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Chuo — ■■■■■■ — 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

- 1 **Notification of Move** ( ) ( )  
Applicant / Person filing the form / Full name / Signature
- 2 **Please fill in the space within the bold line frame.** Please fill in the space within the bold line frame.  
To: Mayor of Chuo City  
This indicates the recipient of the form - no action needed
- 3 **The "Name of Person Filing Notice" section must be signed by the individual themselves.**  
The "Name of Person Filing Notice" section must be signed by the individual themselves.  
You must personally sign this section - no one else can sign it for you, even family members.

1

Write the year using the Japanese calendar system (e.g., Reiwa 6 for 2024) or Western calendar as indicated on the form

2

Enter the month as a 2-digit number (01-12) for the date you moved or changed residence status.

3

Year      Year

4

Write the year using the Japanese calendar system (e.g., Reiwa 6 for 2024) or Western calendar as indicated on the form

5

Enter the month as a 2-digit number (01-12) for the date you moved or changed residence status.

6

■■■■ Type of address change

7

Circle the type of move: ☐ (moving in), ☐ (moving out), ☐ (within municipality).

8

Date of filing

9

Select this option when requesting all records or information available

11

Used when making changes to only some family members or partial updates to registration

12

Enter the date when your residence change officially took effect, not the date you're filing this form

13

Enter the date you are submitting this residence registration form to the municipal office

14

■ ■ ( ■ ■ ■ ■ ) Moving out

15

■ ■ Moving in (from another municipality or abroad)

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- 1

11

### Moving within the same municipality

2

111

## Moving out

3

12345678910111213141516171819202122232425262728293031323334353637383940414243444546474849505152

Reason for change / Type of move

4

Page 1 of 1

Applicant / Person filing the form / Full name

5

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Moving in (from another municipality or abroad)

6

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## Moving out

7

Reason for Move

■ Please check the appropriate box. ■ ■ ■

Reason for Move (Please check the appropriate box. ■)

8











## Moving out

9


















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Applicant's Name

Write your full name as it appears on your residence card or passport



## ■ ■ — Addresses (Part 2/2)

- 1  Driver's license  
Bring your physical driver's license as identification
  - 2  My Number (Individual Number)
  - 3  Visa status changed to mid to long term  Residence status / Visa type
  - 4  Relationship to the transferor/transferee  
N/A - this appears to be Chinese text, not Japanese, and seems out of place on a Japanese municipal form
  - 5  Health insurance card  
Japanese health insurance card. Can serve as secondary ID at some banks.
  - 6  Passport  
Bring your passport as identification when submitting this form
  - 7  (Family Members)  
List all family members who will be registered at the same address, including their relationship to the primary applicant.
  - 8  others  Others / Other ( / Head of household
  - 9 Relationship to Person Moving Relationship to Person Moving  
If you're filling this out yourself, write "  " (honnin  honin), meaning "self/the person themselves"
  - 10  Agent) Agent/Representative  
Only fill if someone else is submitting this form on your behalf
  - 11  Residence Card  
ID card for foreign residents with mid- to long-term visas. Issued at the airport or immigration office. Must carry at all times.
  - 12  Other ( / Other
  - 13  (Principal) Principal  
The main person this form is about (yourself if filing for yourself)
  - 14  New/Formal household  
Indicates whether you're registering as a new household or were part of a previous household

14 Please don't fill in these columns. Please don't fill in these columns.



■■■ — Person Table (Part 2/4)

