



# Katsushika – 住民異動届 – 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)                                       | パスポート        |
| * Residence Card (received at airport)                                   | 在留カード        |
| Marriage Certificate + Japanese translation (If registering with spouse) | 婚姻証明書 + 日本語訳 |
| Birth Certificate + Japanese translation (If registering children)       | 出生証明書 + 日本語訳 |

### >> From Another Municipality

- |   |           |
|---|-----------|
| * Residence Cards (all household members)     | 在留カード     |
| * Moving-Out Certificate (from previous ward) | 転出証明書     |
| My Number Card (all who have one)             | マイナンバーカード |
| National Health Insurance Card (If enrolled)  | 国民健康保険証   |

### >> Moving Within Same Municipality

- |   |           |
|---|-----------|
| * Residence Cards (all household members) | 在留カード     |
| My Number Card                            | マイナンバーカード |

## COMMON MISTAKES

- X Writing name in romaji instead of katakana  
-> Most forms want katakana (カタカナ). Ask staff for help converting your name.
- X Using arrival date instead of move-in date  
-> 異動日 is when you moved into your apartment, not when your flight landed.
- X Leaving head of household (世帯主) 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 (住民票) immediately – ¥300, needed for bank/phone/lease

タイトル・届出日 – Header & Dates

1

住民異動届

2

(兼 住居地届)

3

兼 国民健康保険異動届

異動事由

4

異動区分

5

係長・所長 照合 処理 受付 簡裁

6

個人番号届出書

転特国転件寄へ 転 転特国再へ 本世世世へ 転回へ 届へ 届届出死へ 力力

(旧氏)

全全全全

- 1

住民異動届

Resident Registration Change Form
- 2

(兼 住居地届)

(Also serves as residence address notification)
- 3

異動事由

Reason for Change

Select or write the reason for your address change (e.g., moving, marriage, divorce, etc.)
- 4

異動区分

Type of Change/Category of Moving

Select the appropriate box indicating your type of residence change (moving in, moving out, address change within city, etc.)
- 5

係長・所長照合処理受付

Section Chief/Director Verification Processing Receipt

N/A – this is an administrative processing section for municipal office staff use only
- 6

簡裁

Summary Court

N/A (this is likely a reference field or administrative notation, not something you need to fill out)
- 7

個人番号届出書

My Number (Individual Number)

12-digit number. Leave blank on first registration – it will be mailed to you after.
- 8

(旧氏)

(Former surname)

Fill in your previous surname if you changed it due to marriage, divorce, or other reasons and want it recorded alongside your current name.
- 9

兼国民健康保険異動届

Combined National Health Insurance Change Notification

This indicates the form also serves as notification for changes to your national health insurance status – no separate action needed if you're enrolled in NHI.

届出人情報 – Who Is Filing (Part 1/2)

3 兼 国民健康保険異動届  
※ 後期高齢者医療異動届  
4 兼 国民年金保険異動届  
兼 介護保険異動届

1 転特国転住資 転 転特国再 主世世世 転回 職 職職出死 カ力  
2 例外人所格 例外 交 変 帯帯帯 出 権 権権 ナナ  
13 転転未設取 転転 合分変 取 修 記消 表削  
14 入入届定得 居 出出出付 更併離更 消復 正 載除生亡 記除

(旧氏)  
2 全一全全一一  
7 記変削  
12 載更除  
13 部部全一全一

10 届出人の氏名欄は、届出人ご本人が  
11 手書きで記入(自署)してください。  
14 国民健康保険(国  
保)、  
介護保険(介護)、  
後期高齢者医療(後

