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Shinjuku — ████ — 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

█ — Who Is Filing

1 ████ Please fill in using Japanese or alphabetic characters.

You can write your name and address information in either Japanese characters or Roman letters (English alphabet).

2 ████ Moving out

3 ████ 1. Date of residential change: Heisei/Reiwa ____ year ____ month ____ day
Circle either "Heisei" or "Reiwa" era name, then fill in the date when you moved/changed residence using Japanese calendar year

— Addresses

1 ████(█) Address

2 ████ Full name

3 ████ Address

█ — Person Table

1 █ Shinjuku Ward

This indicates the municipal jurisdiction - if you're registering in Shinjuku, this confirms you're using the correct form for that ward.

2 █ Full name

3 █ 4. Registered Domicile

Enter your official family register location (████) - for foreign nationals, this may be left blank or marked as N/A depending on local requirements.

4 █████ (Japanese nationals only)

5 █████ Full name

6 █ ██████████ Date of birth / Full name / Moving out

7 █ Furigana (phonetic reading)

Write the phonetic pronunciation of your name in hiragana characters above or next to where you write your name in kanji/katakana

8 █ ████████ Date of birth / Full name

9 █ Furigana (phonetic reading)

Write the phonetic pronunciation of your name in hiragana characters above or next to where you write your name in kanji/katakana

10 █ ████████ Date of birth / Full name

11 █ Furigana (phonetic reading)

Write the phonetic pronunciation of your name in hiragana characters above or next to where you write your name in kanji/katakana

 — ID & Documents

- 1**       Date of birth / Full name

 - 2**    Furigana (phonetic reading)
Write the phonetic pronunciation of your name in hiragana characters above or next to where you write your name in kanji/katakana

 - 3**      Date of birth / Full name

 - 4**        Full name

 - 5**      Signature

 - 6**                  Signature / Seal (inkan / hanko)

 - 7**                        <img alt="Red square icon" data-bbox="21341 7

 — Instructions

1 ████ ()

2 ████ Place of employment / Employer / Other / Mobile phone

3 ████ Please enclose the following items.

This indicates a list of required documents will follow - gather all listed documents before submitting your form.

4 ① ████ For postal submission / Moving out

5 ② ████ Address / Postage stamp

6 ③ ████ Identity verification documents

7 ████ Driver's license / Health insurance card / Copy

 — Footer & Notes

- 1 [REDACTED] Residence Card / Copy
 - 2 [REDACTED] [Mailing Address] ■160-8484 1-4-1 Kabukicho, Shinjuku-ku
 - 3 [REDACTED] Family Registration and Resident Affairs Section
 - 4 [REDACTED] or Special Branch Offices (10 locations)

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



Mainanban wa itsu todokimasu ka?

When will my My Number arrive?