

## Extended ward office hours March 24-April 1

区役所窓口を平日時間延長、(土)(日)開庁 ひろしま市民と市政 3月1日号 (P3)

From late March to early April, ward offices experience a high volume of customers since this period is when many people move in and out of the city. Thus, during this busy season, ward offices extend their weekday opening hours and add weekend hours for those submitting certain types of paperwork. (Note: regular hours are Monday to Friday from 8:30 am to 5:15 pm)

**Inquiries:** Ward Administrative Division (*Kusei Ka*) Tel. 082-504-2112



### Extended opening hours

Dates	March							April	
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue
	24	25	26	27	28	29	30	31	1
Hours	8:30 am-7 pm					8:30 am-noon		8:30 am-7 pm	

📁 Only the Citizens Affairs Division (*Shimin Ka*) and the National Insurance and Pension Division (*Hoken Nenkin Ka*) of ward offices will have their hours extended. Please note that branch offices will not extend their hours.

### Notes:

- 📌 If you need services related to other matters, please visit during regular hours (weekdays from 8:30 am to 5:15 pm).
- 📌 For more information regarding the documents you will need to submit with each form, please contact the most relevant division using the table below.
- 📌 If you call during extended hours (From March 24 to April 1 including the 29<sup>th</sup> and 30<sup>th</sup> of March), you will first be connected to Security (*Shuei Shitsu*), who will then transfer you to the office you need.
- 📌 Bring ID (e.g. Residence Card (*zairyū card*), driver's license, passport, or My Number Card if you have one)
- 📌 Depending on the situation, you may not be able to complete all your paperwork in one day.

## Services available during extended hours:

Forms				Where to submit				
<input checked="" type="checkbox"/> Registration of Change in Certificate of Residence ( <i>jūmin hyō no idō-todoke</i> ) <input checked="" type="checkbox"/> Personal Seal Registration ( <i>inkan tōroku</i> ) <input checked="" type="checkbox"/> My Number Card (12-digit individual number)				Citizens Affairs Division ( <i>Shimin Ka</i> )				
Tel.	Naka	082-504-2551	Higashi	082-568-7708	Asaminami	082-831-4928	Aki	082-821-4908
	Minami	082-250-8938	Nishi	082-532-0930	Asakita	082-819-3907	Saeki	082-943-9709

Forms				Where to submit				
<input checked="" type="checkbox"/> Registration of Change in Eligibility for National Health Insurance ( <i>kokumin kenkō hoken no shikaku idō todoke</i> ) <input checked="" type="checkbox"/> Change of Address for National Pension ( <i>kokumin nenkin no jūsho henkō todoke</i> )				National Insurance and Pension Division ( <i>Hoken Nenkin Ka</i> )				
Tel.	Naka	082-504-2555	Higashi	082-568-7711	Asaminami	082-831-4929	Aki	082-821-4910
	Minami	082-250-8941	Nishi	082-532-0933	Asakita	082-819-3909	Saeki	082-943-9712

Forms				Where to submit				
<input checked="" type="checkbox"/> Application for Child Allowance ( <i>jidō teate no nintai seikyūsho</i> ) <input checked="" type="checkbox"/> Forms related to children's medical subsidies (applications, changes in eligibility, etc.) ( <i>kodomo iryōhi jukyūsha shikaku nintai shinsei/henkō todoke nado</i> )				Welfare Division* ( <i>Fukushi Ka</i> ) *Temporary desk in Citizens Affairs Divisions.				
Tel.	Naka	082-504-2569	Higashi	082-568-7733	Asaminami	082-831-4945	Aki	082-821-2813
	Minami	082-250-4131	Nishi	082-294-6342	Asakita	082-819-0605	Saeki	082-943-9732

### My Number Card

- ★ If you use the Myna Portal (the government-run online administrative window) to submit a notification that you are moving out (転出届 *tenshutsu todoke*), it is passed on to the relevant office in local authority where you have resided in. Therefore, those who submit their notice of moving out online do not need to visit their local authority.

Additionally, you can also make an online appointment with the local authority for that new address to submit a Moving-In Notification (転入届 *tennyū todoke*). Please note that you will still need to go through moving in procedures at the relevant office in your new municipality.

- ★ Those who use their My Number Card when using the Convenience Store Issuance Service to get their certificates can save 100 yen, less than the cost at the ward office. Please do utilize this service if you have a My Number Card.