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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)

- 1  Applicant / Person filing the form
The person physically submitting the form. Usually yourself.
- 2  Name
Write your full name as it appears on your residence card or passport
- 3  Phone number
Japanese mobile number preferred. Some forms accept overseas numbers.
- 4  Applicant / Person filing the form
- 5  Daytime contact information
Provide a phone number where you can be reached during business hours (9 AM - 5 PM)
- 6  Seal (inkan / hanko)
- 7  3. Agent/Representative Relationship to applicant ()
If someone else is filing this form on your behalf, they should write their relationship to you (e.g., "spouse", "parent", "child") in the parentheses.
- 8  Address
- 9  Letter of proxy / Power of attorney / .
- 10  Applicant / Person filing the form / Full name / To do/performance
- 11  My Number
Enter your 12-digit Individual Number from your My Number card or notification
- 12  My Number Card
This refers to the plastic IC card version of your My Number (individual number). Different from the paper notification.
- 13  Date of birth
Format: ■(year) ■(month) ■(day). Use Japanese calendar (■■/■■) or Western year.
- 14  Gender
■ (otoko) = Male, ■ (onna) = Female. Circle the appropriate one.
- 15  Relationship to head of household
See relationship terms table.

■■■■■ — 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/performance
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)

- 1

() Full name
- 2

Date of move / change
- 3

polite verb ending / Moving in (from another municipality or abroad) / .
- 4

Female ()

Check this box if the person's gender is female, then write the gender in the parentheses
- 5

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
- 6

For reissuance Lost

Check this box if you need to reissue a document because you lost the original
- 7

Previous address / Adachi Ward / Address
- 8

Other (/ Other / To do/perform
- 9

Full name
- 10

New household head

Enter the name of the person who will be the new head of household after the move/change
- 11

New address

The address you are moving TO.
- 12

Full name

Write in katakana for foreign names. Some forms accept romaji.
- 13

Former household head

Enter the name of the previous household head if there was a change in who heads the household
- 14

Previous address

If coming from abroad, write your country name (e.g.).
- 15

Full name

Write in katakana for foreign names. Some forms accept romaji.

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

FINDING THE COUNTER

Sumimasen, jimin 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 y^oshi wa arimasu ka?

Do you have an English version of the form?

ASKING FOR HELP FILLING OUT

Kiny¹ h²h³ wo oshiete itadakemasu ka?

Could you help me fill this out?

REQUESTING RESIDENCE CERTIFICATE

Jiminhy 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?