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Itabashi — ■■■■■■ — 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 [Mail-in application method]
This is a section header explaining how to submit forms by mail

2  Please place the following items ①-③ in envelope ④ and send to Itabashi Ward Office Family Registration and Resident Services Division.
This is an instruction for submitting documents - follow the numbered steps to mail your application

Who Is Filing

Certificate of Moving Out / polite verb ending / Moving out

① Moving out

Do not use erasable ink ballpoint pens.

Use permanent ink pens only - erasable pens are not allowed on official forms

- Generated 2026-02-10 from github.com/wkesner/japan-forms | Not an official government document

1 Acceptable documents include passport, driver's license, My Number card, or other government-issued photo identification

3 Change / Seal (inkan / hanko)

5  110 300

For express delivery, a 410 yen stamp is required (110 yen + 300 yen express fee). *Rates as of October 1, Reiwa 6 (2024).

Only needed if you want documents sent by express mail instead of regular mail

6 For non-standard mail or certified mail delivery, please affix stamps of the prescribed fee.
Only needed if you want special delivery for documents sent to you

7 Certificate of Moving Out / My Number (Individual Number) / My Number

8 Please write the required information on the return envelope and affix postage. We cannot be held responsible for mail delivery accidents or non-delivery. If requesting documents by mail, prepare a self-addressed stamped envelope with proper postage.

9 Certificate of Moving Out / Cannot/Not possible / polite verb ending

10 My Number Card / Certificate of Moving Out / My Number Card

■■■■■ — ID & Documents

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④

④

Postage stamp

12345678910111213141516171819202122232425262728293031323334353637383940414243444546474849505152535455565758596061626364656667686970717273747576777879808182838485868788899091929394959697989910010110210310410510610710810911011111211311411511611711811912012112212312412512612712812913013113213313413513613713813914014114214314414514614714814915015115215315415515615715815916016116216316416516616716816917017117217317417517617717817918018118218318418518618718818919019119219319419519619719819920020120220320420520620720820921021121221321421521621721821922022122222322422522622722822923023123223323423523623723823924024124224324424524624724824925025125225325425525625725825926026126226326426526626726826927027127227327427527627727827928028128228328428528628728828929029129229329429529629729829930030130230330430530630730830931031131231331431531631731831932032132232332432532632732832933033133233333433533633733833934034134234334434534634734834935035135235335435535635735835936036136236336436536636736836937037137237337437537637737837938038138238338438538638738838939039139239339439539639739839940040140240340440540640740840941041141241341441541641741841942042142242342442542642742842943043143243343443543643743843944044144244344444544644744844945045145245345445545645745845946046146246346446546646746846947047147247347447547647747847948048148248348448548648748848949049149249349449549649749849950050150250350450550650750850951051151251351451551651751851952052152

Postage stamp

● Important Notes

[illegible]

Please sign your name / Applicant / Person filing the form / Full name

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Cannot/Not possible / Cannot/Not possible

- 1 Moving out / Seal (inkan / hanko)
- 2 Please include and process.
- 3 National Health Insurance / Moving out / Qualification
- 4 Please enclose with the sealed letter in ④.
- 5 Moving in (from another municipality or abroad) / . / Qualification
- 6 My Number Card / My Number Card / My Number

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COUNTER PHRASES

FINDING THE COUNTER

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Sumimasen, jimin tōroku no madoquchi wa doko desu ka?

Excuse me, where is the resident registration counter?

STATING YOUR PURPOSE

[illegible]

Tennyu todoke wo dashitai no desu ga

I'd like to submit a moving-in notification

FIRST TIME FROM ABROAD

[illegible]

Kaigai kara hajimete tennyu shimasu

I'm registering for the first time from abroad

FROM ANOTHER WARD

11 12 13 14 15 16 17 18 19 20

■■-ku kara tennyu shimasu

I'm moving in from ■■ Ward

ASKING FOR ENGLISH FORM

11 12 13 14 15 16 17 18 19 20 21 22

Eigo no y^oshi wa arimasu ka?

Do you have an English version of the form?

ASKING FOR HELP FILLING OUT

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

Kiny^h h^h wo oshiete itadakemasu ka?

Could you help me fill this out?

REQUESTING RESIDENCE CERTIFICATE

[illegible]

J■minhy■ mo onegai shitai no desu ga

I'd also like a Certificate of Residence, please

ASKING ABOUT MY NUMBER

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

Mainanb■ wa itsu todokimasu ka?

When will my My Number arrive?