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# Shinagawa — ████ — Residence Registration (Moving In/Out/Within)

Deadline: Must be submitted within 14 days of moving in | Cost: Free | Penalty: Fine of up to ¥50,000 for failure to register

## WHAT TO BRING

### >> First Time from Abroad

- \* Passport (all household members) ████
- \* Residence Card (received at airport) ████
- Marriage Certificate + Japanese translation (If registering with spouse) ████ + ████
- Birth Certificate + Japanese translation (If registering children) ████ + ████

### >> From Another Municipality

- \* Residence Cards (all household members) ████
- \* Moving-Out Certificate (from previous ward) ████
- My Number Card (all who have one) ████
- National Health Insurance Card (If enrolled) ████

### >> Moving Within Same Municipality

- \* Residence Cards (all household members) ████
- My Number Card ████

## COMMON MISTAKES

### X Writing name in romaji instead of katakana

-> Most forms want katakana (████). Ask staff for help converting your name.

### X Using arrival date instead of move-in date

-> ████ is when you moved into your apartment, not when your flight landed.

### X Leaving head of household (████) blank

-> If you live alone, you ARE the head of household. Write your own name.

### X Forgetting Japanese translations of certificates

-> Marriage/birth certificates need a Japanese translation with the translator's name stated. A friend can do it — no certified translator required.

## AFTER YOU SUBMIT

1. Your new address is printed on the back of your Residence Card (10-30 min wait)
2. My Number notification card mailed to your address (2-3 weeks, first-time only)
3. Enrolled in National Health Insurance (if not employer-provided) — same counter or nearby
4. Enrolled in National Pension (ages 20-59)
5. Can request Certificate of Residence (████) immediately — ¥300, needed for bank/phone/lease

## ■■■■■ — Header & Dates

- 1 ■■■■■ Those with children hoping to enter licensed daycare  
Check this if you have children who need daycare admission
- 2 ■■■■■ New application for licensed daycare center admission  
Check this if applying for your child's first-time entry to a government-licensed daycare facility
- 3 ■■■■■ Moving in (from another municipality or abroad)
- 4 ■■■■■ ■■■■■ Childcare Certification Application & Childcare Facility Usage Request Form  
This is a combined form for applying for childcare certification and requesting placement at a nursery or childcare facility
- 5 ■■■■■ Moving in (from another municipality or abroad)

## █ — Who Is Filing

- 1 █ Documents proving need for childcare (for both parents) / To do/perform
- 2 █ If you have a child who wishes to continue attending an authorized daycare center  
Check if you have children currently enrolled in municipal daycare who need continued enrollment
- 3 █ Continuing enrollment application for licensed daycare center  
Check this if applying to continue your child's enrollment at a government-licensed daycare facility
- 4 █ Person who  
This appears to be part of a longer phrase - look for the complete text starting with the preceding characters
- 5 █ Required documents can be obtained from the page on the right  
Look for the list of documents you need to bring on the right side of this form or instruction sheet
- 6 █ Those with children hoping to enter licensed daycare  
Check this if you have children who need daycare admission
- 7 █ New application for licensed daycare center admission  
Check this if applying for your child's first-time entry to a government-licensed daycare facility
- 8 █ Childcare Admission Coordination Division  
Staff use only - do not fill in
- 9 █ Moving in (from another municipality or abroad) / To do/perform / Person who
- 10 █ Complete set of nursery school application documents  
Submit all required forms and supporting documents together as a complete application package
- 11 █ Building 2, 7th Floor  
This indicates the office location within the government building complex
- 12 █ Documents proving need for childcare (for both parents) / To do/perform

## ■ — Addresses (Part 1/2)

- 1 ■■■■■ Consultation and application for unlicensed childcare facility subsidies  
Check this if you need information or want to apply for subsidies for private/unlicensed daycare centers
- 2 ■■■■■ No items needed to bring. Please come to the service counter.  
This is an instruction - no documents or items are required for this procedure
- 3 ■■■■■ Those attending non-authorized childcare facilities or private kindergartens  
Check this if your child attends private daycare or kindergarten not officially licensed by the municipality
- 4 ■■■■■ My Number Card / My Number Card / My Number
- 5 ■■■■■ Private kindergarten subsidy consultation/application  
Check this if you need consultation or wish to apply for subsidies for private kindergarten or similar childcare facilities
- 6 ■■■■■ ★■■■■■ My Number documents and ★identity verification documents  
Bring your My Number card or notification card plus photo ID like driver's license or passport
- 7 ■■■■■ Application for childcare facility usage benefit certification  
Check this box if applying for subsidies for childcare facilities like kindergartens or daycare centers
- 8 ■■■■■ Documents proving need for childcare (for both parents)  
Submit employment certificates, medical certificates, or other official documents showing why both parents need childcare services
- 9 ■■■■■ No items required to bring to the ward office.  
This means you don't need to bring any documents or items for this particular procedure
- 10 ■■■■■ Family Registration and Resident Affairs Section  
This is the municipal office department name - not a field you fill in
- 11 ■■■3■■ Assembly Building 3rd Floor  
This indicates the location within the government building where forms should be submitted or processed
- 12 ■■■■■ For those with elementary or middle school children  
Check this section if you have children in grades 1-9 who need school transfer procedures
- 13 ■■■■■ School transfer procedures (issuance of school assignment notification)  
Check this if you need help with transferring your child to a new school due to address change
- 14 ■■■■■ "Certificate of enrollment" and "textbook provision certificate" issued by the previous school  
Bring these certificates from your child's previous school when transferring schools
- 15 ■■■■■ Regional center (partial area)  
Refers to a local government service center covering only part of the municipal area

