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# Katsushika — ■■■■■■ — 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

■■■■■■■■■ Resident Registration Change Form
- 2

■■■■■■■■■ (Also serves as residence address notification)
- 3

■■■■■ Reason for Change

Select or write the reason for your address change (e.g., moving, marriage, divorce, etc.)
- 4

■■■■■ Type of Change/Category of Moving

Select the appropriate box indicating your type of residence change (moving in, moving out, address change within city, etc.)
- 5

■■■■■■■ ■■■■■■ Section Chief/Director Verification Processing Receipt

N/A - this is an administrative processing section for municipal office staff use only
- 6

■■■ Summary Court

N/A (this is likely a reference field or administrative notation, not something you need to fill out)
- 7

■■■■■■■■■ My Number (Individual Number)
- 8






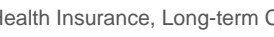


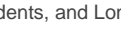

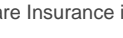



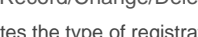









■■■■■■■■■■■ Combined National Health Insurance Change Notification

This indicates the form also serves as notification for changes to your national health insurance status - no separate action needed if you're enrolled in NHI.
- 9

■■■■■ (Former surname)

Fill in your previous surname if you changed it due to marriage, divorce, or other reasons and want it recorded alongside your current name.

## ■■■■■ — Who Is Filing (Part 1/2)

- 1  (  )   
Transfer/Special/Foreign/Transfer/Residence/Status (Transfer/Transfer/Special/Foreign/Re (Head/Household/Household/Household (Transfer/Return (E  
N/A - This appears to be corrupted or garbled text, possibly abbreviations or codes that are illegible. Contact the municipal office for clarification of the actual form fields.
  - 2  All-One-All-All-One-One  
N/A - this appears to be a form field marker or reference code rather than a field requiring input
  - 3  Combined Late-Stage Elderly Medical Care Change Notification
  - 4   
National Health Insurance, Long-term Care Insurance (for nationals), Long-term Care Insurance (for foreigners)  
Check the boxes for insurance programs you're enrolled in - typically National Health Insurance for most foreign residents, and Long-term Care Insurance if you're 40 or older.
  - 5      Moving in (from another municipality or abroad)
  - 6  Display/Delete  
N/A (this appears to be system or form layout text indicating display/deletion functions)
  - 7  Record/Change/Delete  
This indicates the type of registration action - check the appropriate box for whether you're making a new record, changing existing information, or deleting a registration.
  - 8  Resident Movement Notification for National Health Insurance and National Pension  
This is a combined form for updating both your health insurance and pension records when you move - complete all sections if you're enrolled in both systems.
  - 9 (cid:21120)(cid:21120)(cid:21120)(cid:21120) [Unreadable text - corrupted characters]
  - 10  Applicant / Person filing the form / Full name
  - 11  (  )  Please fill out by hand (in your own handwriting).  
Use a pen to write your information by hand - don't type or have someone else write it for you.
  - 12  Registration/Update/Removal  
This indicates the three types of residence registration actions - check the appropriate box for your situation (new registration, address change, or removal from registry).
  - 13  Section Section All One All One  
N/A - this appears to be garbled text or printing error on the form
  - 14  )  )   
Entry Entry Entry Registration Determination Acquisition) Residence Departure Departure Departure Attachment) Change Merger Separation Change) C  
N/A - This appears to be corrupted/garbled text, possibly from scanning errors or display issues. Contact the municipal office for a clear form.
  - 15  Regarding application for Late-Stage Elderly Medical Care (individual)  
Check this box if you're 75+ years old or have certain disabilities and need to apply for elderly medical insurance coverage.



