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# Shinjuku — ████ — 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 (Part 1/2)

### 1 ■■■■■ Resident Registration Change Notification

This is the main form title - you'll need to complete this form when moving to a new address, changing household composition, or other residence-related changes.

### 2 ■■■■■ To: Mayor of Shinjuku City      To: Mayor of Shinjuku City

### 3 ■■■■■ Head of household■Household members

Check the appropriate box - "■■■■" if you're the head of household, "■■■■" if you're a household member

### 4 ■■■ Representative/Agent

Fill in the name and details of the person submitting the form on your behalf if you cannot submit it yourself

### 5 ■■ Self (head of household)

Option for Relationship to head of household

### 6 ■■■■■ Notification of Change in Residence      Notification of Change in Residence

### 7 ■■■ (New)

This indicates a field for your new address information when moving residences.

### 8 ■■■■■ Moving in (from another municipality or abroad)

### 9 ■■■■■ Signature

### 10 ■■■■■ Moving out

### 11 ■■ Moving within the same municipality

### 12 ■■■■■ Household head succession/continuation

Check this if you are taking over as the new household head due to the previous head moving away or other circumstances

### 13 ■■■■■ Moving in (from another municipality or abroad)

### 14 Visitor's Full Name by handwriting      Visitor's Full Name by handwriting

### 15 ■■■■■ Head of household relationship

Write your relationship to the head of household (e.g., "head", "spouse", "child", "parent", etc.)

 — Header & Dates (Part 2/2)1  Signature

Sign your name. Foreigners can use a written signature instead of a seal (inkan).

2  All All One One

N/A - This appears to be layout/formatting text or placeholder characters rather than a field to be filled out

3  Household

Write the name of the head of household (usually yourself if living alone, or the primary resident if in a family)

4  Division/merger/change

Check this box if your address change is due to municipal boundary changes, town mergers, or administrative redistricting rather than a physical move

## █ — Who Is Filing (Part 1/2)

- 1 █→→→█Name/Signature  
Full/All One Full/All One Full/All One Full/All One Full/All One Full/All One Transfer→→→→Change/Divorce/Merger
- 2 █ Complete departure - Complete - Complete - Change
- 3 █ Number  
Enter your residence card number or other identifying number as specified in the form instructions.
- 4 █ Phone number  
Japanese mobile number preferred. Some forms accept overseas numbers.
- 5 PhoneNumber Phone Number  
Enter your current phone number where you can be contacted regarding this registration.
- 6 █Date of Notification█Date of Change Date of Notification / Date of Change  
Enter the date you're submitting this form under "Date of Notification" and the actual date your residence changed under "Date of Change"
- 7 █ If using a representative, please also fill out the following.  
This section is only needed if someone else is submitting the form on your behalf - you can skip it if filing yourself.
- 8 If you are proxy, please write your address and relation to the applicant  
If you are proxy, please write your address and relation to the applicant
- 9 █Proxy address Address of proxy/representative  
Enter the full address of the person filling out this form on your behalf (if applicable)
- 10 (Y)(M) (D) █ (Y)(M) (D) █Residence establishment date confirmed  
This is a checkbox for municipal staff to mark when they've verified your move-in date - you don't need to fill this part.
- 11 (Y)(M) (D) (Y)(M) (D)  
Fill in Year, Month, and Day - use Western calendar format (e.g., 2024/03/15)
- 12 █ Letter of proxy / Power of attorney
- 13 █ Relationship to the person moving  
Select your relationship to the person whose residence is being registered/changed (e.g., self, spouse, child, parent, etc.)
- 14 █ New address  
The address you are moving TO.
- 15 █ New household head  
Enter the name of the person who will be the new head of household after the move/change

## ■■■■■ — Who Is Filing (Part 2/2)

1 Relation to the applicant      Relation to the applicant

Write your relationship to the person whose registration is being changed (e.g., "self", "spouse", "child", "parent", etc.)

■ ■ — Addresses (Part 1/2)

## — Addresses (Part 2/2)

- 1 ████ Head of household  
Enter the name of the primary person listed on your family register (koseki) - usually the father or eldest family member
- 2 ███████ Building name / room number
- 3 ███████ (Japanese nationals only)
- 4 ████ None/Nothing  
Check this option or write "███" when the question doesn't apply to you or you have nothing to report for that field
- 5 ███████ Map (P███) attached fixed diagram  
N/A - this is a reference code for the official zoning/address map that municipal staff use for verification
- 6 ███████FuFullr iNgaanma███e Person Moving - Full Name  
Write your complete legal name as it appears on your residence card or passport.

— Person Table (Part 1/5)

- 1** **Maiden Name/Alternative Name (alias) Date of Birth, Gender, Relationship to Head of Household** ■ For foreign residents: Residence Card or Special Permanent Resident Card number and status of residence information in the designated foreign resident section.

