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Minato — ■■■■■ — 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 [REDACTED] To the Mayor of Minato Ward
 - 2 [REDACTED] Resident Registration Change Form
 - 3 [REDACTED] Date of filing
Today's date. Use Japanese calendar or Western calendar.
 - 4 [REDACTED] Date of move / change
The date you actually moved into your new address — NOT your arrival date in Japan if different.
 - 5 [REDACTED]
I have confirmed that there are no errors in the content below and attached documents.
This is a confirmation statement - check it after reviewing all your form entries and documents are correct.
 - 6 [REDACTED] Reception Number

■■■■■ — Who Is Filing (Part 1/2)

1 ■■ Reiwa

This refers to the current Japanese era name (started May 1, 2019) - leave blank as it's typically pre-printed on forms or will be filled by office staff

2 ■■ Reiwa

This refers to the current Japanese era name (started May 1, 2019) - leave blank as it's typically pre-printed on forms or will be filled by office staff

3 ■■■■■ Seal (inkan / hanko)

4 ■■■■■ Western calendar ____year ____month ____day Western calendar ____year ____month ____day

Fill in dates using the Western calendar (e.g., 2024) rather than the Japanese era calendar system.

5 ■■■■■ Applicant / Person filing the form / Signature

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

7 ■■■ Recipient

Write the name of the person who will receive the residence certificate or documents related to this registration change.

8 ■■■■■ 30 ■■■■■

Residence status / Visa type / Moving in (from another municipality or abroad) / Moving out

9 ■■■■■ My Number (Individual Number) / Moving in (from another municipality or abroad)

10 ■■ Phonetic reading

Write the phonetic reading (furigana) of your name in katakana characters above where you wrote your name in kanji/Chinese characters

11 ■■■■■ ■Household Head ■Household Member ■Representative

Check one box to indicate your relationship to the household - select "Household Head" if you're the primary resident, "Household Member" if you're joining an existing household, or "Representative" if filing on behalf of someone else.

12 ■■■■■ Applicant / Person filing the form

13 ■■■■■ Attached Map Confirmation

Check this box if you've confirmed the attached residential map/diagram showing your new address location

14 ■■ Katakana

Write your name in katakana characters (the phonetic script used for foreign names in Japanese)

15 ■■■■■ New household head

Enter the name of the person who will be the new head of household after the move/change

■■■■■ — Who Is Filing (Part 2/2)

1

■■■■■ Address

■ ■ — Addresses (Part 1/3)

- 1  New household head
Enter the name of the person who will be the new head of household after the move/change

2  Address

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

4  Personal identification documents
Bring valid ID like passport, residence card, or driver's license to verify your identity

5  Phone number
Japanese mobile number preferred. Some forms accept overseas numbers

6  Document No. 1
1 

7  New address / Address

8  My Number (Individual Number)

9  Address

10  Driver's license
Check this box if you're providing your driver's license as identification

11  Passport
Check this box if the registration change is related to passport matters or if you need to update passport information in your residence record.

12  Address
  Address

13  Address
  Address

14  Moving out

15  Residence Card, etc.
Check this box if you have a residence card or special permanent resident certificate to submit with your form.

■ — Addresses (Part 2/3)

1 ■■■■■ Year Month Day

Fill in the date using the Japanese calendar year (e.g., Reiwa 6 for 2024) or Western calendar year as accepted by your municipality

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

3 ■■■■■ Identity document

Check this box and attach a copy of your passport, residence card, or other official photo ID as required by your municipality.

4 ■■■■■ Phonetic reading (katakana)

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

5 ■■■■■ National Health Insurance

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

6 ■■■■■ ■■■■■ Late-stage elderly long-term care insurance child allowance card presence/priority

N/A - this appears to be a truncated or corrupted label mixing unrelated benefit categories

7 No. No.

8 ■■■■■ Relationship to head of household

See relationship terms table.

9 ■■■■■ Date of Birth

Enter your birth date in the Japanese format: year/month/day (often using the Japanese calendar era system like Reiwa, Heisei, etc.)

