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Adachi — ■■■■■ — 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  Submission destination
This indicates where to submit the form - usually pre-printed or filled by staff
 - 2  Moving out
 - 3  Date form completed
Write the date you are filling out this form, not the date of your move
 - 4              Reiwa ____ year ____ month ____ day
Fill in the current date using the Japanese Reiwa era calendar (Reiwa 1 = 2019, Reiwa 2 = 2020, etc.)
 - 5  Mayor of Adachi Ward
This is a pre-printed title - do not fill in
 - 6  1. Person moving
This section is for the main person whose residence is changing

 — Who Is Filing (Part 1/2)

— Who Is Filing (Part 2/2)

- 1 My Number Card
Japan's national ID card with IC chip - bring original if you have one
 - 2 Moving in (from another municipality or abroad) / Special provision

■ ■ — Addresses (Part 1/2)

- 1** Date of birth
Format: ■(year) ■(month) ■(day). Use Japanese calendar (■■/■■) or Western year.
 - 2** Gender
■ (otoko) = Male, ■ (onna) = Female. Circle the appropriate one.
 - 3** Relationship to head of household
See relationship terms table.
 - 4** My Number Card
Japan's national ID card with IC chip - bring original if you have one
 - 5** Moving in (from another municipality or abroad) / Special provision
 - 6** Foreign nationals with an alias name should also fill in the alias.
If you use an alias/common name in daily life (different from your legal name), write it in the designated field
 - 7** Presence/absence of
This is typically part of a longer phrase asking whether something exists or not
- look for the full context
 - 8** Meiji, Taisho, Showa, Heisei, Reiwa
Select the era corresponding to your birth year (Reiwa 2019-, Heisei 1989-2019, Showa 1926-1989, etc.)
 - 9** Phonetic reading (katakana)
Write the katakana reading of your name. For foreign names, this IS your name in katakana.
 - 10** Head of household
 - 11** To do/perform
This is typically part of a longer phrase on forms - look for the complete text before filling
 - 12** Full name
 - 13** Child - Father - Mother: Yes / No
Circle "■" (yes) or "■" (no) to indicate whether you have children, father, or mother to be included in this registration change.
 - 14** Applicant / Person filing the form
 - 15** Female ()
Check this box if the person's gender is female, then write the gender in the parentheses

— Addresses (Part 2/2)

- 1 ■■■■■ 14 ■■■■■ Date of move / change / From
- 2 ■■■■■ 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
- 3 ■■■■■ is not possible)
- 4 ■■■■■ Meiji, Taisho, Showa, Heisei, Reiwa
Select the era corresponding to your birth year (Reiwa 2019-, Heisei 1989-2019, Showa 1926-1989, etc.)
- 5 ■■■■■ Phonetic reading (katakana)
Write the katakana reading of your name. For foreign names, this IS your name in katakana.
- 6 ■■■■■ ■■■■■ Certificate of Moving Out / Moving out
- 7 ■■■■■ ■ Head of household
- 8 ■■■■■ Return envelope not required
This is informational - no action needed from you
- 9 (■■■■■ Full name
- 10 ■■■■■ ■■■■■ Moving out
- 11 ■■■■■ ■■■■■ polite verb ending / Moving in (from another municipality or abroad) / .
- 12 ■■■■■ Female ()
Check this box if the person's gender is female, then write the gender in the parentheses
- 13 ■■■■■ 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
- 14 ■■■■■ Moving in (from another municipality or abroad) / Special provision

— Person Table (Part 1/3)

- 1 Meiji, Taisho, Showa, Heisei, Reiwa
Select the era corresponding to your birth year (Reiwa 2019-, Heisei 1989-2019, Showa 1926-1989, etc.)

2

3 Phonetic reading (katakana)
Write the katakana reading of your name. For foreign names, this IS your name in katakana.

4 Head of household

5 Full name

6 Child - Father - Mother: Yes / No
Circle "■" (yes) or "□" (no) to indicate whether you have children, father, or mother to be included in this registration change.

7 Do not
This typically appears before other text to indicate something should not be done or does not apply

8 Female ()
Check this box if the person's gender is female, then write the gender in the parentheses

9 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 Certificate of Moving Out / Moving out / Document

11 Meiji, Taisho, Showa, Heisei, Reiwa
Select the era corresponding to your birth year (Reiwa 2019-, Heisei 1989-2019, Showa 1926-1989, etc.)

12 Phonetic reading (katakana)
Write the katakana reading of your name. For foreign names, this IS your name in katakana.

13 polite verb ending

14 Head of household

15 Certificate of Moving Out / Moving in (from another municipality or abroad) / Moving out

— Person Table (Part 2/3)

■■■ — Person Table (Part 3/3)

- 1  Adachi Ward
This is a specific ward in Tokyo - only select if you live in Adachi Ward
 - 2  Items to be sent
This section lists documents you need to submit with your application
 - 3  ■For the purpose of grasping the actual situation of the Basic Resident Register and maintaining accuracy, confirmation
This is explanatory text - indicates why verification is needed for the resident registration system
 - 4   polite verb ending / . / No./Number
 - 5   ■ This notification form
 - 6   In such cases, we may contact you at the telephone number you provided
This explains when the office may call you - no action needed
 - 7   ■ Copy of identity verification documents
Check this box and attach copies of your passport, residence card, or other official ID documents as required by your municipality.
 - 8   Please understand this in advance.
 - 9   My Number Card / Residence Card / My Number Card
 - 10   Contact information and mailing address
Provide phone number and address where the municipality can contact you about this application
 - 11   Cash card (ATM card) / Qualification

■■■■■ — ID & Documents

- 1 ■■■■■ New address / Previous address / Address
- 2 ■■■■■ 120-8512
This is a postal code (likely pre-printed for the municipal office address) -
you don't need to fill this in.
- 3 ■■■■■ Moving in (from another municipality or abroad) / Moving out / .
- 4 ■■■■■ Adachi Ward / Tokyo
- 5 ★■■■■■ Certificate of Moving Out / My Number / polite verb ending
- 6 ■■■■■ Family Registration and Resident Affairs Section / Adachi Ward
- 7 ■■■■■ polite verb ending / . / Postage stamp
- 8 ■■■■■ Telephone 03(3880)5111 (main number)
- 9 ■■■■■ Passport / Date of move / change / Moving out
- 10 ■■■■■ National Health Insurance / Health insurance card / Adachi Ward
- 11 ■■■■■ polite verb ending / .

COUNTER PHRASES

Point and show these to ward office staff

FINDING THE COUNTER



Sumimasen, j■min t■roku 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■shi 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?