

Could not embed original form: No module named 'pypdf'

# Minato — ■■■■■■ — 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  To the Mayor of Minato Ward
- 2  Resident Registration Change Form
- 3  Date of filing  
Today's date. Use Japanese calendar or Western calendar.
- 4  Date of move / change  
The date you actually moved into your new address — NOT your arrival date in Japan if different.
- 5   
I have confirmed that there are no errors in the content below and attached documents.  
This is a confirmation statement - check it after reviewing all your form entries and documents are correct.
- 6  Reception Number

Who Is Filing (Part 1/2)

- 1

Reiwa

This refers to the current Japanese era name (started May 1, 2019) - leave blank as it's typically pre-printed on forms or will be filled by office staff
- 2

Reiwa

This refers to the current Japanese era name (started May 1, 2019) - leave blank as it's typically pre-printed on forms or will be filled by office staff
- 3

Seal (inkan / hanko)
- 4

Western calendar \_\_\_\_year \_\_\_\_month \_\_\_\_day Western calendar \_\_\_\_year \_\_\_\_month \_\_\_\_day

Fill in dates using the Western calendar (e.g., 2024) rather than the Japanese era calendar system.
- 5

Applicant / Person filing the form / Signature
- 6

Moving in (from another municipality or abroad)
- 7

Recipient

Write the name of the person who will receive the residence certificate or documents related to this registration change.
- 8

3046

Residence status / Visa type / Moving in (from another municipality or abroad) / Moving out
- 9

My Number (Individual Number) / Moving in (from another municipality or abroad)
- 10

Phonetic reading

Write the phonetic reading (furigana) of your name in katakana characters above where you wrote your name in kanji/Chinese characters
- 11

Household Head Household Member Representative

Check one box to indicate your relationship to the household - select "Household Head" if you're the primary resident, "Household Member" if you're joining an existing household, or "Representative" if filing on behalf of someone else.
- 12

Applicant / Person filing the form
- 13

Attached Map Confirmation

Check this box if you've confirmed the attached residential map/diagram showing your new address location
- 14

Katakana

Write your name in katakana characters (the phonetic script used for foreign names in Japanese)
- 15

New household head

Enter the name of the person who will be the new head of household after the move/change

■■■■■ — Who Is Filing (Part 2/2)

---

1 ■■■■■■ Address



■■ — Addresses (Part 2/3)

- 1

■■■■■■■■■ Year Month Day

Fill in the date using the Japanese calendar year (e.g., Reiwa 6 for 2024) or Western calendar year as accepted by your municipality
- 2

■■■■■■■ Moving in (from another municipality or abroad)
- 3

■■■■■■■ ■ Identity document

Check this box and attach a copy of your passport, residence card, or other official photo ID as required by your municipality.
- 4

■■■■■ Phonetic reading (katakana)

Write the katakana reading of your name. For foreign names, this IS your name in katakana.
- 5

■■■ National Health Insurance

Check this box if you need to enroll in or make changes to Japan's National Health Insurance (kokumin kenkou hoken)
- 6

■■■■■■■■■■■■■■■■■■■ Late-stage elderly long-term care insurance child allowance card presence/priority

N/A - this appears to be a truncated or corrupted label mixing unrelated benefit categories
- 7

No. No.
- 8

■■■ Relationship to head of household

See relationship terms table.
- 9

■■■■■■■■■ Date of Birth

Enter your birth date in the Japanese format: year/month/day (often using the Japanese calendar era system like Reiwa, Heisei, etc.)
- 10

■■■ Gender

■ (otoko) = Male, ■ (onna) = Female. Circle the appropriate one.
- 11

■■■■■ My Number (Individual Number)

12-digit number. Leave blank on first registration — it will be mailed to you after.
- 12

■■■■■ Application destination

Write the name of the municipal office or ward office where you're submitting this form
- 13

■■■■■■■■■■■■■■■■■ Full name
- 14

■■■■■■■■■ National Pension Category

Select your pension category (typically Category 1 for self-employed/unemployed, Category 2 for company employees, Category 3 for dependent spouses)
- 15

■■■■■■■ Basic Pension Number

Enter your Japanese pension number if you have one; leave blank if you haven't enrolled in the pension system yet

■■ — Addresses (Part 3/3)

---

- 1

2■■■ Document No. 2
- 2

■■■ Yes/Yes/English

This appears to be checkbox options - likely indicating "Yes" responses to two questions and possibly a language preference for "English"



Person Table (Part 1/6)

- 1

Yes/Yes/English

This appears to be checkbox options - likely indicating "Yes" responses to two questions and possibly a language preference for "English"
- 2

Return/Surrender - ( ) Yes/No

Check "Yes" if you need to return documents like residence card or health insurance card, "No" if not applicable
- 3

Presence/Absence

Check the appropriate box to indicate whether the item applies to you or not (Yes/No)
- 4

Presence/Absence

Check the appropriate box to indicate whether the item applies to you or not (Yes/No)
- 5

Presence/Absence

Check the appropriate box to indicate whether the item applies to you or not (Yes/No)
- 6

Taish, Shwa, Heisei, Reiwa, Western Calendar

Select the appropriate era system for dates - use Western Calendar ( ) for standard year format like 2024
- 7

Health insurance card
- 8

Head of household

Write the name of the person who is registered as the head of the household you're joining or leaving
- 9

Pension handbook, etc.

