

Could not embed original form: No module named 'pypdf'

Shinjuku — ■■■■■■ — 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

1 ■■■■ Resident Registration Change Notification

2 ■■■■■■To: Mayor of Shinjuku City To: Mayor of Shinjuku City

Head of household ■ Household members

 Representative/Agent

 Self (head of household)

6 Notification of Change in Residence Notification of Change in Residence

 (New)

This indicates a field for your new address information when moving residences.

8 ■■■■ Moving in (from another municipality or abroad)

Signature

12 Moving out

 Moving within the same municipality

Household head succession/continuation

12 Check this if you are taking over as the new household head due to the previous head moving away or other circumstances

12 ☐ ☐ ☐ ☐ ☐ ☐ Moving in (from another municipality or abroad)

Visitor's Full Name by handwriting

 Head of household relationship

Write your relationship to the head of household (e.g., "head", "spouse", "child", "parent", etc.)

■■■■■■■■■ — Header & Dates (Part 2/2)

- 1

■■■

Signature

Sign your name. Foreigners can use a written signature instead of a seal (inkan).
- 2

■■■■■

All All One One

N/A - This appears to be layout/formatting text or placeholder characters rather than a field to be filled out
- 3

■■■

Household

Write the name of the head of household (usually yourself if living alone, or the primary resident if in a family)
- 4

■■■■

Division/merger/change

Check this box if your address change is due to municipal boundary changes, town mergers, or administrative redistricting rather than a physical move

■■■■■ — Who Is Filing (Part 2/2)

- 1

Rlationto the applicant

Relation to the applicant

Write your relationship to the person whose registration is being changed (e.g., "self", "spouse", "child", "parent", etc.)

■■ — Addresses (Part 2/2)

- 1

■■■ Head of household

Enter the name of the primary person listed on your family register (koseki) - usually the father or eldest family member
- 2

■■■■■■■■■ Building name / room number
- 3

■■■■■■■■■ (Japanese nationals only)
- 4

■■ None/Nothing

Check this option or write "■■■" when the question doesn't apply to you or you have nothing to report for that field
- 5

■■■■■■■■■■■ Map (P■■■) attached fixed diagram

N/A - this is a reference code for the official zoning/address map that municipal staff use for verification
- 6

■■■■■■■■■■■FuFullr iNgaanma■■■e Person Moving - Full Name

Write your complete legal name as it appears on your residence card or passport.

■■■ — Person Table (Part 1/5)

- 1 Maidein Name / Alternative name of Birth date
Former Name/Alternative Name (alias), Date of Birth, Gender, Relationship to Head of Household ■For foreign residents: Residence Card or Special Permit Holder
Foreign residents should fill in their residence card number and status of residence information in the designated foreign resident section.
 - 2 Full Name
Write your complete legal name as it appears on your residence card or passport.
 - 3 No Yes
 - 4 Individual/Personal
This appears to be a checkbox option - check if applying as an individual person rather than as a household or family unit.
 - 5 Medical Elementary School
 - 6 Taishō Shōwa Heisei Reiwa Western calendar Male
Select the appropriate era (Taishō/Shōwa/Heisei/Reiwa) or Western calendar for your birth date, and circle "■" if you are male
 - 7 Available/Present
This likely indicates availability or presence status - check the appropriate box based on your current situation or document availability.
 - 8 Certification/Approval
This section is typically filled out by municipal office staff, not by you as the applicant.
 - 9 Regular mail completed
N/A (this is an administrative marking indicating postal processing status)
 - 10 (Electronic certificate availability)
Check if you have an electronic certificate (■■■■■■■■■■ with IC chip functionality) - mark accordingly
 - 11 Middle school
Enter the name of the middle school if this section applies to a student aged 12-15
 - 12 (M) (M)
 - 13 Mandatory: Optional
This indicates whether each field is required (■■■) or optional (■■■) - fill out all mandatory fields completely.
 - 14 (ellipsis/continuation marks)
 - 15 Residence status/visa type checkboxes (text appears corrupted or poorly scanned)

■■■ — Person Table (Part 2/5)

