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Toshima — ■■■■■ — 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

— Who Is Filing (Part 1/2)

- 1** Full name / Signature
 - 2** (Name) (Name) Name Date of move
Enter the date you actually moved or will move to the new address
 - 3** Date of application Date of application
Write the date you are submitting this form (usually today's date)
 - 4** Date of move out/in (Signature) Date of move out/in (Signature)
Enter the date you moved out of your previous address or into your new address, then sign
 - 5** / If filling out as a proxy, please enter (Heisei/Reiwa) or Western calendar year
Only fill this if you're completing the form on behalf of someone else. Choose either Japanese era (Heisei/Reiwa) or Western calendar format.
 - 6** (blank field for writing)
 - 7** TEL TEL
Write your phone number where you can be reached during business hours for any questions about your registration.
 - 8** Reiwa Era / Western Calendar
Choose either Japanese era year (Reiwa) or Western calendar year format for dates on this form
 - 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** Address
Write your complete current address in Japan including postal code, prefecture, city, and apartment/building details
 - 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** Y M Address Y M D Address
Enter the date (Year/Month/Day) followed by your address - this likely refers to the date and address of your previous residence or the effective date of registration.
 - 13** Y M D Y M D
 - 14** New address / Address
 - 15** Prefecture
Select your prefecture from the dropdown or write the full prefecture name

■■■■■ — Who Is Filing (Part 2/2)

1 ■■ Prefecture

Select your prefecture from the dropdown or write the full prefecture name

2 ■■■ Previous address

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

3 ■■ Prefecture

Select your prefecture (e.g., Tokyo-to, Osaka-fu, Kyoto-fu, or other -ken)

4 ■■ Prefecture

Select your prefecture (e.g., Tokyo-to, Osaka-fu, Kyoto-fu, or other -ken)

5 New New

6 Former Former

— Addresses (Part 1/2)

- 1** Prefecture
Select your prefecture (e.g., Tokyo-to, Osaka-fu, Kyoto-fu, or other -ken)
 - 2** Prefecture
Select your prefecture (e.g., Tokyo-to, Osaka-fu, Kyoto-fu, or other -ken)
 - 3** address address
 - 4** address address
 - 5** New
This appears to be part of a longer field label, likely indicating 'new' information
 - 6** Building name and room number
Apartment/building name and room number
Include apartment or building name if applicable, followed by room number (e.g., 'ABC Mansion 205')
 - 7** Building name and room number
Apartment/building name and room number
Include apartment or building name if applicable, followed by room/unit number (e.g., 'Sakura Mansion 205')
 - 8** Comb
 - 9** No./Number
This typically precedes a number field (like address number or form number)
 - 10** Previous address
Enter your address before moving to the current location
 - 11** Head of household name / Head of household / Full name
 - 12** Head of household name / Head of household / Full name
 - 13** Householder/ Head of household name
Enter the full name of the registered head of household, typically the main family member listed on the family register
 - 14** Householder/ Name of householder
Enter the full name of the head of household as registered
 - 15** rentee's name rentee's name

■ ■ — Addresses (Part 2/2)

- 1** rentee's name rentee's name
 - 2** Block map confirmation
Staff use only - do not fill in
 - 3** House Home
Select if this is your primary residence where you actually live
 - 4** **TEL** TEL
Write your phone number where you can be reached during business hours for any questions about your registration.
 - 5** (blank field for writing)
 - 6** Receipt/Inspection
Staff use only - do not fill in
 - 7** () Mobile Daytime contact (mobile)
Enter your mobile phone number for contact during business hours
 - 8** **Namme(s) off peopleopple moving**
Names of all people moving (including the applicant) - if 5 or more people, please write all members' names on the back of the form
List all family members who are moving addresses, including yourself - use the back of the form if your household has 5+ people
 - 9** Individual Number Card, Basic Resident Register Card, Health Insurance, Late-stage Elderly Medical Care, Pension, Long-term Care Insurance, Allowances
These are various cards and benefits that may need to be updated when moving - check applicable boxes
 - 10** **Date of birth** Date of birth
Enter your birth date in the Japanese format (year/month/day)
 - 11** **Sex** Gender
 - 12** **Relationship** Relationship
Specify your relationship to the head of household (e.g., spouse, child, parent)

— Person Table (Part 1/4)

- 1** **Names of all people moving (including the applicant) - if 5 or more people, please write all members' names on the back of the form**
List all family members who are moving addresses, including yourself - use the back of the form if your household has 5+ people

2 **Individual Number Card, Basic Resident Register Card, Health Insurance, Late-stage Elderly Medical Care, Pension, Long-term Care Insurance, Allowances**
These are various cards and benefits that may need to be updated when moving - check applicable boxes

3 **Date of birth Date of birth**
Enter your birth date in the Japanese format (year/month/day)

4 **Sex Gender**

5 **Document**

6 **Relationship Relationship**
Specify your relationship to the head of household (e.g., spouse, child, parent)

7 **Phonetic reading (katakana)**
Write your name in katakana characters above your written name

8 **Yes/No (or Have/Don't Have)**
Circle or check the appropriate option based on whether the condition or item mentioned applies to your situation.

