

Could not embed original form: No module named 'pypdf'

Suginami — ■■■■■■ — 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

■■■■■■■■■■■■■■■ For postal submission / Moving out
- 2

■■■ Example of how to fill in







Sample form showing how to complete each field. Study this before filling your own form.
- 3

■■■■■■■■■ Suginami Ward
- 4

■■■■■■■■■■■■■■■ Year ■■ Month ■ Day ■

Fill in the date using Japanese era year (e.g., Reiwa 6) or Western year format as specified on the form

Page 10 of 10

-  Suginami Ward / Tokyo
-  Address
Write your complete current address including apartment/room number if applicable
-  Suginami Apartment 101
Enter your apartment or building name followed by your room/unit number exactly as it appears on your lease or mailbox.
-  Please sign your name
Write your signature by hand in your usual style
-   Head of household

■ ■ — Addresses

- 1 Daytime contact information / Phone number
 - 2 Please be sure to fill in
This indicates a mandatory field that must be completed
 - 3 Moving out
 - 4 Reiwa Year Month Day
Fill in the date using the Japanese Reiwa era calendar (Reiwa 1 = 2019, Reiwa 2 = 2020, etc.)
 - 5 Mobile phone is acceptable
You can provide your mobile phone number instead of a landline
 - 6 000-0000 Postal code 000-0000
Enter your actual 7-digit Japanese postal code in the format ###-####
 - 7 Tokyo
 - 8 Address moving to
Enter the complete address where you will be moving to, including postal code
 - 9 (Apartment/mansion name, room number, etc.)

■■■ — Person Table (Part 1/2)

- 1 Head of household name / Head of household / Full name
- 2 Suginami Ward
- 3 Address
- 4 () (Apartment/mansion name, room number, etc.)
- 5 Head of household name / Head of household / Full name
- 6
Those who have / Certificate of Moving Out / My Number (Individual Number)
- 7
Certificate of Moving Out / polite verb ending / Moving out
- 8
- 9 Head of household / Full name / Moving out
- 10 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.)
- 11 Sex/Gender
Select male (男) or female (女) as it appears on your official documents
- 12 Relationship to head of household
Write your relationship to the household head (e.g., "head", "spouse", "child", "other relative")
- 13 My Number (Individual Number)
- 14 Era abbreviations (Meiji/Taisho/Showa/Heisei/Reiwa)
Circle the era for your birth date: 明治=Meiji (1868-1912), 大正=Taisho (1912-1926), 昭和=Showa (1926-1989), 平成=Heisei (1989-2019), 令和=Reiwa (2019-present)
- 15 Phonetic reading (katakana)

■■■ — Person Table (Part 2/2)

- 1

■■■■■ Male · Female

Circle or check the appropriate gender option that matches your official documents.
- 2

■■■■■■■■■ Head of household
- 3

■■■■■ Suginami Taro

This is an example name showing the format (surname first, given name second) - replace with your actual name in this order.
- 4

60■■■■■■■■■ Year 60, Month 1, Day 1

This shows the Japanese era year format (likely Showa 60 = 1985). Write dates using the current era (Reiwa) followed by month and day.
- 5

■■■■■■■■■ Era abbreviations (Meiji/Taisho/Showa/Heisei/Reiwa)

Circle the era for your birth date: ■=Meiji (1868-1912), ■=Taisho (1912-1926), ■=Showa (1926-1989), ■=Heisei (1989-2019), ■=Reiwa (2019-present)
- 6

■■■■■■■■■■■■■■■■■■■■■ Phonetic reading (katakana)
- 7

■■■■■ Male · Female

Circle or check the appropriate gender option that matches your official documents.
- 8

■■■■■ Yes / No

Circle or check the appropriate option based on whether the condition applies to your situation
- 9

■■■■■ Suginami Akiko

This appears to be an example name - replace with your actual full name in katakana or the script requested by the form
- 10

61■■■ ■■■■■■■■ August 8, 1986

This appears to be a pre-filled date (likely Showa 61/1986) - verify if this is the correct date field you need to fill or if it's reference information.