- 1 ■■■■■■■■■■ kana) Phonetic reading (katakana)
  - 2 ■■■■■■■■■■ Residence status / Visa type
  - 3 ■■■■■■■■■■ Date of birth
  - 4 ■■■ Gender  
■ (otoko) = Male, ■ (onna) = Female. Circle the appropriate one.
  - 5 ■■(■■■) Relationship to head of household
  - 6 ■■■■ Individual count  
Enter the number of individuals being registered or moved
  - 7 ■■■■■■■■■■ Priority child for national health insurance while abroad  
For children who maintain priority status for Japanese national health insurance while living overseas
  - 8 ■■■ Other  
Use this section for any additional information not covered in other fields
  - 9 ■■■■■■■■Name■■ Full name
  - 10 ■■■■■■■■others■■ Others  
Select this option if your situation doesn't fit the other categories listed
  - 11 Date of Birth Date of Birth
  - 12 Sex Sex  
Select male (■) or female (■) as it appears on your residence card or passport.
  - 13 ■■■ Residence card application  
Check if applying for a new residence card
  - 14 Relationship Relationship  
Write your relationship to the head of household (e.g., "head", "spouse", "child", "parent", etc.)
  - 15 ■■■■■■■■■■■■■■ Same as residence card  
Check this if the information matches what's on your residence card

■■■ — Person Table (Part 3/4)

- 1 ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Taisho ☐ ☐ ☐ ☐ Showa Heisei ☐ Reiwa Western calendar  
Select the era type for your date of birth or other dates on the form
  - 2 ☐ ☐ ☐ ☐ ☐ ☐ Residence Code: New Registration  
This field is typically pre-filled or assigned by the municipal office - you usually don't need to fill this yourself.
  - 3 ☐ ☐ ☐ Number assigned  
Staff use only - do not fill in
  - 4 ☐ ☐ ☐ Male ☐ Female  
Circle or check the appropriate gender
  - 5 Year   Month   date   Year   Month   Date
  - 6 Same as the residence card   Same as the residence card  
Check this box if your new address matches exactly what's printed on your residence card
  - 7 ☐ ☐ Yes ( )  
Check this box and fill in the blank if the question applies to your situation - likely refers to having dependents, previous address, or other relevant circumstances detailed elsewhere on the form.
  - 8 ☐ ☐ ☐ ☐ ☐ ☐ No Individual Number: New Registration  
Check this box if you don't have a My Number (individual identification number) yet and this is your first registration in Japan.
  - 9 ☐ ☐ ☐ ☐ ☐ ☐ Year   Month   Day  
Write the date in Japanese format (year/month/day) using Arabic numerals, typically the date you're submitting the form.
  - 10 M ☐ F   Male/Female  
Check M for male or F for female
  - 11 ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Moving out
  - 12 ☐ ☐ ☐ Number assigned  
Staff use only - do not fill in
  - 13 Same as the moving out certificate   Same as the moving out certificate
  - 14 ☐ (blank field for additional information)
  - 15 ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Same as residence card  
Check this if the information matches what's on your residence card

Person Table (Part 4/4)

- 1

Taish         Sh     wa     Heisei     Reiwa     Western calendar

Select the era type for your date of birth or other dates on the form
- 2

Residence Code: New Registration

This field is typically pre-filled or assigned by the municipal office - you usually don't need to fill this yourself.
- 3

Number assigned

Staff use only - do not fill in

■■■■■■■ — ID & Documents (Part 1/2)

- 1

■■■ Male■Female

Circle or check the appropriate gender
- 2

Year   Month   date   Year   Month   Date
- 3

Same as the residence card   Same as the residence card

Check this box if your new address matches exactly what's printed on your residence card
- 4

■■   ■   Yes (   )

Check this box and fill in the blank if the question applies to your situation - likely refers to having dependents, previous address, or other relevant circumstances detailed elsewhere on the form.
- 5

■■■■■■■   No Individual Number: New Registration

Check this box if you don't have a My Number (individual identification number) yet and this is your first registration in Japan.
- 6

■■■■■■■   Year   Month   Day

Write the date in Japanese format (year/month/day) using Arabic numerals, typically the date you're submitting the form.
- 7