9 **Taihei.. Shirei**
This appears to be a sample name showing format - use your actual name

10 **M Head of household**

11 **Yes/Have (repeated)**
This appears to be a printing error or placeholder text - consult staff if this appears on your form

12 **Change**
Check this box if you are making changes to existing information

13 **Y M D Other**

14 **1 Address section 1**
This appears to be a section marker or field identifier for the first part of an address

15 **Required/Not required**
Check the appropriate box based on whether the item or service is needed

■■■ — Person Table (Part 2/4)

- 1 Western calendar
Use Gregorian calendar years (e.g., 2024) instead of Japanese era years
 - 2 () Female ()
Check this box if you are female and write your name in the parentheses if required by the form format.
 - 3 None/Not applicable
This typically indicates fields that don't apply to your situation - leave blank or check as appropriate
 - 4 Return/surrender
Used when returning official documents or cards (like residence cards, health insurance cards, etc.)
 - 5 Phonetic reading (katakana)
Write your name in katakana characters above the corresponding kanji/hiragana name field
 - 6 M Year ____ Month ____ Day ____ Male M Husband/Son Wife
Fill in birth date, check M for male, and check the appropriate family relationship box (husband/son or wife)
 - 7 Yes/No (or Have/Don't Have)
Circle or check the appropriate option based on whether the condition or item mentioned applies to your situation.
 - 8 Taihei.. Shirei
This appears to be a sample name showing format - use your actual name
 - 9 Yes/Have (repeated)
This appears to be a printing error or placeholder text - consult staff if this appears on your form
 - 10 Change/Return/Payment
This appears to be corrupted text - consult staff for clarification
 - 11 Y M D F () Y M Female F (Other)
Check the "F" box if female, or write in the "Other" section if you identify differently than male/female
 - 12 Required / Not required
Circle or check the appropriate option based on your situation
 - 13 2 Resident 2
For the second household member (after the head of household)
 - 14 Western calendar
Use Gregorian calendar years (e.g., 2024) instead of Japanese era years
 - 15 M Year ____ Month ____ Day ____ Male M Husband/Son Wife
Fill in birth date, check M for male, and check the appropriate family relationship box (husband/son or wife)

— Person Table (Part 3/4)

- 1** **Yes/No (or Have/Don't Have)**
Circle or check the appropriate option based on whether the condition or item mentioned applies to your situation.

2 **Taihei.. Shirei**
This appears to be a sample name showing format - use your actual name

3 **Phonetic reading (katakana)**
Write your name in katakana characters above the corresponding kanji

4 **Yes/Have (repeated)**
This appears to be a printing error or placeholder text - consult staff if this appears on your form

5 **Change**
Check this box if you are making changes to existing information

6 Y M D Other

7 **Required / Not required**
Circle or check the appropriate option based on your situation

8 **Western calendar**
Use Gregorian calendar years (e.g., 2024) instead of Japanese era years

9 3 **Do 3**

10 **Return/surrender**
Used when returning official documents or cards (like residence cards, health insurance cards, etc.)

11 F() F()

12 **Reiwa era**
Current Japanese era that began in 2019 - used for official dates

13 Y M D M Male Female

14 **Change required/not required, necessary/unnecessary**
This appears to be a garbled or corrupted text - consult staff for clarification

15 **4** **Enter phonetic reading**
Staff use only - do not fill in

— Person Table (Part 4/4)

- 1** Return/surrender
Used when returning official documents or cards (like residence cards, health insurance cards, etc.)
 - 2** F() F()
 - 3** Residence status / Visa type / Moving in (from another municipality or abroad) / Qualification
 - 4** Use back side
If you need more space, continue writing on the back of this form
 - 5** Residence Card / Residence status / Visa type / Period of stay
 - 6** Yes / No
Circle or check the appropriate option
 - 7** Mid-to-long term residents Special permanent residents Provisional stay permit holders Temporary protection permit holders Transitional reCheck the box that matches your legal status in Japan - most foreign residents would select "Mid-to-long term residents"
 - 8** Remarks
Use this section for any additional information or special circumstances related to your residence change that don't fit in other sections of the form.
 - 9** () () () () Seal (inkan / hanko)
 - 10** My Number (Individual Number)

