

To Persons Moving to the City of Utsunomiya

Please complete the required procedures following the instructions below. For further guidance, please refer to *Utsunomiya Living Guide*.

Target Persons	What procedure to complete	Where to complete the procedure
Persons who are required to join the National Health Insurance Plan	You are required to complete the enrollment procedure all over again even if you were a member of the plan in your previous municipality. To have a health insurance card issued at the counter, bring your My Number-related documentation, residence card and passbook of a financial institution and the seal registered there (if you plan to pay your insurance premiums by account transfer).	1) National Health Insurance and Pension Division 1F A14 (Tel.632-2320) 2) Shimin Centers (Citizens' Centers) 3) Branch offices 4) Citizens' Affairs Division 1F A 2
Persons who are required to join the National Pension Plan	There is no need to follow any procedures if you were a member of the plan in your previous municipality. Individuals who returned from abroad and those who left work should complete the enrollment procedure if they are required to join the plan.	1) National Health Insurance and Pension Division 1F A17 (Tel.632-2327) 2) Shimin Centers 3) Branch offices 4) Utsunomiya Nishi Pension Office (Tel. 622-4281)
Recipients of the National Pension	There is no need to submit a change of address notification except for certain individuals. If you are uncertain about whether to submit the notification, inquire with the Utsunomiya Nishi Pension Office.	1) National Health Insurance and Pension Division 1F A16 (Tel.632-2307) 2) Shimin Centers 3) Branch offices
Members of the Health Insurance Plan for the Elderly Aged 75 or Older	We will send a health insurance certificate to eligible individuals' registered address at a later date (no need to take any procedures to receive the certificate). For those relocating from a hospital or institution, contact us.	1) National Health Insurance and Pension Division 1F A16 (Tel.632-2307) 2) Shimin Centers 3) Branch offices
Recipients of the Child Allowance	File an initial claim for the allowance again. The same holds for those living apart from their children such as company employees posted away from their family. Make sure to file the claim within 15 days from the day following the scheduled moving date listed on your Certificate Moving out. Note that non-compliance could result in the start of payment being delayed. For public employees, contact your employer.	1) Children's Policy Division 2F D12 (Tel.632-2387) 2) Shimin Centers 3) Branch offices 4) Citizens' Affairs Division 1F A 2
Parents of children before completing the 3rd grade of senior high school (until the first March 31 following the child's 18th birthday)	Subsidies are available to cover children's medical bills. Apply for a Children's Medical Care Certificate.	1) Children's Policy Division 2F D12 (Tel.632-2387) 2) Shimin Centers 3) Branch offices 4) Citizens' Affairs Division 1F A 2
Lone-parent families	Claim the Child Support Allowance together with the beneficiary certificate of the allowance (if any). Additional forms of support are also available for lone-parent families, such as the Medical Expense Subsidies for Lone-parent Families. For details, contact us.	Children's Policy Division 2F D11 (Tel.632-2386) Note that applications for welfare services for lone-parent families are not handled by Shimin Centers and branch offices.
Pregnant and lactating women	Subsidies are available for medical care and prenatal checkups. Apply for a Medical Care Certificate for Pregnant and Lactating Women as well as prenatal checkup coupons.	For the medical care certificate: 1) Child-support Division 2F D13 (Tel.632-2296) 2) Shimin Centers 3) Branch offices 4) Citizens' Affairs' Division 1F A 2 For prenatal checkup coupons: 1) Child-support Division 2F D14-1 (Tel.632-2388) 2)Hiraishi, Tomiya, Sugatagawa and Kawachi Shimin Centers and Health Center
	For individuals who did not applied for the Grant for Childbirth and Newborn Care in their previous municipality, contact us.	Child-support Division 2F D14-1 (Tel.632-2388)
Parents wishing to apply for a place at an early childhood education and care facility or a child-care facility	Complete the required process together with (1) Application for Approval of the Need for Child-care Service and Admission, (2) Certificate of Employment, (3) Statement of Health Status (4)My Number-related documentation of all household members and (5) residence card of the applicant. * Applications for a place at a facility located in another municipality are handled exclusively by the Child-care Division. † Applications for admission to a kindergarten should be made there.	1) Child-care Division 2F D9 (Tel.632-2393) 2) Hiraishi, Tomiya, Sugatagawa and Kawachi Shimin Centers 3) Centers for early childhood education and care, day care centers and community-based child-care services
One-stop health and welfare counseling and information services	Provides counseling on concerns as well as general information regarding a broad spectrum of issues related to health and welfare, ranging from parenting to long-term care, and also assists help-seekers in accessing the right services.	1) Health and Welfare General Affairs Division 1F A18 (Tel.632-2941) 2) Hiraishi, Tomiya, Sugatagawa and Kawachi Shimin Centers

Citizens' Affairs Division, Community Service and Development Department, Utsunomiya City Hall

320-8540 [postal code] 1-5, Asahi 1-chome, the City of Utsunomiya, Tochigi Prefecture (Tel.028-632-2271)

Please make sure to refer to the back page as well.

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To Persons Moving to the City of Utsunomiya (cont.)

