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Shibuya — ■■■■■ — 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 ■■■■■ Apply for a My Number Card!

This is promotional text encouraging you to apply for Japan's national ID card

- 2 ■■■ Application method

Indicates how you're submitting this form (in person, by mail, online, etc.)

■■■■■ — Who Is Filing

- 1 ■■■■■ Start!
- 2 ■■■■■■■■■■■■ Let's obtain the application form!
- 3 STEP1 2 ■■■■■■■■■■■■ STEP 1: Two methods to obtain application forms
This is an instruction header explaining the two ways you can get the required application forms
- 4 ■■■■■■■■■■■■ Four application methods
- 5 ■■■■■■■■■■■■ Obtain from either option
Select one of the available methods or locations to obtain the required document
- 6 ■■■■■■■■■■■■ Two methods for obtaining application forms
This refers to instructions about two different ways you can get the application forms you need

— Addresses

- 1 2 [REDACTED] Two methods for obtaining application forms
This refers to instructions about two different ways you can get the application forms you need

2 ① [REDACTED] ① Apply at counter
This indicates you need to submit the form in person at the municipal office counter

3 [REDACTED] 3 [REDACTED] Shibuya Ward Office 3rd Floor, Citizen Service Center, This indicates where to submit the form - go to the 3rd floor Citizen Service Center at Shibuya Ward Office

4 [REDACTED] ([REDACTED]) [REDACTED] Issued at branch offices (excluding Shinbashi branch office)
This is informational text about where documents can be issued - not a field to fill in

5 [REDACTED] 1 [REDACTED] One form of identification is required.
Bring a valid photo ID such as driver's license, residence card, or passport

6 ②WEB [REDACTED] ②Apply online
Select this option if you want to submit your application through the municipal website instead of in person

7 [REDACTED] An account must be created to apply.
You need to register for an online account before submitting this application

8 [REDACTED] 1 [REDACTED] One identity verification document image must be attached.
Upload a clear photo/scan of your driver's license, residence card, passport, or other official ID

— Person Table (Part 1/2)

- 1 One identity verification document image must be attached.

2 Will be sent by mail and will take several days to arrive.

3 Postage fees will also be charged.

4 STEP2 4 STEP 2: Apply using one of the four application methods

5 Photo attachment and image upload required.

6 Approximately one month after application, you will receive a "delivery notification!"

7 Goal!

8 Make a reservation and bring the required documents to pick it up!

9 Safe and secure!

10 Benefits of obtaining this:

11 About cards

12 Within Shibuya Ward only

13 Can be used at stores and events

14 Cashless payment app "HachiPay"

15 Simply enter the amount and press the payment button

■■■ — Person Table (Part 2/2)

1

 Payment can be made easily.

 — ID & Documents

- 1   To do/perform
 - 2   Anyone
 - 3   Father
Write your father's full name in katakana if you are registering family members or dependents
 - 4  IC  Pension
 - 5   Information will not be recorded.
 - 6   Health insurance card / To do/perform
 - 7   Specific health checkup information and medication information
N/A if it's just instructions/layout text
 - 8  IC  will not be stored on the IC chip.
 - 9   For details

 — Instructions

-
- 1  Click here▼
 - 2  My Number Card / My Number Card / My Number Card
 - 3  For details
 - 4  0  10  Online

 — Footer & Notes

- 1  This way ■

2   Online / polite verb ending / .

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?