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Ota — ■■■■■■ — 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

■■■■■■■■■■

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My Number Card / My Number Card / My Number Card

## Who Is Filing

- 1  My Number Card / My Number Card / My Number Card
  - 2  Applications can be submitted by mail starting 2 weeks before moving.  
You can mail your moving notification up to 2 weeks before your actual move date
  - 3  Identity verification documents / Applicant / Person filing the form
  - 4  My Number Card (front only), driver's license (front and back), passport,  
Acceptable forms of photo ID for verification. Choose one and bring both sides if applicable.



■■■ — Person Table (Part 1/2)

- 1

■■■■■■■■■ To: Mayor of Ota Ward

This shows who receives the form - no action needed from you
- 2

■■■■■■■■■■■■■■■■■■■■■ polite verb ending / Signature / .
- 3

■■■■■■■ Date of notification

Write the date you are submitting this form to the municipal office (format: year/month/day)
- 4

■ ■■■■■ ■■■■■■■■■■■■■■ Applicant / Person filing the form / Full name
- 5

■■■■■■■■■ Daytime contact

Provide a phone number where you can be reached during business hours
- 6

■■■■■■■■■) (blank field/parentheses for writing)
- 7

■■■■■■■■■ ■■■■■ ■■■■■ ■■■■■■■■■■■■■■ Moving out
- 8

■■■■■■■■■ Email address

Enter a valid email address where you can receive communications from the municipal office
- 9

■■■■■■■■■■■■■■■■■■■■■ Phone number
- 10

■ ■ Address

Write your current registered address in Japan exactly as it appears on your residence card or other official documents.
- 11

■■■■■ ■■■■ Head of household / Full name
- 12

■■■■■■■■■■■■■■■ My Number Card

Japan's national ID card with IC chip - bring if you have one
- 13

■■■■■■■■■■■ Full name / Moving out / To do/perform
- 14

■■■■■ Date of birth

Format: ■(year) ■(month) ■(day). Use Japanese calendar (■■/■■) or Western year.
- 15

■■■ Gender

■ (otoko) = Male, ■ (onna) = Female. Circle the appropriate one.

■■■ — Person Table (Part 2/2)

- 1

■■■ Presence/Absence

Check the appropriate box to indicate whether the item applies to you or not (Yes/No)
- 2

■■■■■ Furigana (phonetic reading)

Write your name in katakana phonetic characters above or next to your name in kanji/hiragana
- 3

■■■ Male■Female

Circle or check the appropriate gender
- 4

■■■ Yes/No (or Have/Don't Have)

Circle or check the appropriate option based on whether the condition or item mentioned applies to your situation.

■■■■■■■ — ID & Documents

- 1

■■■■■ ■■■■■■ Year\_\_\_ Month\_\_\_ Day\_\_\_

Write the date in Japanese format (year/month/day) using Arabic numerals, e.g., 2024■■3■■15■
- 2

■■■■■ Furigana (phonetic reading)

Write your name in katakana phonetic characters above or next to your name in kanji/hiragana
- 3

■■■ Male■Female

Circle or check the appropriate gender
- 4

■■■ Yes/No (or Have/Don't Have)

Circle or check the appropriate option based on whether the condition or item mentioned applies to your situation.
- 5

■■■■■ ■■■■■■ Year\_\_\_ Month\_\_\_ Day\_\_\_

Write the date in Japanese format (year/month/day) using Arabic numerals, e.g., 2024■■3■■15■
- 6

■■■■■ Furigana (phonetic reading)

Write your name in katakana phonetic characters above or next to your name in kanji/hiragana
- 7

■■■ Male■Female

Circle or check the appropriate gender
- 8

■■■ Yes/No (or Have/Don't Have)

Circle or check the appropriate option based on whether the condition or item mentioned applies to your situation.
- 9

■■■■■ ■■■■■■ Year\_\_\_ Month\_\_\_ Day\_\_\_

Write the date in Japanese format (year/month/day) using Arabic numerals, e.g., 2024■■3■■15■
- 10

■■■■■ Furigana (phonetic reading)

Write your name in katakana phonetic characters above or next to your name in kanji/hiragana
- 11

■■■ Use "
- 12

■■■ Male■Female

Circle or check the appropriate gender
- 13

■■■ Yes/No (or Have/Don't Have)

Circle or check the appropriate option based on whether the condition or item mentioned applies to your situation.



■■■■■■■■■■ — Instructions

- 1

■■■■■ ■■■■■ Year\_\_\_ Month\_\_\_ Day\_\_\_

Write the date in Japanese format (year/month/day) using Arabic numerals, e.g., 2024■■3■■15■
- 2

■■■ Previous

This appears to be part of a section header or navigation element, likely indicating "previous address" - fill in your last registered address before moving to current location
- 3

■■■■■ Furigana (phonetic reading)

Write your name in katakana phonetic characters above or next to your name in kanji/hiragana
- 4

■■■ Male■Female

Circle or check the appropriate gender
- 5

■■■ Yes/No (or Have/Don't Have)

Circle or check the appropriate option based on whether the condition or item mentioned applies to your situation.
- 6

■■■■■ ■■■■■ Year\_\_\_ Month\_\_\_ Day\_\_\_

Write the date in Japanese format (year/month/day) using Arabic numerals, e.g., 2024■■3■■15■
- 7

■■■■■ Furigana (phonetic reading)

Write your name in katakana phonetic characters above or next to your name in kanji/hiragana
- 8

■■■ Male■Female

Circle or check the appropriate gender
- 9

■■■ Yes/No (or Have/Don't Have)

Circle or check the appropriate option based on whether the condition or item mentioned applies to your situation.
- 10

■■■■■ ■■■■■ Year\_\_\_ Month\_\_\_ Day\_\_\_

Write the date in Japanese format (year/month/day) using Arabic numerals, e.g., 2024■■3■■15■

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Family Registration and Resident Affairs Section

Point and show these to ward office staff

## FINDING THE COUNTER

Sumimasen, jimin 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 y<sup>o</sup>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

Jiminhy 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?