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Itabashi — ■■■■■ — 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

-  [Mail-in application method]
This is a section header explaining how to submit forms by mail
 -  ①③④ Please place the following items ①-③ in envelope ④ and send to Itabashi Ward Office Family Registration and Resident Services Division.
This is an instruction for submitting documents - follow the numbered steps to
mail your application

■■■■■ — Who Is Filing

1 ■■■■■ Certificate of Moving Out / polite verb ending / Moving out

2 ① ■■■■■ Moving out

3 ■■■■■ Do not use erasable ink ballpoint pens.
Use permanent ink pens only - erasable pens are not allowed on official forms

— Addresses

- 1 ② [REDACTED] Identity verification documents / Applicant / Person filing the form
- 2 [REDACTED] Please attach a copy of A or B below.
Look for sections A and B on the form and attach copies of the required documents from either section
- 3 [REDACTED] My Number Card (with photo): Copy front side only
Only photocopy the front of your My Number Card - never copy the back side as it contains sensitive information
- 4 [REDACTED] A: Only one item required - Basic Resident Register Card (with photo), Driver's License, or Residence Card: Copy both front and back sides
Choose ONE document from the three options and photocopy both sides. Bring original and copies.
- 5 [REDACTED] Other photo ID issued by government agencies such as passport
Acceptable documents include passport, driver's license, My Number card, or other government-issued photo identification

— Person Table

- 1 Other photo ID issued by government agencies such as passport
Acceptable documents include passport, driver's license, My Number card, or other government-issued photo identification
 - 2 Basic Pension Number / Long-term Care Insurance / Health insurance card
 - 3 Change / Seal (inkan / hanko)
 - ④ ③ Envelope with ¥110 postage stamp (for standard envelope) affixed and return address filled in
Prepare a self-addressed stamped envelope with ¥110 postage for document return by mail
 - 5 110 300
For express delivery, a 410 yen stamp is required (110 yen + 300 yen express fee). *Rates as of October 1, Reiwa 6 (2024). Only needed if you want documents sent by express mail instead of regular mail
 - 6 For non-standard mail or certified mail delivery, please affix stamps of the prescribed fee.
Only needed if you want special delivery for documents sent to you
 - 7 Certificate of Moving Out / My Number (Individual Number) / My Number
 - 8 Please write the required information on the return envelope and affix postage. We cannot be held responsible for mail delivery accidents or non-delivery
If requesting documents by mail, prepare a self-addressed stamped envelope with proper postage
 - 9 Certificate of Moving Out / Cannot/Not possible / polite verb ending
 - 10 My Number Card / Certificate of Moving Out / My Number Card

— ID & Documents

- 1 [REDACTED]

2 ④ [REDACTED] Postage stamp

3 [REDACTED] Postage stamp

4 ● [REDACTED] Important Notes

5 [REDACTED]
Please sign your name / Applicant / Person filing the form / Full name

6 [REDACTED] Cannot/Not possible / Cannot/Not possible

 — Instructions

1

 Moving out / Seal (inkan / hanko)

2

 Please include and process.

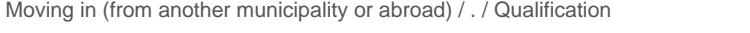
3

 National Health Insurance / Moving out / Qualification

4

 Please enclose with the sealed letter in ④.

5

 Moving in (from another municipality or abroad) / . / Qualification

6

 My Number Card / My Number Card / My Number

 — Footer & Notes

- 1  Moving in (from another municipality or abroad)
- 2  Certificate of Moving Out / My Number (Individual Number) / My Number
- 3  Please write the required information on the return envelope and affix postage. We cannot be held responsible for mail delivery accidents or non-delivery.
- 4  My Number Card / My Number Card / My Number Card
- 5  polite verb ending / Moving out / Processing
- 6  My Number Card / My Number Card / My Number Card
- 7  Previous address / Head of household / polite verb ending

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



Mainanbō wa itsu todokimasu ka?

When will my My Number arrive?