

Advance guidance: Address change procedures resulting from street and lot number revisions under land readjustment project

- ※ The following outlines the procedures to be completed **after** the address change.
- ※ Please note that this list is not comprehensive. For any additional procedures that may require address changes, contact the relevant department or respective service providers directly.

■ No separate address change notification required (Automatically updated by city or similar authorities)

Procedures automatically updated	Official authority
Resident registration, Personal seal [Inkan] registration, Electoral register, Compulsory education enrollment register, Dog registration ledger, Property tax register, Food business permits	Toyota City Hall
Family Register [Koseki tohon] address change (only when the residence address and the registered Family Register address share the same lot number)	
Water meter location, Water billing address, Address of the water service installation owner	Toyota City Waterworks and Sewerage Bureau [Joge Suidokyoku]
Heading section of the Certificate of Registered Matters for Land and Buildings [Tochi Tatemono Toki Jiko Shomeisho no Hyodaibu]	Nagoya Legal Affairs Bureau, Toyota Branch Office [Nagoya Homukyoku Toyota Shikyoku]


■ Documents sent by the City Hall (No change notification required)

Mailed documents	Department in charge
Eligibility Certificate for individuals covered by National Health Insurance [Kokumin Kenko Hoken Shikaku Kakuninsho]	Civil Affairs Department National Health Insurance and Pension Division [Kokuho Nenkin-ka] (South building 1F) TEL 0565-34-6637
Certificate for Application of the Maximum Copayment Amount for individuals covered by National Health Insurance or similar [Kokumin Kenko Hoken Gendogaku Tekiyo Ninteisho]	
Certificate for Medical Treatment of Specific Diseases for individuals covered by National Health Insurance [Kokumin Kenko Hoken Tokutei Shippei Ryoyo Juryosho]	
Eligibility Certificate for individuals covered by Advanced Elderly Medical Service [Koki Koreisha Iryo Shikaku Kakuninsho]	Welfare Department Medical Welfare Division [Fukushi Iryo-ka] (East building 1F) TEL 0565-34-6959
Certificate for Medical Treatment of Specific Diseases for the individuals covered by Advanced Elderly Medical Service [Koki Koreisha Iryo Tokutei Shippei Ryoyo Juryosho]	
Medical Care Subsidy Certificate (for children, persons with physical/intellectual disabilities, single-parent households, persons with mental health disabilities, beneficiary of welfare benefits) [Iryohi Jukyushasho]	Welfare Department Medical Welfare Division [Fukushi Iryo-ka] (East building 1F) TEL 0565-34-6743
Long-Term Care Insurance Certificate [Kaigo Hoken Hihokenshasho]	Welfare Department Long-Term Care Insurance Division [Kaigo Hoken-ka] (East building 1F) TEL 0565-34-6634
Certificate of Co-Payment Ratio for Long-Term Care Insured Persons [Kaigo Hoken Futan Wariaisho]	
Certificate of Maximum Co-Payment Expenses for the Long-Term Care Insured Persons [Kaigo Hoken Futan Gendogaku Ninteisho]	

■ Address change procedures that must be completed by the individual

※ If applying through a proxy, additional documentation may be required.

For further details, please contact the relevant department.

Documents and services requiring an address change	Applicable persons	Required documents	Application/ Submission location
My Number Card	Individuals who have a valid My Number Card	My Number Card For general procedures, please scan the QR code: 	Civil Affairs Department Citizens Division [Shimin-ka] My Number Card Service Desk (South building 1F) TEL 0570-083-130 (Until January 2026: Applications accepted only at Citizens Division. From February 2026: Available at all branch and sub-branch offices.)
Basic Resident Registration Card (With photo) [Jumin Kihon Daicho Cado]	Individuals who have the Card	Basic Resident Registration Card	
Beneficiaries of Child-Rearing Allowance [Jido Fuyo Teate]	Beneficiaries of the following allowances: Child-Rearing Allowance [Jido Fuyo Teate] Aichi Prefectural Allowance for Children of Deceased or Disabled Parents [Aichi-ken Iji Teate] Toyota City Single-Parent Family Support Allowance [Hitori Oya Katei To Shien Teate]	Please contact Family Support Division for details	Child and Youth Welfare Department Family Support Division [Oyako Oen-ka] (East building 2F) TEL 0565-34-6966
Publicly Funded Medical Certificate for Premature Infants [Yoiku Iryoken]	Individuals who have the certificate	Publicly Funded Medical Certificate for Premature Infants [Yoiku Iryoken] Medical Care Subsidy Certificate for Children [Kodomo Iryohi Jukyushasho] My Number Card, etc.*1	Child and Youth Welfare Department Family Support Division [Oyako Oen-ka] (East building 2F) TEL 0565-34-6636
Certificate of Eligibility for Medical Aid (Subsidized Medical Care for Children under 18 with Disabilities) [Jiritsu Shien Iryo (Ikusei Iryo) Jukyushasho]	Individuals who have the certificate	Certificate of Eligibility for Medical Aid [Jiritsu Shien Iryo Jukyushasho] My Number Card, etc.*1	Child and Youth Welfare Department Family Support Division [Oyako Oen-ka] (East building 2F) TEL 0565-34-6636
Physically disabled person's booklet [Shintai Shogaisha Techo]	Individuals who have the booklet	Physically disabled person's booklet My Number Card, etc.*1	Welfare Department Specially Challenged Citizens Service Division [Shogai Fukushi-ka] (East building 1F) TEL 0565-34-6751 (Also accepted at the six branch offices*2)
Intellectually disabled person's booklet [Ryoiku Techo]	Individuals who have the booklet	Intellectually disabled person's booklet My Number Card, etc.*1	