- 1

■(Y)■(M)■(D)■(F) Year(Y)■Month(M)■Day(D) Female(F)
This shows the date format and gender designation - enter your birthdate as YYYY/MM/DD and mark F if female
- 2

■■■ Classification/Category Not Yet Determined
This likely indicates a field where the classification hasn't been filled in yet - check with municipal staff about what category applies to your situation.
- 3

■■■■ - year student
Enter the school grade level of the child (e.g., 1st year, 2nd year, etc.)
- 4

■■ Special Resident
Check this box if you are a foreign national with special permanent resident status in Japan
- 5

■■■■■ Medical Elementary Middle School School
N/A - This appears to be corrupted or incomplete text, possibly indicating sections for medical facilities and schools, but would need clarification from municipal office staff.
- 6

■■■■■■■■■■ Taish■■Sh■■wa■■Heisei■■Reiwa■■Western calendar Male
Select the appropriate era (Taish■■/Sh■■wa/Heisei/Reiwa) or Western calendar for your birth date, and circle "■■" if you are male
- 7

■■■ Individual/Personal
This appears to be a checkbox option - check if applying as an individual person rather than as a household or family unit.
- 8

■■■ ■■■ Yes Regular Mail Completed Yes Return
These appear to be checkbox options for mail delivery preferences - check the appropriate boxes for your postal service needs.
- 9

■■ Certification/Approval
This section is typically filled out by municipal office staff, not by you as the applicant.
- 10

■(M) ■(M)
- 11

■■■■ ■■■ (Electronic certificate: Yes/No)
Circle "■■" (Yes) if you have an electronic certificate for digital services, or "■■" (No) if you don't have one.
- 12

■■■■■ Mandatory: Optional
This indicates whether each field is required (■■■) or optional (■■■) - fill out all mandatory fields completely.
- 13

■■ 22
- 14

■■ (ellipsis/continuation marks)
- 15

■■■■■■■■■■ ■Foreign resident ■Special permanent resident ■No ■Elderly ■At counter ■Minor
Check the appropriate boxes that apply to your status and situation when submitting the form.

■■■ — Person Table (Part 3/5)

- 1

■■■ Ward/District Not Yet [Determined/Registered]

This likely indicates a field where the ward/district hasn't been filled in yet - ensure you write your complete address including the ward (■■■) name.
- 2

■■■ -child

This indicates a section for listing children/dependents in your household registration.
- 3

■■■ Special Resident

Check this box if you are a foreign national with special permanent resident status in Japan
- 4

■■(Y)■■■(M)■■■(D)(F) Year(Y)■■Month(M)■■Day(D)(F)

Enter dates in YYYY/MM/DD format; the (F) likely indicates foreign date format or a specific field designation
- 5

■■■■■■■ ■■With housing card ■■Without housing card

Check the appropriate box based on whether you have a j■■minhy■■ (resident registration card) from your previous address
- 6

■■■ Year/Grade
- 7

■■■■■■■ Medical Elementary Middle School School

N/A - This appears to be corrupted or incomplete text, possibly indicating sections for medical facilities and schools, but would need clarification from municipal office staff.
- 8

■■■■■■■■■■■■■■■■ Taish■■■Sh■■wa■■Heisei■■Reiwa■■Western calendar Male

Select the appropriate era (Taish■■/Sh■■wa/Heisei/Reiwa) or Western calendar for your birth date, and circle "■■" if you are male
- 9

■■■ Individual/Personal

This appears to be a checkbox option - check if applying as an individual person rather than as a household or family unit.
- 10

■■■■ ■■ ■■■ Yes Regular Mail Completed Yes Return

These appear to be checkbox options for mail delivery preferences - check the appropriate boxes for your postal service needs.
- 11

■■■ Certification/Approval

This section is typically filled out by municipal office staff, not by you as the applicant.
- 12

■■■■■ ■■■ (Electronic certificate: Yes/No)

Circle "■■" (Yes) if you have an electronic certificate for digital services, or "■■" (No) if you don't have one.
- 13

■■■■■■■ Mandatory: Optional

This indicates whether each field is required (■■■) or optional (■■■) - fill out all mandatory fields completely.
- 14

