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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

■■■■■ — Header & Dates

1

■■■■■ Those who completed procedures online via MyNa Portal

Check this if you used the MyNa Portal website to submit this form online

2

■■■■■ My Number Portal / Moving out / Reception / Received

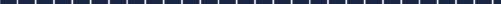
■■■■■ — Who Is Filing

1 ■■■■■ Completed / Cannot/Not possible / Moving in (from another municipality or abroad)

2 ■■■■■ Required documents
This section lists what documents you need to bring - gather all items before visiting the office

3 ①■■■■■ My Number Card of person who moved
Bring the My Number Card of the person who changed residence

— Addresses

- ①  My Number Card of person who moved
Bring the My Number Card of the person who changed residence
 - 2  My Number Card / My Number Card / My Number Card
 - 3 
Fill out the yellow 'Residence Change Notification Form' available at the counter and submit
This is an instruction - ask staff for the yellow form, fill it out completely,
then submit it at the counter

— Person Table

- 1 Required documents
This section lists what documents you need to bring - gather all items before visiting the office

2 ① Resident Registration Change Notification Form
This is the main form title for reporting changes in residence status

3 ② My Number Card (Basic Resident Register Card) of person who moved
Bring the My Number Card of the person who relocated. Basic Resident Register Cards are no longer issued but still valid.

4 ③ Certificate of Moving Out / Moving out

5 ④ Certificate of Moving Out / Moving out / Person who

6 Fill out the yellow 'Residence Change Notification Form' available at the counter and submit
This is an instruction - ask staff for the yellow form, fill it out completely, then submit it at the counter

7 Required documents
This section lists what documents you need to bring - gather all items before visiting the office

8 ① Resident Registration Change Notification Form
This is the main form title for reporting changes in residence status

9 ② Certificate of Moving Out / Moving out

 — ID & Documents

- ③ [REDACTED] Identity verification documents / Applicant / Person filing the form
④ [REDACTED] Basic Resident Registration Card / My Number Card / My Number Card

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

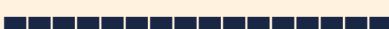
ASKING FOR ENGLISH FORM



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?