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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

1

 Moving out

2

 Mailing address/Contact information

■■■■■ — Who Is Filing

- 1 ■■■■■ Suginami Ward / Address
- 2 ■■■■■ Ward Office/Section Name
Leave blank - this will be filled in by the office staff to indicate which ward office and section processed your form.
- 3 ■■■ Location/Address
Write the full address where you are registering your residence, including postal code, prefecture, city, and building details.
- 4 ■■■ Phone number
Japanese mobile number preferred. Some forms accept overseas numbers.
- 5 ■■■■■ All
- 6 ■■■■■ All
- 7 ■■■■■ Bairi 2-chome
This is a neighborhood/district name - if this is your address, you would write it as part of your residential address in Japan.
- 8 ■166-8570 ■166-8570
This is a pre-printed postal code for the municipal office - leave as is, no action needed.
- 9 ■■■■■ Koenji-Kita 4-chome
This is an address format showing the district name and block number - fill in your specific street address following this Japanese addressing system.

■ — Addresses

- 1 ■■■■■ Ward Residents Division, Residents Section
- 2 ■■■■■15■■■ 1-15-1 Asagaya-minami
This is a sample Japanese address format - write your address using the same structure (district/neighborhood + chome + ban + go numbers)
- 3 03-3312-2111(■) 03-3312-2111 (main)
- 4 ■■■1■■■ Shimoigusa 1-chome
This is an address designation - if this matches your address, you would select or confirm this option on the form.
- 5 ■■■■■ Suginami Ward
- 6 ■■■■■ All
- 7 ■■■■■ All
- 8 ■■■■■ Hon-Amanuma 1-chome
This is a neighborhood designation - enter the specific district/block number as shown on your address documents
- 9 ■■■■■ All
- 10 ■■■■■ All
- 11 ■167-0022 ■167-0022
This is a postal code example - enter your actual 7-digit postal code starting with ■
- 12 ■■■■■ Shimoi-kusa 2-5 chome
This indicates address blocks 2 through 5 of the Shimoi-kusa district - select if your address falls within these numbered sections.
- 13 ■■■■■ Igusa Ward Citizen Services Office
- 14 03-3394-0461 03-3394-0461
ASCII/numeric
- 15 ■■■■■■■■■ 4-30-2 Shimoi-gusa
This is a sample Japanese address format - write your actual address using the same structure (district/area name + chome number + ban number + go number)

■■■ — Person Table (Part 1/2)

1 ■■■■■ 4-30-2 Shimoi-gusa

This is a sample Japanese address format - write your actual address using the same structure (district/area name + chome number + ban number + go number)

2 ■■■■■ Imagawa 1-2 chome

This indicates address blocks/districts - if your address is in Imagawa area blocks 1 or 2, this section applies to you

3 ■■■■■ Shimizu 3-chome

This is an address format showing a neighborhood district - enter your actual district number and area name here

4 ■■■■■ Imagawa 3rd-4th District

This appears to be a pre-printed address section - only fill if you live in the Imagawa 3rd or 4th district areas

5 ■■■■■ Kami-Ogi 3-4 chome

This indicates a specific neighborhood area (blocks 3-4 of Kami-Ogi district) - fill in if this matches your address area.

6 ■■■■■ All

7 ■■■■■ All

8 ■167-0053 ■167-0053

This is a postal code - leave as-is if it's pre-printed, or enter your 7-digit Japanese postal code if it's a blank field

9 ■■■■■ Nishi-Ogikubo Ward Citizens Affairs Office

10 03-5344-3030 03-5344-3030

ASCII/numeric

11 ■■■■■ All

12 ■■■■■■■■■ 3-5-23 Nishiogi-minami

This is a sample Japanese address format - write your actual address using the same structure (district/area name + chome number + ban number + go number)

13 ■■■■■ All

14 ■■■■■■■■■ Minami-Ogikubo 2-3 chome

This indicates address blocks 2 and 3 of the Minami-Ogikubo district - likely a checkbox option for your residential area.

15 ■■■■■■■■■ Miyamae 3rd and 5th chome (districts)

■■■ — Person Table (Part 2/2)