- 1 転特国転住資（転転特国再（主世世世（転回（職（職職出死（カ力  
Transfer/Special/Foreign/Transfer/Residence/Status (Transfer/Transfer/Special/Foreign/Re (Head/Household/Household/Household (Transfer/  
N/A – This appears to be corrupted or garbled text, possibly abbreviations or codes that are illegible. Contact the municipal office for clarification of the actual form fields.
- 2 全一全全一一 All-One-All-All-One-One  
N/A – this appears to be a form field marker or reference code rather than a field requiring input
- 3 兼後期高齢者医療異動届 Combined Late-Stage Elderly Medical Care Change Notification
- 4 国保介民）護健、保康險保（險介（護国）、  
National Health Insurance, Long-term Care Insurance (for nationals), Long-term Care Insurance (for foreigners)  
Check the boxes for insurance programs you’re enrolled in – typically National Health Insurance for most foreign residents, and Long-term Care Insurance if you’re 40 or older.
- 5 例転外転入未所設格取 例転外転交 変帯合帯分帯変 出取 権修権記権消  
Moving in (from another municipality or abroad)
- 6 ナ表ナ削 Display/Delete  
N/A (this appears to be system or form layout text indicating display/deletion functions)
- 7 記変削 Record/Change/Delete  
This indicates the type of registration action – check the appropriate box for whether you’re making a new record, changing existing information, or deleting a registration.
- 8 兼兼国介民護年保金險保異険動異届動届 Resident Movement Notification for National Health Insurance and National Pension  
This is a combined form for updating both your health insurance and pension records when you move – complete all sections if you’re enrolled in both systems.
- 9 (cid:21120) (cid:21120) (cid:21120) (cid:21120) [Unreadable text – corrupted characters]
- 10 届出人の氏名欄は、届出人ご本人が Applicant / Person filing the form / Full name  
The person physically submitting the form. Usually yourself. Write in katakana for foreign names. Some forms accept romaji.
- 11 手書きで記入(自署)してください。 Please fill out by hand (in your own handwriting).  
Use a pen to write your information by hand – don’t type or have someone else write it for you.
- 12 載更除 Registration/Update/Removal  
This indicates the three types of residence registration actions – check the appropriate box for your situation (new registration, address change, or removal from registry).
- 13 部部全一全一 Section Section All One All One  
N/A – this appears to be garbled text or printing error on the form
- 14 入入入届定得)居出出出付)更併離更)消復)正)載除生亡)記除  
Entry Entry Entry Registration Determination Acquisition) Residence Departure Departure Departure Attachment) Change Merger Separation  
N/A – This appears to be corrupted/garbled text, possibly from scanning errors or display issues. Contact the municipal office for a clear form.

届出人情報 – Who Is Filing (Part 1/2) (continued)

- 15 後期期) 高の齡申者請医に療つ (い後て個 Regarding application for Late-Stage Elderly Medical Care (individual)
- Check this box if you're 75+ years old or have certain disabilities and need to apply for elderly medical insurance coverage.

葛飾区長あて		入入届定得～ 居 出 出付～ 更 更離更～ 消復～ 正～ 蔵除生亡～ 記録				載更除		部部全一全～		手書きで記入(自署)してください。		後期高齢者医療(後期)の申請について個人番号を提供します。													
⑤	異動年月日	④	令和	年	月	日	⑦	届出年月日	⑥	令和	年	月	日	⑧	1. 本人	2. 世帯主	3.	⑨	個人番号	⑩	フリガナ	⑪	郵便・勤務先・携帯	⑫	※「個人番号を届ける業務」は該当するものに○をつけてください
⑬	フリガナ											⑭	新世帯主												
⑬	新住所											⑭	届												

住所 - Addresses (Part 1/3)

フリガナ 新住所	新世帯主	フリガナ 氏名	身宅・勤務先・携帯 ( )	※個人番号カードをお持ちの方はご提示ください							
フリガナ 旧住所	旧世帯主	住所									
氏名	生年月日	性別	カード関係	印鑑	関係	後期	国民	介護保険	児童	学校	届出個人番号

