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Bunkyo — ■■■■■■ — 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

National Health Insurance

Japan's public health insurance for self-employed, unemployed, and those not covered by employer insurance. Enrollment is mandatory.
- 2

Reception former surname

Staff use only - do not fill in
- 3

Processing
- 4

National health insurance card mail delivery support

Check this box if you need your national health insurance card mailed to you
- 5

Visa status

Check appropriate box for your current residence status/visa type
- 6

Notification completed

Staff use only - do not fill in
- 7

Occupation

Write your job title or profession (e.g., "Teacher," "Engineer," "Student," "Company Employee")
- 8

Example of address change notification / Moving within the same municipality / To do/perform
- 9

Identity verification documents: 1 item - Individual Number Card, Residence Card copy, Driver's License, Career History, Passport, Official ID, Residence

You need to provide one form of identification from the listed options (Individual Number Card, Residence Card, driver's license, passport, etc.) and check the appropriate box.
- 10

Qualification
- 11

Address change 1 2 3 4 External Return 1 2 3 4

Staff use only - do not fill in

Who Is Filing (Part 1/2)

- 1

To the Mayor of Bunkyo Ward
- 2

Verification 2 items: Residence card noneIDInsurancePensionLong-term careBankMedicalCreditSchoolOther ()

Check the boxes for 2 types of documents you're bringing to verify your identity/address, such as residence card, insurance card, pension book, etc.
- 3

Later Date 1 2 3 4 Receipt Yes/No

Check " " (yes) if you received documents later, or " " (no) if not applicable. Numbers may indicate which documents were received.
- 4

Input

Staff use only - do not fill in
- 5

New symbol number

Enter the new identification number assigned to your household or individual record
- 6

Individual Residence Card Already Obtained Individual Card Application

Check this if you already have a residence card and are applying for an individual number card (My Number card)
- 7

Applicant / Person filing the form
- 8

Health insurance card
- 9

Continuation/Renewal 1 2 3 4 ID 1 2 3 4
- 10

Verification

Staff use only - do not fill in
- 11

Former reference number

Enter your previous identification number from your old municipality or document
- 12

Bunkyo Taro

This appears to be an example name showing the format (surname first, then given name) - replace with your actual name in this order.
- 13

Later 1 2 3 4 ID mail delivery 1 2 3 4

These appear to be checkboxes for scheduling ID document delivery by mail - check the appropriate numbered option if you want your ID mailed later rather than receiving it immediately.
- 14

Applicant / Person filing the form / To do/perform
- 15

Health insurance card

Who Is Filing (Part 2/2)

- 1

Full name

Write in katakana for foreign names. Some forms accept romaji.
- 2

Reissue 1 2 3 4 Blank Complete 1 2 3 4

Staff use only - do not fill in
- 3

CS confirmation

Staff use only - do not fill in
- 4

Return/Surrender 1 2 3 4

Check boxes to indicate which items you're returning (e.g., residence card, health insurance card, etc.)
- 5

12

Phone number / Mobile phone / Home address

■ ■ — Addresses (Part 1/2)

[illegible]

■ ■ — Addresses (Part 2/2)

- 1 ☐ Entire section/All items (cannot be accepted/processed if incomplete)
Staff use only - do not fill in

 - 2 ☐ Late-stage elderly (75+)
Medical insurance category for those 75 and older. Different system from regular National Health Insurance.

 - 3 ☐ From Reiwa ☐/3/1 Reiwa ☐/3/1
Fill in the year (replace ☐ with actual year numbers) for the start and end dates of your residence period, both showing March 1st of the Reiwa era years.

 - 4 ☐ Special provision
Check this box if special circumstances apply to your registration

 - 5 ☐ Partial · Partial
This likely refers to partial move options - check with staff for which applies to your situation

 - 6 ☐ New address / Address

 - 7 ☐ BUNKYOU TAROU
This appears to be a sample name written in katakana - replace with your own name in katakana characters.

 - 8 ☐ Phonetic reading (katakana)
Write the katakana reading of your name. For foreign names, this IS your name in katakana.

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

 - 10 ☐ Pension
Select your pension type (National Pension, Employee Pension, etc.)

