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Ota — ■■■■■■ — 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

■ ■ ■

Moving Out Notification

Submit this form when moving out of the municipality to officially deregister your residence

Who Is Filing

- ()** To: Mayor of Ota Ward

This is pre-printed - indicates the form is addressed to the mayor of Ota Ward
- Year Month Day

Write the date in Japanese format (year/month/day) using Arabic numerals, typically the date you're submitting the form.
- polite verb ending / Moving out /
- Signature
- Home address

Enter your residential address where you actually live
- Telephone

Enter your phone number including area code (e.g., 03-1234-5678 for landline or 090-1234-5678 for mobile)
- Place of employment / Employer

Company name and address. Some forms also ask for (employer phone number).
- ()** Daytime contact information

Provide a phone number where you can be reached during business hours (9 AM - 5 PM)
- Mobile phone

Enter your mobile/cell phone number including area code

■■ — Addresses

- 1

■■■■■ Full name
- 2

■■ Mobile phone

Enter your mobile/cell phone number including area code
- 3

■■■■■■■ Email address

Enter a valid email address where you can receive communications from the municipal office
- 4

■■■ New address

The address you are moving TO.
- 5














■■■■■■■■■■■■■■■■■■■■ Moving out
- 6

(■■■) Moving out
- 7















































■■■■■ New household head

Enter the name of the person who will be the new head of household after the move/change








■■■ — Person Table

- 1  Previous address
If coming from abroad, write your country name (e.g. ).
- 2  Block/District Number
Enter the numbered district section of your address (e.g., if your address is "1-2-3 Shibuya", enter "1" for 1-chome)
- 3  Former household head
Enter the name of the previous household head if there was a change in who heads the household
- 4  Moving out
- 5  () Year ____ Month ____ Day ____ (Please be sure to fill this in)
Write the date in Japanese format (year/month/day) - you can use Western calendar year
- 6  Moving out
- 7  
( If you have already departed Japan, please attach a copy of the passport page showing the departure date, etc.)
Only required if you've already left Japan - attach passport copy showing exit stamp/date
- 8  () Head of household / Full name / Moving out
- 9  Date of birth
Write in format: Year/Month/Day (YYYY/MM/DD) using Western calendar
- 10  Relationship to head of household
See relationship terms table.


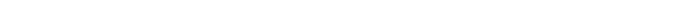


■■■■■ — ID & Documents

- 1                                              

■■■■■■■■ — Instructions

- 1  Submission destination
This indicates where to submit the form - typically filled in by the municipal office staff, not by you.
 - 2  Tokyo
 - 3  Family Registration and Resident Affairs Section
 - 4  Telephone
Enter your phone number including area code (mobile numbers are acceptable)
 - 5  03-5744-1676
 - 6  polite verb ending / . / Document
 - 7  Please submit the notification.

■■■■■ — Footer & Notes

- 1  polite verb ending / Moving out / .
 - 2  Certificate of Moving Out / polite verb ending / Moving out
 - 3  Certificate of Moving Out / polite verb ending / Address
 - 4  Identity verification documents / Yes/There is / polite verb ending

Point and show these to ward office staff

FINDING THE COUNTER

Sumimasen, jimin 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 y[■]shi wa arimasu ka?

Do you have an English version of the form?

ASKING FOR HELP FILLING OUT

Kiny^h h^h wo oshiete itadakemasu ka?

Could you help me fill this out?

REQUESTING RESIDENCE CERTIFICATE

Jiminhy 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?