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Suginami — ■■■■■■ — 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 ■■■■■■■■■■ For postal submission / Moving out

■■■■■ — Who Is Filing

---

- 1

■■■■■■■ Suginami Ward
- 2

■■■■■■■■■

Year

Month

Day







Fill in the date using the Japanese calendar year (e.g., Reiwa 6 for 2024) or Western calendar year as accepted by your municipality
- 3

■■■■■

Address

Write your complete current address including apartment/room number if applicable

■ ■ — Addresses

- 1  Head of household
- 2  Daytime contact information / Phone number
- 3  Moving out
- 4  Reiwa \_\_ year \_\_ month \_\_ day  
Write the current date using the Japanese Reiwa era calendar (Reiwa 1 = 2019, Reiwa 2 = 2020, etc.)
- 5  Postal code  
Enter your 7-digit Japanese postal code in the format ###-####
- 6  Address moving to  
Enter the complete address where you will be moving to, including postal code

Person Table (Part 1/2)

- 1

Address moving to

Enter the complete address where you will be moving to, including postal code
- 2

(Apartment/mansion name, room number, etc.)

Include building name and room/unit number if you live in an apartment or condominium
- 3

Head of household name

If you live alone, YOU are the head of household — write your own name.
- 4

Suginami Ward

This is a specific ward in Tokyo. Enter your actual ward/city name.
- 5

Address
- 6

(Apartment/mansion name, room number, etc.)

Include building name and room/unit number if you live in an apartment or condominium
- 7

Head of household name

If you live alone, YOU are the head of household — write your own name.
- 8

Those who have / Certificate of Moving Out / My Number (Individual Number)
- 9

Certificate of Moving Out / polite verb ending / Moving out
- 10

My Number (Individual Number)
- 11

Head of household / Full name / Moving out
- 12

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.)
- 13

Sex/Gender

Select male ( ) or female ( ) as it appears on your official documents
- 14

Relationship to head of household

Write your relationship to the household head (e.g., "head", "spouse", "child", "other relative")
- 15

Era abbreviations (Meiji/Taisho/Showa/Heisei/Reiwa)

Circle the era for your birth date: =Meiji (1868-1912), =Taisho (1912-1926), =Showa (1926-1989), =Heisei (1989-2019), =Reiwa (2019-present)

■■■ — Person Table (Part 2/2)

---

- 1

■■■■■

Phonetic reading (katakana)
- 2

■■■■■

Male · Female

Circle or check the appropriate gender option that matches your official documents.
- 3

■■■■■

Yes / No

Circle or check the appropriate option based on whether the condition applies to your situation
- 4

■■■■■■■■■■■

Year \_\_\_\_ Month \_\_\_\_ Day \_\_\_\_

Fill in the date using Japanese calendar format (year, month, day with numbers only)

■■■■■■■ — ID & Documents (Part 1/2)

- 1

■■■■■■■ Era abbreviations (Meiji/Taisho/Showa/Heisei/Reiwa)

Circle the era for your birth date: ■=Meiji (1868-1912), ■=Taisho (1912-1926), ■=Showa (1926-1989), ■=Heisei (1989-2019), ■=Reiwa (2019-present)
- 2

■■■■■ Phonetic reading (katakana)
- 3

■■■■■ Male · Female

Circle or check the appropriate gender option that matches your official documents.
- 4

■■■■■ Yes / No

Circle or check the appropriate option based on whether the condition applies to your situation
- 5

■■■■■■■■■■ Year \_\_\_\_ Month \_\_\_\_ Day \_\_\_\_

Fill in the date using Japanese calendar format (year, month, day with numbers only)
- 6

■■■■■■■ Era abbreviations (Meiji/Taisho/Showa/Heisei/Reiwa)

Circle the era for your birth date: ■=Meiji (1868-1912), ■=Taisho (1912-1926), ■=Showa (1926-1989), ■=Heisei (1989-2019), ■=Reiwa (2019-present)
- 7

■■■■■ Phonetic reading (katakana)
- 8

■■■■■ Male · Female

Circle or check the appropriate gender option that matches your official documents.
- 9

■■■■■ Yes / No

Circle or check the appropriate option based on whether the condition applies to your situation
- 10

■■■■■■■■■■ Year \_\_\_\_ Month \_\_\_\_ Day \_\_\_\_

Fill in the date using Japanese calendar format (year, month, day with numbers only)
- 11

■■■■■■■ Era abbreviations (Meiji/Taisho/Showa/Heisei/Reiwa)

Circle the era for your birth date: ■=Meiji (1868-1912), ■=Taisho (1912-1926), ■=Showa (1926-1989), ■=Heisei (1989-2019), ■=Reiwa (2019-present)
- 12

■■■■■ Phonetic reading (katakana)
- 13

■■■■■ Male · Female

Circle or check the appropriate gender option that matches your official documents.
- 14

■■■■■ Yes / No

Circle or check the appropriate option based on whether the condition applies to your situation
- 15

■■■■■■■■■■ Year \_\_\_\_ Month \_\_\_\_ Day \_\_\_\_

Fill in the date using Japanese calendar format (year, month, day with numbers only)



■■■■■■■ — ID & Documents (Part 2/2)

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- 1

■■■■■■■ ■■■■■■ Era abbreviations (Meiji/Taisho/Showa/Heisei/Reiwa)

Circle the era for your birth date: ■=Meiji (1868-1912), ■=Taisho (1912-1926),  
■=Showa (1926-1989), ■=Heisei (1989-2019), ■=Reiwa (2019-present)
- 2

■■■■■■■ Phonetic reading (katakana)
- 3

■■■■■■■ Male · Female

Circle or check the appropriate gender option that matches your official documents.
- 4

■■■■■■■ Yes / No

Circle or check the appropriate option based on whether the condition applies to your situation

■■■■■■■■ — Instructions

1 ■■■■■■■■■■ Year \_\_\_\_ Month \_\_\_\_ Day \_\_\_\_

Fill in the date using Japanese calendar format (year, month, day with numbers only)

2 [Please be sure to enclose the following items.]

3 Identity verification documents / Applicant / Person filing the form / Copy




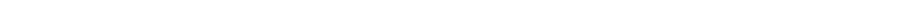
  Full name / Address / Postage stamp

5

Certificate of Moving Out / polite verb ending / Moving out



■■■■■ — Footer & Notes

- 1  My Number (Individual Number) / My Number / Moving out
  - 2  Certificate of Moving Out / My Number (Individual Number) / My Number
  - 3  Please bring this to the counter of your city/ward/town/village office.
  - 4  Certificate of Moving Out / Moving/Relocation / polite verb ending

Point and show these to ward office staff

## FINDING THE COUNTER

Sumimasen, jimin tokoro no madoguchi wa doko desu ka?

Excuse me, where is the resident registration counter?

## STATING YOUR PURPOSE

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

Tennyu todoke wo dashitai no desu ga

I'd like to submit a moving-in notification

## FIRST TIME FROM ABROAD

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

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

 Logo consisting of twelve blue squares arranged horizontally.

Eigo no y<sup>o</sup>shi wa arimasu ka?

Do you have an English version of the form?

## ASKING FOR HELP FILLING OUT

Kiny<sup>h</sup> h<sup>h</sup> wo oshiete itadakemasu ka?

Could you help me fill this out?

## REQUESTING RESIDENCE CERTIFICATE

A decorative horizontal bar featuring a repeating geometric pattern of dark blue squares and light beige rectangles, creating a textured, woven appearance.

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?