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Nerima — ■■■■■■ — 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

Date of residence establishment ____year ____month ____day

Moving Out Notification (For Mail-in Submission)

(Also serves as National Health Insurance Policyholder Qualification Loss Notification / Elderly Medical Care Liaison Form)

To the Mayor of Nerima Ward

I hereby notify/report as follows.

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■■■■■

— Who Is Filing

- 1

■■■■■

Date of filing
- 2

■■■(■■)■■■■■

Moving out
- 3

■■■■■■■■■■■■■■■

National Health Insurance Input/Not Input

This indicates whether your national health insurance information has been entered into the system - typically handled by the office staff, not something you need to fill out.
- 4

■■■■■■■■■

National Health Insurance Card Symbol/Number

Enter the symbol and number from your National Health Insurance card if you have one; leave blank if not enrolled
- 5

■■■■■

Phonetic reading (katakana)

Write the katakana reading of your name. For foreign names, this IS your name in katakana.
- 6

■■■

Nerima Ward

This indicates the municipal jurisdiction - if you live in Nerima Ward, this form is for you
- 7

■■■■■

Previous/Until now

This appears to be a section header for information about your previous residence - fill in details about where you lived before your current address.
- 8

■■■

Block/District Number

Enter the numbered district section of your address (e.g., if your address is "1-2-3 Shibuya", enter "1" for 1-chome)
- 9

■■■

Household Number

Enter the household number assigned to your residence (found on your residence certificate or previous registration documents)
- 10

■■■■■

Date of Loss

Enter the date you lost your previous status or registration (format: year/month/day using Japanese calendar or Western calendar as specified)
- 11

■■■■■(■■■■■■■■■)

Address

■■ — Addresses (Part 1/3)

- 1

■■■■■■■■■ New address

Write your complete new residential address including postal code, prefecture, city/ward, and building details
- 2

■■■■■ Late-stage burden category

This refers to healthcare cost burden classification for those 75+ enrolled in the Late-stage Elderly Healthcare System - leave blank if under 75
- 3

■■■■■■■■■■■ Address
- 4

■■■■■■■ Address
- 5

■■■■■■■ Seal (inkan / hanko)
- 6

■■■■■■■ Individual Residence - Head of Household

Check the box if you are registering as an individual resident and head of your household
- 7

■■■ Address certificate

This likely refers to documentation proving your address - prepare utility bills, lease agreement, or other address verification documents
- 8

■■■ Senior citizen certificate

Check this box if you hold a senior citizen certificate (■■■■■■■) or similar elderly identification document
- 9

■■■ Special Status

Leave blank unless you have special residential status circumstances that need to be noted by the municipal office
- 10

■■■■ Special Protection Return

N/A - this appears to be a system code or administrative marking rather than a field requiring input
- 11

■■■■■ Gender and Relationship

Fill in your gender (male/female) and relationship to the head of household (e.g., head, spouse, child, etc.)
- 12

■■■ Registration/Return

This likely refers to registering a return to a previous address or re-registering after temporary absence - check the appropriate box if this applies to your situation.
- 13

■■■ Registration/Return

This likely refers to registering a return to a previous address or re-registering after temporary absence - check the appropriate box if this applies to your situation.
- 14

■■■■■■■■■■■■■■■■■■■■■ Phonetic reading (katakana) / Full name / Moving out
- 15

■■■■■ Date of birth

Format: ■(year) ■(month) ■(day). Use Japanese calendar (■■/■■) or Western year.

■ — Addresses (Part 2/3)

- 1 **Remarks**
Use this section for any additional notes or special circumstances regarding your address change that don't fit in other fields.
 - 2 **Document retrieval/collection**
This likely refers to collecting or retrieving official documents - follow staff instructions for any required document pickup.
 - 3 **Age issuance**
N/A - this appears to be a partial label or system text, likely part of a larger field name
 - 4 **Insurance enrollment**
Check the box if you need to enroll in National Health Insurance (required for most foreign residents without employer insurance)
 - 5 **Receipt/Recording**
N/A - this is likely a header or administrative marking on the form
 - 6 **Receipt/Recording**
N/A - this is likely a header or administrative marking on the form
 - 7 **Meiji, Taisho, Showa, Heisei, Reiwa, Western Calendar, Male**
These are era options for dates and gender - select the appropriate Japanese era (or Western Calendar) for birth date, and check "Male" if male
 - 8 **Already received**
This is typically a checkbox or status field that office staff will mark - leave blank as an applicant
 - 9 **Completed/Settled**
This likely indicates a status checkbox - mark if applicable fees or requirements have been completed/settled.
 - 10 **Completed/Settled**
This likely indicates a status checkbox - mark if applicable fees or requirements have been completed/settled.
 - 11 **Yes/Yes**
This appears to be a checkbox or selection field - mark "Yes" for applicable items or questions on the form.
 - 12 **Completed/Processed (status indicators)**
N/A - this appears to be administrative status marking fields that office staff would fill out
 - 13 **None/Not applicable**
This typically appears as a checkbox option meaning you have no unmarried minor children to register or report changes for.
 - 14 **None/Not applicable**
This typically appears as a checkbox option meaning you have no unmarried minor children to register or report changes for.
 - 15 **None/None**
This likely indicates "none" for two related fields - leave blank or check "none" if you don't have the requested information for either category.