 - 11 ☐ Head of household

■■■ — Person Table (Part 1/5)

- 1 Head of household
- 2 1 Prefecture
- 3 ☐ Long-term Care Insurance
Insurance for elderly care services. Mandatory for residents 40+. Premiums deducted with health insurance.
- 4 ☐ Tokyo
Write the full name of Tokyo prefecture or specific Tokyo ward/city
- 5 Bunkyo Taro
This appears to be an example name showing the format (surname first, then given name) - replace with your actual name in this order.
- 6 Prefecture
Select your prefecture (state-level administrative division) from the dropdown or write the name
- 7 Previous address / Address
- 8 ☐ ☒ Head of household
- 9 ☐ School affairs
Related to school enrollment. Staff will update school district records if you have children.
- 10 Prefecture
- 11 ☐ Tokyo
Write the full name of Tokyo prefecture or specific Tokyo ward/city
- 12 ☐ Disability welfare
Abbreviation for (disability welfare). Staff use for updating disability services records.
- 13 Prefecture
Select your prefecture (e.g., Tokyo-to, Osaka-fu, Kyoto-fu, or other -ken)
- 14 ☐ National Pension
Japan's basic pension system. Mandatory for residents aged 20-59. Monthly premium ~¥16,980.
- 15 ☐ National Health Insurance and Long-term Care
Checkbox for services requiring notification of address change

Person Table (Part 2/5)

- 1

Full name / Person who
- 2

Date of birth

Format: (year) (month) (day). Use Japanese calendar (/) or Western year.
- 3

Relationship to head of household

See relationship terms table.
- 4

Date of residence establishment

Enter the date you officially established residence at this address
- 5

Moving in (from another municipality or abroad)
- 6

Qualification

Refers to your legal status or eligibility (e.g., resident status, insurance qualification)
- 7

Basic Pension Number

Enter your Japanese pension number if you have one; leave blank if you haven't enrolled in the pension system yet
- 8

Qualification/Status

This appears to be incomplete text - verify the correct field label with staff
- 9

Relationship to head of household
- 10

BUNKYOU TAROU

This appears to be a sample name written in katakana - replace with your own name in katakana characters.
- 11

Taish Sh wa Heisei Reiwa Western calendar

Select the era type for your date of birth or other dates on the form
- 12

Head of household

Write the name of the person who is registered as the head of the household you're joining or leaving
- 13

Phonetic reading (katakana)
















Write the katakana reading of your name. For foreign names, this IS your name in katakana.
- 14

Yes Yes Yes New
















This appears to be a data entry error or test text - consult staff if this appears on your form
- 15

To do/performance










■■■ — Person Table (Part 3/5)

- 1  Husband/Wife/Child
Select your relationship to the head of household
 - 2  Full name
Write in katakana for foreign names. Some forms accept romaji.
 - 3  1A Optional/Discretionary
Staff use only - do not fill in
 - 4  Bunkyo Taro
This appears to be an example name showing the format (surname first, then given name) - replace with your actual name in this order.
 - 5  • (bullet points/list markers)
 - 6  • (bullet points/list markers)
 - 7  Other
Use this section for any additional information not covered in other fields
 - 8  None 2 ()
Check this box if option 2 does not apply to you
 - 9  None/None/None/Re
This appears to be a processing code or abbreviation - leave blank unless instructed by staff
 - 10  Do not
This typically appears before other text to indicate something should not be done or does not apply
 - 11  11111 Female
This appears to be a pre-filled example or code. Check with staff if you need to fill this field.
 - 12  (blank field/parentheses for filling in information)
 - 13  0
Residence Card / Residence status / Visa type / Period of stay
 - 14  ()
Nationality / Region / Head of family register
 - 15 
Resident Registry Code
11-digit code assigned to each resident. Different from My Number. Usually not needed by applicants.

■■■ — Person Table (Part 4/5)

- 1  This appears to be incomplete text - consult staff if you need to provide your resident card code
 - 2  Phonetic reading (katakana) / Full name / Moving within the same municipality
 - 3  Heisei era, Reiwa era
Select the appropriate era period for your date entry - Heisei (1989-2019) or Reiwa (2019-present)
 - 4  Moving in (from another municipality or abroad)
 - 5  Male/Husband ☐ Wife ☐ Child
Select relationship to head of household from the options provided
 - 6  Yes/Yes/Yes
This appears to be a checkbox or selection field with three 'Yes' options - check with staff for clarification
 - 7  Full name
Write in katakana for foreign names. Some forms accept romaji.
 - 8  To do/performance
 - 9  Other
Use this section for any additional information not covered in other fields
 - 10  1A designation
Staff use only - do not fill in
 - 11  May be omitted
This field is optional - you can leave it blank if desired
 - 12  • (bullet points/list markers)
 - 13  • (bullet points/list markers)
 - 14  None 2 ()
Check this box if option 2 does not apply to you
 - 15  None/Not applicable
This appears to be a placeholder or indicates no entry is required for this field

■■■ — Person Table (Part 5/5)

