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Shinagawa — ■■■■■■ — 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 with children hoping to enter licensed daycare
Check this if you have children who need daycare admission
 - 2  New application for licensed daycare center admission
Check this if applying for your child's first-time entry to a government-licensed daycare facility
 - 3  Moving in (from another municipality or abroad)
 - 4  Childcare Certification Application & Childcare Facility Usage Request Form
This is a combined form for applying for childcare certification and requesting placement at a nursery or childcare facility
 - 5  Moving in (from another municipality or abroad)

Page 10 of 10

- 1 ☐ Documents proving need for childcare (for both parents) / To do/perform
 - 2 ☐ If you have a child who wishes to continue attending an authorized daycare center
Check if you have children currently enrolled in municipal daycare who need continued enrollment
 - 3 ☐ Continuing enrollment application for licensed daycare center
Check this if applying to continue your child's enrollment at a government-licensed daycare facility
 - 4 ☐ Person who
This appears to be part of a longer phrase - look for the complete text starting with the preceding characters
 - 5 ☐ Required documents can be obtained from the page on the right
Look for the list of documents you need to bring on the right side of this form or instruction sheet
 - 6 ☐ Those with children hoping to enter licensed daycare
Check this if you have children who need daycare admission
 - 7 ☐ New application for licensed daycare center admission
Check this if applying for your child's first-time entry to a government-licensed daycare facility
 - 8 ☐ Childcare Admission Coordination Division
Staff use only - do not fill in
 - 9 ☐ Moving in (from another municipality or abroad) / To do/perform / Person who
 - 10 ☐ Complete set of nursery school application documents
Submit all required forms and supporting documents together as a complete application package
 - 11 ☐ Building 2, 7th Floor
This indicates the office location within the government building complex
 - 12 ☐ Documents proving need for childcare (for both parents) / To do/perform

1 Please submit this to the school you will be enrolling in together with the

enrollment

10/10

- 1 ☐ Elementary, junior high, and compulsory education schools
This relates to school district information for children's enrollment
 - 2 ☐ School Affairs Section
Staff use only - do not fill in
 - 3 ☐
If you wish to enroll in a school outside your designated school district for special reasons, please consult with the School Affairs Section of the School Affairs Division.
Contact the School Affairs office if you need your child to attend a school outside your assigned district due to special circumstances
 - 4 ☐ Moving in (from another municipality or abroad) / To do/performance / Person who
 - 5 ☐ Building 2, 7th Floor
This indicates the office location within the government building complex
 - 6 ☐ Online registration available
This indicates you can complete this registration process online instead of in person
 - 7 ☐ Special ward tax, metropolitan tax, and forest environment tax
These are local taxes collected by Tokyo's 23 special wards - typically appears as a header for tax-related sections
 - 8 ☐ Bank transfer application
Check this box if you want to apply for automatic bank transfer for municipal fees
 - 9 ☐ If you prefer other methods
Select this option if none of the standard methods listed above apply to your situation
 - 10 ☐ Those who wish to apply for automatic bank transfer
Check this if you want to set up automatic payment from your bank account
 - 11 ☐ Tax Division
Staff use only - do not fill in
 - 12 ☐ Please visit the service counter
This is an instruction to visit the municipal office counter in person
 - 13 ☐ Main building 4th floor
This indicates the office location - you typically don't need to fill this in
 - 14 ☐ Online registration
 - 15 ☐ Online registration
Check this box if applying online instead of in person

■■■ — Person Table (Part 3/3)

1. ☐ Address
 2. ☐ Dog registration change
Check this if you need to update your dog's registration information due to address change
 3. ☐ ☐ • License tag • Rabies vaccination certificate
If you have a dog, bring its license tag and current rabies vaccination certificate as proof of compliance with local animal registration requirements.
 4. ☐ Public Health and Sanitation Division
This is the department name - contact them for health permits and sanitation matters
 5. ☐ Main building 7th floor
This indicates the office location - you typically don't need to fill this in
 6. ☐ Dog owners
Check if this section applies to you as a dog owner
 7. ☐ WEB(☐ HP☐
Dogs with microchips must register online via the Ministry of Environment website.
If your dog has a microchip, you must register it separately online through the Ministry of Environment's official website, not on this paper form.
 8. ☐ All regional centers within the ward and
This appears to be informational text about service locations, not a field to fill in
 9. ☐ WEB☐
Registration changes for dogs purchased from June 2022 onwards must be processed online via WEB.
If you bought a dog after June 2022, you cannot change registration at this office - use the online system instead
 10. ☐ Also possible at health center
This indicates you can also submit this form or receive this service at the local health center
 11. ☐ 1☐
However, rabies vaccination completion reports must be submitted to the ward office once per year.
If you own a dog, you must report annual rabies vaccinations to your local ward office separately from this form.