- 1 新住所 New address  
The address you are moving TO.
- 2 に○をつけてください Please circle ○  
Circle the appropriate option among the choices provided
- 3 ( ) ( )
- 4 出氏名 Full name  
Write in katakana for foreign names. Some forms accept romaji.
- 5 い。 い。
- 6 フリガナ Phonetic reading (katakana)  
Write the katakana reading of your name. For foreign names, this IS your name in katakana.
- 7 旧世帯主 Former household head  
Enter the name of the previous household head if there was a change in who heads the household
- 8 ※個人番号カードをお My Number (Individual Number)  
12-digit number. Leave blank on first registration – it will be mailed to you after.
- 9 持ちの方はご提示くだ Please present if you have  
This appears to be incomplete text, likely asking you to present a document you possess (such as ID, residence card, etc.)
- 10 旧住所 Previous address  
If coming from abroad, write your country name (e.g. アメリカ合衆国).
- 11 住所 Address  
Write in kanji if possible. Ward office staff can help you look up the correct kanji for your address.
- 12 さい。 Please.
- 13 児童 Child/Children  
List any children under 18 who are moving with you and will be registered at the same address
- 14 届出個人番号 My Number (Individual Number)  
12-digit number. Leave blank on first registration – it will be mailed to you after.
- 15 後期国民 Late-stage elderly (referring to the late-stage elderly healthcare system)  
Check this box if you are 75 years or older and enrolled in the late-stage elderly medical care insurance system

住所 - Addresses (Part 2/3)

1氏名フリガナ	2生年月日	3続柄	4カード関係	5印鑑	6国保	10後期高齢年金	7介護保険	11児童手当医療	8学校	12届出個人番号個人番号を届ける業務
大・昭・平・令		個人・住基	有・無						転校	

- 1氏名 Name  
Write your full name as it appears on your residence card or passport
- 2生年月日 Date of birth  
Format: 年(year) 月(month) 日(day). Use Japanese calendar (令和/平成) or Western year.
- 3続柄 Relationship to head of household  
See relationship terms table.
- 4カード関係 Card-related matters  
This section is for information about residence cards, My Number cards, or other official cards that need to be updated with your address change.
- 5印鑑 Seal (inkan / hanko)  
Personal seal stamp. Most ward offices accept a written signature for foreigners instead.
- 6国保 National Health Insurance  
Check this box if you need to enroll in or make changes to Japan's National Health Insurance (kokumin kenkou hoken)
- 7介護保険 Long-term care insurance  
This section relates to Japan's mandatory long-term care insurance system - may need to provide your insurance certificate number or indicate enrollment status.
- 8学校 School  
Write the name of the school you or your children attend (if applicable), or leave blank if not attending school.
- 9No. No.
- 10高齢年金 Elderly Pension  
Check this box if you receive elderly/senior pension benefits that may be affected by your address change
- 11手当医療 Benefits/Medical Care  
This section is for recording eligibility for various municipal benefits and medical subsidies - leave blank if unsure, as city office staff will verify your eligibility
- 12個人番号を届ける業務 My Number (Individual Number)  
12-digit number. Leave blank on first registration - it will be mailed to you after.
- 13フリガナ Phonetic reading (katakana)  
Write the katakana reading of your name. For foreign names, this IS your name in katakana.
- 14個人・住基 Individual/Resident Registration  
This is likely a section header - check the box or section that applies to individual/personal resident registration matters
- 15有・無 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.



