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Kita — ████ — 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  Resident Registration Change Notification Form

This is the main form title - you'll fill out the sections below to register address changes, moving in/out, or household composition changes.

- 2  Tokyo

- 3  Please write only within the thick-lined boxes

Only fill in sections surrounded by thick/bold borders - leave thin-lined areas blank

- 4  Date received

Staff use only - do not fill in

■■■■■ — Who Is Filing

- 1 *■■■■■ Check all that apply
Put a checkmark (■) in the boxes next to all items that apply to your situation
- 2 ■■■■■ Moving/Relocation / Moving in (from another municipality or abroad) / From
- 3 ■■■■■ Moving/Relocation / Moving within the same municipality
- 4 ■■■■■ Change of household head
Check this box if you are changing who is registered as the head of your household
- 5 ■■■■■ Moving/Relocation / Moving out / To do/perform
- 6 ■■■■■ Household separation/merger
Check this box if you are separating from or merging with another household registration
- 7 ■■■■■ Other (/ Other
- 8 ■■■■■ Building name / room number
- 9 ■■■■■ Address
Write in kanji if possible. Ward office staff can help you look up the correct kanji for your address.

— Addresses

- 1**  Address
Write in kanji if possible. Ward office staff can help you look up the correct kanji for your address.
 - 2**  Applicant / Person filing the form
The person physically submitting the form. Usually yourself.
 - 3**  Phone number
Japanese mobile number preferred. Some forms accept overseas numbers.
 - 4**  (blank field/parentheses for information to be filled in)
 - 5**  Phonetic reading (katakana)
Write the katakana reading of your name. For foreign names, this IS your name in katakana.
 - 6**  Person who came to the counter
Information about who physically visited the office (may be filled by staff)
 - 7**  Applicant / Person filing the form / Signature / .
 - 8**  Full name
Write in katakana for foreign names. Some forms accept romaji.
 - 9**  Letter of proxy / Power of attorney / .
 - 10**  Head of household
 - 11**  Date of Change
Enter the date you moved/changed residence in YYYY/MM/DD format
 - 12**  Year __ Month __ Day __
Write the date in Japanese format (year/month/day) using Western numerals - this is typically when you're submitting the form or when the address change takes effect.
 - 13**  Applicant / Person filing the form
 - 14**  Building name / room number
 - 15**  Applicant / Person filing the form / Head of household

— Person Table (Part 1/3)

- 1 [REDACTED] Applicant / Person filing the form

2 [REDACTED] Building name / room number

3 [REDACTED] Applicant / Person filing the form / Head of household

4 [REDACTED] Address

5 [REDACTED] Applicant / Person filing the form

6 [REDACTED] Building name / room number

7 [REDACTED] Applicant / Person filing the form / Head of household

8 [REDACTED] Address

9 [REDACTED] Phone number / Applicant / Person filing the form

10 [REDACTED] Address / Moving in (from another municipality or abroad)

11 [REDACTED] Yes (Check this box if applicable - the full condition should be specified after the parenthesis)

12 [REDACTED] None/Not applicable (Check this box if the item does not apply to you or if you have none to report)

13 [REDACTED] My Number Card / My Number Card / My Number Card

14 [REDACTED] Staff use only / Office use only (Section for ward office staff. Do not write anything here.)

15 [REDACTED] Phonetic reading (katakana) / Full name / Person who

— Person Table (Part 2/3)

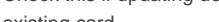
■■■ — Person Table (Part 3/3)

1

■■ Full name

Write in katakana for foreign names. Some forms accept romaji.