- 1 ■■3■■■■ Momoi 3-4 chome
This indicates addresses in blocks 3 through 4 of the Momoi district - select this if your address falls within that range.
- 2 ■■■■■ Bairi 1-chome
This is a pre-printed address showing the neighborhood name and district number - you would fill in your specific address if it matches this area.
- 3 ■■■■■■■■■ Koenji-Kita 1-3-chome
This indicates address blocks 1 through 3 in North Koenji - select the appropriate chome number that matches your address.
- 4 ■■166-0011 ■■166-0011
This is a pre-printed postal code - leave as is, it indicates the municipal office's postal code
- 5 ■■■■■■■■■ All
- 6 ■■■■■■■■■ Koenji Ward Citizens' Affairs Office
N/A if it's just instructions/layout text
- 7 ■■■■■■■■■ 22-32 Bairi 1-chome
This is a Japanese address format - write your address using the same structure (neighborhood name + chome number + ban number + go number)
- 8 03-3317-6560 03-3317-6560
ASCII/numeric
- 9 ■■■■■■■■■ Horinouchi 2-3-chome
This indicates address blocks 2 and 3 of the Horinouchi district - select if your address falls within these numbered sections.
- 10 ■■■■■■■■■ Seson Suginami 1st Floor
This appears to be a location reference (likely a municipal building name and floor), so copy it exactly as written if this is where you're submitting the form.
- 11 ■■■■■■■■■ All
- 12 ■■■■■■■■■ All

■■■■■ — ID & Documents (Part 1/2)

- 1 ■■■■■ All
- 2 ■■■■■ All
- 3 ■168-0071 ■168-0071
This is a postal code - leave as-is if it's pre-printed, or enter your 7-digit Japanese postal code in this format if it's a blank field.
- 4 ■■■■■ All
- 5 ■■■■■ Takaido Ward Citizens' Office
- 6 ■■■■■■■■■■ 2-1-26 Takaido-nishi
This is a sample Japanese address format showing district name + chome (district number) + ban (block) + go (building number)
- 7 03-3333-5395 03-3333-5395
ASCII/numeric
- 8 ■■■■■ Shimotakaido 5-chome
This is an address district name - if this matches your address, you would select/check this option on the form.
- 9 ■■■■■ All
- 10 ■■■■■■■■■■ Keio Ritonade Takaido 2nd Floor
This appears to be an address - write your building name, floor number, and any apartment/unit number if applicable.
- 11 ■■■■■■■■■■ Hamadayama 2-4 chome
This indicates a specific address range (blocks 2-4 of the Hamadayama district)
- fill in your exact chome number within this range
- 12 ■■1■2■4■■ Miyamae 1st, 2nd, and 4th districts
This indicates specific neighborhood districts - if you live in the Miyamae area, check your address to see if it's in district 1, 2, or 4 (chome numbers)
- 13 ■■■■■ All
- 14 ■■■■■ All
- 15 ■168-0063 ■168-0063
This is a pre-printed postal code - leave as is, it indicates the municipal office's address

■■■■■ — ID & Documents (Part 2/2)

1 ■■■■■ All

2 ■■■■■■■■■■ 3-8-18 Izumi

This is a sample Japanese address format - enter your actual address using the same structure (district/chome-ban-go numbers)

— Instructions

- 1 [REDACTED] Shimotakaido 1-4 chome
 - 2 [REDACTED] Eifuku Izumi Ward Civic Affairs Office
 - 3 03-5300-9310 03-5300-9310
ASCII/numeric
 - 4 [REDACTED] Eifuku Izumi Regional Community Center
 - 5 [REDACTED] Hamadayama 1-chome
This is an address example showing district name and block number - fill in your actual district and chome number
 - 6 [REDACTED] All
 - 7 [REDACTED] 3rd floor
Write the floor number of your residence if applicable (use "3■" for 3rd floor, etc.)
 - 8 [REDACTED] Horinouchi 1-chome
This is an address example - enter your actual district/block number in the same format (area name + chome number)
 - 9 [REDACTED] All
 - 10 [REDACTED] Hon-Amanuma 2-3 chome
This indicates a specific district/neighborhood area - if this matches your address area, you may need to select or confirm this section
 - 11 ■167-0043 ■167-0043
This is a postal code (zip code) - if this appears pre-printed, it's likely the municipality's postal code for reference; if it's a blank field, enter your 7-digit Japanese postal code.
 - 12 [REDACTED] All

 — Footer & Notes

-  [■■■■■] Kami-Ogi 1-2 chome
This indicates a specific district/neighborhood range - enter your exact chome number if you live in the Kami-Ogikubo area districts 1 or 2
 -  [■■■■■] Ogikubo Ward Civic Affairs Office
 -  [■■1■■2■■1■] 1-2-1 Kami-Ogi 1-chome
This is an example address format - enter your actual Japanese address in this style: [area name][chome number]-[ban number]-[go number]
 -  03-3392-8846 03-3392-8846
ASCII/numeric
 -  [■■■■■] Minami-Ogikubo 1st and 4th districts
 -  Daiwa[■■■■■■■] Daiwa Ogikubo Tower 2nd Floor
Write your complete address including building name and floor number as shown on your residence card
 -  [■■1■■■■] Shimizu 1-2 chome
This indicates address blocks/districts 1 through 2 in the Shimizu area - select if your address falls within these numbered districts.
 -  [■■1■2■■] Momoi 1-2 chome
This indicates the covered area is Momoi neighborhoods 1 through 2 - select this option only if your address falls within these specific district numbers.

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?