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Sumida — ■■■■■■ — 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 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

This is informational text explaining how to track your application online

■■■ — Addresses

- 1

STEP01

STEP01
- 2

STEP02

STEP02
- 3

STEP03

STEP03
- 4

■■■■■■■■■■■■■■■■■■■■

Log in to My Number Portal and
Access the official government digital service portal using your My Number card
- 5

■■■■■■■■■■■■■■■■■■■■

From "Things to do"
- 6

■■■■■■■■■■■■■■■■■■■■

Moving out
- 7

■■■■■■■■■■■■■■■■■■■■

Select "Action to take"
Choose from the list of available procedures (e.g., moving in, moving out, address change)
- 8

■■■■■■■■■■■■■■■■■■■■

Select "Moving"
Check this option if you are moving residences
- 9

■■■■■■■■■■■■■■■■■■■■

Confirm that it shows 'Complete'
Staff use only - do not fill in

■■■ — Person Table

- 1

●●●●●■

●● Prefecture ●● City

Fill in your actual prefecture and city names where the ● symbols appear
- 2

■■■

Moving/Relocation

Check this if you are moving to a new address
- 3

■■■■■■■

Completed

Staff use only - do not fill in
- 4

■■■■■■■■■■■

Updated [Year]/[Month]/[Day]

Staff use only - do not fill in
- 5

●●●●●■■■■■■■

From ●● City, ●● Prefecture to Sumida, Tokyo

This indicates a move from another city/prefecture to Sumida ward in Tokyo
- 6

■■■■■■■

If processing,

Staff use only - do not fill in
- 7

■■■■■■■■■■■■■■■

Updated 202■/■/■ at ■:■

Staff use only - do not fill in
- 8

■■■

To [ward name]

This indicates movement to a ward - the ward name should be written before ■
- 9

■■■■■■■

Moving in (from another municipality or abroad)
- 10

■■■■■

Cannot/Not possible

This typically appears as a status or instruction indicating something cannot be done or is not applicable

COUNTER PHRASES

[illegible]

Tennyu todoke wo dashitai no desu ga
[I'd like to submit a moving-in notification](#)

Kagai kara hajimete tennyu shimasu
I'm registering for the first time from abroad

■■■■■■■■■■

■■-ku kara tennyu shimasu

I'm moving in from ■■ Ward

Eigo no y^oshi wa arimasu ka?
[Do you have an English version of the form?](#)

Kiny h h wo oshiete itadakemasu ka?
[Could you help me fill this out?](#)

J■minhy■ mo onegai shitai no desu ga
I'd also like a Certificate of Residence, please

Mainanb ■ wa itsu todokimasu ka?
[When will my My Number arrive?](#)