— Addresses (Part 3/3)

- 1

None/None/Not yet

These likely refer to checkbox options for "■" (none/not applicable) and "■" (not yet/■) - select the appropriate option based on your situation for each field.
- 2

None/None/Not yet/Not yet

These appear to be checkbox or field options - select "■" (none) if something doesn't apply to you, or "■" (not yet) for pending/incomplete items
- 3

Meiji, Taisho, Showa, Heisei, Reiwa, Western Calendar, Male

These are era options for dates and gender - select the appropriate Japanese era (or Western Calendar) for birth date, and check "■" if male

4

Already received

This is typically a checkbox or status field that office staff will mark - leave blank as an applicant

5

Completed/Processed (status indicators)

N/A - this appears to be administrative status marking fields that office staff would fill out

6

Completed/Settled

This likely indicates a status checkbox - mark if applicable fees or requirements have been completed/settled.

7

Completed/Settled

This likely indicates a status checkbox - mark if applicable fees or requirements have been completed/settled.

8

Yes/Yes

This appears to be a checkbox or selection field - mark "Yes" for applicable items or questions on the form.

9

2

N2

10

None/None/Not yet/Not yet

These appear to be checkbox or field options - select "■" (none) if something doesn't apply to you, or "■" (not yet) for pending/incomplete items

11

None/Not applicable

This typically appears as a checkbox option meaning you have no unmarried minor children to register or report changes for.

12

None/Not applicable

This typically appears as a checkbox option meaning you have no unmarried minor children to register or report changes for.

13

None/None

This likely indicates "none" for two related fields - leave blank or check "none" if you don't have the requested information for either category.

14

None/Not applicable

This typically appears as a checkbox option meaning you have no unmarried minor children to register or report changes for.
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■■■ — Person Table (Part 1/6)

- 1

■■■■■ None/None/Not yet/Not yet

These appear to be checkbox or field options - select "■" (none) if something doesn't apply to you, or "■" (not yet) for pending/incomplete items
- 2

■■■ None/Not applicable

This typically appears as a checkbox option meaning you have no unmarried minor children to register or report changes for.
- 3

■■■ None/Not applicable

This typically appears as a checkbox option meaning you have no unmarried minor children to register or report changes for.
- 4

■■■ None/None

This likely indicates "none" for two related fields - leave blank or check "none" if you don't have the requested information for either category.
- 5

■■■ None/Not applicable

This typically appears as a checkbox option meaning you have no unmarried minor children to register or report changes for.
- 6

■■■■■■■■■■■ Moving out
- 7

■■■■■■■■■■■ Meiji, Taisho, Showa, Heisei, Reiwa, Western Calendar, Male

These are era options for dates and gender - select the appropriate Japanese era (or Western Calendar) for birth date, and check "■" if male
- 8

■■■■■ Already received

This is typically a checkbox or status field that office staff will mark - leave blank as an applicant
- 9

■■■■■ Completed/Processed (status indicators)

N/A - this appears to be administrative status marking fields that office staff would fill out
- 10

■■■ Completed/Settled

This likely indicates a status checkbox - mark if applicable fees or requirements have been completed/settled.
- 11

■■■ Completed/Settled

This likely indicates a status checkbox - mark if applicable fees or requirements have been completed/settled.
- 12

■■■ Yes/Yes

This appears to be a checkbox or selection field - mark "Yes" for applicable items or questions on the form.
- 13

■3 Child 3

Write the name of your third child if applicable, or leave blank if you have fewer than 3 children.
- 14

■■■■■■■■■■■■■■■■■■■■ My Number Card or Basic Resident Register

Provide your My Number Card if you have one, or your Basic Resident Register Card (Juki Card) as identification
- 15