■■■■■■■ — ID & Documents (Part 1/2)

- 1

■■■■■ Office hours
- 2

■■■■■ Phone number

Japanese mobile number preferred. Some forms accept overseas numbers.
- 3

■■■■ Other

Use this section for any additional information not covered in other fields
- 4

■■■■■ To the responsible department

N/A - this is instructional text indicating where the form should be directed
- 5

■■■■■■■■■■■■■■■■ Tuesday extended hours window, Sunday open office window
- 6

■■■■■■■■■ We will connect you
- 7

■■■■■■■■■ Garbage separation and collection
- 8

■■■■■■■ District/Ward Facilities Information

N/A - this is a section header for informational content about local facilities
- 9

■■■30■■■17■■00■■ 8:30 AM to 5:00 PM
- 10

■■■■■ Representative number

Enter the main phone number for your household or the primary contact number for the family unit.
- 11

■■■■■■■■■ Community Center
- 12

■■■■■■■■■ • How to put out garbage
- 13

■■■■■■■■■ Health Center
- 14


■■■■■■■■■■■ Garbage sorting rules
- 15

37771111 37771111

ASCII/numeric

■■■■■ — ID & Documents (Part 2/2)

1 03- 03-
ASCII/numeric

2  Educational Institution
 Leave blank if not applicable; fill in if moving is related to enrollment at a school, university, or other educational facility

3 ■■■■■■ Collection days by district/neighborhood

4 ■140-8715 ■140-8715
This is a postal code - leave as-is, it identifies the municipal office address

5 Partial

6 ■■ etc.

polite verb ending / Reception / Received / .

2-1-36 Tokyo

 Last updated: April 2025

■■■■■■■■■■ — Instructions

- 1

■■■■■■■■■■

Procedure Checklist

This is typically a separate checklist document to help ensure you've completed all required steps - review it to confirm you have all necessary documents and information before submitting your form.

1. 1.

2 ■■■ Moving in (from another municipality or abroad)

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1 ■■■■■■■■

★ Identity verification documents

Be sure to bring it!

5 This is a reminder about required documents - check the form or instructions to see what specific items you must bring to the municipal office.

7 **Required Items**
This section will list documents you need to bring (like passport, residence card, etc.) - gather these before visiting city hall


My Number Card / My Number Card / My Number Card

9 ■■■■■■■■■■■■■■■■■■ In principle, it has not been issued to people of [category].
This refers to certain documents (like residence cards) that may not be issued
to specific groups - check what category you fall under.

Certificate of Moving Out / Address / Moving out

Identity verification documents / .

My Number Card / My Number Card / My Number Card

13  Other/Others/Miscellaneous

Use this section for any additional information or circumstances not covered by the main form categories.

 Residence Card

Passport

■■■■■■■ — Footer & Notes (Part 2/2)

- 1

■■■■■■■■■■■■■■■ ■ With photo issued by government office

Check this box if providing government-issued photo ID (passport, driver's license, residence card, etc.)
- 2

■■■■■■■ ■ Driver's license

Check this box if you're providing your driver's license as identification
- 3

■■■■■■■■■■■■■ My Number Card / My Number Card / My Number
- 4

■■■■■■■■■■■■■ License, permit, etc.

List any relevant licenses or permits you hold (driver's license, work permit, etc.)
- 5

■■■■■■■■■■■■■■■14■■■■ From
- 6

■■■■■ or

Point and show these to ward office staff

FINDING THE COUNTER

Sumimasen, jimin toroku 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^oshi wa arimasu ka?

Do you have an English version of the form?

ASKING FOR HELP FILLING OUT

Kiny h h wo oshiete itadakemasu ka?

Could you help me fill this out?

REQUESTING RESIDENCE CERTIFICATE

J-minhy 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?