

Chiba Hanamigawa — 住民異動届 — 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) | パスポート |
| * Residence Card (received at airport) | 在留カード |
| Marriage Certificate + Japanese translation (If registering with spouse) | 婚姻証明書 + 日本語訳 |
| Birth Certificate + Japanese translation (If registering children) | 出生証明書 + 日本語訳 |

>> From Another Municipality

- | | |
|---|-----------|
| * Residence Cards (all household members) | 在留カード |
| * Moving-Out Certificate (from previous ward) | 転出証明書 |
| My Number Card (all who have one) | マイナンバーカード |
| National Health Insurance Card (If enrolled) | 国民健康保険証 |

>> Moving Within Same Municipality

- | | |
|---|-----------|
| * Residence Cards (all household members) | 在留カード |
| My Number Card | マイナンバーカード |

COMMON MISTAKES

- X Writing name in romaji instead of katakana
 - > Most forms want katakana (カタカナ). Ask staff for help converting your name.
- X Using arrival date instead of move-in date
 - > 異動日 is when you moved into your apartment, not when your flight landed.
- X Leaving head of household (世帯主) 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 (住民票) immediately — ¥300, needed for bank/phone/lease

- 1 **記入例** Example of how to fill in
Sample form showing how to complete each field. Study this before filling your own form.
- 2 **特例** Special provision
Check this box if special circumstances apply to your registration
- 3 **特例** Special provision
Check this box if special circumstances apply to your registration
- 4 **転入** Moving in (from another municipality or abroad)
- 5 **転出** Moving out
- 6 **区内** Within the ward
Check this box if you're moving within the same ward/district, leave unchecked if moving from outside the ward
- 7 **世帯変更** Change of household (head of household change, merge, split)
- 8 **職権記載** Official entry/notation by authority
N/A (this indicates information filled in by municipal office staff, not by applicants)
- 9 **世帯コード** Household Code
This field is typically filled in by municipal office staff - leave blank when submitting your form
- 10 **住民異動届** Resident Registration Change Notification
This is the form title - you'll need to fill out this form when moving, changing address, or updating household composition in Japan.
- 11 **区長 あて** To the Ward Mayor
- 12 **職記** Employment Record
Write your current job title or occupation; if unemployed, write "無職" (unemployed)
- 13 **全一国外** All within one country abroad
This likely refers to moves between addresses within the same foreign country - check this option if you moved from one address to another within the same country outside Japan.
- 14 **全一職修** Complete one occupation/job training
N/A - this appears to be a form section header or formatting text rather than a fillable field
- 15 **一→全一→全分離かた書部部職消** Single⇒All Single⇒All Separation Method Writing Section Section Position Elimination
N/A (appears to be fragmented form layout/formatting text rather than a field to complete)

[illegible]

[illegible]

部部住所設定 Address

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

一転主変→→合併30条の48 Transfer principal change → → Merger Article 30-48

N/A (this appears to be reference text indicating form sections and legal article numbers)

30職条の回47 Article 30, Section 47

N/A - this appears to be a reference number or legal citation for administrative purposes

 転30出条取の消46 Transfer Article 30, Withdrawal, Acquisition, Cancellation Article 46

N/A - this appears to be administrative reference codes for different types of residence registration procedures

[illegible]

セクション 2 — Section 2 (Part 1/2)

住民異動届

区長 あて

世帯コード

新
旧

届出日
(今日)

2
(Y)

3
(M)

13
(D)

異動日

2
(Y)

3
(M)

10
(D)

これからの世帯主氏名

千葉市中央区千葉港1番1号

これからの世帯主氏名

新世帯
氏名

世帯主変更による続柄修正

旧世帯
氏名

続柄

続柄

全一国外

全一職修

一→全→全分離かた書部部職消

部部住所設定

一転主変一→一→一合併30条の48

30職条の回47

転30出条取の消46

○太 (届今出日日) 令2 (年Y) 3 (月M) 13 (日D) 異動日令和2年3 (月M) 10 (日D)

