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Nakano — ■■■■■ — 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

■■■■■ — Header & Dates

1 ■■■■■ Moving Out Notification

Submit this form when moving out of the municipality to officially deregister your residence

2 ■■■ For mailing

3 ■■■■■ Date of Change

Enter the date you moved/changed residence in YYYY/MM/DD format

 — Who Is Filing

- 1** Date of entry
Write the date you are filling out this form (not your move date or birth date)
 - 2** Year Month Day
Fill in the date using the Japanese calendar year (e.g., Reiwa 6 for 2024) or Western calendar year as accepted by your municipality
 - 3** (Date of moving, or
Enter the actual date you physically moved to your new address, not the date you're filing this form.
 - 4** Year Month Day
Fill in the date using the Japanese calendar year (e.g., Reiwa 6 for 2024) or Western calendar year as accepted by your municipality
 - 5** Planned moving date)
Enter the date you plan to complete your move to the new address
 - 6** Major transfer
Check this box if you're moving from one prefecture to another or making a significant residential move (as opposed to a minor address change within the same area)
 - 7** Name
Write your full name as it appears on your residence card or passport
 - 8** Date of Birth
Enter your birth date in the Japanese format: year/month/day (often using the Japanese calendar era system like Reiwa, Heisei, etc.)
 - 9** Location/Place -
This appears to be an incomplete field label, likely part of a longer field name that may have been cut off or abbreviated.
 - 10** Outside the box
 - 11** Address
Write your complete residential address in Japanese characters (kanji/hiragana/katakana)
 - 12** Hit/Apply ①
This appears to be a checkbox or selection indicator - mark this option if it applies to your situation (specific meaning depends on surrounding context on the form)
 - 13** Year ____ Month ____ Day ____
Write the date in Japanese format (year/month/day) using Western numerals - this is typically when you're submitting the form or when the address change takes effect.

— Addresses

- 1 [REDACTED] Year ____ Month ____ Day ____
Write the date in Japanese format (year/month/day) using Western numerals - this is typically when you're submitting the form or when the address change takes effect.

2 [REDACTED] person/individual
This is likely part of a larger field label indicating where to write information about a specific person - check the full context of the surrounding text to determine what information is needed.

3 [REDACTED] Family/Household
This section is for listing all family members or household members who are part of this residence registration change.

4 [REDACTED] Recording clerk

5 [REDACTED]② Moving in ②
This refers to the second person moving into the residence - fill out their information in this section if multiple people are registering.

6 [REDACTED] Year ____ Month ____ Day ____
Write the date in Japanese format (year/month/day) using Western numerals - this is typically when you're submitting the form or when the address change takes effect.

7 [REDACTED] ku/o (partial text - likely cut off)

8 [REDACTED] Name
Write your full name as it appears on your residence card or passport

9 [REDACTED] Previous
This likely refers to your previous address or previous name - fill in the information about where you lived before or what your name was before any changes.

10 [REDACTED]③ Rank/Order ③
This appears to be a numbering or ranking field - fill in the appropriate number if multiple entries are being made on the form.

11 [REDACTED] Year ____ Month ____ Day ____
Write the date in Japanese format (year/month/day) using Western numerals - this is typically when you're submitting the form or when the address change takes effect.

12 [REDACTED] subject/person in question
This typically precedes a field where you write the name of the person whose registration is being changed

13 [REDACTED] Period and honorific prefix fragment

14 [REDACTED] Counter/Unit No.
Write the apartment/unit number if you live in an apartment building or housing complex

■■■ — Person Table (Part 1/2)

- 1 Year _____ Month _____ Day _____

2 Previous head of household
Enter the name of the person who was the head of household at your previous address, if different from current

3 Tokyo Metropolis, Nakano Ward
This indicates the municipal jurisdiction - if this is pre-printed, it confirms you're filing in Nakano Ward; if it's a field to fill, enter your current ward/city name

4 Previous/Former
This appears to be part of a larger field label asking for your previous address or residence information.

