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Chiyoda — ■■■■■ — 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

■■■■■ — Who Is Filing

- 1 ■■■■■ Address / Moving out / .
- 2 ■■■■■ Certificate of Moving Out / polite verb ending / Address
- 3 ■■■■■ You can also complete the procedure by mail, so please submit your notification to Chiyoda Ward following the instructions below.
This is informational text explaining that you can submit this form by mail to
Chiyoda Ward instead of visiting in person.
- 4 ■■■■■ 1 ■■■■■ 10 ■■■■■ Certificate of Moving Out / polite verb ending / Moving out
- 5 ■■■■■ Please proceed with / Address / Moving in (from another municipality or abroad)

— Addresses

- 1 [REDACTED] Moving out
- 2 [REDACTED] Certificate of Moving Out / polite verb ending / Moving out
- 3 [REDACTED] Identity verification documents / Certificate of Moving Out / Moving out
- 4 [REDACTED] Please bring these items and request the issuance of certificates.
This is an instruction - follow it when submitting your application
- 5 [REDACTED] For those who have a My Number Card
This section applies only if you possess a My Number Card (individual number card)
- 6 [REDACTED] Certificate of Moving Out / Moving in (from another municipality or abroad) / Moving out
- 7 [REDACTED] When ready, we will contact you by phone. When you receive a call from the ward office, bring your card
This is an instruction about receiving your residence card - wait for the ward office to call you
- 8 [REDACTED] Please proceed with / Address / Moving in (from another municipality or abroad)

■■■ — Person Table (Part 1/2)

1 [Notice]

This indicates important information or instructions will follow

2 14

Do not / polite verb ending / Moving in (from another municipality or abroad)

3 Please proceed with

4 14

Address / Moving out / From

5 Cannot/Not possible

This typically appears as a response option or error message on forms

6 [] polite verb ending / Moving out / .

7 [] Moving out

8 My Number Card / My Number Card / My Number Card

9 [] You will need to submit either a continuation procedure or return notification. Both procedures require visiting the office in person This is informational text explaining required procedures - no action needed on the form itself

10 [] polite verb ending / Moving out / .

11 [] Items to prepare

This section lists required documents you need to bring

12 ① [] Fill in the required information in the box on the back of the form.

Turn the form over and complete all required fields in the designated area on
the reverse side

13 [] Do not use ballpoint pens with erasable ink.

Use permanent ink pens only when filling out forms

14 [] Phone number

15 [] Phone number / To do/perform

■■■ — Person Table (Part 2/2)

- 1**  Yes/There is
This indicates affirmative response - check if applicable to your situation

2  My Number Card / My Number Card / My Number Card

— ID & Documents

- ② [REDACTED] Address / Postage stamp

③ [REDACTED]

② Previous address / Place of employment / Employer / Address

③ [REDACTED] Please write the reason why the mailing address is different on the notification form.
If your mailing address differs from your registered address, explain why (e.g., "temporary stay," "work relocation," "family circumstances").

④ [REDACTED] Previous address / Address / To do/perform

⑤ [REDACTED] Yes/There is
This indicates affirmative response - check if applicable to your situation

⑥ [REDACTED]

⑥ My Number Card / My Number Card / Certificate of Moving Out

⑦ [REDACTED]

⑧ ③ [REDACTED] ③Copy of documents that can verify your identity
Attach photocopies of ID documents like your residence card, passport, or driver's license

⑨ [REDACTED]

⑨ My Number Card / Identity verification documents / Residence Card

— Instructions

- 1  ①②③  Address
 - 2  Certificate of Moving Out / Moving out
 - 3  ■102-8688
N/A if it's just instructions/layout text
 - 4  Tokyo
 - 5 
 - 6  Passport / Moving in (from another municipality or abroad) / Moving out

 — Footer & Notes

-
- 1  Address
- 2  Please inquire.

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?