住所 – Addresses (Part 3/3)

フリガナ	昭和・平・令 西暦 (外国人住民の方) 年 月 日	個人・住基 有・無 有・無 有・無	登録申請有 有・無 有・無	有 無	擬主 ・ 高齡	有 ・ 無	有 ・ 無	有・無 認 有・	有 ・ 無	有・無 有・無 有・無	小・中 学 年	転校 有・無	記入欄を省略する
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- 1 転校 School transfer  
Check this box if the move requires transferring to a different school and follow up with the education board
- 2 大・昭・平・令 Taishō·Shōwa·Heisei·Reiwa  
Circle the era name that corresponds to your birth year (Taishō 1912–1926, Shōwa 1926–1989, Heisei 1989–2019, Reiwa 2019–present)
- 3 有・無 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.
- 4 有小・中 Has elementary/middle school children  
Check this box if you have children attending elementary or middle school who need to transfer schools due to your address change.
- 5 登録申請有有擬主有 Registration application [status indicators]  
N/A – this appears to be form layout/status text rather than a field to fill
- 6 有・無 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.
- 7 西暦 (外国人住民の方) Western calendar (for foreign residents)  
Use Western calendar format (YYYY/MM/DD) when filling in dates as a foreign resident
- 8 記載変更 (持参) 回収・未回収・ Record Change (Brought) Collection Status – Collected/Not Collected/  
N/A – this is administrative tracking text for office use
- 9 無 学年・無 None – Grade/None  
Select this option if you have no formal education or if the grade level doesn't apply to your situation.
- 10 有・無 転出時回収No. 無高齡無 Moving out
- 11 月 日 Month Day  
Fill in the month and day using Arabic numerals (e.g., 12 25 for December 25th)

異動者 – Person Table (Part 1/6)

1	フリガナ	2 年 月 日 (歳)	3 有・無 返納申請希望	4 有・無 登録申請有	5 有 擬主	6 有 有	7 有・無 認定	8 有 有	9 有 有	10 有 有	11 有 有	12 有 有	13 有 有	14 有 有	15 有 有	16 有 有	17 有 有	18 有 有	19 有 有	20 有 有	21 有 有	22 有 有	23 有 有	24 有 有	25 有 有	26 有 有	27 有 有	28 有 有	29 有 有	30 有 有	31 有 有	32 有 有	33 有 有	34 有 有	35 有 有	36 有 有	37 有 有	38 有 有	39 有 有	40 有 有	41 有 有	42 有 有	43 有 有	44 有 有	45 有 有	46 有 有	47 有 有	48 有 有	49 有 有	50 有 有	51 有 有	52 有 有	53 有 有	54 有 有	55 有 有	56 有 有	57 有 有	58 有 有	59 有 有	60 有 有	61 有 有	62 有 有	63 有 有	64 有 有	65 有 有	66 有 有	67 有 有	68 有 有	69 有 有	70 有 有	71 有 有	72 有 有	73 有 有	74 有 有	75 有 有	76 有 有	77 有 有	78 有 有	79 有 有	80 有 有	81 有 有	82 有 有	83 有 有	84 有 有	85 有 有	86 有 有	87 有 有	88 有 有	89 有 有	90 有 有	91 有 有	92 有 有	93 有 有	94 有 有	95 有 有	96 有 有	97 有 有	98 有 有	99 有 有	100 有 有
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- 1 無 学年・無 None – Grade/None
- Select this option if you have no formal education or if the grade level doesn't apply to your situation.
- 2 月 日 Month Day
- Fill in the month and day using Arabic numerals (e.g., 12 25 for December 25th)
- 3 国保・介護・後期 National Health Insurance, Long-term Care, Late-stage Elderly Medical Care
- This section relates to changes in your health insurance coverage – municipal staff will typically handle updates to these systems based on your residence change
- 4 ( 歳) ( years old)
- Write your age in numbers in the blank space provided.
- 5 返納申請希望 Request for return application
- Check this box if you want to apply for the return of your residence card or other documents when moving out of the municipality
- 6 フリガナ Phonetic reading (katakana)
- Write the katakana reading of your name. For foreign names, this IS your name in katakana.
- 7 個人・住基 Individual/Resident Registration
- This is likely a section header – check the box or section that applies to individual/personal resident registration matters
- 8 有・無 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 転校 School transfer
- Check this box if the move requires transferring to a different school and follow up with the education board
- 10 大・昭・平・令 Taishō·Shōwa·Heisei·Reiwa
- Circle the era name that corresponds to your birth year (Taishō 1912–1926, Shōwa 1926–1989, Heisei 1989–2019, Reiwa 2019–present)
- 11 有・無 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.
- 12 有小・中 Has elementary/middle school children
- Check this box if you have children attending elementary or middle school who need to transfer schools due to your address change.
- 13 登録申請有有擬主有 Registration application [status indicators]
- N/A – this appears to be form layout/status text rather than a field to fill
- 14 有・無 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.
- 15 西暦(外国人住民の方) Western calendar (for foreign residents)
- Use Western calendar format (YYYY/MM/DD) when filling in dates as a foreign resident