## ■ ■ — Addresses (Part 2/2)

1

Please submit this to the school you will be enrolling in together with the 'School Assignment Notification' issued by the ward office.

This is an instruction - bring both documents to your assigned school for enrollment

— Person Table (Part 1/3)

- 1 Elementary, junior high, and compulsory education schools  
This relates to school district information for children's enrollment

2 School Affairs Section  
Staff use only - do not fill in

3 If you wish to enroll in a school outside your designated school district for special reasons, please consult with the School Affairs Section of the School Affairs Office.  
Contact the School Affairs office if you need your child to attend a school outside your assigned district due to special circumstances

4 Moving in (from another municipality or abroad) / To do/perform / Person who

5 7 Building 2, 7th Floor  
This indicates the office location within the government building complex

6 Online registration available  
This indicates you can complete this registration process online instead of in person

7 Special ward tax, metropolitan tax, and forest environment tax  
These are local taxes collected by Tokyo's 23 special wards - typically appears as a header for tax-related sections

8 Bank transfer application  
Check this box if you want to apply for automatic bank transfer for municipal fees

9 If you prefer other methods  
Select this option if none of the standard methods listed above apply to your situation

10 Those who wish to apply for automatic bank transfer  
Check this if you want to set up automatic payment from your bank account

11 Tax Division  
Staff use only - do not fill in

12 Please visit the service counter  
This is an instruction to visit the municipal office counter in person

13 4 Main building 4th floor  
This indicates the office location - you typically don't need to fill this in

14 Online registration

15 Online registration  
Check this box if applying online instead of in person

— Person Table (Part 2/3)

- 1  From here!  
This appears to be an instruction or direction indicator on the form
  - 2  Available financial institutions  
Lists banks/credit unions where you can register for automatic payments or transfers
  - 3  For those who own mopeds, mini vehicles, or minicars  
Check if you own a moped (50-125cc motorcycle), small special vehicle, or minicar - these require separate registration procedures
  - 4  Vehicle ownership declaration (light vehicle tax)  
Check if you own a light vehicle (motorcycle, scooter, or small car) subject to municipal tax
  - 5  Please consult at the reception desk.  
This is an instruction to speak with staff if you need help - not a field to fill out
  - 6  Light Motor Vehicle Inspection Association  
Organization that handles registration and inspection of motorcycles, scooters, and small vehicles
  - 7  Those who own a light motor vehicle  
Check this if you own a kei car (small vehicle with yellow license plates)
  - 8  Please consult with the Light Motor Vehicle Inspection Organization Tokyo Regional Office  
Contact this office for light motor vehicle (motorcycle/small car) registration matters when moving
  - 9  Tokyo supervising office  
Staff use only - do not fill in
  - 10  050-3816-3100    050-3816-3100  
ASCII/numeric
  - 11  Kanto Transport Bureau  
Regional office that handles vehicle registration and transportation licensing for the Kanto area
  - 12  125cc  Those who own a motorcycle over 125cc  
Check this if you own a motorcycle with engine displacement greater than 125cc
  - 13  Please consult with the Kanto Transport Bureau Tokyo Transport Branch Office  
This is an instruction to contact a specific government office for vehicle-related matters
  - 14  Tokyo Transport Bureau  
This refers to the regional transport office - may appear as a reference or processing location
  - 15  050-5540-2030    050-5540-2030  
ASCII/numeric

## ■■■ — Person Table (Part 3/3)

- 1 [REDACTED] Address
  - 2 [REDACTED] Dog registration change  
Check this if you need to update your dog's registration information due to address change
  - 3 [REDACTED] • License tag • Rabies vaccination certificate  
If you have a dog, bring its license tag and current rabies vaccination certificate as proof of compliance with local animal registration requirements.
  - 4 [REDACTED] Public Health and Sanitation Division  
This is the department name - contact them for health permits and sanitation matters
  - 5 [REDACTED] Main building 7th floor  
This indicates the office location - you typically don't need to fill this in
  - 6 [REDACTED] Dog owners  
Check if this section applies to you as a dog owner
  - 7 [REDACTED] WEB([REDACTED]HP[REDACTED])  
Dogs with microchips must register online via the Ministry of Environment website.  
If your dog has a microchip, you must register it separately online through the Ministry of Environment's official website, not on this paper form.
  - 8 [REDACTED] All regional centers within the ward and  
This appears to be informational text about service locations, not a field to fill in
  - 9 [REDACTED] WEB([REDACTED])  
Registration changes for dogs purchased from June 2022 onwards must be processed online via WE  
If you bought a dog after June 2022, you cannot change registration at this office - use the online system instead
  - 10 [REDACTED] Also possible at health center  
This indicates you can also submit this form or receive this service at the local health center
  - 11 [REDACTED] 1 [REDACTED]  
However, rabies vaccination completion reports must be submitted to the ward office once per year.  
If you own a dog, you must report annual rabies vaccinations to your local ward office separately from this form.