世帯主変更による続柄修正

これからの世帯主氏名

こ千葉市中央区千葉港1番1号

新世帯

旧世帯

続柄

- 1

全一国外 All within one country abroad
This likely refers to moves between addresses within the same foreign country - check this option if you moved from one address to another within the same country outside Japan.
- 2

全一職修 Complete one occupation/job training
N/A - this appears to be a form section header or formatting text rather than a fillable field
- 3

一→全→全分離かた書部部職消 Single⇒All Single⇒All Separation Method Writing Section Section Position Elimination
N/A (appears to be fragmented form layout/formatting text rather than a field to complete)
- 4

部部住所設定 Address
Write in kanji if possible. Ward office staff can help you look up the correct kanji for your address.
- 5

一転主変一→一→一合併30条の48 Transfer principal change → → Merger Article 30-48
N/A (this appears to be reference text indicating form sections and legal article numbers)
- 6

30職条の回47 Article 30, Section 47
N/A - this appears to be a reference number or legal citation for administrative purposes
- 7

転30出条取の消46 Transfer Article 30, Withdrawal, Acquisition, Cancellation Article 46
N/A - this appears to be administrative reference codes for different types of residence registration procedures
- 8

○太 (届今出日日) 令2 (年Y) 3 (月M) 13 (日D) 異動日令和2年3 (月M) 10 (日D) Date of move / change
The date you actually moved into your new address — NOT your arrival date in Japan if different.
- 9

世帯主変更による続柄修正 Head of household / Relationship to head of household / Change
The primary person in a household for registration purposes. If you live alone, you are the head of household. See relationship terms table.
- 10

これからの世帯主氏名 Head of household name / Head of household / Full name
If you live alone, YOU are the head of household — write your own name. The primary person in a household for registration purposes. If you live alone, you are the head of household.
- 11

こ千葉市中央区千葉港1番1号 c/o Chiba City, Chuo Ward, Chiba Port 1-1
This appears to be a pre-printed address example or office address - don't copy this unless it's actually your address.
- 12

新世帯 New household
Check this box if you're establishing a new household (e.g., moving out from family to live alone or starting a new family unit)
- 13

旧世帯 Former/Previous Household
Enter information about your previous household before the move or change in household composition.
- 14

続柄 Relationship to head of household
See relationship terms table.



セクション 2 — Section 2 (Part 1/2) (continued)

住民異動届

区長 あて

届出日
(今日)

年 2 月 3 日
(Y) (M) (D)

異動日

年 2 月 3 日
(Y) (M) (D)

新

旧

世帯コード

全部

未届
国外
住所設定
転出取消
30条の46

全部

一部

国外
転主変

全⇒全
全⇒一
全⇒一
一⇒一

全⇒全
全⇒一
全⇒一
一⇒一

主変
世変
分離
合併

錯誤
かた書
30条の48

全部

一部

職記
職修
職消
職自
30条の47

これからの世帯主氏名

新世帯
氏名

世帯主変更による続柄修正
続柄

旧世帯
氏名

続柄

15 続柄 Relationship to head of household
See relationship terms table.

セクション 2 — Section 2 (Part 2/2)

1 住所 の 内 を 示 す	これ が あ る の は (マンション・アパート名、部屋番号等) の港ハイム303号	(強・申)	1 千葉 太郎	氏名		続柄	
				続柄	続柄		
				1			
				2			

1

を所か(マンション・ アパート名、 部屋番号等) (強・ 申)

Location details (apartment/condominium name, room number, etc.) (Required・ Application)

Write your apartment or condominium name and room number in this field - this is a required field as indicated by (強)

2

千葉 太郎 Chiba Taro

This is an example name showing the format: write your family name first, then given name, separated by a space.

