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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

-   For postal submission / Moving out
 -   Example of how to fill in
Sample form showing how to complete each field. Study this before filling your own form.
 -   Suginami Ward
 -   Year ■■ Month ■ Day ■
Fill in the date using Japanese era year (e.g., Reiwa 6) or Western year format as specified on the form

■■■■■ — Who Is Filing

1 ■■■■■ Suginami Ward / Tokyo

2 ■■■■ Address

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

3 ■■■■■ Suginami Apartment 101

Enter your apartment or building name followed by your room/unit number exactly as it appears on your lease or mailbox.

4 ■■■■■ Please sign your name

Write your signature by hand in your usual style

5 ■■■■■ ■■■■ Head of household

— Addresses

- 1 [REDACTED] Daytime contact information / Phone number

2 [REDACTED] Please be sure to fill in
This indicates a mandatory field that must be completed

3 [REDACTED] Moving out

4 [REDACTED] Reiwa ■ Year ■ Month ■ Day
Fill in the date using the Japanese Reiwa era calendar (Reiwa 1 = 2019, Reiwa 2 = 2020, etc.)

5 [REDACTED] Mobile phone is acceptable
You can provide your mobile phone number instead of a landline

6 [REDACTED] 000-0000 Postal code 000-0000
Enter your actual 7-digit Japanese postal code in the format ###-####

7 [REDACTED] Tokyo

8 [REDACTED] Address moving to
Enter the complete address where you will be moving to, including postal code

9 ([REDACTED] (Apartment/mansion name, room number, etc.)

— Person Table (Part 1/2)

- 1 [REDACTED] Head of household name / Head of household / Full name

2 [REDACTED] Suginami Ward

3 [REDACTED] Address

4 ([REDACTED]) (Apartment/mansion name, room number, etc.)

5 [REDACTED] Head of household name / Head of household / Full name

6 [REDACTED] Those who have / Certificate of Moving Out / My Number (Individual Number)

7 [REDACTED] Certificate of Moving Out / polite verb ending / Moving out

8 [REDACTED] .

9 [REDACTED] Head of household / Full name / Moving out

10 [REDACTED] 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.)

11 [REDACTED] Sex/Gender
Select male (■) or female (□) as it appears on your official documents

12 [REDACTED] Relationship to head of household
Write your relationship to the household head (e.g., "head", "spouse", "child", "other relative")

13 [REDACTED] My Number (Individual Number)

14 [REDACTED] 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)

15 [REDACTED] Phonetic reading (katakana)

— Person Table (Part 2/2)

— 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 Suginami Ichiro
This appears to be an example name - replace with your actual full name in Japanese characters (katakana for foreign names)

6 Year ___ Month 5 Day 5
This appears to be a pre-filled date (May 5th) with only the year left blank to fill in.

7 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)

8 Phonetic reading (katakana)

9 Male · Female
Circle or check the appropriate gender option that matches your official documents.

10 Yes / No
Circle or check the appropriate option based on whether the condition applies to your situation

11 Year ___ Month ___ Day ___
Fill in the date using Japanese calendar format (year, month, day with numbers only)

12 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)

13 Phonetic reading (katakana)

14 Male · Female
Circle or check the appropriate gender option that matches your official documents.

15 Yes / No
Circle or check the appropriate option based on whether the condition applies to your situation

— ID & Documents (Part 2/2)

- | | |
|---|--|
| 1 | <input type="text"/> Year ___ Month ___ Day ___ |
| | Fill in the date using Japanese calendar format (year, month, day with numbers only) |
| 2 | <input type="text"/> [Please be sure to enclose the following items.] |
| 3 | <input type="text"/> Identity verification documents / Applicant / Person filing the form / Copy |

 — Instructions

- 1  Full name / Address / Postage stamp
- 2  Certificate of Moving Out / polite verb ending / Moving out
- 3  .
- 4  My Number (Individual Number) / My Number / Moving out
- 5  Certificate of Moving Out / polite verb ending / Moving in (from another municipality or abroad)
- 6  My Number (Individual Number) / My Number / Moving/Relocation
- 7 14  Certificate of Moving Out / polite verb ending / Moving out

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?