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# Sumida — ■■■■■ — 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

## ■■■■■ — Who Is Filing

1 ■■■■■ How to check processing status on MynaPortal

This is informational text explaining how to track your application online

## ■ — Addresses

- 1 STEP01 STEP01
- 2 STEP02 STEP02
- 3 STEP03 STEP03
- 4  Log in to My Number Portal and  
Access the official government digital service portal using your My Number card
- 5  From "Things to do"
- 6  Moving out
- 7  Select "Action to take"  
Choose from the list of available procedures (e.g., moving in, moving out, address change)
- 8  Select "Moving"  
Check this option if you are moving residences
- 9  Confirm that it shows 'Complete'  
Staff use only - do not fill in

## ■■■ — Person Table

- 1 ●●●●● ●● Prefecture ●● City  
Fill in your actual prefecture and city names where the ● symbols appear
- 2 ■■■ Moving/Relocation  
Check this if you are moving to a new address
- 3 ■■■■■ Completed  
Staff use only - do not fill in
- 4 ■■■■■■■■■■■■■■■■■■ Updated [Year]/[Month]/[Day]  
Staff use only - do not fill in
- 5 ●●●●●■■■■■■■■■■■■ From ●● City, ●● Prefecture to Sumida, Tokyo  
This indicates a move from another city/prefecture to Sumida ward in Tokyo
- 6 ■■■■■■■■■■■■ If processing,  
Staff use only - do not fill in
- 7 ■■■■■■■■■■■■ Updated 202■/■/■ at ■:■  
Staff use only - do not fill in
- 8 ■■ To [ward name]  
This indicates movement to a ward - the ward name should be written before ■
- 9 ■■■■■ Moving in (from another municipality or abroad)
- 10 ■■■■■ Cannot/Not possible  
This typically appears as a status or instruction indicating something cannot be done or is not applicable

## 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?