■■■■■ None/None/Not yet/Not yet

These appear to be checkbox or field options - select "■" (none) if something doesn't apply to you, or "■" (not yet) for pending/incomplete items

■■■ — Person Table (Part 2/6)

- 1  None/Not applicable
This typically appears as a checkbox option meaning you have no unmarried minor children to register or report changes for.
 - 2  None/Not applicable
This typically appears as a checkbox option meaning you have no unmarried minor children to register or report changes for.
 - 3  None/None
This likely indicates "none" for two related fields - leave blank or check "none" if you don't have the requested information for either category.
 - 4  None/Not applicable
This typically appears as a checkbox option meaning you have no unmarried minor children to register or report changes for.
 - 5  If you have a card, special transfer
This refers to having a My Number card or residence card - check this section if you have either card for streamlined transfer procedures
 - 6  You can submit a departure notification.
File this form when moving out of the municipality or leaving Japan to update your residence status.
 - 7  Meiji, Taisho, Showa, Heisei, Reiwa, Western Calendar, Male
These are era options for dates and gender - select the appropriate Japanese era (or Western Calendar) for birth date, and check "■" if male
 - 8  Already received
This is typically a checkbox or status field that office staff will mark - leave blank as an applicant
 - 9  Moving out
 - 10  Completed/Processed (status indicators)
N/A - this appears to be administrative status marking fields that office staff would fill out
 - 11  Completed/Settled
This likely indicates a status checkbox - mark if applicable fees or requirements have been completed/settled.
 - 12  Completed/Settled
This likely indicates a status checkbox - mark if applicable fees or requirements have been completed/settled.
 - 13  Yes/Yes
This appears to be a checkbox or selection field - mark "Yes" for applicable items or questions on the form.
 - 14  Because a certificate will not be issued, for return mail
This appears to be part of instructions about return postage - likely indicating when you don't need to provide return postage because no certificate will be mailed back to you.
 - 15  Japanese female
Check this box if you are a Japanese citizen and female

Person Table (Part 3/6)

- 1

None/None/Not yet/Not yet

These appear to be checkbox or field options - select "None" (none) if something doesn't apply to you, or "Not yet" (not yet) for pending/incomplete items
- 2

None/Not applicable

This typically appears as a checkbox option meaning you have no unmarried minor children to register or report changes for.
- 3

None/Not applicable

This typically appears as a checkbox option meaning you have no unmarried minor children to register or report changes for.
- 4

None/None

This likely indicates "none" for two related fields - leave blank or check "none" if you don't have the requested information for either category.
- 5

None/None/Not yet

These likely refer to checkbox options for "None" (none/not applicable) and "Not yet" (not yet) - select the appropriate option based on your situation for each field.
- 6

An envelope for enclosure will not be necessary.

This is informational text indicating you don't need to include a return envelope with your submission.
- 7

Moving out
- 8

Meiji, Taisho, Showa, Heisei, Reiwa, Western Calendar, Male

These are era options for dates and gender - select the appropriate Japanese era (or Western Calendar) for birth date, and check "Male" if male
- 9

Already received

This is typically a checkbox or status field that office staff will mark - leave blank as an applicant
- 10

Please mark/check.

Use a checkmark (✓) or fill in the circle/box completely as indicated on the form.
- 11

Completed/Processed (status indicators)

N/A - this appears to be administrative status marking fields that office staff would fill out
- 12

Completed/Settled

This likely indicates a status checkbox - mark if applicable fees or requirements have been completed/settled.
- 13

Completed/Settled

This likely indicates a status checkbox - mark if applicable fees or requirements have been completed/settled.
- 14

Yes/Yes

This appears to be a checkbox or selection field - mark "Yes" for applicable items or questions on the form.
- 15

Sa5

This appears to be a form section identifier or reference number - leave blank as it's likely for administrative use only.

Person Table (Part 4/6)

- 1

Moving out
- 2

None/None/Not yet/Not yet

These appear to be checkbox or field options - select " " (none) if something doesn't apply to you, or " " (not yet) for pending/incomplete items
- 3

None/Not applicable

This typically appears as a checkbox option meaning you have no unmarried minor children to register or report changes for.
- 4

None/Not applicable

This typically appears as a checkbox option meaning you have no unmarried minor children to register or report changes for.
- 5

None/None

This likely indicates "none" for two related fields - leave blank or check "none" if you don't have the requested information for either category.
- 6

None/Not applicable

This typically appears as a checkbox option meaning you have no unmarried minor children to register or report changes for.
- 7