**2** **Full Name** Person Moving - Full Name  
Write your complete legal name as it appears on your residence card or passport.

**3** **No** No

**4** **Individual/Personal**  
This appears to be a checkbox option - check if applying as an individual person rather than as a household or family unit.

**5** **Medical Elementary School**

**6** **Taishō/Shōwa/Heisei/Reiwa/Western calendar Male**  
Select the appropriate era (Taishō/Shōwa/Heisei/Reiwa) or Western calendar for your birth date, and circle "■" if you are male

**7** **Available/Present**  
This likely indicates availability or presence status - check the appropriate box based on your current situation or document availability.

**8** **Certification/Approval**  
This section is typically filled out by municipal office staff, not by you as the applicant.

**9** **Regular mail completed**  
N/A (this is an administrative marking indicating postal processing status)

**10** **(Electronic certificate availability)**  
Check if you have an electronic certificate (■■■■■■■■ with IC chip functionality) - mark accordingly

**11** **Middle school**  
Enter the name of the middle school if this section applies to a student aged 12-15

**12** **■(M) ■(M)**

**13** **Mandatory: Optional**  
This indicates whether each field is required (■■) or optional (■■) - fill out all mandatory fields completely.

**14** **(ellipsis/continuation marks)**

**15** **Residence status/visa type checkboxes (text appears corrupted or poorly scanned)**

— Person Table (Part 2/5)

— Person Table (Part 3/5)

- 1**  Ward/District Not Yet [Determined/Registered]  
This likely indicates a field where the ward/district hasn't been filled in yet  
- ensure you write your complete address including the ward (■) name.
  - 2**  -child  
This indicates a section for listing children/dependents in your household registration.
  - 3**  Special Resident  
Check this box if you are a foreign national with special permanent resident status in Japan
  - 4**  (Y)  (M)  (D) (F)      Year(Y)  Month(M)  Day(D) (F)  
Enter dates in YYYY/MM/DD format; the (F) likely indicates foreign date format or a specific field designation
  - 5**   With housing card  Without housing card  
Check the appropriate box based on whether you have a jminhy (resident registration card) from your previous address
  - 6**  Year/Grade
  - 7**  Medical Elementary Middle School School  
N/A - This appears to be corrupted or incomplete text, possibly indicating sections for medical facilities and schools, but would need clarification from municipal office staff.
  - 8**       Taish Sh wa  Heisei  Reiwa  Western calendar Male  
Select the appropriate era (Taish/Shwa/Heisei/Reiwa) or Western calendar for your birth date, and circle "■" if you are male
  - 9**  Individual/Personal  
This appears to be a checkbox option - check if applying as an individual person rather than as a household or family unit.
  - 10**      Yes Regular Mail Completed Yes Return  
These appear to be checkbox options for mail delivery preferences - check the appropriate boxes for your postal service needs.
  - 11**  Certification/Approval  
This section is typically filled out by municipal office staff, not by you as the applicant.
  - 12**     (Electronic certificate: Yes/No)  
Circle "■" (Yes) if you have an electronic certificate for digital services, or "■" (No) if you don't have one.
  - 13**  Mandatory: Optional  
This indicates whether each field is required (■■) or optional (■■) - fill out all mandatory fields completely.
  - 14**  (M)  (M)  
 (ellipsis/continuation marks)

## ■■■ — Person Table (Part 4/5)

— Person Table (Part 5/5)

## █ — ID & Documents

- 1 █ Receipt Notification
- 2 █ Required/Completed  
Check the appropriate box - "█" (required) if the action is needed, "█" (completed) if already done
- 3 █ Card  
This likely refers to your residence card (███████) number or mynumber card - check the surrounding context to determine which card information is required.
- 4 █ Reception/Received  
N/A (this is for office use only - staff will stamp/fill this section when they receive your form)
- 5 █① CS①  
N/A - this is a form section code used for administrative processing
- 6 █② CS②  
N/A - this is likely a form section code or administrative reference number used by municipal office staff for processing
- 7 █ Confirmation
- 8 ██████████ Input/Provisional Update Review/Main Update Number Entry
- 9 ██████ Continuation█Card Surface  
Check this if you're renewing/continuing your residence card and need updates to the card's visible information
- 10 █ Review/Examination  
N/A (this is a section header for municipal office use during application processing)
- 11 █ Return/Returned
- 12 ██████ Input Complete
- 13 ████ █ Reverse side exists  
N/A if it's just instructions/layout text

## 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

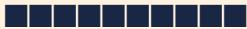
### FIRST TIME FROM ABROAD



Kaigai kara hajimete tennyu shimasu

I'm registering for the first time from abroad

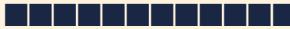
### FROM ANOTHER WARD



■■-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?