■■ — Addresses (Part 1/3)

- 1

■■■ New address

The address you are moving TO.
- 2

■■■■■■■■■ Please circle ■

Circle the appropriate option among the choices provided
- 3

( ) ( )

ASCII/numeric
- 4

■■■ Full name
- 5

■■ ■■
- 6

■■■■■ Phonetic reading (katakana)

Write the katakana reading of your name. For foreign names, this IS your name in katakana.
- 7

■■■■■ Former household head

Enter the name of the previous household head if there was a change in who heads the household
- 8

■■■■■■■■■ My Number (Individual Number)
- 9

■■■■■■■■■ Please present if you have

This appears to be incomplete text, likely asking you to present a document you possess (such as ID, residence card, etc.)
- 10

■■■ Previous address

If coming from abroad, write your country name (e.g. ■■■■■■■■).
- 11

■■■ Address

Write in kanji if possible. Ward office staff can help you look up the correct kanji for your address.
- 12

■■■ Please.
- 13

■■■ Child/Children

List any children under 18 who are moving with you and will be registered at the same address
- 14

■■■■■■■ My Number (Individual Number)
- 15

■■■■■ Late-stage elderly (referring to the late-stage elderly healthcare system)

Check this box if you are 75 years or older and enrolled in the late-stage elderly medical care insurance system

■■ — Addresses (Part 2/3)

- 1

■■■■■ Name

Write your full name as it appears on your residence card or passport
- 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

■■■■■ Card-related matters

This section is for information about residence cards, My Number cards, or other official cards that need to be updated with your address change.
- 5

■■ Seal (inkan / hanko)

Personal seal stamp. Most ward offices accept a written signature for foreigners instead.
- 6

■■ National Health Insurance

Check this box if you need to enroll in or make changes to Japan's National Health Insurance (kokumin kenkou hoken)
- 7

■■■■■ Long-term care insurance

This section relates to Japan's mandatory long-term care insurance system - may need to provide your insurance certificate number or indicate enrollment status.
- 8

■■ School

Write the name of the school you or your children attend (if applicable), or leave blank if not attending school.
- 9

No. No.
- 10

■■■■■ Elderly Pension

Check this box if you receive elderly/senior pension benefits that may be affected by your address change
- 11

■■■■■ Benefits/Medical Care

This section is for recording eligibility for various municipal benefits and medical subsidies - leave blank if unsure, as city office staff will verify your eligibility
- 12

■■■■■■■■■■ My Number (Individual Number)
- 13

■■■■■ Phonetic reading (katakana)

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

■■■■■ Individual/Resident Registration

This is likely a section header - check the box or section that applies to individual/personal resident registration matters
- 15

■■■ Yes/No (or Have/Don't Have)

Circle or check the appropriate option based on whether the condition or item mentioned applies to your situation.

■■ — Addresses (Part 3/3)

- 1

■■ School transfer

Check this box if the move requires transferring to a different school and follow up with the education board
- 2

■■■■■■■■ Taish■■-Sh■■wa-Heisei-Reiwa

Circle the era name that corresponds to your birth year (Taish■■ 1912-1926, Sh■■wa 1926-1989, Heisei 1989-2019, Reiwa 2019-present)
- 3

■■■■ Yes/No (or Have/Don't Have)

Circle or check the appropriate option based on whether the condition or item mentioned applies to your situation.
- 4

■■■■■ Has elementary/middle school children

Check this box if you have children attending elementary or middle school who need to transfer schools due to your address change.
- 5

■■■■■■■■■■■■■■ Registration application [status indicators]

N/A - this appears to be form layout/status text rather than a field to fill
- 6

■■■■ Yes/No (or Have/Don't Have)

Circle or check the appropriate option based on whether the condition or item mentioned applies to your situation.
- 7

■■(■■■■■■■■■■) Western calendar (for foreign residents)

Use Western calendar format (YYYY/MM/DD) when filling in dates as a foreign resident
- 8

■■■■■■■■■■■■■■■■■■■■ Record Change (Brought) Collection Status - Collected/Not Collected/

N/A - this is administrative tracking text for office use
- 9

■■■■■■■ None - Grade/None

Select this option if you have no formal education or if the grade level doesn't apply to your situation.
- 10

■■■■■■■■■■■■■■No.■■■■■ Moving out
- 11

■■■■■ Month Day

Fill in the month and day using Arabic numerals (e.g., 12 25 for December 25th)



■■■ — Person Table (Part 1/6)

- 1

■■■■■ None - Grade/None

Select this option if you have no formal education or if the grade level doesn't apply to your situation.
- 2

■■■■■ Month Day

Fill in the month and day using Arabic numerals (e.g., 12 25 for December 25th)
- 3

