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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

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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 [REDACTED] Head of household
 - 2 [REDACTED] Daytime contact information / Phone number
 - 3 [REDACTED] Moving out
 - 4 [REDACTED] Reiwa __ year __ month __ day
Write the current date using the Japanese Reiwa era calendar (Reiwa 1 = 2019, Reiwa 2 = 2020, etc.)
 - 5 [REDACTED] Postal code
Enter your 7-digit Japanese postal code in the format ###-####
 - 6 [REDACTED] 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)

- 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

4  Full name / Address / Postage stamp

5  Certificate of Moving Out / polite verb ending / Moving out

6 

 — 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 ■■■■■...■■■■■ 14 Certificate of Moving Out / Moving/Relocation / 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?