■■(M) ■■(M)
- 15

■■■ (ellipsis/continuation marks)

Person Table (Part 4/5)

- 1

Foreign resident Special permanent resident No Elderly At counter Minor

Check the appropriate boxes that apply to your status and situation when submitting the form.
- 2

Ward/District Not Yet [Determined/Registered]

This likely indicates a field where the ward/district hasn't been filled in yet - ensure you write your complete address including the ward () name.
- 3

-child

This indicates a section for listing children/dependents in your household registration.
- 4

Special Resident

Check this box if you are a foreign national with special permanent resident status in Japan
- 5

(Y)(M)(D)(F) Year(Y)Month(M)Day(D)(F)

Enter dates in YYYY/MM/DD format; the (F) likely indicates foreign date format or a specific field designation
- 6

With housing card Without housing card

Check the appropriate box based on whether you have a j-minhy (resident registration card) from your previous address
- 7

Year/Grade
- 8

<Remarks Section>
- 9

Address
- 10

N-----[28]---9---1---C-S---1-9---1---N

New N-----Family Name--Given Name-----Relationship--[28Remarks]---9---1-Notice----CS-Transmission----1-9---1-Notice---N-Remarks

N/A (this appears to be form layout/formatting text rather than fillable fields)
- 11

Individual explanation (

This appears to be an incomplete checkbox label - likely for indicating if individual explanation was provided or needed during the registration process.
- 12

Day) Sealed/Completed

This appears to be a checkbox or field marker indicating completion status - likely for office use only, so you probably don't need to fill this part.
- 13

My Number (Individual Number)
- 14

Integrated record section editing completed

N/A (this is an administrative checkbox for office use only)
- 15

Memo/Notes - Available/Required/Completed

This appears to be administrative checkboxes for office use - you likely don't need to fill this section as an applicant.

■■■ — Person Table (Part 5/5)

- 1

■■■■■■■ Moving in (from another municipality or abroad)
- 2

■■■■■ Contact (
- 3

■■■) completed/processed
- 4

■■■■■ Period Elapsed
- 5

■■■■ Required/Completed

Check the appropriate box - "■" (required) if the action is needed, "■" (completed) if already done
- 6

■■■■■■■■■■■■■■■ School age register creation ■ National Health Insurance 4F

N/A (this is administrative routing information indicating which departments need to process your form)

■■■■■■■ — ID & Documents

- 1

■■■■■ Receipt Notification
- 2

■■■■ Required/Completed

Check the appropriate box - "■" (required) if the action is needed, "■" (completed) if already done
- 3

■■■■■■■ Card

This likely refers to your residence card (■■■■■■■) number or mynumber card - check the surrounding context to determine which card information is required.
- 4

■■■ Reception/Received

N/A (this is for office use only - staff will stamp/fill this section when they receive your form)
- 5

■■■① CS①

N/A - this is a form section code used for administrative processing
- 6

■■■② CS②

N/A - this is likely a form section code or administrative reference number used by municipal office staff for processing
- 7

■■■ Confirmation
- 8

■■■■■■■■■■■■■■■■■■■■ Input/Provisional Update Review/Main Update Number Entry
- 9

■■■■■■■ Continuation■Card Surface

Check this if you're renewing/continuing your residence card and need updates to the card's visible information
- 10

■■■ Review/Examination

N/A (this is a section header for municipal office use during application processing)
- 11

■■■ Return/Returned
- 12

■■■■■ Input Complete
- 13

■■■■■■■ ■ Reverse side exists

N/A if it's just instructions/layout text

Point and show these to ward office staff

FINDING THE COUNTER

Sumimasen, jimin 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 y^oshi wa arimasu ka?

Do you have an English version of the form?

ASKING FOR HELP FILLING OUT

Kiny^h h^h wo oshiete itadakemasu ka?

Could you help me fill this out?

REQUESTING RESIDENCE CERTIFICATE

J■minhy■ mo onegai shitai no desu ga

I'd also like a Certificate of Residence, please

ASKING ABOUT MY NUMBER

Mainanb■ wa itsu todokimasu ka?

When will my My Number arrive?