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Setagaya — ■■■■■■ — 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

COUNTER PHRASES

Sumimasen, jūmin tōroku no madoguchi wa doko desu ka?
Excuse me, where is the resident registration counter?

■■■■■■■■■■

Tennyu todoke wo dashitai no desu ga
I'd like to submit a moving-in notification

Kaigai kara hajimete tennyu shimasu
I'm registering for the first time from abroad

■■■■■■■■■■
■■-ku kara tennyu shimasu
I'm moving in from ■■ Ward

Eigo no y[■]shi wa arimasu ka?

Do you have an English version of the form?

Kiny ■ h■h■ wo oshiete itadakemasu ka?
Could you help me fill this out?

J■minhy■ mo onegai shitai no desu ga
I'd also like a Certificate of Residence, please

Mainanb ■ wa itsu todokimasu ka?
When will my My Number arrive?