M■F   Male/Female

Check M for male or F for female
- 8

■■■■■■■■■■■■■■■■   Moving out
- 9

■■■   Number assigned

Staff use only - do not fill in
- 10

Same as the moving out certificate   Same as the moving out certificate
- 11

■   ■   (blank field for additional information)
- 12

■■■■■■■■■■■■■■■■   Same as residence card

Check this if the information matches what's on your residence card
- 13

■■■■■■■■■■■   Taish■■■Sh■■wa■■Heisei■■Reiwa■■Western calendar

Select the era type for your date of birth or other dates on the form
- 14

■■■■■■■   Residence Code: New Registration

This field is typically pre-filled or assigned by the municipal office - you usually don't need to fill this yourself.
- 15

■■■   Number assigned

Staff use only - do not fill in

■■■■■■■ — ID & Documents (Part 2/2)

- 1

■■■ Male■Female

Circle or check the appropriate gender
- 2

Year   Month   date   Year   Month   Date
- 3

Same as the residence card   Same as the residence card

Check this box if your new address matches exactly what's printed on your residence card
- 4

■■   ■   Yes (   )

Check this box and fill in the blank if the question applies to your situation - likely refers to having dependents, previous address, or other relevant circumstances detailed elsewhere on the form.
- 5

■■■■■■■   No Individual Number: New Registration

Check this box if you don't have a My Number (individual identification number) yet and this is your first registration in Japan.
- 6

■■■■■■■   Year   Month   Day

Write the date in Japanese format (year/month/day) using Arabic numerals, typically the date you're submitting the form.
- 7

M■F   Male/Female

Check M for male or F for female
- 8

■■■■■■■■■■■■■■■   Moving out
- 9

■■■   Number assigned

Staff use only - do not fill in
- 10

Same as the moving out certificate   Same as the moving out certificate
- 11

■   ■   (blank field for additional information)

■■■■■■■■ — Instructions

- 1         Taisho ☐ Shōwa ☐ Heisei ☐ Reiwa ☐ Western calendar

Select the era type for your date of birth or other dates on the form
  - 2 ☐ Same as residence card

Check this if the information matches what's on your residence card
  - 3 ☐ Residence Code: New Registration

This field is typically pre-filled or assigned by the municipal office - you usually don't need to fill this yourself.
  - 4  Number assigned

Staff use only - do not fill in
  - 5 Year  Month  date    Year  Month  Date
  - 6 ☐ Male ☐ Female

Circle or check the appropriate gender
  - 7 ☐ Same as the residence card    Same as the residence card

Check this box if your new address matches exactly what's printed on your residence card
  - 8 ☐ Yes ( )

Check this box and fill in the blank if the question applies to your situation - likely refers to having dependents, previous address, or other relevant circumstances detailed elsewhere on the form.
  - 9  Year  Month  Day

Write the date in Japanese format (year/month/day) using Arabic numerals, typically the date you're submitting the form.
  - 10 M ☐ F ☐ Male/Female

Check M for male or F for female
  - 11 ☐ Moving out
  - 12 ☐ No Individual Number: New Registration

Check this box if you don't have a My Number (individual identification number) yet and this is your first registration in Japan.
  - 13  Number assigned

Staff use only - do not fill in
  - 14 ☐ Same as the moving out certificate    Same as the moving out certificate
  - 15  (blank field for additional information)

■■■■■ — Footer & Notes

- 1  Remarks column  
Leave blank unless you have special circumstances to note - municipal staff will fill this if needed
  - 2  New address / Head of household / Address
  - 3  Staff use only / Office use only  
Section for ward office staff. Do not write anything here.
  - 4  Reception/Received  
N/A (this is for office use only - staff will stamp/fill this section when they receive your form)
  - 5  Input
  - 6  Confirmation
  - 7  Seal (inkan / hanko)
  - 8  CS confirmation  
Staff use only - do not fill in
  - 9  Registered domicile (family register location)
  - 10  Same-day family register notification exists (\_\_\_\_ notification)  
Check this box if you're also submitting a family register document (like marriage, birth, death certificate) on the same day as your residence change

## COUNTER PHRASES

## FINDING THE COUNTER

Sumimasen, jimin tōroku no madoquchi 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<sup>1</sup> h<sup>2</sup>h<sup>3</sup> 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?