

☑	No.	Item	Requirement *Supplemental items may be needed.	Who	Contact	Place	Other places to contact			
							Akan Administration Center	Ombetsu Administration Center	Akanko Onsen Branch	Branch (Tottori, Harutori, Sakuragaoka, Otanoshike)
	1	Resident registration and address notification (within 14 days)	(1) Residents moving in: Move-out certificate issued by the municipal office in the previous area of residence, resident card, etc. (*1) (2) Residents entering Japan: passport, resident card, etc. (*1)	Self *For individuals under 16, a cohabiting relative	Citizen Registration Division	Kushiro City Hall Annex Bousai-chosha Building 2F	○	○	○	×
	2	Seal registration	Form of identification (e.g., resident card, etc. (*1)), registered seal	Self	Citizen Registration Division		○	○	○	○
	3	National Health Insurance	Passport, resident card, etc. (*1) or documentation showing at least three months of residence in Japan	Foreign nationals whose residence status is at least three months and those who do not have other insurance policies	National Health Insurance Division		○	○	○	×
	4	Medical benefits for children, single-parent families and people with severe mental or physical disabilities	Japanese healthcare insurance required	*Any of the following: (1) Families with children (up to the following March 31st after the child has turned 18 years of age) (2) Single-parent families (3) People with severe disabilities	Medical Care and Pension Division		○	○	○	×
	5	National Pension	Residence card, etc. (*1) and, if applicable, basic pension number notification and pension handbook	People aged 20 to 60 years of age			○	○	○	×
	6	Medical Care System for People Aged 75 or over		People aged 75 or older			○	○	○	×
	7	(1) Child allowance (2) Childcare allowance	In cases where the parent(s) is registered as a resident in Kushiro, and the child is registered as a resident in Japan	(1) Families with children (up to the following March 31st after the child has turned 15 years of age) (2) Single-parent families with children (up to the following March 31st after the child has turned 18 years of age)	Child Support Division		○	○	*2	×
	8	Kushiro immunization booklet	*Issued by the Family Register and Resident Section upon move-in or entry to Japan	Preschoolers living in Kushiro City	Health Promotion Division	Kushiro City Hall Annex Bousai-chosha Building 4F	○	○	○	○
	9	Transfer to elementary school/junior high school	School certificate from the previous school *Registration can be completed in the Family Register and Resident Section when the application for move-in or entry to Japan is made.	A parent	Education Support Division, Board of Education	Fisherman's Wharf MOO 4F	○	○	*3	×
	10	Renewal of certification showing the need for long-term care requiring insurance coverage	Those who had certification showing the need for long-term care or support at the previous address (long-term care (or support) certification required)	Self or family members	Senior Citizen Care and Insurance Division	Kushiro City Hall Annex Bousai-chosha Building 3F	*3	*3	*3	×
	11	Trash disposal	Follow the instructions given on the trash pick-up calendar on how to separate and put out trash.	Anybody	Environment Services Division	0154-31-4551	○	○	○	×
	12	Provision of trash bags (1) People with infants under 1 year old (2) People requiring nursing care (3) People with severe disabilities	(1) Show your maternity handbook at the Family Register and Resident Section to apply for move-in or entry to Japan (2) People entitled to home nursing care services provided by Kushiro City (3) People entitled to daily necessity services (disposable diapers) provided by Kushiro City	(1) People with infants under 1 year old (2) (3) People certified as eligible by Kushiro City	Citizen Registration Division Environmental Management Division	Kushiro City Hall Annex Bousai-chosha Building 2F Kushiro City Hall Main Building 1F	○ ○	○ ○	○ ○	○ ×
	13	Registration of pet dogs		Dog owner	Environmental Management Division		○	○	○	×
	14	Start of water and sewage services		Water and sewage service user	Water and Sewage Bills Service Center	0154-43-2161	○	○	○	×
	15	Start of electric service		Electricity user	Hokkaido Electric Power Co., Inc. Contracting Center	0120-12-6565	/	/	/	/
	16	Start of gas service		Gas user	Kushiro Gas Co., Ltd.	0154-22-8101	/	/	/	/
	17	Forwarding of post (From previous address to present address)	Fill out a Notification of Change of Address card issued by the post office and post it. *Cards are available from the Family Register and Resident Section.	Anybody	Post offices		/	/	/	/
	18	Address change for driver's license			Kushiro Police Station	0154-23-0110	/	/	/	/

*1. Special Permanent Resident Certificate for special permanent residents

*2. Only requests for child allowance are accepted.

*3. Only requests are accepted.

Places for Procedures

Kushiro City Hall Main Building	7-5, Kuroganecho	0154-23-5151
Kushiro City Hall Annex Bousai-chosha Building	8-2, Kuroganecho	
School Education Section	Fisherman's Wharf MOO 4F, 2-4, Nishikicho	0154-23-5186
Akan Administration Center	1-4-1, Chuo, Akancho	0154-66-2121
Ombetsu Administration Center	1-134, Nakazono, Ombetsucho	01547-6-2231
Akanko Onsen Branch Office	2-6-20, Akankoonsen, Akancho	0154-67-2505
Tottori Branch Office	6-25, Suminoecho	0154-23-8408
Harutori Branch Office	1-3-4, Musa	0154-46-4604
Sakuragaoka Branch Office	4-3-28, Sakuragaoka	0154-91-6234
Otanoshike Branch Office	5-1-22, Otanoshike	0154-57-8149