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Sumida — ■■■■■ — 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

Confirmation of moving procedures to Sumida Ward

This section confirms your moving process into Sumida Ward specifically

■■■■■ — Who Is Filing

1

 Moving out

2

 No

Select this option to indicate 'no' or negative response to the question

— Addresses

- 1 Yes
Check this box or circle this option to indicate 'yes' or agreement
 - 2 In the municipality where you previously resided / Moving out
 - 3 Which of the following procedures did you complete?
This is a question asking you to select from a list of procedures you've completed

■■■ — Person Table

- 1  My Number Card
Plastic IC card with your 12-digit Individual Number. Can be used as primary ID.
Apply at your ward office after receiving the notification letter.
- 2  Basic Resident Registration Card
This refers to the old resident card system discontinued in 2015. If you have one, you may need to present it or indicate possession on the form.
- 3  In the municipality where you previously resided
Refers to your previous city, ward, town, or village before moving to current location
- 4  Procedure via My Number Portal
Check this if applying online through the My Number Portal website
- 5  using procedures
- 6  Certificate of Moving Out / using procedures / Moving out
- 7  Certificate of Moving Out / Moving out

COUNTER PHRASES

Point and show these to ward office staff

FINDING THE COUNTER



Sumimasen, jūmin 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 yōshi wa arimasu ka?
Do you have an English version of the form?

ASKING FOR HELP FILLING OUT



Kinyō hōhō wo oshiete itadakemasu ka?
Could you help me fill this out?

REQUESTING RESIDENCE CERTIFICATE



Jūminhyō mo onegai shitai no desu ga
I'd also like a Certificate of Residence, please

ASKING ABOUT MY NUMBER



Mainanbō wa itsu todokimasu ka?
When will my My Number arrive?