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Katsushika — ████ — 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 ■■■■■ Resident Registration Change Form
- 2 ■■■■■ (Also serves as residence address notification)
- 3 ■■■■■ Reason for Change
Select or write the reason for your address change (e.g., moving, marriage, divorce, etc.)
- 4 ■■■■■ Type of Change/Category of Moving
Select the appropriate box indicating your type of residence change (moving in, moving out, address change within city, etc.)
- 5 ■■■■■ ■■■■■ Section Chief/Director Verification Processing Receipt
N/A - this is an administrative processing section for municipal office staff use only
- 6 ■■■ Summary Court
N/A (this is likely a reference field or administrative notation, not something you need to fill out)
- 7 ■■■■■ My Number (Individual Number)
- 8 ■■■■■ Combined National Health Insurance Change Notification
This indicates the form also serves as notification for changes to your national health insurance status - no separate action needed if you're enrolled in NHI.
- 9 ■■■■■ (Former surname)
Fill in your previous surname if you changed it due to marriage, divorce, or other reasons and want it recorded alongside your current name.

— Who Is Filing (Part 1/2)

- 1 Transfer/Special/Foreign/Transfer/Residence/Status (Transfer/Transfer/Special/Foreign/Re (Head/Household/Household/Household/Transfer/Return (E
N/A - This appears to be corrupted or garbled text, possibly abbreviations or codes that are illegible. Contact the municipal office for clarification of the actual form fields.

2 All-One-All-One-One
N/A - this appears to be a form field marker or reference code rather than a field requiring input

3 Combined Late-Stage Elderly Medical Care Change Notification

4 National Health Insurance, Long-term Care Insurance (for nationals), Long-term Care Insurance (for foreigners)
Check the boxes for insurance programs you're enrolled in - typically National Health Insurance for most foreign residents, and Long-term Care Insurance if you're 40 or older.

5 Moving in (from another municipality or abroad)

6 Display/Delete
N/A (this appears to be system or form layout text indicating display/deletion functions)

7 Record/Change/Delete
This indicates the type of registration action - check the appropriate box for whether you're making a new record, changing existing information, or deleting a registration.

8 Resident Movement Notification for National Health Insurance and National Pension
This is a combined form for updating both your health insurance and pension records when you move - complete all sections if you're enrolled in both systems.

9 (cid:21120)(cid:21120)(cid:21120)(cid:21120) [Unreadable text - corrupted characters]

10 Applicant / Person filing the form / Full name

11 Please fill out by hand (in your own handwriting).
Use a pen to write your information by hand - don't type or have someone else write it for you.

12 Registration/Update/Removal
This indicates the three types of residence registration actions - check the appropriate box for your situation (new registration, address change, or removal from registry).

13 Section Section All One All One
N/A - this appears to be garbled text or printing error on the form

14 Entry Entry Entry Registration Determination Acquisition) Residence Departure Departure Departure Attachment) Change Merger Separation Change) C
N/A - This appears to be corrupted/garbled text, possibly from scanning errors or display issues. Contact the municipal office for a clear form.

15 Regarding application for Late-Stage Elderly Medical Care (individual)
Check this box if you're 75+ years old or have certain disabilities and need to apply for elderly medical insurance coverage.

█ — Who Is Filing (Part 2/2)

- 1 █ To the Mayor of Katsushika Ward
N/A (this is a pre-printed address line indicating the form recipient)
- 2 █ Will provide personal number.
- 3 █ Date of Change
Enter the date you moved/changed residence in YYYY/MM/DD format
- 4 █ Reiwa ____ year ____ month ____ day
Fill in the current date using the Japanese Reiwa era calendar (Reiwa 1 = 2019, Reiwa 2 = 2020, etc.)
- 5 █ Reiwa ____ year ____ month ____ day
Fill in the current date using the Japanese Reiwa era calendar (Reiwa 1 = 2019, Reiwa 2 = 2020, etc.)
- 6 █
1. Applicant/Person concerned 2. Head of household 3.
Select "1" if you're registering your own address change, or "2" if you're the household head registering for family members
- 7 █ Date of notification
Write the date you are submitting this form to the municipal office (format: year/month/day)
- 8 █ My Number (Individual Number)
- 9 █ Phonetic reading (katakana)
Write the katakana reading of your name. For foreign names, this IS your name in katakana.
- 10 █ New household head
Enter the name of the person who will be the new head of household after the move/change
- 11 █ Place of employment / Employer
- 12 █ Phonetic reading (katakana)
Write the katakana reading of your name. For foreign names, this IS your name in katakana.
- 13 █ New address
The address you are moving TO.

