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# Sumida — ■■■■■■ — 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 ☐ Check this if you used the MyNa Portal website to submit this form online

2 My Number Portal / Moving out / Reception / Received

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[illegible]

Completed / Cannot/Not possible / Moving in (from another municipality or abroad)

■ ■ ■ ■ ■ ■ ■ ■ ■ ■

### Required documents

This section lists what documents you need to bring - gather all items before visiting the office

**①**

My Number Card of person who moved

Bring the My Number Card of the person who changed residence

- Generated 2026-02-10 from [github.com/wkesner/japan-forms](https://github.com/wkesner/japan-forms) | Not an official government document

### Required documents

2

# Resident Registration Change Notification Form

3

② My Number Card (Basic Resident Register Card) of person who moved

4

## Certificate of Moving Out / Moving out

## 5

Certificate of Moving Out / Moving out / Person who

## 6

## 7

## Required documents

8

## Resident Registration Change Notification Form

9

## Certificate of Moving Out / Moving out

■■■■■ — ID & Documents

- ③ Identity verification documents / Applicant / Person filing the form
  - ④ Basic Resident Registration Card / My Number Card / My Number Card

## 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<sup>■</sup>shi wa arimasu ka?

Do you have an English version of the form?

Kiny $\blacksquare$  h $\blacksquare$ h $\blacksquare$  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?