2		西暦(外国人住民の方)	有・無 納税変更(持参) 返納申請希望	登録申請有 回収・未回収 転出時回収No.	有・無 擬主・高齢	有・無	有・無	認定 有・無	有・無	有・無	小・中 学年	有・無 転校	国保・介護・後期
	フリガナ	大・昭・平・令 西暦(外国人住民の方)	個人・住基 有・無	登録申請有	有・無 擬主	有	有	有・無	有	有	小・中		

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	フリガナ	大・昭・平・令 西暦（外国人住民の方） 年 月 日 （歳）	個人・住基 有・無 登録申請有 回収、未回収 転出時回収No.	有・無 有 有 有 有	主 高 齢	有・無 有 有 有 有	有・無 認 定	有・無 有 有 有 有	小・中 学 生	専校 有・無	国保・介護・後期
3	フリガナ	大・昭・平・令 西暦（外国人住民の方） 年 月 日 （歳）	個人・住基 有・無 登録申請有 回収、未回収 転出時回収No.	有・無 有 有 有 有	主 高 齢	有・無 有 有 有 有	有・無 認 定	有・無 有 有 有 有	小・中 学 生	専校 有・無	国保・介護・後期

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- 1 **有小・中** Has elementary/middle school children  
Check this box if you have children attending elementary or middle school who need to transfer schools due to your address change.
- 2 **登録申請有有擬主有** Registration application [status indicators]  
N/A – this appears to be form layout/status text rather than a field to fill
- 3 **有・無** 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.
- 4 **西暦(外国人住民の方)** Western calendar (for foreign residents)  
Use Western calendar format (YYYY/MM/DD) when filling in dates as a foreign resident
- 5 **記載変更(持参)回収・未回収・** Record Change (Brought) Collection Status – Collected/Not Collected/  
N/A – this is administrative tracking text for office use
- 6 **無 学年・無** None – Grade/None  
Select this option if you have no formal education or if the grade level doesn't apply to your situation.
- 7 **有・無 転出時回収No. 無高齢無** Moving out
- 8 **月 日** Month Day  
Fill in the month and day using Arabic numerals (e.g., 12 25 for December 25th)
- 9 **国保・介護・後期** National Health Insurance, Long-term Care, Late-stage Elderly Medical Care  
This section relates to changes in your health insurance coverage – municipal staff will typically handle updates to these systems based on your residence change
- 10 **( 歳)** ( years old)  
Write your age in numbers in the blank space provided.
- 11 **返納申請希望** Request for return application  
Check this box if you want to apply for the return of your residence card or other documents when moving out of the municipality
- 12 **フリガナ** Phonetic reading (katakana)  
Write the katakana reading of your name. For foreign names, this IS your name in katakana.
- 13 **個人・住基** Individual/Resident Registration  
This is likely a section header – check the box or section that applies to individual/personal resident registration matters
- 14 **有・無** 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.
- 15 **転校** School transfer  
Check this box if the move requires transferring to a different school and follow up with the education board

※赤枠の中をご記入ください。外国人住民の方は赤枠と合わせて2枚目も記入してください。 ※届出人の身分証をご提示ください。届出人が本人または同一世帯の方以外の場合は委任状が必要です。

- ※赤枠の中をご記入ください。外国人住民の方は赤枠と合わせて2枚目も記入してください。 ※届出人の身分証をご提示ください。届出人の氏名を記入してください。
- Applicant / Person filing the form / Letter of proxy / Power of attorney
- The person physically submitting the form. Usually yourself. Required if someone else is filing on your behalf.