Documents and services requiring an address change	Applicable persons	Required documents	Application/ Submission location
Mentally disabled person's health and welfare booklet [Seishin Shogaisha Hoken Fukushi Techo]	Individuals who have the booklet	Mentally disabled person's health and welfare booklet My Number Card, etc.* ¹	Welfare Department Specially Challenged Citizens Service Division [Shogai Fukushi-ka] (East building 1F) TEL 0565-34-6751 (Also accepted at the six branch offices* ²)
Eligibility Certificate for Self-Support Medical Care (Psychiatric Outpatient/ Medical Rehabilitation) [Jiritsu Shien Iryo (Seishin Tsuin/Kosei Iryo) Jukyuushasho]	Individuals who have the Eligibility Certificate	Eligibility Certificate for Self-Support Medical Care My Number Card, etc.* ¹	
Certificate of Eligibility for Disability Welfare Services [Shogai Fukushi Sabisu no Jukyushasho]	Individuals who have the Certificate of Eligibility	Only the Certificate of Eligibility	Welfare Department Specially Challenged Citizens Service Division [Shogai Fukushi-ka] (East building 1F) TEL 0565-34-6751
Certificate of Eligibility for Specified Disease Medical Treatment Program [Tokutei Shikkan Iryo Kyufu Jigyo Jukyushahyo]	Individuals who have the Certificate of Eligibility	Certificate of Eligibility for Specified Disease Medical Treatment Program	Public Health Department Health Support Division [Hoken Shien-ka] (East building 4F) TEL 0565-34-6855
Medical Expense Subsidy Certificate for Designated Intractable Diseases [Tokutei Iryohi Jukyushasho]	Individuals who have the Medical Expense Subsidy Certificate	Medical Expense Subsidy Certificate for Designated Intractable Diseases	Dedicated service desk for Designated Intractable Diseases Medical Expense Subsidy [Tokutei Iryohi Sen-yo Madoguchi] (East building 4F) TEL 0565-34-6059
Beneficiary of the Medical Care Subsidy Program for Congenital Coagulation Factor Disorders [Sentensei Ketsueki Gyoko Inshi Shogai To Chiryo Kenkyu Jigyo Jukyusha]	Individuals who have the Certificate	Certificate for the Beneficiary of the Medical Care Subsidy Program for Congenital Coagulation Factor Disorders	Public Health Department Health Support Division [Hoken Shien-ka] (East building 4F) TEL 0565-34-6855
Beneficiary of the Medical Care Subsidy Program for Children with Specified Chronic Diseases [Shoni Mansei Tokutei Shippei Iryo Jukyusha]	Individuals who have the Certificate	Certificate for the Beneficiary of the Medical Care Subsidy Program for Children with Specified Chronic Diseases	
Toyota City Library Library card	Individuals who have the Card	Identity verification documents (e.g., driver's license showing the updated address)	Toyota City Library [Chuo Toshokan] (Nishimachi 1-200, located inside the building Toyota Sangokan) TEL 0565-32-0717 Address changes may also be processed at Community Center and Citizens Exchange Center libraries