10 ■■■■■ Gender

■ (otoko) = Male, ■ (onna) = Female. Circle the appropriate one.

11 ■■■■■ My Number (Individual Number)

12-digit number. Leave blank on first registration — it will be mailed to you after.

12 ■■■■■ Application destination

Write the name of the municipal office or ward office where you're submitting this form

13 ■■■■■ Full name

14 ■■■■■ National Pension Category

Select your pension category (typically Category 1 for self-employed/unemployed, Category 2 for company employees, Category 3 for dependent spouses)

15 ■■■■■ Basic Pension Number

Enter your Japanese pension number if you have one; leave blank if you haven't enrolled in the pension system yet

■ ■ Addresses (Part 3/3)

1 2■■■ Document No. 2

2 ■■■ Yes/Yes/English

This appears to be checkbox options - likely indicating "Yes" responses to two questions and possibly a language preference for "English"

■■■ — Person Table (Part 1/6)

- 1 ■■■ Yes/Yes/English
This appears to be checkbox options - likely indicating "Yes" responses to two questions and possibly a language preference for "English"
- 2 ■■■(■■■■■) Return/Surrender - () Yes/No
Check "Yes" if you need to return documents like residence card or health insurance card, "No" if not applicable
- 3 ■■ Presence/Absence
Check the appropriate box to indicate whether the item applies to you or not (Yes/No)
- 4 ■■ Presence/Absence
Check the appropriate box to indicate whether the item applies to you or not (Yes/No)
- 5 ■■ Presence/Absence
Check the appropriate box to indicate whether the item applies to you or not (Yes/No)
- 6 ■■■■■■■■■■ Taish■, Sh■wa, Heisei, Reiwa, Western Calendar
Select the appropriate era system for dates - use Western Calendar (■■■) for standard year format like 2024
- 7 ■■■■■■■■■■ Health insurance card
- 8 ■■■ Head of household
Write the name of the person who is registered as the head of the household you're joining or leaving
- 9 ■■■■■ ■ Pension handbook, etc.
Check this box and bring your pension handbook (■■■■■) or other pension-related documents if you have them
- 10 ■■■■■ Change of Recorded Information
Check this box if you're updating existing information in your residence record (like name change due to marriage) rather than moving addresses
- 11 ■■■■■■■■■■ Year Month Day
Write the date in Japanese format (year/month/day) using Arabic numerals, typically the date you're submitting the form.
- 12 ■■■ None/None/Notification
This appears to be a checkbox or field code - likely leave blank or check "none" if you don't have the applicable documentation or notifications.
- 13 1■■■■■ No. 1 Optional
This indicates an optional field numbered "1" - fill out if applicable to your situation, but you can leave blank if it doesn't apply.
- 14 ■■■■■ ■ Other
Check this box if your situation doesn't fit the other provided categories on the form.
- 15 ■■■■■■■■■■ (blank field for writing)

■■■ — Person Table (Part 2/6)

- 1 ■■■ Yes/Yes/English
This appears to be checkbox options - likely indicating "Yes" responses to two questions and possibly a language preference for "English"
- 2 ■■■(■■■■■) Return/Surrender - () Yes/No
Check "Yes" if you need to return documents like residence card or health insurance card, "No" if not applicable
- 3 ■■ Presence/Absence
Check the appropriate box to indicate whether the item applies to you or not (Yes/No)
- 4 ■■ Presence/Absence
Check the appropriate box to indicate whether the item applies to you or not (Yes/No)
- 5 ■■ Presence/Absence
Check the appropriate box to indicate whether the item applies to you or not (Yes/No)
- 6 ■■■■■■■■■■ Taish■, Sh■wa, Heisei, Reiwa, Western Calendar
Select the appropriate era system for dates - use Western Calendar (■■■) for standard year format like 2024
- 7 ■■■■■ Letter of proxy / Power of attorney
- 8 ■■■■■ Change of Recorded Information
Check this box if you're updating existing information in your residence record (like name change due to marriage) rather than moving addresses
- 9 ■■■■■ Year Month Day
Write the date in Japanese format (year/month/day) using Arabic numerals, typically the date you're submitting the form.
- 10 ■■■ None/None/Notification
This appears to be a checkbox or field code - likely leave blank or check "none" if you don't have the applicable documentation or notifications.
- 11 1■■■■■ No. 1 Optional
This indicates an optional field numbered "1" - fill out if applicable to your situation, but you can leave blank if it doesn't apply.
- 12 ■■■ Yes/Yes/English
This appears to be checkbox options - likely indicating "Yes" responses to two questions and possibly a language preference for "English"
- 13 ■■■(■■■■■) Return/Surrender - () Yes/No
Check "Yes" if you need to return documents like residence card or health insurance card, "No" if not applicable
- 14 ■■ Presence/Absence
Check the appropriate box to indicate whether the item applies to you or not (Yes/No)
- 15 ■■ Presence/Absence
Check the appropriate box to indicate whether the item applies to you or not (Yes/No)

