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Koto — ■■■■■ — 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

- The delegator must fill out everything and give it to the proxy. (Pencils and erasable pens are not allowed)
If someone else is submitting your form, you must complete all sections yourself
in permanent ink before giving it to them.

[REDACTED] — Who Is Filing

1 [REDACTED]

PIN (4-digit personal identification number)

2 [REDACTED] / [REDACTED] /IC [REDACTED]

PIN (4-digit personal identification number)

3 [REDACTED] cannot/is not possible

N/A - this appears to be a fragment of instructional text, likely part of a longer sentence explaining what cannot be done or is not permitted

4 [REDACTED] / [REDACTED]

■ Applications for electronic certificate issuance require the same household member to present their own government-issued photo ID (driver's license/p

You must personally apply with your own photo ID - other household members cannot apply on your behalf for electronic certificates.

— Addresses

- 1 Moving in (from another municipality or abroad) / Moving out / Moving within the same municipality
 - 2 ■■■ (■■■■■) Power of Attorney (for Residential Change Registration)
This form allows someone else to submit your residence registration on your behalf - complete if you cannot go to city hall yourself
 - 3 ■■■■■ To the Mayor of Koto Ward
 - 4 (■■■)■■■■■ (Date of Entry) Reiwa ___ Year ___ Month ___ Day
Write the date you're filling out this form using the Japanese Reiwa era calendar (Reiwa 1 = 2019, Reiwa 2 = 2020, etc.)
 - 5 <■■■(■■■■■)> Delegator (Person making the request)
Fill in your information here if you're authorizing someone else to submit this residence registration form on your behalf

— Person Table

█ — ID & Documents

1 ████ Moving out

2 ████ Change of household (head of household change, merge, split)

3 █() █ Procedures related to ()
This is a checkbox section where you would write the specific type of procedure you're applying for (e.g., moving in, moving out, address change within the city).

4 <████(████)> <Representative (Person coming to the counter)>

Fill in details of the person submitting the form if different from the registrant (e.g., family member, legal representative)

5 █ █ Address
Write your current registered address in Japan exactly as it appears on your residence card or other official documents.

6 █ █ Name
Write your full name as it appears on your residence card or passport

 — Instructions

- 1 [REDACTED] Date of birth
 - 2 [REDACTED] PIN (4-digit personal identification number)
 - 3 [REDACTED] User Electronic Certificate
This refers to the digital certificate on your My Number card - check this if you want to use online government services
 - 4 [REDACTED] For Basic Resident Register
N/A - this is a form section header indicating the portion used for the official resident registry system
 - 5 [REDACTED] PIN (4-digit personal identification number)
 - 6 [REDACTED] polite verb ending / .
 - 7 [REDACTED] Person who
 - 8 [REDACTED] Phonetic reading (katakana) / PIN (4-digit personal identification number) / Signature

■■■■■ — Footer & Notes

1 ■■■■■ O→■■■■■ 0→■■■■■ I→■■■■■ →■■■ (Example) O→OU, 0→ZERO, I→AI, 1→ICHI

When writing names in katakana, distinguish between similar characters - use "OU" for letter O, "ZERO" for number 0, "AI" for letter I, "ICHI" for number 1

2 ■■■■■ PIN (4-digit personal identification number) / Signature / .

3 ■■■■■ Phonetic reading (katakana)

Write the katakana reading of your name. For foreign names, this IS your name in katakana.

4 ■■■■■ PIN (4-digit personal identification number)

Choose a 4-digit PIN for your cash card. Avoid birthdays — banks may reject obvious numbers.

5 R8.1 R8.1

COUNTER PHRASES

Point and show these to ward office staff

FINDING THE COUNTER



Sumimasen, jūmin 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 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



Mainanbu wa itsu todokimasu ka?

When will my My Number arrive?