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Kita — ■■■■■ — 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 Notification Form

This is the main form title - you'll fill out the sections below to register address changes, moving in/out, or household composition changes.
- 2

■■■■■■■■■■ Tokyo
- 3











■■■■■■■■■■■■■■■■■■■■ Please write only within the thick-lined boxes


Only fill in sections surrounded by thick/bold borders - leave thin-lined areas blank
- 4











■■■■ Date received











Staff use only - do not fill in






■■■■■ — Who Is Filing

- *          Check all that apply











1 Put a checkmark () in the boxes next to all items that apply to your situation






          Moving/Relocation / Moving in (from another municipality or abroad) / From

          Moving/Relocation / Moving within the same municipality










     Change of household head






4 Check this box if you are changing who is registered as the head of your household



          Moving/Relocation / Moving out / To do/perform

     Household separation/merger

6 Check this box if you are separating from or merging with another household registration

         Other (/ Other

     Building name / room number

  Address

9 Write in kanji if possible. Ward office staff can help you look up the correct kanji for your address.

2

3

4

5

6

7

8

9

10

11

12

13

14

15

■■■ — Person Table (Part 1/3)

| | | |
|----|--------------------------|---|
| 1 | <input type="checkbox"/> | Applicant / Person filing the form |
| 2 | <input type="checkbox"/> | Building name / room number |
| 3 | <input type="checkbox"/> | Applicant / Person filing the form / Head of household |
| 4 | <input type="checkbox"/> | Address |
| 5 | <input type="checkbox"/> | Applicant / Person filing the form |
| 6 | <input type="checkbox"/> | Building name / room number |
| 7 | <input type="checkbox"/> | Applicant / Person filing the form / Head of household |
| 8 | <input type="checkbox"/> | Address |
| 9 | <input type="checkbox"/> | Phone number / Applicant / Person filing the form |
| 10 | <input type="checkbox"/> | Address / Moving in (from another municipality or abroad) |
| 11 | <input type="checkbox"/> | Yes (|
| | | Check this box if applicable - the full condition should be specified after the parenthesis |
| 12 | <input type="checkbox"/> | None/Not applicable |
| | | Check this box if the item does not apply to you or if you have none to report |
| 13 | <input type="checkbox"/> | My Number Card / My Number Card / My Number Card |
| 14 | <input type="checkbox"/> | Staff use only / Office use only |
| | | Section for ward office staff. Do not write anything here. |
| 15 | <input type="checkbox"/> | Phonetic reading (katakana) / Full name / Person who |

■■■ — Person Table (Part 2/3)

- 1

■■■■

Date of birth

Format: ■(year) ■(month) ■(day). Use Japanese calendar (■■/■■) or Western year.
- 2

■■■■

Relationship to head of household
- 3

■■■■■■■■■■

My Number Card

Plastic IC card with your 12-digit Individual Number. Can be used as primary ID.
Apply at your ward office after receiving the notification letter.
- 4

■■■■■■■■■■■■■■■■■■■■

Applicant / Person filing the form
- 5

■■■■

Phonetic reading (katakana)

Write the katakana reading of your name. For foreign names, this IS your name in katakana.
- 6

■■■■■■■■■■■■■■■■■■■■

Meiji■Taisho■Showa■Heisei■Reiwa■Western calendar

Select the era type for your birth date: Japanese imperial eras or Western calendar year
- 7

ID■■■■■■■■■■■■■■■■■■■■

Signature
- 8

■■■■■■■■■■■■■■■■■■■■

Card information update/continued use

Check this if updating details on your residence card or continuing to use existing card
- 9

■■■

Full name

Write in katakana for foreign names. Some forms accept romaji.
- 10

■■■■■■■■■■

Applicant / Person filing the form
- 11

■■■■■■■■■■

Return and reissue

Check if returning old documents and requesting new ones
- 12

■■■■

Phonetic reading (katakana)

Write the katakana reading of your name. For foreign names, this IS your name in katakana.
- 13

■■■■■■■■■■■■■■■■■■■■

Meiji■Taisho■Showa■Heisei■Reiwa■Western calendar

Select the era type for your birth date: Japanese imperial eras or Western calendar year
- 14

ID■■■■■■■■■■■■■■■■■■■■

Signature
- 15

■■■■■■■■■■■■■■■■■■■■

Card information update/continued use

Check this if updating details on your residence card or continuing to use existing card

Person Table (Part 3/3)

- 1 Full name
- Write in katakana for foreign names. Some forms accept romaji.