■■■■■■■■■ National Health Insurance, Long-term Care, Late-stage Elderly Medical Care

This section relates to changes in your health insurance coverage - municipal staff will typically handle updates to these systems based on your residence change
- 4

(■■■■■) ( years old)

Write your age in numbers in the blank space provided.
- 5

■■■■■ Request for return application

Check this box if you want to apply for the return of your residence card or other documents when moving out of the municipality
- 6

■■■■■ Phonetic reading (katakana)

Write the katakana reading of your name. For foreign names, this IS your name in katakana.
- 7

■■■■■ Individual/Resident Registration

This is likely a section header - check the box or section that applies to individual/personal resident registration matters
- 8

■■■ Yes/No (or Have/Don't Have)

Circle or check the appropriate option based on whether the condition or item mentioned applies to your situation.
- 9

■■■ School transfer

Check this box if the move requires transferring to a different school and follow up with the education board
- 10

■.■.■.■ Taish■.Sh■wa-Heisei-Reiwa

Circle the era name that corresponds to your birth year (Taish■ 1912-1926, Sh■wa 1926-1989, Heisei 1989-2019, Reiwa 2019-present)
- 11

■■■ Yes/No (or Have/Don't Have)

Circle or check the appropriate option based on whether the condition or item mentioned applies to your situation.
- 12

■■■■■ Has elementary/middle school children

Check this box if you have children attending elementary or middle school who need to transfer schools due to your address change.
- 13

■■■■■■■■■ Registration application [status indicators]

N/A - this appears to be form layout/status text rather than a field to fill
- 14

■■■ Yes/No (or Have/Don't Have)

Circle or check the appropriate option based on whether the condition or item mentioned applies to your situation.
- 15

■■(■■■■■■■■■) Western calendar (for foreign residents)

Use Western calendar format (YYYY/MM/DD) when filling in dates as a foreign resident

■■■ — Person Table (Part 2/6)

- Record Change (Brought) Collection Status - Collected/Not Collected/**

  - 1** N/A - this is administrative tracking text for office use
  - 2** None - Grade/None  
Select this option if you have no formal education or if the grade level doesn't apply to your situation.
  - 3** No. Moving out
  - 4** Month Day  
Fill in the month and day using Arabic numerals (e.g., 12 25 for December 25th)
  - 5** National Health Insurance, Long-term Care, Late-stage Elderly Medical Care  
This section relates to changes in your health insurance coverage - municipal staff will typically handle updates to these systems based on your residence change
  - 6** ( ) ( years old)  
Write your age in numbers in the blank space provided.
  - 7** Request for return application  
Check this box if you want to apply for the return of your residence card or other documents when moving out of the municipality
  - 8** Phonetic reading (katakana)  
Write the katakana reading of your name. For foreign names, this IS your name in katakana.
  - 9** Individual/Resident Registration  
This is likely a section header - check the box or section that applies to individual/personal resident registration matters
  - 10** Yes/No (or Have/Don't Have)  
Circle or check the appropriate option based on whether the condition or item mentioned applies to your situation.
  - 11** School transfer  
Check this box if the move requires transferring to a different school and follow up with the education board
  - 12** Taish Shwa-Heisei-Reiwa  
Circle the era name that corresponds to your birth year (Taish 1912-1926, Shwa 1926-1989, Heisei 1989-2019, Reiwa 2019-present)
  - 13** Yes/No (or Have/Don't Have)  
Circle or check the appropriate option based on whether the condition or item mentioned applies to your situation.
  - 14** Has elementary/middle school children  
Check this box if you have children attending elementary or middle school who need to transfer schools due to your address change.
  - 15** Registration application [status indicators]  
N/A - this appears to be form layout/status text rather than a field to fill

Person Table (Part 3/6)

- 1

Yes/No (or Have/Don't Have)

Circle or check the appropriate option based on whether the condition or item mentioned applies to your situation.
- 2

Western calendar (for foreign residents)

Use Western calendar format (YYYY/MM/DD) when filling in dates as a foreign resident
- 3

Record Change (Brought) Collection Status - Collected/Not Collected/

N/A - this is administrative tracking text for office use
- 4

None - Grade/None

Select this option if you have no formal education or if the grade level doesn't apply to your situation.
- 5