— ID & Documents (Part 1/2)

- 1 [REDACTED] Office hours
  - 2 [REDACTED] Phone number  
Japanese mobile number preferred. Some forms accept overseas numbers.
  - 3 [REDACTED] Other  
Use this section for any additional information not covered in other fields
  - 4 [REDACTED] To the responsible department  
N/A - this is instructional text indicating where the form should be directed
  - 5 [REDACTED] Tuesday extended hours window, Sunday open office window
  - 6 [REDACTED] We will connect you
  - 7 [REDACTED] Garbage separation and collection
  - 8 [REDACTED] District/Ward Facilities Information  
N/A - this is a section header for informational content about local facilities
  - 9 [REDACTED] 30 [REDACTED] 17 [REDACTED] 00 [REDACTED] 8:30 AM to 5:00 PM
  - 10 [REDACTED] Representative number  
Enter the main phone number for your household or the primary contact number for the family unit.
  - 11 [REDACTED] Community Center
  - 12 [REDACTED] • How to put out garbage
  - 13 [REDACTED] Health Center
  - 14 [REDACTED] Garbage sorting rules
  - 15 37771111 37771111  
ASCII/numeric

— ID & Documents (Part 2/2)

- 1 03- 03-  
ASCII/numeric

2 [REDACTED] Educational Institution  
Leave blank if not applicable; fill in if moving is related to enrollment at a school, university, or other educational facility

3 [REDACTED] Collection days by district/neighborhood

4 ■140-8715 ■140-8715  
This is a postal code - leave as-is, it identifies the municipal office address

5 [REDACTED] Partial

6 [REDACTED] etc.

7 [REDACTED] HP [REDACTED] polite verb ending / Reception / Received / .

8 [REDACTED] 2-1-36 Tokyo

9 [REDACTED] Last updated: April 2025

 — Instructions

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1

 Procedure Checklist

This is typically a separate checklist document to help ensure you've completed all required steps - review it to confirm you have all necessary documents and information before submitting your form.

 — Footer & Notes (Part 1/2)

1. 
2.  Moving in (from another municipality or abroad)
3. © 2025 SANRIO CO., LTD. APPROVAL NO. L655975 © 2025 SANRIO CO., LTD. APPROVAL NO. L655975
4. 
5. ★  Identity verification documents
6.  Be sure to bring it!  
This is a reminder about required documents - check the form or instructions to see what specific items you must bring to the municipal office.
7.  Required Items  
This section will list documents you need to bring (like passport, residence card, etc.) - gather these before visiting city hall
8.  My Number Card / My Number Card / My Number
9.  In principle, it has not been issued to people of [category].  
This refers to certain documents (like residence cards) that may not be issued to specific groups - check what category you fall under.
10.  Certificate of Moving Out / Address / Moving out
11.  Identity verification documents / .
12.  My Number Card / My Number Card / My Number
13.  Other/Others/Miscellaneous  
Use this section for any additional information or circumstances not covered by the main form categories.
14.  Residence Card
15.  Passport

**■■■■■ — Footer & Notes (Part 2/2)**

1  With photo issued by government office

Check this box if providing government-issued photo ID (passport, driver's license, residence card, etc.)

2  Driver's license

Check this box if you're providing your driver's license as identification

3  My Number Card / My Number Card / My Number

4  License, permit, etc.

List any relevant licenses or permits you hold (driver's license, work permit, etc.)

5  14  From

6  or

## COUNTER PHRASES

Point and show these to ward office staff

### FINDING THE COUNTER



Sumimasen, jūmin tōroku no madoguchi wa doko desu ka?

Excuse me, where is the resident registration counter?

### STATING YOUR PURPOSE



Tennyu todoke wo dashitai no desu ga

I'd like to submit a moving-in notification

### FIRST TIME FROM ABROAD



Kaigai kara hajimete tennyu shimasu

I'm registering for the first time from abroad

### FROM ANOTHER WARD



■■-ku kara tennyu shimasu

I'm moving in from ■■ Ward

### ASKING FOR ENGLISH FORM



Eigo no yōshi wa arimasu ka?

Do you have an English version of the form?

### ASKING FOR HELP FILLING OUT



Kinyō hōhō wo oshiete itadakemasu ka?

Could you help me fill this out?

### REQUESTING RESIDENCE CERTIFICATE



Jūminhyō mo onegai shitai no desu ga

I'd also like a Certificate of Residence, please

### ASKING ABOUT MY NUMBER



Mainanbō wa itsu todokimasu ka?

When will my My Number arrive?