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Taito — ■■■■■ — 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 ■■■■■ Do you know?

This is typically followed by information or instructions - read the following text carefully

2 2023■2■6■■■■■ Starting February 6, 2023!

■■■■■ — Who Is Filing

1 ■■■■■ My Number Card

Plastic IC card with your 12-digit Individual Number. Can be used as primary ID.
Apply at your ward office after receiving the notification letter.

2 ■■■■■ Those who have

This phrase typically precedes instructions for people who possess certain documents or cards

3 ■■■■■ My Number Portal

Official government online service portal using your My Number card

4 ■■■ Moving out

5 ■■ From

Used to indicate the starting point (previous address, etc.)

— Addresses

1 Online

Indicates this form can be submitted online or relates to online services

2 Can be submitted!

3 Until now / Previously

This typically precedes fields asking for your previous address or status before the current change you're registering.

4 (In principle) in person

This indicates the procedure should normally be done by visiting the office in person

5 Before and after moving

This refers to information comparison between your old and new living situations

6 Moving out

7 At both counters

— Person Table

-   ... It's difficult to go...
 -   Address
 -   Municipal office counter
This refers to the city/ward/town/village office where you submit the form
 -   In person
Indicates you are submitting the form by visiting the office in person
 -   Moving in (from another municipality or abroad)
 -   Municipal office at destination
The city/ward/town/village office where you need to register after moving
 -   If you use MynaPortal...
This refers to the government's digital service portal accessible with your My Number card
 -   From now on / Going forward
 -   Online
This indicates an online application option - check if applying via internet
 -   Moving out
 -   Moving destination
This refers to your new address where you are moving to

 — ID & Documents

- 1 [REDACTED] For counter use only
 - 2 [REDACTED] OK Just go and it's OK!
 - 3 [REDACTED] Address
 - 4 [REDACTED] Municipal office counter
This refers to the city/ward/town/village office where you submit the form
 - 5 [REDACTED] In cases where there are deficiencies in the notification details, etc.,
 - 6 [REDACTED] There may be cases where a visit to the office is required.
 - 7 [REDACTED] In person
Indicates you are submitting the form by visiting the office in person
 - 8 [REDACTED] Moving in (from another municipality or abroad)

 — Instructions

-
- 1  Municipal office at destination
The city/ward/town/village office where you need to register after moving
 - 2  My Number Portal
 - 3  Access here ➔

 — Footer & Notes

- 1 ([REDACTED]) My Number Portal

2 [REDACTED]) App download is required)

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



Mainanbō wa itsu todokimasu ka?

When will my My Number arrive?