— ID & Documents (Part 1/2)

- 1  Return and reissue
Check if returning old documents and requesting new ones
 - 2  Phonetic reading (katakana)
Write the katakana reading of your name. For foreign names, this IS your name in katakana.
 - 3  Meiji■Taisho■Showa■Heisei■Reiwa■Western calendar
Select the era type for your birth date: Japanese imperial eras or Western calendar year
 - 4 ID  Signature
 - 5  Card information update/continued use
Check this if updating details on your residence card or continuing to use existing card
 - 6  Full name
Write in katakana for foreign names. Some forms accept romaji.
 - 7  Return and reissue
Check if returning old documents and requesting new ones
 - 8  Phonetic reading (katakana)
Write the katakana reading of your name. For foreign names, this IS your name in katakana.
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Select the era type for your birth date: Japanese imperial eras or Western calendar year

— ID & Documents (Part 2/2)

- 1 ID  Signature

2  Card information update/continued use
Check this if updating details on your residence card or continuing to use existing card

3  Full name
Write in katakana for foreign names. Some forms accept romaji.

4  Return and reissue
Check if returning old documents and requesting new ones

5  Staff use only / Office use only
Section for ward office staff. Do not write anything here.

— Instructions (Part 1/3)

- 1 Map verification National Health Insurance (eligibility certificate (no MN registration)) notification (MN registration exists) collection/manual postal communication

2 Employee ID card
Check this box if you're submitting an employee ID card as supporting identification documentation.

3 [] Other

4 Child Allowance (Information)
Check this box if you want information about child allowance benefits for dependent children

5 My Number Card / My Number Card / My Number

6 Student ID card
Check this box if you have a student ID card as proof of identity/status

7 [] Special provision / Pension

8 Child Medical Care (Information)
Check this box if you want information about child medical care subsidies/programs in your municipality

9 Driver's license
Check this box if you're providing your driver's license as identification

10 Pension

11 All
Select this option when requesting all records or information available

12 School enrollment notification (guidance)
Check this box if you need information about school enrollment procedures for children in your household

13 New individual number
Check this box if you need to be assigned a new My Number (individual number) - typically for first-time foreign residents who haven't received one yet.

14 Driving record certificate
Check this box if you have a driving record certificate (issued to those who surrendered their driver's license) as an acceptable form of ID

15 Medical examination card
Check this box if you need to update your address on medical examination cards/patient cards at hospitals or clinics.

— Instructions (Part 2/3)

- 1 Partial
Used when making changes to only some family members or partial updates to registration
 - 2 Later-stage Elderly Medical Care (Classification Certificate) (Information) Residence Certificate
 - 3 Passport
 - 4 Cash card (ATM card)
 - 5 All All
This likely refers to selecting "all" for certain categories - check the form context to see what options you're selecting "all" for, such as all household members or all address components.
 - 6 Reception/Received
N/A (this is for office use only - staff will stamp/fill this section when they receive your form)
 - 7 Long-term Care Insurance
 - 8 Residence Card
 - 9 Hearing
This is likely a checkbox for administrative hearing procedures - consult city hall staff as this may relate to special circumstances or appeals processes.
 - 10 (All/One ___ copies)
Circle "" if registering all household members or "" if registering one person, then write the number of form copies needed in the blank space.
 - 11 All/One
Select "" (all) if registering entire household, "" (one) if registering partial household members
 - 12 Request delivery of change notification receipt
Check this box if you want the city office to mail you a confirmation notice that your residence change was processed
 - 13 Special Permanent Resident Certificate
Check this box if you hold a Special Permanent Resident Certificate (typically for long-term Korean/Taiwanese residents and their descendants)
 - 14 (/ /)
Date format - fill in year/month/day using Japanese calendar or Western calendar as specified on the form
 - 15 1. All

 — Instructions (Part 3/3)

1  Residence Card

2  Disability Certificate

Check this box if you possess a disability certificate issued by Japanese authorities

3  Other

Check this box if your situation doesn't fit the other provided categories on the form.

4  Seal (inkan / hanko)

■■■■■ — Footer & Notes

-
- 1 ■■■ 1.1
 - 2 ■■■■■■■■ Seal (inkan / hanko)
 - 3 ■■■■■■■■ Qualification
 - 4 ■■8■1■5■■■ Revised edition January 5, 2026 (Reiwa 8)

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



Mainanbō wa itsu todokimasu ka?

When will my My Number arrive?