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Arakawa — ■■■■■ — 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 ① [REDACTED] Moving out
 - 2 [REDACTED] ([REDACTED]) Moving out / To do/perform
 - 3 ② [REDACTED] Copy of identity verification documents
Attach photocopies of official ID like driver's license, residence card, or passport - originals not required

 — Who Is Filing

- ① [REDACTED] Moving out
 - 2 [REDACTED] Single document verification (with photo, within validity period)
Bring one photo ID like driver's license, passport, or residence card that hasn't expired
 - 3 [REDACTED] My Number Card, Basic Resident Register Card, driver's license, passport (issued by Japan)
List of acceptable ID documents you can present. The text appears cut off - likely continues with 'issued by Japan'
 - 4 [REDACTED] residence card, special permanent resident certificate, etc.
Bring your residence card or special permanent resident certificate as proof of legal status
 - 5 ② [REDACTED] ② Identity verification documents
Prepare valid ID such as driver's license, residence card, or passport
 - 6 [REDACTED] Verification with 2 documents (issued by public institutions)
Bring 2 forms of ID issued by government agencies (e.g., residence card, driver's license, passport, health insurance card)
 - 7 [REDACTED] Long-term Care Insurance / Health insurance card / Pension
 - 8 [REDACTED] Copy
Refers to certified copies of documents that may be required
 - 9 ③ [REDACTED] Return envelope
Prepare a self-addressed stamped envelope if documents need to be mailed back to you
 - 10 [REDACTED] Full name / Address / Postage stamp

— Addresses

- 1 [REDACTED] Full name / Address / Postage stamp
- 2 [REDACTED] Moving in (from another municipality or abroad) / Moving out / Special provision
- 3 [REDACTED] Postage stamp
Staff use only - do not fill in
- 4 [REDACTED] My Number Card / My Number Card / My Number
- 5 ③ [REDACTED] Return envelope
Prepare a self-addressed stamped envelope if documents need to be mailed back to you
- 6 [REDACTED] polite verb ending / Moving in (from another municipality or abroad) / .
- 7 [REDACTED] Certificate of Moving Out / PIN (4-digit personal identification number) / Moving in (from another municipality or abroad)
- 8 [REDACTED] ([REDACTED]) Moving in (from another municipality or abroad) / . / Special provision
- 9 [REDACTED] Certificate of Moving Out / Yes/There is / polite verb ending
- 10 [REDACTED] Please.
- 11 [REDACTED] Envelope for mailing to municipal office
This refers to the pre-addressed envelope provided to mail your completed form back to city hall
- 12 [REDACTED] Moving out / From
- 13 [REDACTED] Tokyo

— Person Table

- 1 [REDACTED] Tokyo

2 [REDACTED] (REDACTED) Family Registration and Resident Affairs Section

3 [REDACTED] Moving-Out Notification (For Mailing)
Use this form when moving out of the municipality and submitting by mail rather than in person

4 [REDACTED] To the Mayor of Arakawa Ward
Pre-printed addressee - no action needed

5 [REDACTED] Applicant/Person Filing the Notification
Write your full name as it appears on your residence card or passport

6 [REDACTED] Daytime contact number
Provide a phone number where you can be reached during business hours (9 AM - 5 PM)

7 [REDACTED] (blank field for writing)

8 [REDACTED] (Please sign your name)
Write your signature by hand - do not print or type your name

9 [REDACTED] Phone number
Japanese mobile number preferred. Some forms accept overseas numbers.

10 [REDACTED] ■Please fill in with ballpoint pen, etc.
Use a ballpoint pen or similar permanent pen - pencil is not acceptable

11 [REDACTED] polite verb ending / Moving out / .

12 [REDACTED] (Not valid if written with erasable pen or created entirely on computer.)
Use permanent ink pen and handwrite at least part of the form

13 [REDACTED] (REDACTED) Date of move / change / Address

14 [REDACTED] Address
Write your current registered address in Japan using the standard Japanese address format (prefecture, city, ward/district, block numbers, apartment name/number if applicable)

15 [REDACTED] Head of Household
Write the name of the person who is registered as the head of your household (usually the main income earner or family representative)

■■■■■ — ID & Documents

1 ■■■ Arakawa Ward

This indicates the municipal jurisdiction - leave as is if you're registering in Arakawa Ward, Tokyo

2 ■■■■■■■■■■■■ Registered Domicile

Enter your legal domicile address from your family register (koseki), which for foreign residents is typically your address when you first registered in Japan or your current registered address.

3 ■■■■■■■■■■■■ Head of household

Write the full name of the person listed as the head of household in your family register (koseki) or residence record

4 ■■■■■■■■■■■■ ■Japanese citizens only

Skip this section if you are a foreign resident - it doesn't apply to you

5 ■■■■■■■■■■■■ ■Japanese citizens only

Skip this section if you are a foreign resident - it doesn't apply to you

6 ■■■■■■■■■■■■ Name of Person Moving

Write your full name exactly as it appears on your residence card or passport.

7 ■■■ Relationship to head of household

Write your relationship to the household head (e.g., "head", "spouse", "child", "other relative")

8 ■■■■■■■■■■■■ 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.)

9 ■■■ Sex/Gender

Select male (■) or female (■) as it appears on your official documents

10 ■■■■■■■■■■■■ Phonetic reading (katakana)

11 ■■■■■■■■■■■■ Taish■■Sh■■wa■■Heisei■■Reiwa■■Western calendar

Select the era type for your date of birth or other dates on the form

12 ■■■ Male■■Female

Circle or check the appropriate gender

 — Instructions1  Year Month Day

Write the date in Japanese format (year/month/day) using Arabic numerals, typically the date you're submitting the form.

2  My Number Card / My Number Card / My Number3  Phonetic reading (katakana)4  Taishō ■ Shōwa ■ Heisei ■ Reiwa ■ Western calendar

Select the era type for your date of birth or other dates on the form

5  Male ■ Female

Circle or check the appropriate gender

6  Year Month Day

Write the date in Japanese format (year/month/day) using Arabic numerals, typically the date you're submitting the form.

7  My Number Card / My Number Card / My Number8  Phonetic reading (katakana)9  Taishō ■ Shōwa ■ Heisei ■ Reiwa ■ Western calendar

Select the era type for your date of birth or other dates on the form

10  Male ■ Female

Circle or check the appropriate gender

 — Footer & Notes

- 1  Year Month Day
Write the date in Japanese format (year/month/day) using Arabic numerals, typically the date you're submitting the form.
- 2  My Number Card / My Number Card / My Number
- 3  Phonetic reading (katakana)
- 4  Taishō ■ Shōwa ■ Heisei ■ Reiwa ■ Western calendar
Select the era type for your date of birth or other dates on the form
- 5  Male ■ Female
Circle or check the appropriate gender
- 6  Year Month Day
Write the date in Japanese format (year/month/day) using Arabic numerals, typically the date you're submitting the form.
- 7  My Number Card / My Number Card / My Number

COUNTER PHRASES

Point and show these to ward office staff

FINDING THE COUNTER



Sumimasen, j■min t■roku 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 y■shi wa arimasu ka?

Do you have an English version of the form?

ASKING FOR HELP FILLING OUT



Kiny■ h■h■ wo oshiete itadakemasu ka?

Could you help me fill this out?

REQUESTING RESIDENCE CERTIFICATE



J■minhy■ mo onegai shitai no desu ga

I'd also like a Certificate of Residence, please

ASKING ABOUT MY NUMBER



Mainanb■ wa itsu todokimasu ka?

When will my My Number arrive?