- 1  Female ()
Check this box if you are female; the parentheses are for additional notes if needed
- 2  • (bullet points/list markers)
- 3  Do not
This typically appears before other text to indicate something should not be done or does not apply
- 4 
Residence Card / Residence status / Visa type / Period of stay
- 5  () Nationality / Region / Head of family register
- 6  Resident Registry Code
11-digit code assigned to each resident. Different from My Number. Usually not needed by applicants.
- 7  Same as 1
Check this box or write this phrase if your information is identical to what you filled in field #1
- 8  Same as 1
Check this box or write this phrase if your information is identical to what you filled in field #1

■■■■■■■ — ID & Documents (Part 1/3)

- 1

■■■■■■■■■■■ Taish■■■Sh■■wa■■Heisei■■Reiwa■■Western calendar

Select the era type for your date of birth or other dates on the form
- 2

■■■■■■■■■ Heisei · Reiwa

Choose the appropriate era name - use "Reiwa" for dates from May 1, 2019 onward, or "Heisei" for earlier dates
- 3

■■■■■ Phonetic reading (katakana)

Write the katakana reading of your name. For foreign names, this IS your name in katakana.
- 4

■■■■■■■■■ Moving in (from another municipality or abroad)
- 5

■■■■■■■ Male/Husband■■Wife■■Child

Select relationship to head of household from the options provided
- 6

■■■ Yes/Yes/Yes

This appears to be a checkbox or selection field with three 'Yes' options - check with staff for clarification
- 7

■■■ Full name

Write in katakana for foreign names. Some forms accept romaji.
- 8

■■■ To do/perfor
- 9

■■■ Other

Use this section for any additional information not covered in other fields
- 10

■■■ 1A designation

Staff use only - do not fill in
- 11

■■■■■ • (bullet points/list markers)
- 12

■■■■■■■ • (bullet points/list markers)
- 13

■■2■■■ None 2 ()

Check this box if option 2 does not apply to you
- 14

■■■ None/Not applicable

This appears to be a placeholder or indicates no entry is required for this field
- 15

■■■■■■■■■ Female ()



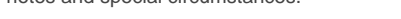




Check this box if you are female; the parentheses are for additional notes if needed

■■■■■ — ID & Documents (Part 2/3)

- 1  • (bullet points/list markers)
 - 2  Do not
This typically appears before other text to indicate something should not be done or does not apply
 - 3  Nationality / Region / Residence status / Visa type / Period of stay
 - 4  Resident Registry Code
11-digit code assigned to each resident. Different from My Number. Usually not needed by applicants.
 - 5  Same as 1 and 2
This indicates you should copy the same information you provided in fields 1 and 2 above
 - 6  Taisho Shwa Heisei Reiwa Western calendar
Select the era type for your date of birth or other dates on the form
 - 7  Heisei Reiwa
Choose the appropriate era name - use "Reiwa" for dates from May 1, 2019 onward, or "Heisei" for earlier dates
 - 8  Phonetic reading (katakana)
Write the katakana reading of your name. For foreign names, this IS your name in katakana.
 - 9  Moving in (from another municipality or abroad)
 - 10  Male/Husband Wife Child
Select relationship to head of household from the options provided
 - 11  Yes/Yes/Yes
This appears to be a checkbox or selection field with three 'Yes' options - check with staff for clarification
 - 12  Full name
Write in katakana for foreign names. Some forms accept romaji.
 - 13  To do/performance
 - 14  Other
Use this section for any additional information not covered in other fields

14 Same as 1, 2, and 3

■■■■■■■■ — Instructions

- 1  Seal (inkan / hanko)
 - 2  Remarks
Leave blank unless specifically instructed by city office staff - used for official notes and special circumstances.
 - 3  → Regarding primary/transfer (moving in/residence/moving out) →
Check the appropriate box to indicate your type of residence change (moving in, establishing residence, or moving out)
 - 4  Head of household / Relationship to head of household / Remarks / Notes
 - 5  Registered domicile (family register location)
 - 6  Head of family register
 - 7  Last registered address
Enter the address where you were most recently registered in Japan's residence registration system

COUNTER PHRASES

FINDING THE COUNTER

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52

Sumimasen, jimin tōroku no madoquchi 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

[illegible]

Kaigai kara hajimete tennyu shimasu

[I'm registering for the first time from abroad](#)

FROM ANOTHER WARD

[illegible]

■■-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

[illegible]

Kiny^h h^h wo oshiete itadakemasu ka?

Could you help me fill this out?

REQUESTING RESIDENCE CERTIFICATE

[illegible]

J■minhy■ mo onegai shitai no desu ga

I'd also like a Certificate of Residence, please

ASKING ABOUT MY NUMBER

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

Mainanb■ wa itsu todokimasu ka?

When will my My Number arrive?