 — ID & Documents

- 1 [REDACTED] Return/surrender / Change
 - 2 1 [REDACTED] My Number (Individual Number)
 - 3 3 [REDACTED] My Number (Individual Number)
 - 4 4 [REDACTED] Card presentation not required■Card rewriting not required
N/A if it's just instructions/layout text
 - 5 ■ID [REDACTED] [Application Form with ID]
 - 6 [REDACTED] [Individual Number■Resident Registration Card]
Provide your My Number card or Basic Resident Registration card information if applicable
 - 7 [REDACTED] Residence Card
 - 8 [REDACTED] Identity verification documents

■■■■■ — Instructions (Part 1/2)

- 1 ■■■■■ Driver's license
Check this box if you're providing your driver's license as identification
- 2 ■■■■■ ①■■■■■ ②■■■■■ ③■■■■■ ④■■■■■
Residence registration confirmation [①() people remaining ②OK ③() people living together (same household/separate household) ④shared unit]
This appears to be a checklist for staff to verify household composition - likely not for you to fill out directly.
- 3 ■■■■■ Japanese passport
Check this box if you hold a Japanese passport
- 4 ■■■■■ / ■■■■■ Date of move / change / Seal (inkan / hanko)
- 5 ■■■■■ Residence Card
- 6 ■■■■■ ①■■■■■ ②■■■■■ ③■■■■■ 2 ■■■■■ ④■■■■■ ⑤■■■■■
Moving in (from another municipality or abroad) / Moving out / From
- 7 ■■■■■ (■■■■■) Individual Number Card Basic Resident Register Card (Photo: Yes No)
Check this box if you have either card and circle whether it has a photo or not
- 8 ⑥■■■■■ / ■■■■■ / ■■■■■
Resident Registry Code / Address / Moving in (from another municipality or abroad)
- 9 ■■■■■ (■■■■■) Health insurance card
- 10 ■■■■■ Disability Certificate
Check this box if you possess a disability certificate issued by Japanese authorities
- 11 ■■■■■ Pension
- 12 ■■■■■ ①■■■■■ ②■■■■■ 2 ■■■■■ ③■■■■■ ④■■■■■ Full name / Moving in (from another municipality or abroad) / From
- 13 ■■■■■ Employee ID/Student ID (Photo: Yes/No)
Check this box if using employee or student ID as identification, then circle whether it has a photo or not
- 14 ⑤■■■■■ ⑥■■■■■ ⑦■■■■■
⑤Marital status confirmation ⑥Family relationship confirmation ⑦Common-law spouse (wife/husband) confirmation
Check the appropriate box that matches your relationship status - married, family member, or unmarried partner living together.
- 15 ■■■■■ Cash card (ATM card)

 — Instructions (Part 2/2)

- 1  Passbook / bankbook
- 2  [Notice of Reporting Period Expiration] Completed
- 3  (1) (4) 
Immediate (1) • Mail (4) • Collection • Deadline correction • Replacement • Certificate forgotten • Not received
N/A - these are administrative processing codes/status indicators used by municipal staff
- 4  Credit Card
Check this box if you want to pay municipal fees/taxes by credit card
- 5  [Block Map Correction] Completed

 — Footer & Notes

-
- 1 National Health Insurance
Check this box if you need to enroll in or make changes to Japan's National Health Insurance (kokumin kenkou hoken)
- 2 Other (/ Other / Qualification)
- 3 Medical examination card
Check this box if you need to update your address on medical examination cards/patient cards at hospitals or clinics.
- 4 [Resident Movement Acceptance Notification] Completed
- 5 () Other
- 6 Address / Moving in (from another municipality or abroad)
- 7 1 Reception / Received / Processing
- 8 5 Moving in (from another municipality or abroad) / Qualification / All
- 9 Moving out / Moving within the same municipality / Partial
- 10 2 Processing
- 11 () () Change of household head / Change of household (head of household change, merge, split) / Head of household

COUNTER PHRASES

Point and show these to ward office staff

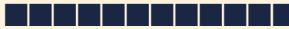
FINDING THE COUNTER



Sumimasen, jūmin toroku no madoguchi wa doko desu ka?

Excuse me, where is the resident registration counter?

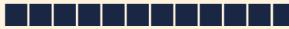
STATING YOUR PURPOSE



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

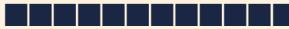
FROM ANOTHER WARD



■■-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?