3

の港ハイム 3 0 3 号 Minato Heim #303

This appears to be part of an apartment address - fill in your building name and apartment number in this format



- 1 千葉 太郎 Chiba Taro
This is an example name showing the format: write your family name first, then given name, separated by a space.
- 2 の港ハイム 3 0 3 号 Minato Heim #303
This appears to be part of an apartment address - fill in your building name and apartment number in this format
- 3 いま東京都千代田区 1 番地 1 Tokyo
Write the full name of Tokyo prefecture or specific Tokyo ward/city
- 4 いままでの世帯主氏名 Head of household name / Head of household / Full name
If you live alone, YOU are the head of household — write your own name. The primary person in a household for registration purposes. If you live alone, you are the head of household.
- 5 で所(マンション・ アパート名、部屋番号等) Address (apartment/condominium name, room number, etc.)
Write your full address including building name and room/unit number if you live in an apartment or mansion
- 6 千葉 太郎 Chiba Taro
This is an example name showing the format: write your family name first, then given name, separated by a space.
- 7 記号 Symbol/Code
Leave blank unless you have a specific identification symbol or code number assigned by the municipality
- 8 番号 Number
Enter your residence card number or other relevant identification number as specified in the form instructions.
- 9 筆頭者氏名 Head of family register / Full name
First person listed in the family register. For foreigners, this field is often N/A. Write in katakana for foreign names. Some forms accept romaji.
- 10 新番被保証 New number guaranteed person
N/A - this appears to be a form field label rather than something you would fill out
- 11 (精算納付書) (Settlement Payment Notice)
N/A - this is a reference to a separate document for tax/fee payments
- 12 籍千葉県中央区千葉港 1 番 1 号 Registered address: 1-1 Chibako, Chuo-ku, Chiba City
This shows your official registered address from your family register (koseki) - copy exactly from your residence card or koseki documents.
- 13 千葉 太郎 Chiba Taro
This is an example name showing the format: write your family name first, then given name, separated by a space.
- 14 全一全部 分合離併M銀P N行 未郵納 郵便し Partial
Used when making changes to only some family members or partial updates to registration

1 籍千葉市中央区千葉港 1 番 1 号 Registered address: 1-1 Chibako, Chuo-ku, Chiba City

 千葉 太郎 Chiba Taro

全一部部 分合離併M銀P N行 未郵納 な便し Partial

国民健康保退險職新旧資種国基民礎年年金金番号 Pension

資格介護認定資格後期証明 Qualification

異動される方全員の氏名 Full name / Person who

見小・通知個住資 Child/Elementary School Notification Individual Residence Information

8 性生年月日 Date of birth
Format: 年(year) 月(month) 日(day). Use Japanese calendar (令和/平成) or Western year.

Relationship to head of household

(※転入の方のみ) Moving in (from another municipality or abroad)

ふりがな Furigana (phonetic reading)

 職業証証格別 Occupation

13 取得年月日 Date of acquisition
Enter the date you obtained Japanese nationality or status (format: year/month/day)

被保險者番号 Insured Person Number

Enter your health insurance member number found on your insurance card (国民健康保険証 or employee insurance card)

被保険者番号 Insured Person Number

Enter your health insurance member number found on your insurance card (国民健康保険証 or employee insurance card)

セクション 5 — Section 5 (Part 1/2)

異動される方全員の氏名		性別	生年月日	続柄	住民票コード (※転入の方のみ)										取得年月日		職業	新証	旧証	種別	基礎年金番号		資格		認定		資格		証明	
氏 名																														
ちば たろう		男	昭和 58・12・31	世帯主	0	1	2	3	4	5	6	7	8	9	0															
千葉 太郎																														
ちば はなこ			昭和																											

