

Could not embed original form: No module named 'pypdf'

Chuo — ■■■■■ — 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 **Notification of Move** () ()
Applicant / Person filing the form / Full name / Signature
 - 2 Please fill in the space within the bold line frame. Please fill in the space within the bold line frame.
 - 3 **To Mayor of Chuo City** To: Mayor of Chuo City
This indicates the recipient of the form - no action needed
 - 4 The "Name of Person Filing Notice" section must be signed by the individual themselves.
The "Name of Person Filing Notice" section must be signed by the individual themselves.
You must personally sign this section - no one else can sign it for you, even
family members.

 — Who Is Filing (Part 1/2)

- 1 Year Year**
Write the year using the Japanese calendar system (e.g., Reiwa 6 for 2024) or Western calendar as indicated on the form

2 Month Month
Enter the month as a 2-digit number (01-12) for the date you moved or changed residence status.

3 Date Date

4 Year Year
Write the year using the Japanese calendar system (e.g., Reiwa 6 for 2024) or Western calendar as indicated on the form

5 Month Month
Enter the month as a 2-digit number (01-12) for the date you moved or changed residence status.

6 Date Date

7 Type of address change
Circle the type of move: (moving in), (moving out), (within municipality).

8 New address / Date of move / change / Address

9 Date of filing

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

11 Partial
Used when making changes to only some family members or partial updates to registration

12 Date of Move Date of Change (Date of Move)
Enter the date when your residence change officially took effect, not the date you're filing this form

13 Filing Date Filing Date
Enter the date you are submitting this residence registration form to the municipal office

14 () Moving out

15 Moving in (from another municipality or abroad)

■■■■■ — Who Is Filing (Part 2/2)

- 1 ■■ Moving within the same municipality
- 2 ■■ Moving out
- 3 ■■■■■ Reason for change / Type of move
- 4 ■■■■ Applicant / Person filing the form / Full name
- 5 ■■■■ Moving in (from another municipality or abroad)
- 6 ■■■■ Moving out
- 7 Reason for Move Please check the appropriate box. ■■■■ Reason for Move (Please check the appropriate box. ■)
- 8 ■■■■■ Moving out
- 9 ■■■■ Applicant's Name
Write your full name as it appears on your residence card or passport

■ ■ — Addresses (Part 1/2)

- 1 Moved into Chuo City from another part of Japan Moving in (from another municipality or abroad)

2 Name of Person Filing Notice Name of Person Filing Notice
Write the full name of whoever is submitting this form (may be yourself or someone acting on your behalf)

3 Moving in (from another municipality or abroad)

4 Changed residences with in Chuo City Moving within the same municipality

5 Contact information
Provide a phone number or email where you can be reached during business hours

6 Residence status / Visa type

7 (blank field for writing)

8 Moved out of Chuo City to another part of Japan or to another country Moving out

9 Phone No. Phone No.
Enter your current phone number where you can be contacted regarding this registration.

10 Other (
Use this field for any information that doesn't fit in the standard categories above)

11 Personal/Representative Confirmation Section (Personal _____ Representative _____)
Check the appropriate box to indicate whether you are filling this out personally or if someone is doing it on your behalf as your representative.

12 New arrival Japan Moving in (from another municipality or abroad)

13 Head of Household Head of household

14 Relationship to the person moving
Select your relationship to the person whose residence is being registered/changed (e.g., self, spouse, child, parent, etc.)

15 Member of the Household Household member
List all people living at the same address, including family members and non-relatives

■ ■ — Addresses (Part 2/2)

— Person Table (Part 1/4)

- 1** ████ New address / Address
 - 2** ████ Head of household
 - 3** ████ Full name
Write in katakana for foreign names. Some forms accept romaji.
 - 4** ████ Relationship to head of household
 - 5** ████ Relationship to head of household
 - 6** New Address New Address
 - 7** Head of Household Head of Household
Write the name of the person who is registered as the head of the household
(usually the primary resident or family head)
 - 8** ██████████ (Same as the moving out certificate) Moving out
 - 9** ████ Previous address / Address
 - 10** ████ Head of household
 - 11** Previous Address Previous Address
Write your complete previous address including apartment/room number, city, prefecture, and postal code exactly as it appeared on official documents.
 - 12** Head of Household Head of Household
Write the name of the person who is registered as the head of the household
(usually the primary resident or family head)
 - 13** ██████████ Individual matters (to be filled out by ward office staff) (please do not write here)
 - 14** ██████████ Name of Person Who Moved Full name
 - 15** Please don't fill in these columns Please don't fill in these columns

■■■ — Person Table (Part 2/4)