Target Persons	What procedure to complete	Where to complete the procedure
Parents of elementary school or junior high school-aged children	To transfer your child to a municipal school, complete the required process together with the documents from his/her previous school. If you hope to enroll him/her in a municipal school other than the assigned one, or if you choose to admit him/her to a national, prefectural or private school, complete the enrollment process with the School Administration Division of the Board of Education.	1) School Administration Division 13F (Tel.632-2724) 2) Shimin Centers 3) Branch offices 4) Citizens' Affairs Division 1F A 2
Holders of a Physical Disability Handbook	Submit a change of address notification together with the handbook and My Number card. Note that the notification is accepted exclusively at the City's main office.	Division of Welfare for Persons with Disabilities 1F B1 (Tel.632-2361)
Holders of a Mental Disability Handbook	Submit a change of address notification together with the handbook and My Number card. Note that the notification is not accepted by any Shimin Centers other than Hiraishi, Tomiya, Sugatagawa and Kawachi Shimin Centers, branch offices and community offices.	1) Division of Welfare for Persons with Disabilities 1F B1 (Tel.632-2362) 2) Hiraishi, Tomiya, Sugatagawa and Kawachi Shimin Centers
Holders of an Intellectual Disability Handbook	Submit a change of address notification together with the handbook. Holders of a handbook issued outside Tochigi Prefecture are required to carry out a differential procedure. For more information, contact us. Note that these procedures are handled exclusively at the City's main office.	Division of Welfare for Persons with Disabilities 1F B2 (Tel.632-2365)
Persons in need of long-term care services	Apply for Approval of the Need for Long-term Care/ Assistance. Those who have obtained the approval from their previous municipality should apply within 14 days of moving to Utsunomiya. Required items: (1) Certificate of Eligibility for Long-term Care/Assistance Services and (2) My Number-related documentation	1) Division of Welfare for the Elderly 2F D6-2 (Tel.632-2986) 2) Shimin Centers 3) Branch offices
Owners of motorized bicycles (125 cc or less and 1.0 KW or less)	If you remain the registrant of the vehicle, complete the registration procedure once again together with the Certificate of De-registration from your previous municipality.	1) Tax System Division 2F C7 (Tel.632-2205) 2) Shimin Centers 3) Branch offices
To start water and sewer service	Call the Waterworks Bureau Customer Service Center or, alternatively, request the service online. For details, visit the website of the Waterworks Bureau.	Waterworks Bureau Customer Service Center (Tel.633-1300) Open Monday to Saturday (closed on national holidays and between Dec.29 and Jan.3)
If you are uncertain about what neighborhood association you need to join	We will refer you to the association of the neighborhood where you live and its representative. Upon joining the association, you will be provided with a "Miya Pass" with a variety of membership benefits (discounts and other services available at designated establishments).	Secretariat of the Consortium of Neighborhood Associations located in the Division of Community Building with Active Participation by All (10 F. Tel.632-2289)
Persons who moved into private rental housing in the areas the City is attracting people to	Rent subsidies are available for younger couples, child-rearing families, new recruits straight out of school and marriage-minded women registered with the Tochigi Marriage Support Center, among others. If you meet the eligibility criteria, you are encouraged to apply. For details, contact the Housing Planning Division.	Housing Planning Group, Housing Planning Division 9F (Tel.632-2735)
Persons who acquired a home in, <i>inter alia</i>, the areas the City is attracting people to	A subsidized homeownership scheme is in place. If you meet the eligibility criteria, you are encouraged to apply. For details, contact the Housing Planning Division.	
Dog owners	a) If your dog was registered with your previous municipality, follow the procedure for change in registered information together with the dog's registration tag. If you have lost the tag, contact the Hygiene Division at the Public Health Center. b) If your dog was not registered there, inquire with us as the required procedure varies across municipalities.	1) Hygiene Division of the Public Health Center 1F No.7 (Tel.626-1108) 2) Shimin Centers 3) Branch offices 4) Health and Welfare General Affairs Division City Hall 1F A18

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| <ul style="list-style-type: none"> ○ Hiraishi Chiku Shimin Center (Tel.661-2667) ○ Yokokawa Chiku Shimin Center (Tel.656-1009) ○ Shiroyama Chiku Shimin Center (Tel.652-0621) ○ Tomiya Chiku Shimin Center (Tel.665-0002) ○ Shinoi Chiku Shimin Center (Tel.669-2101) ○ Suzumenomiya Chiku Shimin Center (Tel.653-1511) ○ Kawachi Chiku Shimin Center (Tel.671-3203) ○ Yonan Branch Office (Tel.658-1658) ○ Bamba Branch Office (*) (Tel.616-1542) | <ul style="list-style-type: none"> ○ Kiyohara Chiku Shimin Center (Tel.667-0501) ○ Mizuhono Chiku Shimin Center (Tel.656-1580) ○ Kunimoto Chiku Shimin Center (Tel.665-1041) ○ Toyosato Chiku Shimin Center (Tel.660-2267) ○ Sugatagawa Chiku Shimin Center (Tel.658-1201) ○ Kamikawachi Chiku Shimin Center (Tel.674-3132) ○ Takaragi Branch Office (Tel.622-5765) ○ Ekihigashi Branch Office (Tel.638-5771) |
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* Open 10:00 a.m. – 7:00 p.m., 7 days a week (closed between Dec.29 and Jan.3). Delivers a diverse range of services such as issuance of certificates. Please inquire there about available certificates, among others, in advance.

For further information, please consult with the relevant division of the city government.