- 1 (※転入の方のみ) Moving in (from another municipality or abroad)
- 2 ふりがな 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
- 3 職業証証格別 Occupation
e.g. 会社員 (company employee), 自営業 (self-employed), 学生 (student)
- 4 取得年月日 Date of acquisition
Enter the date you obtained Japanese nationality or status (format: year/month/day)
- 5 被保険者番号 Insured Person Number
Enter your health insurance member number found on your insurance card (国民健康保険証 or employee insurance card)
- 6 被保険者番号 Insured Person Number
Enter your health insurance member number found on your insurance card (国民健康保険証 or employee insurance card)
- 7 男58・昭和1和2・31世帯主01234567890有無小・中有無済未 個有無未 住有 無・ ・(本・扶 窓郵未 窓郵回未有無強任
Head of household / Yes/No/Unknown
The primary person in a household for registration purposes. If you live alone, you are the head of household. Select one option: Yes (有), No (無), or Unknown/Not yet determined (未)
- 8 ち千ば 葉 Chiba (Prefecture)
Write "Chiba" if your address is in Chiba Prefecture
- 9 太たろ郎う Taro (example name in furigana and kanji)
This shows the format for writing your name - hiragana reading above/beside the kanji characters
- 10 の届けこ1 Notification No. 1
N/A (this is a form number/identifier, not a field to fill)
- 11 有 無有 無有 無保 資 Yes No Yes No Yes No Insurance Qualification
Check boxes to indicate whether you have various insurance qualifications (likely health insurance, pension, etc.) - consult the full form context to determine which specific insurances are being asked about.
- 12 ・ ・ ・ (bullet points/list markers)
- 13 妻12345678901有無小・中有無済 個有無未 住有 無・ ・)(本・扶 窓郵 窓郵回未有無強任 Yes/No/Unknown
Select one option: Yes (有), No (無), or Unknown/Not yet determined (未)
- 14 、出は十2 , departure is 12th
This appears to be a partial date or reference number - you may need to see the full context or adjacent fields to complete this entry properly.
- 15 女62・昭和3和・6 Female, age 62, Showa 3rd year, 6th month
This appears to be sample data showing format - enter gender, age, era/year, and birth month



セクション 5 — Section 5 (Part 2/2)

[illegible]

- 1 千ちば葉 Chiba Prefecture
Write the name of your prefecture if you live in Chiba Prefecture
 - 2 花はな子こ Hanako
This is an example name showing how to write Japanese names with furigana (pronunciation guide) above the kanji characters.
 - 3 有 無有 無有 無保 資 Yes No Yes No Yes No Insurance Qualification
Check boxes to indicate whether you have various insurance qualifications (likely health insurance, pension, etc.) - consult the full form context to determine which specific insurances are being asked about.
 - 4 ・ ・ ・ (bullet points/list markers)
 - 5 日以内に3 within 3 days
This refers to the deadline - you must submit this form within 3 days of moving/changing residence.
 - 6 男元・平9成・21子23456789012有無小・中有無済 個有無未 住有 無・ ・ (本・扶 窓郵 窓郵回未有無強任
Yes/No/Unknown
Select one option: Yes (有), No (無), or Unknown/Not yet determined (未)
 - 7 千ちば葉 Chiba Prefecture
Write the name of your prefecture if you live in Chiba Prefecture
 - 8 ちちははなな Father Mother Name Name
Write your father's name in the first field and your mother's name in the second field
 - 9 有 無有 無有 無保 資 Yes No Yes No Yes No Insurance Qualification
Check boxes to indicate whether you have various insurance qualifications (likely health insurance, pension, etc.) - consult the full form context to determine which specific insurances are being asked about.
 - 10 ・ ・ ・ (bullet points/list markers)

The screenshot shows a portion of a Japanese tax form, specifically the 'Income Tax' section. A red box highlights the 'Income Tax' field, which contains the amount '10,000'. The form is in Japanese and includes various fields for income, deductions, and taxes.

セクション 6 — Section 6 (Part 1/2)

Form image showing a grid for residence registration with numbered callouts 1 through 15. The grid includes fields for name, date, and various checkboxes for insurance and household status. Red circles and numbers 1-15 are placed over specific fields to indicate where to provide information.