Check this box and bring your pension handbook ( ) or other pension-related documents if you have them
- 10

Change of Recorded Information

Check this box if you're updating existing information in your residence record (like name change due to marriage) rather than moving addresses
- 11

Year Month Day

Write the date in Japanese format (year/month/day) using Arabic numerals, typically the date you're submitting the form.
- 12

None/None/Notification

This appears to be a checkbox or field code - likely leave blank or check "none" if you don't have the applicable documentation or notifications.
- 13

No. 1 Optional

This indicates an optional field numbered "1" - fill out if applicable to your situation, but you can leave blank if it doesn't apply.
- 14

Other

Check this box if your situation doesn't fit the other provided categories on the form.
- 15

(blank field for writing)

Person Table (Part 2/6)

- 1

Yes/Yes/English

This appears to be checkbox options - likely indicating "Yes" responses to two questions and possibly a language preference for "English"
- 2

Return/Surrender - ( ) Yes/No

Check "Yes" if you need to return documents like residence card or health insurance card, "No" if not applicable
- 3

Presence/Absence

Check the appropriate box to indicate whether the item applies to you or not (Yes/No)
- 4

Presence/Absence

Check the appropriate box to indicate whether the item applies to you or not (Yes/No)
- 5

Presence/Absence

Check the appropriate box to indicate whether the item applies to you or not (Yes/No)
- 6

Taish, Shwa, Heisei, Reiwa, Western Calendar

Select the appropriate era system for dates - use Western Calendar ( ) for standard year format like 2024
- 7

Letter of proxy / Power of attorney
- 8

Change of Recorded Information

Check this box if you're updating existing information in your residence record (like name change due to marriage) rather than moving addresses
- 9

Year Month Day

Write the date in Japanese format (year/month/day) using Arabic numerals, typically the date you're submitting the form.
- 10

None/None/Notification

This appears to be a checkbox or field code - likely leave blank or check "none" if you don't have the applicable documentation or notifications.
- 11

No. 1 Optional

This indicates an optional field numbered "1" - fill out if applicable to your situation, but you can leave blank if it doesn't apply.
- 12

Yes/Yes/English

This appears to be checkbox options - likely indicating "Yes" responses to two questions and possibly a language preference for "English"
- 13

Return/Surrender - ( ) Yes/No

Check "Yes" if you need to return documents like residence card or health insurance card, "No" if not applicable
- 14

Presence/Absence

Check the appropriate box to indicate whether the item applies to you or not (Yes/No)
- 15

Presence/Absence

Check the appropriate box to indicate whether the item applies to you or not (Yes/No)

Person Table (Part 3/6)

- 1

Presence/Absence

Check the appropriate box to indicate whether the item applies to you or not (Yes/No)
- 2

Taish, Shwa, Heisei, Reiwa, Western Calendar

Select the appropriate era system for dates - use Western Calendar ( ) for standard year format like 2024
- 3

School

Check this box if the move involves a school-age child who needs school transfer procedures
- 4

Child Allowance

Check this box if you're applying for or need to update child allowance benefits for dependent children under 15
- 5

Change of Recorded Information

Check this box if you're updating existing information in your residence record (like name change due to marriage) rather than moving addresses
- 6

Year Month Day

Write the date in Japanese format (year/month/day) using Arabic numerals, typically the date you're submitting the form.
- 7

None None Notification

This appears to be a checkbox or field option indicating "no notification required" - select this if no notification to other parties is needed for your residence change.
- 8

No. 1 Optional

This indicates an optional field numbered "1" - fill out if applicable to your situation, but you can leave blank if it doesn't apply.
- 9

Signature
- 10

Yes / Yes / English-Chinese

These appear to be checkbox options or language preferences - select "Yes" for applicable items and choose your preferred language support (English-Chinese likely indicates bilingual assistance available).
- 11

Seal (inkan / hanko)
- 12

Presence/Absence

Check the appropriate box to indicate whether the item applies to you or not (Yes/No)
- 13

Presence/Absence

Check the appropriate box to indicate whether the item applies to you or not (Yes/No)
- 14

