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Itabashi — ■■■■■■ — 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

■■■■■■■■■■■■■■■■■■■■

Moving Out Notification (Mail-in Submission)

Use this form when moving out of the municipality and submitting by mail instead of in person

Who Is Filing

- 1  Addressee: Mayor of Itabashi Ward
- 2  Date of Entry
Write the date you are filling out this form (not your move date or registration date)
- 3  Reiwa Era / Western Calendar
Choose either Japanese era year (Reiwa) or Western calendar year format for dates on this form
- 4    Year __ Month __ Day __
Fill in the date using the Japanese calendar year (Reiwa era) - check current Reiwa year online or ask staff
- 5 () Applicant / Person filing the form / Moving out
- 6  Applicant / Person filing the form / Full name

1 ■■■■■■ Telephone Number

 (Please write a phone number where you can be contacted during daytime hours)

Itabashi Ward

Former Address

Head of household name

If you live alone, YOU are the head of household — write your own name.

■■■ — Person Table (Part 2/2)

- 1

■ ■ ■

Year

Month

Day

Fill in the date using the Japanese calendar system (e.g., Reiwa 6 for 2024) or Western calendar as indicated on the form
- 2

■■ H■R

Date (Month/Day) H■R

Write the month and day of your move/change. H likely stands for Heisei era, R for Reiwa era - circle or check the appropriate era for your date.
- 3

■■ H■R

Date (Month/Day) H■R

Write the month and day of your move/change. H likely stands for Heisei era, R for Reiwa era - circle or check the appropriate era for your date.
- 4

■■■■■

Full name
- Generated 2026-02-10 from github.com/wkesner/japan-forms | Not an official government document

■■■■■■■ — ID & Documents (Part 1/2)

- 1

■■■■■ Date of birth

Format: ■(year) ■(month) ■(day). Use Japanese calendar (■■/■■) or Western year.
- 2

■■■■■ Name:

Write your full legal name as it appears on your passport or residence card
- 3

■■■■■ Name:

Write your full legal name as it appears on your passport or residence card
- 4

■■ T■S ■■ Birth Year T■S Western Calendar

Enter your birth year using either Japanese era format (T for Taisho, S for Showa) or Western calendar year
- 5

■■ T■S ■■ Birth Year T■S Western Calendar

Enter your birth year using either Japanese era format (T for Taisho, S for Showa) or Western calendar year
- 6

■ ■ ■ Year Month Day

Fill in the date using the Japanese calendar system (e.g., Reiwa 6 for 2024) or Western calendar as indicated on the form
- 7

■ ■ ■ Year Month Day

Fill in the date using the Japanese calendar system (e.g., Reiwa 6 for 2024) or Western calendar as indicated on the form
- 8

■■ H■R Date (Month/Day) H■R

Write the month and day of your move/change. H likely stands for Heisei era, R for Reiwa era - circle or check the appropriate era for your date.
- 9

■■ H■R Date (Month/Day) H■R

Write the month and day of your move/change. H likely stands for Heisei era, R for Reiwa era - circle or check the appropriate era for your date.
- 10

■■■■■ Name:

Write your full legal name as it appears on your passport or residence card
- 11

■■■■■ Name:

Write your full legal name as it appears on your passport or residence card
- 12

■■■■■■■■■ ■If more than 6 people

If your household has more than 6 members, additional forms or pages will be needed
- 13

■■■■■■■■■■ Please write additional information in the margin outside the designated fields

If you run out of space in any form field, continue writing in the blank areas around the edges of the form
- 14

■■ T■S ■■ Birth Year T■S Western Calendar

Enter your birth year using either Japanese era format (T for Taisho, S for Showa) or Western calendar year
- 15

■■ T■S ■■ Birth Year T■S Western Calendar

Enter your birth year using either Japanese era format (T for Taisho, S for Showa) or Western calendar year

■■■■■■■ — ID & Documents (Part 2/2)

- 1

■ ■ ■ Year Month Day

Fill in the date using the Japanese calendar system (e.g., Reiwa 6 for 2024) or Western calendar as indicated on the form
- 2

■ ■ ■ Year Month Day

Fill in the date using the Japanese calendar system (e.g., Reiwa 6 for 2024) or Western calendar as indicated on the form
- 3









■■ H■R Date (Month/Day) H■R

Write the month and day of your move/change. H likely stands for Heisei era, R for Reiwa era - circle or check the appropriate era for your date.
- 4

■■ H■R Date (Month/Day) H■R

Write the month and day of your move/change. H likely stands for Heisei era, R for Reiwa era - circle or check the appropriate era for your date.

■■■■■■■■ — Instructions

- | | | |
|---|---|---|
| 1 |  | Head of household / Moving out / Change |
| 2 |  Head of household | |
| 3 |  → Head of household | |
| 4 |  Full name | |
| 5 |  polite verb ending / . | |
| 6 |  | My Number Card / My Number Card / My Number |
| 7 |  Special provision / To do/perform | |
| 8 |  Special provision / To do/perform | |

■■■■■ — Footer & Notes

- | Order | Card 1 | Card 2 | Card 3 |
|-------|--------------------|---|-------------------------------------|
| 1 | My Number Card | My Number Card | My Number Card |
| 2 | polite verb ending | Moving in (from another municipality or abroad) | Moving out |
| 3 | | My Number Card | My Number Card / My Number Card |
| 4 | | Moving out | |
| 5 | My Number Card | My Number Card | My Number Card |
| 6 | My Number | polite verb ending | Moving out |
| 7 | | Moving out | |
| 8 | | Certificate of Moving Out | Moving out |
| 9 | | → | Other (/ Other / Special provision |

COUNTER PHRASES

FINDING THE COUNTER

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52

Sumimasen, jimin tōroku no madoquchi wa doko desu ka?

Excuse me, where is the resident registration counter?

STATING YOUR PURPOSE

[illegible]

Tennyu todoke wo dashitai no desu ga

I'd like to submit a moving-in notification

FIRST TIME FROM ABROAD

[illegible]

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

[illegible]

Eigo no y^oshi wa arimasu ka?

Do you have an English version of the form?

ASKING FOR HELP FILLING OUT

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

Kiny^h h^h wo oshiete itadakemasu ka?

Could you help me fill this out?

REQUESTING RESIDENCE CERTIFICATE

[illegible]

J■minhy■ mo onegai shitai no desu ga

I'd also like a Certificate of Residence, please

ASKING ABOUT MY NUMBER

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

Mainanb■ wa itsu todokimasu ka?

When will my My Number arrive?