█ — Addresses (Part 1/3)

- 1 ████ New address
The address you are moving TO.
- 2 ██████████ Please circle █
Circle the appropriate option among the choices provided
- 3 () ()
ASCII/numeric
- 4 ████ Full name
- 5 █ █
- 6 ████ Phonetic reading (katakana)
Write the katakana reading of your name. For foreign names, this IS your name in katakana.
- 7 ████ Former household head
Enter the name of the previous household head if there was a change in who heads the household
- 8 ██████████ My Number (Individual Number)
- 9 ██████████ Please present if you have
This appears to be incomplete text, likely asking you to present a document you possess (such as ID, residence card, etc.)
- 10 ████ Previous address
If coming from abroad, write your country name (e.g. ██████████).
- 11 █ █ Address
Write in kanji if possible. Ward office staff can help you look up the correct kanji for your address.
- 12 ████ Please.
- 13 █ █ Child/Children
List any children under 18 who are moving with you and will be registered at the same address
- 14 ██████ My Number (Individual Number)
- 15 ████ Late-stage elderly (referring to the late-stage elderly healthcare system)
Check this box if you are 75 years or older and enrolled in the late-stage elderly medical care insurance system

■ ■ — Addresses (Part 2/3)

- 1** Name
Write your full name as it appears on your residence card or passport
 - 2** Date of birth
Format: (year) (month) (day). Use Japanese calendar (/) or Western y
 - 3** Relationship to head of household
See relationship terms table.
 - 4** Card-related matters
This section is for information about residence cards, My Number cards, or other official cards that need to be updated with your address change.
 - 5** Seal (inkan / hanko)
Personal seal stamp. Most ward offices accept a written signature for foreigners instead.
 - 6** National Health Insurance
Check this box if you need to enroll in or make changes to Japan's National Health Insurance (kokumin kenkou hoken)
 - 7** Long-term care insurance
This section relates to Japan's mandatory long-term care insurance system - may need to provide your insurance certificate number or indicate enrollment status.
 - 8** School
Write the name of the school you or your children attend (if applicable), or leave blank if not attending school.
 - 9** No. No.
 - 10** Elderly Pension
Check this box if you receive elderly/senior pension benefits that may be affected by your address change
 - 11** Benefits/Medical Care
This section is for recording eligibility for various municipal benefits and medical subsidies - leave blank if unsure, as city office staff will verify your eligibility
 - 12** My Number (Individual Number)
 - 13** Phonetic reading (katakana)
Write the katakana reading of your name. For foreign names, this IS your name in katakana.
 - 14** Individual/Resident Registration
This is likely a section header - check the box or section that applies to individual/personal resident registration matters
 - 15** Yes/No (or Have/Don't Have)
Circle or check the appropriate option based on whether the condition or item mentioned applies to your situation.

■ ■ — Addresses (Part 3/3)

- 1 School transfer
Check this box if the move requires transferring to a different school and follow up with the education board
 - 2 Taish■.Sh■wa-Heisei-Reiwa
Circle the era name that corresponds to your birth year (Taish■ 1912-1926, Sh■wa 1926-1989, Heisei 1989-2019, Reiwa 2019-present)
 - 3 Yes/No (or Have/Don't Have)
Circle or check the appropriate option based on whether the condition or item mentioned applies to your situation.
 - 4 Has elementary/middle school children
Check this box if you have children attending elementary or middle school who need to transfer schools due to your address change.
 - 5 Registration application [status indicators]
N/A - this appears to be form layout/status text rather than a field to fill
 - 6 Yes/No (or Have/Don't Have)
Circle or check the appropriate option based on whether the condition or item mentioned applies to your situation.
 - 7 Western calendar (for foreign residents)
Use Western calendar format (YYYY/MM/DD) when filling in dates as a foreign resident
 - 8 Record Change (Brought) Collection Status - Collected/Not Collected/
N/A - this is administrative tracking text for office use
 - 9 None - Grade/None
Select this option if you have no formal education or if the grade level doesn't apply to your situation.
 - 10 No. Moving out
 - 11 Month Day
Fill in the month and day using Arabic numerals (e.g., 12 25 for December 25th)

— Person Table (Part 1/6)