[Guide to Documents to be Enclosed]
- 8

Signature
- 9

Type of notification

Check the appropriate box for your situation (moving in, moving out, address change within city, etc.)
- 10

Certificate collection/retrieval

This likely refers to collecting or returning official certificates - check with municipal staff about which documents you need to submit or retrieve
- 11

Applicant / Person filing the form
- 12

Full name
- 13

Front side of My Number Card, driver's license, residence card,

Provide one of these ID documents when submitting the form
- 14

[Checkbox boxes/selection boxes]
- 15

Health insurance qualification confirmation document (with insurer number and insured person number masked) etc., all unified special

Provide a copy of your health insurance card or qualification document, but black out/cover the insurer and insured person numbers for privacy protection

Person Table (Part 5/6)

- 1

Moving out
- 2

TEL TEL

Write your phone number where you can be reached during business hours for any questions about your registration.
- 3

Section/Department Example

N/A - this is likely a header or example text showing format for department/section fields
- 4

Place of employment / Employer

Company name and address. Some forms also ask for (employer phone number).
- 5

Moving out
- 6

Please be sure to fill in a contact number where you can be reached during the day. Mobile

Write your mobile phone number where you can be contacted during daytime hours (9 AM - 5 PM).
- 7

460110

(Postage amount) Simple registered mail (recommended) 460 yen or regular mail 110 yen
Choose registered mail (460 yen) for important documents to ensure delivery confirmation, or regular mail (110 yen) for basic delivery.
- 8

Relationship to head of household / Moving out
- 9

License Insurance

Check these boxes to indicate which documents (driver's license, insurance cards, etc.) need address updates due to your residence change.
- 10

Infant/Child

Check this box if the person being registered is an infant or child (likely under a certain age threshold defined by the municipality)
- 11

Child Allowance

Check this box if you're applying for or need to update child allowance benefits for dependent children under 15
- 12

Moving out
- 13

Full name / Relationship to head of household
- 14

My Number Card/Pension

Check the box if you have a My Number Card and/or need to update pension information due to your address change.
- 15

School

Check this box if the move involves a school-age child who needs to transfer schools due to the address change.

■■■ — Person Table (Part 6/6)

- 1

■■■ National Health Insurance

Check this box if you need to enroll in or make changes to Japan's National Health Insurance system
- 2

■■■■■■■ Passport expiration date

Enter the expiration date printed on your passport
- 3

■■■■■■■■■ My Number (Individual Number)
- 4

■■■ Head of household

Write the name of the person who is registered as the head of the household you're joining or leaving
- 5

■■■■■■■ Disability Certificate / Care

Check the boxes if you have a disability certificate or need long-term care services
- 6

■■■■■■■■■■■■■■■ ■Notification Card ■Residence Card, etc.

Check the box for whichever card type you possess - foreign residents should typically check "Residence Card, etc."
- 7

■■■ Reception/Received

N/A - this is an office use only section where municipal staff will stamp or write when they receive your form
- 8

■■■ Input/Entry
- 9

■■■ Certificate issuance

Check this box if you need official certificates (like residence certificate) issued along with your registration change
- 10

■■■ Certificate collection/retrieval

This likely refers to collecting or returning official certificates - check with municipal staff about which documents you need to submit or retrieve
- 11

■■■ Review/Examination

N/A - this is a section header for municipal office use only
- 12

■■■ Verification/Cross-reference
- 13

■■■■■■■ Special Permanent Resident

Check this box if you are a special permanent resident (typically applies to long-term Korean/Taiwanese residents and their descendants)
- 14








■■■ ■ Elections

Check this box if you want to register for voting eligibility (requires Japanese citizenship)
- 15

■■■■■■■ ■Continued residence abroad

Check this box if you are continuing to live outside Japan (e.g., extending an overseas stay)

■■■■■ — ID & Documents

- 1  Residence status
Check this box if you are a foreign resident with a valid visa/residence permit in Japan
 - 2  Other
Check this box if your situation doesn't fit the other provided categories on the form.
 - 3  () ()
 - 4  Reception/Received
N/A - this is an office use only section where municipal staff will stamp or write when they receive your form
 - 5  Input/Entry
 - 6  Examination Card Processing Notification
N/A if it's just instructions/layout text
 - 7  Director
N/A (this is a title/header field, not for you to fill out)

COUNTER PHRASES

FINDING THE COUNTER

Sumimasen, jimin 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 y^oshi wa arimasu ka?

Do you have an English version of the form?

ASKING FOR HELP FILLING OUT

Kiny^h h^h 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?