Documents and services requiring an address change	Applicable persons	Required documents	Application/ Submission location
Address of the owner in the Real Estate Registry (land and buildings) [Fudosan Toki]	Property owners, co-owners, and other registered titleholders of the aforementioned land/buildings	Registration application form Certificate of Address Change / Family Register [Koseki Tohon] Address Change due to Land Readjustment Project ^{※3}	Nagoya Legal Affairs Bureau, Toyota Branch Office [Nagoya Homukyoku Toyota Shikyoku] TEL 0565-32-0006 (Main telephone line) Automated voice guidance: Press ①, then ② (Registration services for properties within the land readjustment area will be suspended from October 14, 2025, to January 31, 2026 (tentative). Please direct inquiries from February 2026 onward.)
Driver's license, Driving History Certificate [Unten Keireki Shomeisho]	Individuals who have the document	Driver's license Driving History Certificate Certificate of Address Change / Family Register [Koseki Tohon] Address Change due to Land Readjustment Project ^{※3}	Driver's License Examination Center [Unten Menkyo Shikenjo] Toyota Police Station TEL 0565-35-0110
Toyota City's Family Partnership Declaration System [Toyota-shi Familyship Sengen Seido]	Toyota City Family Partnership Declarant [Toyota-shi Familyship Sengensha]	Toyota City Family Partnership Declaration: Notification of Change to Registered Details [Toyota-shi Familyship Sengen Todokede Jiko Henko Todoke] Identity verification documents	Toyota Municipal Gender Equality Promotion Center [Toyota-shi Jenda Byodo Suishin Senta] (Toyota Industrial and Cultural Center 2F) TEL 0565-31-7780

※1 : My Number Card, etc... Refers to a valid official document that displays your My Number.

※2 : The six branch offices... Asahi, Asuke, Inabu, Obara, Shimoyama, and Fujioka branch offices.

※3 : Certificate of Address Change / Family Register [Koseki Tohon] Address Change due to Land Readjustment Project

This certificate will be sent by Toyota City to all eligible individuals. Mailing is scheduled to begin on October 14, 2025. If the certificate is lost or additional copies are required, it may be reissued free of charge for one year at service desks (Citizens Division, branch offices, and the Municipal Certificate Issuance Service Center) starting October 14, 2025. Online applications and applications by mail (postage fee required) will also be accepted.

- Reissuance period at service desks: October 14, 2025 – October 9, 2026
- Applications at the Municipal Certificate Issuance Service Center [Eki Nishiguchi Sabisu Senta] (outside City Hall business hours):

Applications submitted on weekends, holidays, or weekdays after 5:15 PM will be accepted for later processing, and the certificate will be mailed at a subsequent date.

■ Pension-related matters

Who this applies to	Address change procedures
Individuals currently enrolled in the National Pension (including Employees' Pension, etc.) or receiving pension benefits	<p>In principle, no address change procedures are required.</p> <p>However, if your My Number is not linked to your pension record, you may be required to complete the procedures. Please contact your nearest pension office for further details.</p> <p>Toyota Pension Office [Toyota Nenkin Jimusho] TEL 0565-33-1123</p>

■ Other procedures

Documents that may require an address change	Applicable persons	Notes
My Number Notification Card [Mai Nanba Tsuchi Cado]	Individuals who have the Notification Card	<p><u>No address change procedures are required.</u></p> <p>Please note, however, that once the information printed on the card (such as your address) becomes outdated, the card is no longer valid as proof of your My Number.</p> <p>Inquiries: Civil Affairs Department Citizens Division [Shimin-ka] My Number Card Service Desk (South building 1F) TEL 0570-083-130</p>
Special Permanent Resident Card [Tokubetsu Eijusha Shomeisho] (including former Alien Registration Card [Gaikokujin Toroku Shomeisho])	Individuals who have the Card	<p><u>Updating the address on this card is not mandatory.</u></p> <p>Your new address will be automatically recorded when you renew the card.</p> <p>However, if you wish to update the address on your current card before renewal, please bring the card to the office listed below to complete the procedure.</p> <p>Civil Affairs Department Citizens Division [Shimin-ka] (South building 1F) TEL 0565-34-6768</p>
Residence Card [Zairyu Cado]	Individuals who have the Card	<p><u>Updating the address on this card is not mandatory.</u></p> <p>Your new address will be automatically recorded when you renew the card.</p> <p>However, if you wish to update the address on your current card before renewal, please bring the card to the office listed below to complete the procedure.</p> <p>Civil Affairs Department Citizens Division [Shimin-ka] (South building 1F) TEL 0565-34-6768</p>