■■■ — Person Table (Part 3/6)

- 1 ■■ Presence/Absence
Check the appropriate box to indicate whether the item applies to you or not (Yes/No)
- 2 ■■■■■■■■■■ Taish■, Sh■wa, Heisei, Reiwa, Western Calendar
Select the appropriate era system for dates - use Western Calendar (■■■) for standard year format like 2024
- 3 ■■■ ■School
Check this box if the move involves a school-age child who needs school transfer procedures
- 4 ■■■■■ Child Allowance
Check this box if you're applying for or need to update child allowance benefits for dependent children under 15
- 5 ■■■■■ Change of Recorded Information
Check this box if you're updating existing information in your residence record (like name change due to marriage) rather than moving addresses
- 6 ■■■■■ Year Month Day
Write the date in Japanese format (year/month/day) using Arabic numerals, typically the date you're submitting the form.
- 7 ■■■■■ None None Notification
This appears to be a checkbox or field option indicating "no notification required" - select this if no notification to other parties is needed for your residence change.
- 8 1■■■■■ No. 1 Optional
This indicates an optional field numbered "1" - fill out if applicable to your situation, but you can leave blank if it doesn't apply.
- 9 ■■■■■■■■■■ Signature
- 10 ■■■■■ Yes / Yes / English-Chinese
These appear to be checkbox options or language preferences - select "Yes" for applicable items and choose your preferred language support (English-Chinese likely indicates bilingual assistance available).
- 11 ■■■■■■■■■■ Seal (inkan / hanko)
- 12 ■■ Presence/Absence
Check the appropriate box to indicate whether the item applies to you or not (Yes/No)
- 13 ■■ Presence/Absence
Check the appropriate box to indicate whether the item applies to you or not (Yes/No)
- 14 ■■ Presence/Absence
Check the appropriate box to indicate whether the item applies to you or not (Yes/No)
- 15 ■■(■■■■■) Return/Surrender - () Yes/No
Check "Yes" if you need to return documents like residence card or health insurance card, "No" if not applicable

■■■ — Person Table (Part 4/6)