- 1 日以内に3 within 3 days
This refers to the deadline - you must submit this form within 3 days of moving/changing residence.
- 2 男元・平9成・21子23456789012有無小・中有無済 個有無未 住有 無・ (本・扶 窓郵 窓郵回未有無強任
Yes/No/Unknown
Select one option: Yes (有), No (無), or Unknown/Not yet determined (未)
- 3 千ちば葉 Chiba Prefecture
Write the name of your prefecture if you live in Chiba Prefecture
- 4 ちちははなな Father Mother Name Name
Write your father's name in the first field and your mother's name in the second field
- 5 ・ ・ ・ (bullet points/list markers)
- 6 有無小・中有無済 個有無未 住有 無・ (本・扶 窓郵 窓郵回未有無強任 Yes/No/Unknown
Select one option: Yes (有), No (無), or Unknown/Not yet determined (未)
- 7 出けをし4 Departure (moved out)
Check this box if you are moving out of this municipality to register your departure from the current address
- 8 有 無有 無有 無保 資 Yes No Yes No Yes No Insurance Qualification
Check boxes to indicate whether you have various insurance qualifications (likely health insurance, pension, etc.) - consult the full form context to determine which specific insurances are being asked about.
- 9 ・ ・ ・ (bullet points/list markers)
- 10)未) Not yet
- 11 有無小・中有無済 個有無未 住有 無・ (本・扶 窓郵 窓郵回未有無強任 Yes/No/Unknown
Select one option: Yes (有), No (無), or Unknown/Not yet determined (未)
- 12 いださく5 Idasaku 5
This appears to be a pre-printed address part (likely "Idasaku district/area, house number 5") - you would typically circle or check this if it matches your address, or cross it out if it doesn't apply to you.
- 13 有 無有 無有 無保 資 Yes No Yes No Yes No Insurance Qualification
Check boxes to indicate whether you have various insurance qualifications (likely health insurance, pension, etc.) - consult the full form context to determine which specific insurances are being asked about.
- 14 ・ ・ ・ (bullet points/list markers)
- 15 交付物部数備考□続柄確認済 (□本籍地TEL □戸籍端末 □住記端末) □世帯主同居了解確認済 □通常転出
Head of household / Relationship to head of household / Moving out
The primary person in a household for registration purposes. If you live alone, you are the head of household. See relationship terms table.
-

セクション 6 — Section 6 (Part 2/2)

※お名前のわかるもの(運転免許証等)を確保させていただきますので、ご用意をお願いします。	
交付料	備考 <input type="checkbox"/> 読解確認済 (日本語能力試験) <input type="checkbox"/> 戸籍請求済 <input type="checkbox"/> 住居確認済 <input type="checkbox"/> 世帯主同居了解確認済 <input type="checkbox"/> 通関書提出済 【住居】 <input type="checkbox"/> 有 <input type="checkbox"/> 新規付番済 <input type="checkbox"/> 無番 <input type="checkbox"/> 有 <input type="checkbox"/> 新規付番済 <input type="checkbox"/> C/S確認済 <input type="checkbox"/> 個人番号生成要求済 【通知力ード】 <input type="checkbox"/> 0-2-1 <input type="checkbox"/> 0-2-0 <input type="checkbox"/> 0-0-0 <input type="checkbox"/> 0-0-1

- 1 ※お名前のわかるもの(運転免許証等)を確認させていただきますので、ご用意をお願いします。 Driver's license / .
Bring your physical driver's license as identification

2 【住□ □有 □新規付番】【個番 □有 □新規付番】 □C S 確認済 □個人番号生成要求済
My Number (Individual Number)
12-digit number. Leave blank on first registration — it will be mailed to you after.

The screenshot shows the 'General Ledger' (総勘定元帳) screen. The top bar indicates the month of January 2017. The main area displays a list of transactions with columns for Date, Description, and Amount. The transactions are categorized by account type, such as 'Sales' (売上) and 'Purchases' (仕入). The screen also displays a summary of the transactions for the month, including the total sales and purchases.

1 交付物部数備考□続柄確認済 (□本籍地^{TEL} □戸籍端末 □住記端末) □世帯主同居了解確認済 □通常転出
Head of household / Relationship to head of household / Moving out
The primary person in a household for registration purposes. If you live alone,
you are the head of household. See relationship terms table.

2 ※お名前のわかるもの(運転免許証等)を確認させていただきますので、ご用意をお願いします。 Driver's license / Bring your physical driver's license as identification

3 **【住口 □有 □新規付番】 【個番 □有 □新規付番】 □C S 確認済 □個人番号生成要求済**
My Number (Individual Number)
12-digit number. Leave blank on first registration — it will be mailed to you after.

4 通知力 Notification Card
 This refers to the residence notification card (jūminhyō) - check this box or fill in details if you need to receive/update your residence certificate card.