■■■■■■■ — ID & Documents (Part 1/2)

- 1

■■■■■■■ Return and reissue

Check if returning old documents and requesting new ones
- 2

■■■■■ Phonetic reading (katakana)

Write the katakana reading of your name. For foreign names, this IS your name in katakana.
- 3

■■■■■■■■■■■■■■■ Meiji■Taisho■Showa■Heisei■Reiwa■Western calendar

Select the era type for your birth date: Japanese imperial eras or Western calendar year
- 4

ID■■■■■■■■■■■■■■■■■■■■ Signature
- 5

■■■■■■■■■■■■■■■ Card information update/continued use

Check this if updating details on your residence card or continuing to use existing card
- 6

■■■ Full name

Write in katakana for foreign names. Some forms accept romaji.
- 7

■■■■■■■ Return and reissue

Check if returning old documents and requesting new ones
- 8

■■■■■ Phonetic reading (katakana)

Write the katakana reading of your name. For foreign names, this IS your name in katakana.
- 9

■■■■■■■■■■■■■■■ Meiji■Taisho■Showa■Heisei■Reiwa■Western calendar

Select the era type for your birth date: Japanese imperial eras or Western calendar year
- 10

ID■■■■■■■■■■■■■■■■■■■■ Signature
- 11

■■■■■■■■■■■■■■■ Card information update/continued use

Check this if updating details on your residence card or continuing to use existing card
- 12

■■■ Full name

Write in katakana for foreign names. Some forms accept romaji.
- 13

■■■■■■■ Return and reissue

Check if returning old documents and requesting new ones
- 14

■■■■■ Phonetic reading (katakana)

Write the katakana reading of your name. For foreign names, this IS your name in katakana.
- 15

■■■■■■■■■■■■■■■ Meiji■Taisho■Showa■Heisei■Reiwa■Western calendar

Select the era type for your birth date: Japanese imperial eras or Western calendar year

Page 1 of 1

- 5

■■■■■■■■■■ — Instructions (Part 1/3)

- 1 ■■■■■■■■■■(MN■■■■)■■■■■(MN■■■■)■■■■ / ■■■■■■■■■■
■Map verification ■National Health Insurance (eligibility certificate (no MN registration))■notification (MN registration exists)■collection/manual■postal collection
- 2 ■■■■ Employee ID card
Check this box if you're submitting an employee ID card as supporting identification documentation.
- 3 [■■■■■]■■■■■ Other
- 4 ■■■■■■■■■■ ■ Child Allowance (Information)
Check this box if you want information about child allowance benefits for dependent children
- 5 ■■■■■■■■■■ My Number Card / My Number Card / My Number
- 6 ■■■■ ■ Student ID card
Check this box if you have a student ID card as proof of identity/status
- 7 ■■■■[■■■■■]■■■■■ Special provision / Pension
- 8 ■■■■■■■■■■ ■ Child Medical Care (Information)
Check this box if you want information about child medical care subsidies/programs in your municipality
- 9 ■■■■■■ ■ Driver's license
Check this box if you're providing your driver's license as identification
- 10 ■■■■■■ Pension
- 11 ■■ All
Select this option when requesting all records or information available
- 12 ■■■■■■■■■■ School enrollment notification (guidance)
Check this box if you need information about school enrollment procedures for children in your household
- 13 ■■■■■■ ■ New individual number
Check this box if you need to be assigned a new My Number (individual number) - typically for first-time foreign residents who haven't received one yet.
- 14 ■■■■■■■■■■ ■Driving record certificate
Check this box if you have a driving record certificate (issued to those who surrendered their driver's license) as an acceptable form of ID
- 15 ■■■■ ■Medical examination card
Check this box if you need to update your address on medical examination cards/patient cards at hospitals or clinics.

■■■■■■■■ — Instructions (Part 2/3)

- [illegible]

- Generated 2026-02-10 from github.com/wkesner/japan-forms | Not an official government document

■■■■■■■ — Footer & Notes

- 1

■■■ 1.1
- 2

■■■■■■■■■ Seal (inkan / hanko)
- 3

■■■■■■■■■■■ Qualification
- 4

■■■8■1■5■■■■■ Revised edition January 5, 2026 (Reiwa 8)

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^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

Jiminhy 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?