異動者 – Person Table (Part 5/6) (continued)

- 15
- ☐

本人確認 1 点：免・パ・住B・個・手帳・在・特・他（                      ） No.
- ☐

Identity verification 1 item: License・Passport・Resident Card・My Number Card・Handbook・Residence Card・Special Permanent Resident
- Check this box and circle/write the type of ID you're using, then write its number in the parentheses. As a foreign resident, you'll likely use your residence card (在) or passport (パ).

## 異動者 – Person Table (Part 6/6)

☐ 本人確認 1 点: 免・ハ・住日・個・手帳・在・特・他 ( ) No.  
☒ 本人確認 2 点: 保・介・後・年・生保・通帳・他 ( ) No.  
☐ 異動年月日確認

世	氏 名	旧続柄	新続柄
---	-----	-----	-----

- 1 氏 名 Name  
Write your full name as it appears on your residence card or passport, using the same script (Roman letters for most foreign residents).
- 2 旧続柄 Relationship to head of household  
See relationship terms table.
- 3 ☐ 本人確認 2 点 : 保・介・後・年・生保・通帳・他 ( ) No. Passbook / bankbook  
Physical booklet that records transactions. Some banks now offer passbook-free (通帳なし) digital-only accounts.
- 4 新続柄 Relationship to head of household  
See relationship terms table.
- 5 ☐ 異動年月日確認 ☐ Confirmation of date of change



職員記入欄 – Staff Section

1

☐住所確認（A型台帳・都住・UR等）

2

☐\*〔方書表記〕

3

4

☐同居別世帯：有・無（）様と 本人表札 有・無

5

☐特例転出継続利用説明 ☐特例データ無 ☐親権（父・母・共同）

6

☐続柄を証する証明 ☐既登録（有・無） ☐転出証明書発行日 ☐附票 ☐CS

7

☐住民票の写し：有・無 ☐委任状（契約書・電話・居住申立） ☐本籍・筆頭者

戸籍  
変更  
による  
続柄  
修正


DO NOT FILL IN – Office use only（職員記入欄）

This section is completed by ward office staff after you submit the form.

## COUNTER PHRASES

Point and show these to ward office staff

### FINDING THE COUNTER

すみません、住民登録の窓口はどこですか？

Sumimasen, jūmin toroku no madoguchi wa doko desu ka?

Excuse me, where is the resident registration counter?

### STATING YOUR PURPOSE

転入届を出したいのですが

Tennyu todoke wo dashitai no desu ga

I'd like to submit a moving-in notification

### FIRST TIME FROM ABROAD

海外から初めて転入します

Kaigai kara hajimete tennyu shimasu

I'm registering for the first time from abroad

### FROM ANOTHER WARD

〇〇区から転入します

〇〇-ku kara tennyu shimasu

I'm moving in from 〇〇 Ward

### ASKING FOR ENGLISH FORM

英語の用紙はありますか？

Eigo no yōshi wa arimasu ka?

Do you have an English version of the form?

### ASKING FOR HELP FILLING OUT

記入方法を教えていただけますか？

Kinyū hōhō wo oshiete itadakemasu ka?

Could you help me fill this out?

### REQUESTING RESIDENCE CERTIFICATE

住民票もお願いしたいのですが

Jūminhyō mo onegai shitai no desu ga

I'd also like a Certificate of Residence, please

### ASKING ABOUT MY NUMBER

マイナンバーはいつ届きますか？

Mainanba wa itsu todokimasu ka?

When will my My Number arrive?