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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

— Header & Dates

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.

— Addresses

- 1 [REDACTED] 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.

2 [REDACTED] Copy of health insurance qualification certificate (with symbol/number fields masked out in black) or pension handbook (certificate), etc. (1 Submit a photocopy of your health insurance card or pension book, but black out personal ID numbers for privacy

3 [REDACTED] or more points) must be enclosed.
This refers to a point-based document system - check which documents you need to include based on their assigned point values

4 [REDACTED] Cannot/Not possible / Cannot/Not possible / New address

5 [REDACTED] Certificate of Moving Out / Phone number / Moving out

6 [REDACTED] My Number Card / My Number Card / Certificate of Moving Out

7 [REDACTED] My Number Card / My Number Card / My Number Card

8 [REDACTED] To: Mayor of Ota Ward
This shows who receives the form - no action needed from you

— Person Table (Part 1/2)

- 1 To: Mayor of Ota Ward
This shows who receives the form - no action needed from you

2 [REDACTED] polite verb ending / Signature /.

3 [REDACTED] Date of notification
Write the date you are submitting this form to the municipal office (format: year/month/day)

4 [REDACTED] Applicant / Person filing the form / Full name

5 [REDACTED] Daytime contact
Provide a phone number where you can be reached during business hours

6 [REDACTED] (blank field/parentheses for writing)

7 [REDACTED] [REDACTED] Moving out

8 [REDACTED] Email address
Enter a valid email address where you can receive communications from the municipal office

9 [REDACTED] Phone number

10 [REDACTED] Address
Write your current registered address in Japan exactly as it appears on your residence card or other official documents.

11 [REDACTED] Head of household / Full name

12 [REDACTED] My Number Card
Japan's national ID card with IC chip - bring if you have one

13 [REDACTED] Full name / Moving out / To do/perform

14 [REDACTED] Date of birth
Format: ■(year) ■(month) ■(day). Use Japanese calendar (■■/■■) or Western year.

15 [REDACTED] 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■



— Footer & Notes

1



Family Registration and Resident Affairs Section

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?