Moving out
- 6

Month Day

Fill in the month and day using Arabic numerals (e.g., 12 25 for December 25th)
- 7

National Health Insurance, Long-term Care, Late-stage Elderly Medical Care

This section relates to changes in your health insurance coverage - municipal staff will typically handle updates to these systems based on your residence change
- 8

( ) ( years old)

Write your age in numbers in the blank space provided.
- 9

Request for return application

Check this box if you want to apply for the return of your residence card or other documents when moving out of the municipality
- 10

Phonetic reading (katakana)

Write the katakana reading of your name. For foreign names, this IS your name in katakana.
- 11

Individual/Resident Registration

This is likely a section header - check the box or section that applies to individual/personal resident registration matters
- 12

Yes/No (or Have/Don't Have)

Circle or check the appropriate option based on whether the condition or item mentioned applies to your situation.
- 13

School transfer

Check this box if the move requires transferring to a different school and follow up with the education board
- 14

Taish-Shwa-Heisei-Reiwa

Circle the era name that corresponds to your birth year (Taish 1912-1926, Shwa 1926-1989, Heisei 1989-2019, Reiwa 2019-present)
- 15

Yes/No (or Have/Don't Have)

Circle or check the appropriate option based on whether the condition or item mentioned applies to your situation.

■■■ — Person Table (Part 4/6)

- 1

■■■■■ Has elementary/middle school children

Check this box if you have children attending elementary or middle school who need to transfer schools due to your address change.
- 2

■■■■■■■■■■■ Registration application [status indicators]

N/A - this appears to be form layout/status text rather than a field to fill
- 3

■■■■ Yes/No (or Have/Don't Have)

Circle or check the appropriate option based on whether the condition or item mentioned applies to your situation.
- 4

■■■(■■■■■■■■■) Western calendar (for foreign residents)

Use Western calendar format (YYYY/MM/DD) when filling in dates as a foreign resident
- 5

■■■■■■■■■■■■■■■■■■■■ Record Change (Brought) Collection Status - Collected/Not Collected/

N/A - this is administrative tracking text for office use
- 6

■■■■■■■ None - Grade/None

Select this option if you have no formal education or if the grade level doesn't apply to your situation.
- 7

■■■■■■■■■■■No.■■■■■ Moving out
- 8

■■■■■ Month Day

Fill in the month and day using Arabic numerals (e.g., 12 25 for December 25th)
- 9

■■■■■■■■■■■ National Health Insurance, Long-term Care, Late-stage Elderly Medical Care

This section relates to changes in your health insurance coverage - municipal staff will typically handle updates to these systems based on your residence change
- 10

(■■■■■■■) ( years old)

Write your age in numbers in the blank space provided.
- 11

■■■■■■■ Request for return application

Check this box if you want to apply for the return of your residence card or other documents when moving out of the municipality
- 12

■■■■■ Phonetic reading (katakana)

Write the katakana reading of your name. For foreign names, this IS your name in katakana.
- 13

■■■■■■■ Individual/Resident Registration

This is likely a section header - check the box or section that applies to individual/personal resident registration matters
- 14

■■■■ Yes/No (or Have/Don't Have)

Circle or check the appropriate option based on whether the condition or item mentioned applies to your situation.
- 15

■■■ School transfer

Check this box if the move requires transferring to a different school and follow up with the education board

■■■ — Person Table (Part 5/6)

- [illegible]

Person Table (Part 6/6)

- 1

Name

Write your full name as it appears on your residence card or passport, using the same script (Roman letters for most foreign residents).
- 2

Relationship to head of household
- 3

No.

Passbook / bankbook
- 4

Relationship to head of household
- 5

Confirmation of date of change

— ID & Documents

- 1

Address
- 2

Building name / room number
- 3

Separate household living together: Yes■No (                    )-sama and    Personal nameplate: Yes■No

Circle "Yes" if you share housing with another household, write their name in parentheses; circle whether you have your own nameplate displayed
- 4

Moving out
- 5

Relationship to head of household / Moving out
- 6

Letter of proxy / Power of attorney

## COUNTER PHRASES

## 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?