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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

— 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 ■■■■■ Full name / Address / Postage stamp

2 ■■■■■(■■■■■) My Number Card / My Number Card / Driver's license

3 ■■■■ Personal identification

This section is for verifying your identity - bring valid ID like passport, residence card, or driver's license

4 ■■■■■ Qualification

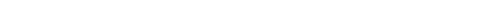
5 ■■■ Documents

This section lists required supporting documents you need to submit with your registration form

6 ■■■■■(1 ■■■■■) Copy of pension handbook (certificate), etc. (1 or more documents)

Provide a photocopy of your pension handbook, pension certificate, or similar pension-related documents - at least one copy is required.

— 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**  
 - 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

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?