- 1 ■■■■■■■■■■■■ Taish■, Sh■wa, Heisei, Reiwa, Western Calendar
Select the appropriate era system for dates - use Western Calendar (■■■) for standard year format like 2024
- 2 ■■■■■ Change of Recorded Information
Check this box if you're updating existing information in your residence record (like name change due to marriage) rather than moving addresses
- 3 ■■■■■ Year Month Day
Write the date in Japanese format (year/month/day) using Arabic numerals, typically the date you're submitting the form.
- 4 ■■■ ■ Other
Check this box if your situation doesn't fit the other provided categories on the form.
- 5 ■■■ None/None/Notification
This appears to be a checkbox or field code - likely leave blank or check "none" if you don't have the applicable documentation or notifications.
- 6 1■■■■■ No. 1 Optional
This indicates an optional field numbered "1" - fill out if applicable to your situation, but you can leave blank if it doesn't apply.
- 7 ■■■■■■■■■■■■ (blank field for writing)
- 8 ■■■ Yes/Yes/English
This appears to be checkbox options - likely indicating "Yes" responses to two questions and possibly a language preference for "English"
- 9 ■■■(■■■■■) Return/Surrender - () Yes/No
Check "Yes" if you need to return documents like residence card or health insurance card, "No" if not applicable
- 10 ■■ Presence/Absence
Check the appropriate box to indicate whether the item applies to you or not (Yes/No)
- 11 ■■ Presence/Absence
Check the appropriate box to indicate whether the item applies to you or not (Yes/No)
- 12 ■■ Presence/Absence
Check the appropriate box to indicate whether the item applies to you or not (Yes/No)
- 13 ■■■■■■■■■■■■ Taish■, Sh■wa, Heisei, Reiwa, Western Calendar
Select the appropriate era system for dates - use Western Calendar (■■■) for standard year format like 2024
- 14 ■■■■■ Certificate issuance history
- 15 ■■■■■ Change of Recorded Information
Check this box if you're updating existing information in your residence record (like name change due to marriage) rather than moving addresses

— Person Table (Part 5/6)

- 1 [REDACTED] Year Month Day
Write the date in Japanese format (year/month/day) using Arabic numerals, typically the date you're submitting the form.

2 [REDACTED] None/None/Notification
This appears to be a checkbox or field code - likely leave blank or check "none" if you don't have the applicable documentation or notifications.

3 1 [REDACTED] No. 1 Optional
This indicates an optional field numbered "1" - fill out if applicable to your situation, but you can leave blank if it doesn't apply.

4 [REDACTED] My Number (Individual Number) / Moving out

5 [REDACTED] Confirmation Time

6 [REDACTED] Confirming Officer

7 [REDACTED] Confirmation Time

8 [REDACTED] Confirming Officer

9 [REDACTED] My Number (Individual Number)

10 [REDACTED] My Number (Individual Number)

11 1 [REDACTED] Yes ⇒ In use [REDACTED] Temporarily suspended

12 4 [REDACTED] Available ⇒ In use [REDACTED] Temporarily suspended

13 [REDACTED] None ⇒ Abolished/etc.
Select this if your previous address had no house number or if the address system was abolished/changed

14 [REDACTED] None ⇒ Abolished/etc.
Select this if your previous address had no house number or if the address system was abolished/changed

15 [REDACTED] Confirmation Time

— Person Table (Part 6/6)

- 1** [REDACTED] Confirming Officer
 - 2** [REDACTED] Confirmation Time
 - 3** [REDACTED] Confirming Officer
 - 4** [REDACTED] My Number (Individual Number)
 - 5** [REDACTED] My Number (Individual Number)
 - 6** [REDACTED] Remarks column
Leave blank unless you have special circumstances to note - municipal staff will fill this if needed

— ID & Documents

- 1 2 → [REDACTED] 2 Available ⇒ In operation ■ Temporarily suspended

2 5 → [REDACTED] 5 Available ⇒ In Use ■ Temporarily Suspended

3 [REDACTED] None ⇒ Abolished/etc.
Select this if your previous address had no house number or if the address system was abolished/changed

4 [REDACTED] None ⇒ Abolished/etc.
Select this if your previous address had no house number or if the address system was abolished/changed

5 [REDACTED] My Number (Individual Number)

6 [REDACTED] Confirmation Time

7 [REDACTED] Confirming Officer

8 [REDACTED] Head of Household Residence Established Date
Enter the date when the head of household first established residence at this address (format: year/month/day)

9 [REDACTED] Year Month Day
Fill in the date using the Japanese calendar year (e.g., Reiwa 6 for 2024) or Western calendar year as accepted by your municipality

10 3 → [REDACTED] 3 Available ⇒ In operation ■ Temporarily suspended

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

12 [REDACTED] Input

13 [REDACTED] Review/Examination
N/A (this is a section header for municipal office use during application processing)

14 [REDACTED] Final Confirmation

15 [REDACTED] None ⇒ Abolished/etc.
Select this if your previous address had no house number or if the address system was abolished/changed

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?