3816-3126	
Moped 125c.c. or less & small-sized special motor vehicle	Ginowan City Office 2F Tax Affairs Division C: 098-893-4411 Extension: 1812 to 1814	

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. *The procedure can be completed by a legal representative, but residents must contact the city office in advance.	 ★For each procedure: 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 1: 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.

Other procedures*

Details	Deadline and documents needed
Banks, insurance companies, postal savings (JP Post Bank)	Please confirm with the relevant organizations.
Electric and gas companies.	Please confirm with the relevant companies.
Cellphone carrier	Please confirm with the relevant companies.
Other licenses and certifications	Please confirm with the relevant agencies.

^{*}The steps and documents needed to update the address with each organization or company will vary depending on the contract. Please contact the relevant organizations or agencies directly for details.

3. Issuance of a Change of Address Notice

The Change of Address Notice is issued by the city office and can be used to prove that an address has changed under the implementation of the new system. It is also required for certain address change procedures. The city has mailed this document in the form of a postcard to residents affected by the address change. If required, residents can apply for more copies of this document for free from the Resident Affairs Division after the new system goes into effect.



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.

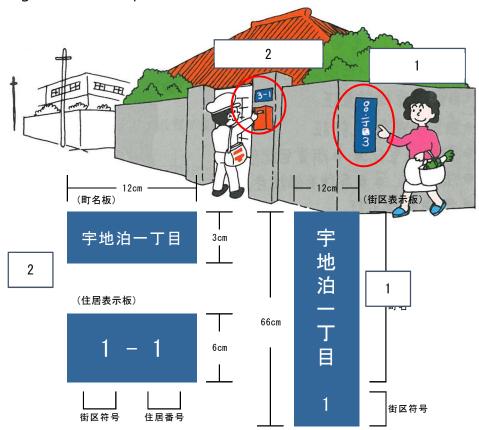
3. Chome and address plaques

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.

То	date	Following	g implementation	
Postal code	Address	Postal code	Address	
Aza-	〒901-2227	Uchidomari 1-chome, 2-chome and 3-chome		
T901-2227	〒901-2227 Uchidomari	〒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)