- 1** None - Grade/None
Select this option if you have no formal education or if the grade level doesn't apply to your situation.
 - 2** Month Day
Fill in the month and day using Arabic numerals (e.g., 12 25 for December 25th)
 - 3** National Health Insurance, Long-term Care, Late-stage Elderly Medical Care
This section relates to changes in your health insurance coverage - municipal staff will typically handle updates to these systems based on your residence change
 - 4** (years old)
Write your age in numbers in the blank space provided.
 - 5** Request for return application
Check this box if you want to apply for the return of your residence card or other documents when moving out of the municipality
 - 6** Phonetic reading (katakana)
Write the katakana reading of your name. For foreign names, this IS your name in katakana.
 - 7** Individual/Resident Registration
This is likely a section header - check the box or section that applies to individual/personal resident registration matters
 - 8** Yes/No (or Have/Don't Have)
Circle or check the appropriate option based on whether the condition or item mentioned applies to your situation.
 - 9** School transfer
Check this box if the move requires transferring to a different school and follow up with the education board
 - 10** Taish■-Sh■wa-Heisei-Reiwa
Circle the era name that corresponds to your birth year (Taish■ 1912-1926, Sh■wa 1926-1989, Heisei 1989-2019, Reiwa 2019-present)
 - 11** Yes/No (or Have/Don't Have)
Circle or check the appropriate option based on whether the condition or item mentioned applies to your situation.
 - 12** Has elementary/middle school children
Check this box if you have children attending elementary or middle school who need to transfer schools due to your address change.
 - 13** Registration application [status indicators]
N/A - this appears to be form layout/status text rather than a field to fill
 - 14** Yes/No (or Have/Don't Have)
Circle or check the appropriate option based on whether the condition or item mentioned applies to your situation.
 - 15** (Western calendar) Western calendar (for foreign residents)
Use Western calendar format (YYYY/MM/DD) when filling in dates as a foreign resident

■■■ — Person Table (Part 2/6)

- 1 ■■■■■ Record Change (Brought) Collection Status - Collected/Not Collected/
N/A - this is administrative tracking text for office use
- 2 ■■■■■ None - Grade/None
Select this option if you have no formal education or if the grade level doesn't apply to your situation.
- 3 ■■■■■ No.■■■■■ Moving out
- 4 ■■■■■ Month Day
Fill in the month and day using Arabic numerals (e.g., 12 25 for December 25th)
- 5 ■■■■■ National Health Insurance, Long-term Care, Late-stage Elderly Medical Care
This section relates to changes in your health insurance coverage - municipal staff will typically handle updates to these systems based on your residence change
- 6 (■■■■■) (years old)
Write your age in numbers in the blank space provided.
- 7 ■■■■■ Request for return application
Check this box if you want to apply for the return of your residence card or other documents when moving out of the municipality
- 8 ■■■■■ Phonetic reading (katakana)
Write the katakana reading of your name. For foreign names, this IS your name in katakana.
- 9 ■■■■■ Individual/Resident Registration
This is likely a section header - check the box or section that applies to individual/personal resident registration matters
- 10 ■■■■■ Yes/No (or Have/Don't Have)
Circle or check the appropriate option based on whether the condition or item mentioned applies to your situation.
- 11 ■■■■■ School transfer
Check this box if the move requires transferring to a different school and follow up with the education board
- 12 ■■■■■ Taish■-Sh■wa-Heisei-Reiwa
Circle the era name that corresponds to your birth year (Taish■ 1912-1926, Sh■wa 1926-1989, Heisei 1989-2019, Reiwa 2019-present)
- 13 ■■■■■ Yes/No (or Have/Don't Have)
Circle or check the appropriate option based on whether the condition or item mentioned applies to your situation.
- 14 ■■■■■ Has elementary/middle school children
Check this box if you have children attending elementary or middle school who need to transfer schools due to your address change.
- 15 ■■■■■■■■■ Registration application [status indicators]
N/A - this appears to be form layout/status text rather than a field to fill

■■■ — Person Table (Part 3/6)

