

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

Who Is Filing

- 1

Please fill in using Japanese or alphabetic characters.

You can write your name and address information in either Japanese characters or Roman letters (English alphabet).
- 2

Moving out
- 3

1. Date of residential change: Heisei/Reiwa \_\_\_\_ year \_\_\_\_ month \_\_\_\_ day

Circle either "Heisei" or "Reiwa" era name, then fill in the date when you moved/changed residence using Japanese calendar year

■■ — Addresses

---

- 1

■ ■■■■■■■■(■) Address
- 2

■■■■■■■ Full name
- 3

■ ■■■■■■■■■■ Address

■■■ — Person Table

- 1

■■■ Shinjuku Ward

This indicates the municipal jurisdiction - if you're registering in Shinjuku, this confirms you're using the correct form for that ward.
- 2

■■■■■■■ Full name
- 3

■■■ 4. Registered Domicile

Enter your official family register location (■■■■) - for foreign nationals, this may be left blank or marked as N/A depending on local requirements.
- 4

■■■■■■■■■ (Japanese nationals only)
- 5

■■■■■■■ Full name
- 6

■ ■■■■■■■■■■■■■■■■ Date of birth / Full name / Moving out
- 7

■■■■■ Furigana (phonetic reading)

Write the phonetic pronunciation of your name in hiragana characters above or next to where you write your name in kanji/katakana
- 8

■■ ■■■■ ■ ■■ Date of birth / Full name
- 9

■■■■■ Furigana (phonetic reading)

Write the phonetic pronunciation of your name in hiragana characters above or next to where you write your name in kanji/katakana
- 10

■■ ■■■■ ■ ■■ Date of birth / Full name
- 11

■■■■■ Furigana (phonetic reading)

Write the phonetic pronunciation of your name in hiragana characters above or next to where you write your name in kanji/katakana

- 1       Date of birth / Full name
- 2     Furigana (phonetic reading)  
Write the phonetic pronunciation of your name in hiragana characters above or next to where you write your name in kanji/katakana
- 3         Date of birth / Full name
- 4                 Full name
- 5     Signature
- 6                      Signature / Seal (inkan / hanko)
- 7           (                      ) Please be sure to fill in / Phone number

[illegible]

Footer & Notes

- 1

Residence Card / Copy
- 2

[Mailing Address] ■160-8484 1-4-1 Kabukicho, Shinjuku-ku
- 3

Family Registration and Resident Affairs Section
- 4

or Special Branch Offices (10 locations)



## COUNTER PHRASES

## 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<sup>o</sup>shi wa arimasu ka?

Do you have an English version of the form?

## ASKING FOR HELP FILLING OUT

Kiny<sup>h</sup> h<sup>h</sup> 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?