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## Koto — ████ — 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

## &gt;&gt; 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)       | ██████ + █████ |

## &gt;&gt; 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)  | ██████████ |

## &gt;&gt; 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

 — ID & Documents

1 No. No.

## 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?