5 **本**□**運転免許証**□**健康保険**□**預金通帳** Driver's license / Passbook / bankbook

Bring your physical driver's license as identification Physical booklet that records transactions. Some banks now offer passbook-free (通帳なし) digital-only accounts.

6 ※手書きしない場合は、記名押印してください。 Do not / Seal (inkan / hanko)
This typically appears before other text to indicate something should not be done or does not apply Personal seal stamp. Most ward offices accept a written signature for foreigners instead.

7 世と続帯の柄主妻人確認書 □□□□ 住個旅在特力カ券力永——証ドドド □ □ クキ生年証シヤ保金書ジツ受手カシ給帳—ユ証・ド・
Household head and family member identification documents □□□□ residence card □□□ permanent resident card □□□ passport □ driver's license □ birth
Present one of the listed identification documents to verify your identity when
submitting the residence registration form.

8 来 (日中の連絡先) 電話番号 Phone number
Japanese mobile number preferred. Some forms accept overseas numbers.

9 在留力 Residence Card

Enter your residence card number if you are a foreign national

10 090 - 090-
This is the start of a Japanese mobile phone number format - enter your cell phone number starting with 090, 080, or 070

11 9999 - 9999 9999-9999

12) 呼) Reading/Pronunciation

Write the phonetic reading (furigana) of your name in katakana if you are a foreign resident

@123456789aa @123456789aa

14 Chiba Chiba This refers to Chiba Prefecture - if this is a field to fill out, enter the name of your prefecture/administrative division.

所得税申告書 (Form 1040) for the year 2019. The form is filled out with handwritten and printed information, including names, addresses, and various tax amounts. The bottom section shows the total tax liability and the amount paid, with a red box highlighting the final calculation area.

セクション 7 — Section 7 (Part 1/2) (continued)

※お名前のわかるもの(運転免許証等)を確認させていただきますので、ご用意をお願いします。

15

届出に
来た
方

氏名

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世帯主
との
続柄

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(日中の連絡先) 電話番号
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連絡先メールアドレス

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セクション 7 — Section 7 (Part 2/2)

〒	連絡先メールアドレス	Chiba	@	123456789aa	出 発 日	受 付	入 力	照 合	国 保 証	
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- 1
- 国保証

National Health Insurance Card

Bring your national health insurance card if you have one, or indicate if you need to enroll in the system



セクション 8 — Section 8

連絡先メールアドレス

Chiba

@ 123456789aa

番号

付

力

点

国保証

- 1

@123456789aa @123456789aa
- 2

Chiba Chiba

This refers to Chiba Prefecture - if this is a field to fill out, enter the name of your prefecture/administrative division.
- 3

連絡先メールアドレス Email address

Enter a valid email address where you can receive communications from the municipal office
- 4

国保証 National Health Insurance Card

Bring your national health insurance card if you have one, or indicate if you need to enroll in the system



COUNTER PHRASES

Point and show these to ward office staff

FINDING THE COUNTER

すみません、住民登録の窓口はどこですか？

Sumimasen, jūmin tōroku no madoguchi wa doko desu ka?
Excuse me, where is the resident registration counter?

STATING YOUR PURPOSE

転入届を出したいのですが

Tennyu todoke wo dashitai no desu ga
I'd like to submit a moving-in notification

FIRST TIME FROM ABROAD

海外から初めて転入します

Kaigai kara hajimete tennyu shimasu
I'm registering for the first time from abroad

FROM ANOTHER WARD

〇〇区から転入します

〇〇-ku kara tennyu shimasu
I'm moving in from 〇〇 Ward

ASKING FOR ENGLISH FORM

英語の用紙はありますか？

Eigo no yōshi wa arimasu ka?
Do you have an English version of the form?

ASKING FOR HELP FILLING OUT

記入方法を教えていただけますか？

Kinyū hōhō wo oshiete itadakemasu ka?
Could you help me fill this out?

REQUESTING RESIDENCE CERTIFICATE

住民票もお願いしたいのですが

Jūminhyō mo onegai shitai no desu ga
I'd also like a Certificate of Residence, please

ASKING ABOUT MY NUMBER

マイナンバーはいつ届きますか？

Mainanbā wa itsu todokimasu ka?
When will my My Number arrive?