5 Address
Write in kanji if possible. Ward office staff can help you look up the correct kanji for your address.

6 Address
Write your current residential address in Japan using the Japanese format (largest to smallest administrative divisions)

7 Applicant/Person in question
Check this box if you are filling out the form for yourself (not on behalf of someone else)

8 New head of household
Write the name of the person who will be the head of household at your new address (usually yourself if living alone, or the primary resident if joining a household)

9 Postal code
Enter your 7-digit Japanese postal code in the format #####-#####

10 Address

11 Moving out

12 Country name only in case
If the instruction applies to your situation, write only the country name without additional details like city or address.

13 Applicant/Person in question
Check this box if you are filling out the form for yourself (not on behalf of someone else)

14 Applicant
Write your name here as the person submitting this residence registration form

15 (blank field/parentheses for filling in information)

— Person Table (Part 2/2)

- 1**  Reason
Write the reason for your address change (e.g., "moving," "marriage," "job transfer")
 - 2**  Phone number
 - 3**  (Head of Household)
Write the full name of the person who is registered as the head of your household
 - 4**  or
 - 5**  (Daytime contact number)
Enter a phone number where you can be reached during business hours (9 AM - 5 PM), such as your work number or mobile phone.
 - 6**  Place of employment / Employer
 - 7**  Household Members)
List all family members living at the same address, including their relationship to the head of household
 - 8**  New Head of Household
Fill in the name of the person who will be the new head of household after the residential change
 - 9**  ★ Moving out
 - 10**   → (Limited to cases where 2 or more persons aged 15 and above will remain) →
This condition applies when multiple adults will still be registered at the address after your move - follow the arrow for additional requirements.
 - 11**  ♦♦ For those who were enrolled in Nakano Ward's National Health Insurance♦

■■■■■ — ID & Documents

- 1 ■■■■■ Moving out
- 2 ■■■■■ Health insurance card
- 3 ■■■■■ [Request] Please check once more before sending the mail!
- 4 ■■■■■ Are there any missing documents that you need to send to Nakano Ward? (If documents are missing, processing may be delayed.)
Double-check you have all required documents before submitting to avoid delays
in your residence registration process.
- 5 ■■■■■ Moving out
- 6 ■■■■■) ■ Return envelope (Have you forgotten to affix postage or failed to write the destination address?)
- 7 ■■■■■ Place of employment / Employer / Address
- 8 ■■■■■ Identity verification documents
- 9 ■■■■■ National Health Insurance / Health insurance card / Moving/Relocation
- 10 ■■■■■②■■■■■ Certificate of Moving Out / Moving out

— Instructions

- ① [REDACTED] Moving out / To do/perform

2 [REDACTED] Moving out

3 [REDACTED] 110 [REDACTED] Full name / Address

4 [REDACTED] Affix hand/handprint.
This appears to be an error or mistranslation - standard forms require thumbprints or signatures, not full handprints. Confirm with office staff what is actually required.

5 [REDACTED] 300 [REDACTED] 410 [REDACTED]
■ If urgent, please add an additional 300 yen for express delivery and affix the stamp. (Total: 410 yen)
This refers to postal fees - if you need urgent processing and are mailing the form, add express delivery postage for faster handling.

6 [REDACTED] Living in (current residence)
This indicates your current address section - fill in where you currently live

7 [REDACTED] 350 [REDACTED] 460 [REDACTED]
■ If you wish to use simplified registered mail, please add 350 yen for the registered mail fee and affix stamps. (Total: 460 yen)
This refers to postage for mail-back service - add extra stamps if you want registered mail delivery of documents.

8 [REDACTED] Tamino (surname field)
Write your family name in katakana or the designated script format

9 [REDACTED] 650 [REDACTED] 760 [REDACTED]
■ If you wish express delivery + registered mail, please add 650 yen and affix stamps (total 760 yen).

10 [REDACTED] Record Section
N/A (this is a form section header for official use)

11 [REDACTED] Registrar

12 ③ [REDACTED] Identity verification documents / Driver's license / Passport

13 [REDACTED] Section/Department
N/A (this is a form field for internal municipal office use to indicate which department/section is handling your registration)

14 [REDACTED] To do/perform

 — Footer & Notes

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



Mainanbō wa itsu todokimasu ka?

When will my My Number arrive?