- 1** **kana** Phonetic reading (katakana)
 - 2** Residence status / Visa type
 - 3** Date of birth
 - 4** Gender
■ (otoko) = Male, ■ (onna) = Female. Circle the appropriate one.
 - 5** Relationship to head of household
 - 6** Individual count
Enter the number of individuals being registered or moved
 - 7** Priority child for national health insurance while abroad
For children who maintain priority status for Japanese national health insurance while living overseas
 - 8** Other
Use this section for any additional information not covered in other fields
 - 9** **Name** Full name
 - 10** **Others** Others
Select this option if your situation doesn't fit the other categories listed
 - 11** **Date of Birth** **Date of Birth**
 - 12** **Sex** **Sex**
Select male (■) or female (■) as it appears on your residence card or passport.
 - 13** Residence card application
Check if applying for a new residence card
 - 14** **Relationship** **Relationship**
Write your relationship to the head of household (e.g., "head", "spouse", "child", "parent", etc.)
 - 15** Same as residence card
Check this if the information matches what's on your residence card

■■■ — Person Table (Part 3/4)

■■■ — Person Table (Part 4/4)

- 1  Taishō ■ Shōwa ■ Heisei ■ Reiwa ■ Western calendar
Select the era type for your date of birth or other dates on the form
 - 2  Residence Code: New Registration
This field is typically pre-filled or assigned by the municipal office - you usually don't need to fill this yourself.
 - 3  Number assigned
Staff use only - do not fill in

— ID & Documents (Part 1/2)

- 1 Male Female
Circle or check the appropriate gender
 - 2 Year Month date Year Month Date
 - 3 Same as the residence card Same as the residence card
Check this box if your new address matches exactly what's printed on your residence card
 - 4 Yes ()
Check this box and fill in the blank if the question applies to your situation - likely refers to having dependents, previous address, or other relevant circumstances detailed elsewhere on the form.
 - 5 No Individual Number: New Registration
Check this box if you don't have a My Number (individual identification number) yet and this is your first registration in Japan.
 - 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 M F Male/Female
Check M for male or F for female
 - 8 Moving out
 - 9 Number assigned
Staff use only - do not fill in
 - 10 Same as the moving out certificate Same as the moving out certificate
 - 11 (blank field for additional information)
 - 12 Same as residence card
Check this if the information matches what's on your residence card
 - 13 Taishō Shōwa Heisei Reiwa Western calendar
Select the era type for your date of birth or other dates on the form
 - 14 Residence Code: New Registration
This field is typically pre-filled or assigned by the municipal office - you usually don't need to fill this yourself.
 - 15 Number assigned
Staff use only - do not fill in

— ID & Documents (Part 2/2)

- 1 Male Female
Circle or check the appropriate gender

2 Year Month Date Year Month Date

3 Same as the residence card Same as the residence card
Check this box if your new address matches exactly what's printed on your residence card

4 Yes (
Check this box and fill in the blank if the question applies to your situation - likely refers to having dependents, previous address, or other relevant circumstances detailed elsewhere on the form.

5 No Individual Number: New Registration
Check this box if you don't have a My Number (individual identification number) yet and this is your first registration in Japan.

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 M F Male/Female
Check M for male or F for female

8 Moving out

9 Number assigned
Staff use only - do not fill in

10 Same as the moving out certificate Same as the moving out certificate

11 (blank field for additional information)

— Instructions

- 1 Taishō ■ Shōwa ■ Heisei ■ Reiwa ■ Western calendar
Select the era type for your date of birth or other dates on the form
- 2 Same as residence card
Check this if the information matches what's on your residence card
- 3 Residence Code: New Registration
This field is typically pre-filled or assigned by the municipal office - you usually don't need to fill this yourself.
- 4 Number assigned
Staff use only - do not fill in
- 5 Year Month date Year Month Date
- 6 Male ■ Female
Circle or check the appropriate gender
- 7 Same as the residence card Same as the residence card
Check this box if your new address matches exactly what's printed on your residence card
- 8 Yes ()
Check this box and fill in the blank if the question applies to your situation - likely refers to having dependents, previous address, or other relevant circumstances detailed elsewhere on the form.
- 9 Year Month Day
Write the date in Japanese format (year/month/day) using Arabic numerals, typically the date you're submitting the form.
- 10 M ■ F Male/Female
Check M for male or F for female
- 11 Moving out
- 12 No Individual Number: New Registration
Check this box if you don't have a My Number (individual identification number) yet and this is your first registration in Japan.
- 13 Number assigned
Staff use only - do not fill in
- 14 Same as the moving out certificate Same as the moving out certificate
- 15 (blank field for additional information)

— Footer & Notes

- 1 Remarks column
Leave blank unless you have special circumstances to note - municipal staff will fill this if needed

2 New address / Head of household / Address

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

4 Reception/Received
N/A (this is for office use only - staff will stamp/fill this section when they receive your form)

5 Input

6 Confirmation

7 Seal (inkan / hanko)

8 CS CS confirmation
Staff use only - do not fill in

9 Registered domicile (family register location)

10 Same-day family register notification exists (_____ notification)
Check this box if you're also submitting a family register document (like marriage, birth, death certificate) on the same day as your residence change

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?