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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

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## Who Is Filing

- [illegible]

Addresses (Part 1/2)

- 1

Former Head of Household Name

Same as above

Write the name of the previous household head if you're changing households, or check the box if it's the same person as listed above
- 2

Previous address / Address
- 3

Phone number

Japanese mobile number preferred. Some forms accept overseas numbers.
- 4

My Number (Individual Number)
- 5

Relationship to the person who moved

Self/Same household member

Representative

Check "Self/Same household member" if you're filing for yourself or someone in your household, or "Representative" if filing on behalf of someone else
- 6

Please fill out information for all persons who are moving/changing residence. (For foreign nationals, please fill out according to your residence card.)  
Copy all personal information exactly as written on your residence card to avoid processing delays.
- 7

Ward/Municipal Office Entry Section

N/A (this section is filled out by government office staff, not applicants)
- 8

Re-relocation residence

period elapsed

Check this box if you're moving again after a previous relocation and the required waiting period has passed
- 9

Furigana (phonetic reading)

Write the phonetic pronunciation of your name in hiragana characters above or next to where you write your name in kanji/katakana
- 10

Health insurance card
- 11

Individual residence new new / exemption individual permit person certificate number number experience card (residence basic card passport B)
- 12

Date of birth

Format: (year) (month) (day). Use Japanese calendar ( / ) or Western year.
- 13

Relationship to head of household
- 14

Special Permanent Resident/Residence Card (Foreign Registration)

Disability Handbook

Check the first box if you have special permanent resident status or a residence card; check the second box if you have a disability handbook
- 15

Head of household

Check this box if you are the head of your household/family unit

## ■ ■ — Addresses (Part 2/2)

1 ■■■■■ Taisho ■■ Shwa ■ Heisei ■ Reiwa

These are Japanese era names - circle the era corresponding to your birth year  
(Taisho 1912-1926, Showa 1926-1989, Heisei 1989-2019, Reiwa 2019-present)

2

Country Social Insurance Number Postal Code Assets Transportation Education Status Documents Return Envelope Reference














Health insurance card



Male ■ Wife ■ Husband

Check the box that corresponds to your gender and marital role (wife or husband if married, leave both unchecked if single male)

■■■ — Person Table (Part 1/4)

**1** Present/Not Present - Nursing Care, Certification, Transportation, Postal Code, Documents, Return, Envelope, Records, Year, Records, After, Records  
Check the boxes to indicate which documents you have/don't have (nursing care insurance card, transportation cards, pension handbook, etc.)

**2** Child  
Check this box if the person being registered is a child/dependent

**3** Hearing Other  
These are likely checkboxes for special circumstances - consult with municipal staff if either applies to your situation

**4** Month Day  
Write the month and day of your move-in/move-out date in numbers

**5** Seal (inkan / hanko)

**6** ASCII/numeric

**7** (blank field for filling in information)

**8** Head of household  
Check this box if you are the head of your household/family unit

**9** Taish Shwa Heisei Reiwa  
These are Japanese era names - circle the era corresponding to your birth year (Taish 1912-1926, Shwa 1926-1989, Heisei 1989-2019, Reiwa 2019-present)

**10** Country Social Insurance Number Postal Code Assets Transportation Education Status Documents Return Envelope Reference

**11** Date of filing

**12** Male Wife Husband  
Check the box that corresponds to your gender and marital role (wife or husband if married, leave both unchecked if single male)

**13** Filed by agent/representative  
Check this box if someone other than you (like a family member or authorized representative) is submitting this form on your behalf

**14** Yes/No Year After

**15** Child  
Check this box if the person being registered is a child/dependent

[illegible]




1 ( ) ( )  
ASCII/numeric

2 ☐ ☐ ☐ ☐ Head of household  
Check this box if you are the head of your household/family unit

3 ■■■■■■ Taish■■Sh■■wa■■Heisei■■Reiwa

These are Japanese era names - circle the era corresponding to your birth year  
(Taish■■ 1912-1926, Sh■■wa 1926-1989, Heisei 1989-2019, Reiwa 2019-present)

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

5  Input Verification Endorsement  
N/A - this is administrative processing text for municipal office staff use only

6 Country Social Insurance Number Postal Code Assets Transportation Education Status Documents Return Envelope Reference

7 ☐ ☐ ☐ ☐ Male ☐ Wife ☐ Husband

Check the box that corresponds to your gender and marital role (wife or husband if married, leave both unchecked if single male)

8 ■■■■ Yes/No ■■■■ Year After ■■■■

☐ **Child**  
Check this box if the person being registered is a child/dependent

10 ■ ■ Month Day  
Write the month and day of your move-in/move-out date in numbers

11 ■■■■■■ (■) ■ Seal (inkan / hanko)

12 ( ) ( )  
ASCII/numeric

13 ☐ ☐ ☐ ☐ Head of household  
Check this box if you are the head of your household/family unit

14 ■■■■■■ Taish■■Sh■wa■■Heisei■Reiwa

These are Japanese era names - circle the era corresponding to your birth year  
(Taish■ 1912-1926, Sh■wa 1926-1989, Heisei 1989-2019, Reiwa 2019-present)

**15** ■ ■ Issuance/Issue  
This section is typically filled out by government office staff, not by you as the applicant.



3 Reception No.

4 ■ ■ Month Day

5 ■■■■■■ (■) ■ Seal (inkan / hanko)

6 ( ) ( )

6 ASCII/numeric

7 ■■■■■ Resident Certificate Application Form

8 Letter of proxy / Power of attorney

9 Full name / Relationship to head of household

Full name / Relationship to head of household

- 1 [For foreign nationals only] Regarding the display of items on residence certificate copies, etc., please circle unnecessary items. ■ If you need other items, please write them in the blank space.  
As a foreign resident, circle any items you don't want shown on official copies of your residence certificate.
- 2 ■■■■■■■■ Include / Do not include  
This is typically a checkbox option for whether to include certain information (like previous address or family members) on official records - check with city hall staff if unsure which to select.
- 3 ■■■■■■■■ ■■■■■ ■■■■■■■■■■ ■■■■■■■■ ■■■■■■■■■■■■  
Nationality / Region / Residence status / Visa type / Period of stay
- 4 ■■■■■■■■■■■■ Presence or absence of family register and head of household entry  
Check the box indicating whether your family register (koseki) and head of household information should be included on your residence certificate
- 5 ■■■■■■■■■■■■■■■■■■■■ ■■■■■■■■ My Number (Individual Number)
- 6 ■■■■ Purpose of use  
Leave this section blank - it's for government office use only to record why they're processing your registration change.
- 7 ■■■■■■■■■■■■ ■■■■ Place of employment / Employer
- 8 ■■■■ ■ CS ■■■■■■■■■■■■ (■■■) ■ C ■■■■■ Address

## COUNTER PHRASES

## FINDING THE COUNTER

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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

11 12 13 14 15 16 17 18 19 20 21 22

Eigo no y<sup>o</sup>shi wa arimasu ka?

Do you have an English version of the form?

## ASKING FOR HELP FILLING OUT

[illegible]

Kiny<sup>h</sup> h<sup>h</sup> 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?