- 1 ■■■ Yes/No (or Have/Don't Have)
Circle or check the appropriate option based on whether the condition or item mentioned applies to your situation.
- 2 ■■(■■■■■) Western calendar (for foreign residents)
Use Western calendar format (YYYY/MM/DD) when filling in dates as a foreign resident
- 3 ■■■■■ Record Change (Brought) Collection Status - Collected/Not Collected/
N/A - this is administrative tracking text for office use
- 4 ■■■■■ None - Grade/None
Select this option if you have no formal education or if the grade level doesn't apply to your situation.
- 5 ■■■■■ No. ■■■■■ Moving out
- 6 ■■■ Month Day
Fill in the month and day using Arabic numerals (e.g., 12 25 for December 25th)
- 7 ■■■■■ National Health Insurance, Long-term Care, Late-stage Elderly Medical Care
This section relates to changes in your health insurance coverage - municipal staff will typically handle updates to these systems based on your residence change
- 8 (■■■■■) (years old)
Write your age in numbers in the blank space provided.
- 9 ■■■■■ Request for return application
Check this box if you want to apply for the return of your residence card or other documents when moving out of the municipality
- 10 ■■■■■ Phonetic reading (katakana)
Write the katakana reading of your name. For foreign names, this IS your name in katakana.
- 11 ■■■■■ Individual/Resident Registration
This is likely a section header - check the box or section that applies to individual/personal resident registration matters
- 12 ■■■ Yes/No (or Have/Don't Have)
Circle or check the appropriate option based on whether the condition or item mentioned applies to your situation.
- 13 ■■ School transfer
Check this box if the move requires transferring to a different school and follow up with the education board
- 14 ■■■■■ Taish■-Sh■wa-Heisei-Reiwa
Circle the era name that corresponds to your birth year (Taish■ 1912-1926, Sh■wa 1926-1989, Heisei 1989-2019, Reiwa 2019-present)
- 15 ■■■ Yes/No (or Have/Don't Have)
Circle or check the appropriate option based on whether the condition or item mentioned applies to your situation.

— Person Table (Part 4/6)

- 1 Has elementary/middle school children
Check this box if you have children attending elementary or middle school who need to transfer schools due to your address change.
 - 2 Registration application [status indicators]
N/A - this appears to be form layout/status text rather than a field to fill
 - 3 Yes/No (or Have/Don't Have)
Circle or check the appropriate option based on whether the condition or item mentioned applies to your situation.
 - 4 Western calendar (for foreign residents)
Use Western calendar format (YYYY/MM/DD) when filling in dates as a foreign resident
 - 5 Record Change (Brought) Collection Status - Collected/Not Collected
N/A - this is administrative tracking text for office use
 - 6 None - Grade/None
Select this option if you have no formal education or if the grade level doesn't apply to your situation.
 - 7 No. Moving out
 - 8 Month Day
Fill in the month and day using Arabic numerals (e.g., ١٢ ٢٥ for December 25th)
 - 9 National Health Insurance, Long-term Care, Late-stage Elderly Medical Care
This section relates to changes in your health insurance coverage - municipal staff will typically handle updates to these systems based on your residence change
 - 10 (years old)
Write your age in numbers in the blank space provided.
 - 11 Request for return application
Check this box if you want to apply for the return of your residence card or other documents when moving out of the municipality
 - 12 Phonetic reading (katakana)
Write the katakana reading of your name. For foreign names, this IS your name in katakana.
 - 13 Individual/Resident Registration
This is likely a section header - check the box or section that applies to individual/personal resident registration matters
 - 14 Yes/No (or Have/Don't Have)
Circle or check the appropriate option based on whether the condition or item mentioned applies to your situation.
 - 15 School transfer
Check this box if the move requires transferring to a different school and follow up with the education board

— Person Table (Part 5/6)

— Person Table (Part 6/6)

- 1**  Name
Write your full name as it appears on your residence card or passport, using the same script (Roman letters for most foreign residents).

2  Relationship to head of household

3  No. Passbook / bankbook

4  Relationship to head of household

5  Confirmation of date of change

 — ID & Documents

- | | |
|---|--|
| 1 | [REDACTED] Address |
| 2 | [REDACTED] Building name / room number |
| 3 | Separate household living together: Yes <input type="checkbox"/> No ([REDACTED])-sama and Personal nameplate: Yes <input type="checkbox"/> No
Circle "Yes" if you share housing with another household, write their name in parentheses; circle whether you have your own nameplate displayed |
| 4 | [REDACTED] Moving out |
| 5 | [REDACTED] Relationship to head of household / Moving out |
| 6 | [REDACTED] Letter of proxy / Power of attorney |

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

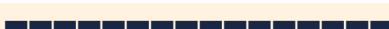
ASKING FOR ENGLISH FORM



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



Mainanban wa itsu todokimasu ka?

When will my My Number arrive?