■■■■■■■ — ID & Documents (Part 1/2)

- 1

■■■■■■■ Era abbreviations (Meiji/Taisho/Showa/Heisei/Reiwa)

Circle the era for your birth date: ■=Meiji (1868-1912), ■=Taisho (1912-1926), ■=Showa (1926-1989), ■=Heisei (1989-2019), ■=Reiwa (2019-present)
- 2

■■■■■■■ Phonetic reading (katakana)
- 3

■■■■■ Male · Female

Circle or check the appropriate gender option that matches your official documents.
- 4

■■■■■ Yes / No

Circle or check the appropriate option based on whether the condition applies to your situation
- 5

■■■■■ Suginami Ichiro

This appears to be an example name - replace with your actual full name in Japanese characters (katakana for foreign names)
- 6

■■ ■■■■■■ Year ____ Month 5 Day 5

This appears to be a pre-filled date (May 5th) with only the year left blank to fill in.
- 7

■■■■■■■ Era abbreviations (Meiji/Taisho/Showa/Heisei/Reiwa)

Circle the era for your birth date: ■=Meiji (1868-1912), ■=Taisho (1912-1926), ■=Showa (1926-1989), ■=Heisei (1989-2019), ■=Reiwa (2019-present)
- 8

■■■■■■■ Phonetic reading (katakana)
- 9

■■■■■ Male · Female

Circle or check the appropriate gender option that matches your official documents.
- 10

■■■■■ Yes / No

Circle or check the appropriate option based on whether the condition applies to your situation
- 11

■■■■■■■■■■ Year ____ Month ____ Day ____

Fill in the date using Japanese calendar format (year, month, day with numbers only)
- 12

■■■■■■■ Era abbreviations (Meiji/Taisho/Showa/Heisei/Reiwa)

Circle the era for your birth date: ■=Meiji (1868-1912), ■=Taisho (1912-1926), ■=Showa (1926-1989), ■=Heisei (1989-2019), ■=Reiwa (2019-present)
- 13

■■■■■■■ Phonetic reading (katakana)
- 14

■■■■■ Male · Female

Circle or check the appropriate gender option that matches your official documents.
- 15

■■■■■ Yes / No

Circle or check the appropriate option based on whether the condition applies to your situation

Page 1 of 1

Year ____ Month ____ Day ____

only)

2

[Please be sure to enclose the following items.]

3

Identity verification documents / Applicant / Person filing the form / Copy

Instructions

- 1

Full name / Address / Postage stamp
- 2

Certificate of Moving Out / polite verb ending / Moving out
- 3
- 4

My Number (Individual Number) / My Number / Moving out
- 5

Certificate of Moving Out / polite verb ending / Moving in (from another municipality or abroad)
- 6

My Number (Individual Number) / My Number / Moving/Relocation
- 7

14

Certificate of Moving Out / polite verb ending / Moving out

COUNTER MEASURES

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50
51
52

Excuse me, where is the resident registration counter?

A horizontal row of 12 empty square boxes, each with a thin black border, intended for the student to write their answers to the questions.

Tennyu todoke wo dashitai no desu ga
I'd like to submit a moving-in notification

1 2 3 4 5 6 7 8 9 10 11 12

Kaigai kara najimete tennyu shimasu
I'm registering for the first time from abroad

■■-ku kara tennyu shimasu
I'm moving in from ■■ Ward

[illegible]

Eigo no yōshi wa arimasu ka?
Do you have an English version of the form?

Kiny h h wo oshiete itadakemasu ka?
Could you help me fill this out?

J■minhy■ mo onegai shitai no desu ga
I'd also like a Certificate of Residence, please

Mainanb■ wa itsu todokimasu ka?
When will my My Number arrive?