Presence/Absence

Check the appropriate box to indicate whether the item applies to you or not (Yes/No)
- 15

Return/Surrender - ( ) Yes/No

Check "Yes" if you need to return documents like residence card or health insurance card, "No" if not applicable

Person Table (Part 4/6)

- 1

Taish, Shwa, Heisei, Reiwa, Western Calendar

Select the appropriate era system for dates - use Western Calendar ( ) for standard year format like 2024
- 2

Change of Recorded Information

Check this box if you're updating existing information in your residence record (like name change due to marriage) rather than moving addresses
- 3

Year    Month    Day

Write the date in Japanese format (year/month/day) using Arabic numerals, typically the date you're submitting the form.
- 4

Other

Check this box if your situation doesn't fit the other provided categories on the form.
- 5

None/None/Notification

This appears to be a checkbox or field code - likely leave blank or check "none" if you don't have the applicable documentation or notifications.
- 6

1

 No. 1    Optional

This indicates an optional field numbered "1" - fill out if applicable to your situation, but you can leave blank if it doesn't apply.
- 7

(blank field for writing)
- 8

Yes/Yes/English

This appears to be checkbox options - likely indicating "Yes" responses to two questions and possibly a language preference for "English"
- 9

(            )

 Return/Surrender - ( ) Yes/No

Check "Yes" if you need to return documents like residence card or health insurance card, "No" if not applicable
- 10

Presence/Absence

Check the appropriate box to indicate whether the item applies to you or not (Yes/No)
- 11

Presence/Absence

Check the appropriate box to indicate whether the item applies to you or not (Yes/No)
- 12

Presence/Absence

Check the appropriate box to indicate whether the item applies to you or not (Yes/No)
- 13

Taish, Shwa, Heisei, Reiwa, Western Calendar


Select the appropriate era system for dates - use Western Calendar ( ) for standard year format like 2024
- 14

Certificate issuance history
- 15

Change of Recorded Information

Check this box if you're updating existing information in your residence record (like name change due to marriage) rather than moving addresses

1 ■■■■■■ Year Month Day

2  None/None/Notification  
This appears to be a checkbox or field code - likely leave blank or check "none" if you don't have the applicable documentation or notifications.

My Number (Individual Number) / Moving out

Confirmation Time

  Confirming Officer

Confirmation Time



  Confirming Officer

My Number (Individual Number)



My Number (Individual Number)

1   $\Rightarrow$         1 Yes  $\Rightarrow$  In use  Temporarily suspended

4 Available  $\Rightarrow$  In use ■ Temporarily suspended

13   None⇒Abolished/etc.

Select this if your previous address had no house number or if the address system was abolished/changed

14   None⇒Abolished/etc.  
Select this if your previous address had no house number or if the address system was abolished/changed

Confirmation Time

■■■ — Person Table (Part 6/6)

- 1

■■■

Confirming Officer
- 2

■■■■■

Confirmation Time
- 3

■■■

Confirming Officer
- 4

■■■■■■■■■■■

My Number (Individual Number)
- 5

■■■■■■■■■■■

My Number (Individual Number)
- 6

■■■

Remarks column

Leave blank unless you have special circumstances to note - municipal staff will fill this if needed

■■■■■■■ — ID & Documents

- 1

2■■⇒■■■■■■■■■2 Available⇒In operation■■Temporarily suspended
- 2

5■■⇒■■■■■■■■■5 Available ⇒ In Use■■Temporarily Suspended
- 3

■■⇒■■■■None⇒Abolished/etc.  
Select this if your previous address had no house number or if the address system was abolished/changed
- 4

■■⇒■■■■None⇒Abolished/etc.  
Select this if your previous address had no house number or if the address system was abolished/changed
- 5

■■■■■■■■■■■■■■■■My Number (Individual Number)
- 6

■■■■■■Confirmation Time
- 7

■■■■Confirming Officer
- 8

■■■■■■■■Head of Household Residence Established Date  
Enter the date when the head of household first established residence at this address (format: year/month/day)
- 9

■■■■■■■■■■YearMonthDay  
Fill in the date using the Japanese calendar year (e.g., Reiwa 6 for 2024) or Western calendar year as accepted by your municipality
- 10

3■■⇒■■■■■■■■■3 Available⇒In operation■■Temporarily suspended
- 11

■■Reception/Received  
N/A (this is for office use only - staff will stamp/fill this section when they receive your form)
- 12

■■Input
- 13

■■Review/Examination  
N/A (this is a section header for municipal office use during application processing)
- 14

■■■■Final Confirmation
- 15

■■⇒■■■■None⇒Abolished/etc.  
Select this if your previous address had no house number or if the address system was abolished/changed

Point and show these to ward office staff

## 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

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?