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Suginami — ■■■■■■ — 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

- ## 2 Mailing address/Contact information

■■■■■ — Who Is Filing

- 1

■■■■■■■ Suginami Ward / Address
- 2

■■■■■■■■■ Ward Office/Section Name

Leave blank - this will be filled in by the office staff to indicate which ward office and section processed your form.
- 3

■■■■ Location/Address

Write the full address where you are registering your residence, including postal code, prefecture, city, and building details.
- 4

■■■■■ Phone number

Japanese mobile number preferred. Some forms accept overseas numbers.
- 5

■■■■■■■■■ All
- 6

■■■■■■■■■ All
- 7

■■■■■■■ Bairi 2-chome

This is a neighborhood/district name - if this is your address, you would write it as part of your residential address in Japan.
- 8

■166-8570 ■166-8570

This is a pre-printed postal code for the municipal office - leave as is, no action needed.
- 9

■■■■■■■■■ Koenji-Kita 4-chome

This is an address format showing the district name and block number - fill in your specific street address following this Japanese addressing system.

■■ — Addresses

- 1

■■■■■■■ Ward Residents Division, Residents Section
- 2

■■■■■■■■■15■■■■■ 1-15-1 Asagaya-minami

This is a sample Japanese address format - write your address using the same structure (district/neighborhood + chome + ban + go numbers)
- 3

03-3312-2111(■) 03-3312-2111 (main)
- 4

■■■■1■■■ Shimoigusa 1-chome

This is an address designation - if this matches your address, you would select or confirm this option on the form.
- 5

■■■■■■■ Suginami Ward
- 6

■■■■■■■ All
- 7

■■■■■■■ All
- 8

■■■■■■■ Hon-Amanuma 1-chome

This is a neighborhood designation - enter the specific district/block number as shown on your address documents
- 9

■■■■■■■ All
- 10

■■■■■■■ All
- 11

■167-0022 ■167-0022

This is a postal code example - enter your actual 7-digit postal code starting with ■
- 12

■■■■■■■■■ Shimoi-kusa 2-5 chome

This indicates address blocks 2 through 5 of the Shimoi-kusa district - select if your address falls within these numbered sections.
- 13

■■■■■■■■■ Igusa Ward Citizen Services Office
- 14

03-3394-0461 03-3394-0461

ASCII/numeric
- 15

■■■■■■■■■■■■■■■ 4-30-2 Shimoi-gusa

This is a sample Japanese address format - write your actual address using the same structure (district/area name + chome number + ban number + go number)

■■■ — Person Table (Part 1/2)

- 1

■■■■■■■■■■■ 4-30-2 Shimoi-gusa

This is a sample Japanese address format - write your actual address using the same structure (district/area name + chome number + ban number + go number)
- 2

■■■■■■■ Imagawa 1-2 chome

This indicates address blocks/districts - if your address is in Imagawa area blocks 1 or 2, this section applies to you
- 3

■■■■■ Shimizu 3-chome

This is an address format showing a neighborhood district - enter your actual district number and area name here
- 4

■■■■■■■ Imagawa 3rd-4th District

This appears to be a pre-printed address section - only fill if you live in the Imagawa 3rd or 4th district areas
- 5

■■■■■■■ Kami-Ogi 3-4 chome

This indicates a specific neighborhood area (blocks 3-4 of Kami-Ogi district) - fill in if this matches your address area.
- 6

■■■■■ All
- 7

■■■■■■■ All
- 8

■■167-0053 ■167-0053

This is a postal code - leave as-is if it's pre-printed, or enter your 7-digit Japanese postal code if it's a blank field
- 9

■■■■■■■ Nishi-Ogikubo Ward Citizens Affairs Office
- 10

03-5344-3030 03-5344-3030

ASCII/numeric
- 11

■■■■■■■ All
- 12

■■■■■■■■■■■ 3-5-23 Nishiogi-minami

This is a sample Japanese address format - write your actual address using the same structure (district/area name + chome number + ban number + go number)
- 13

■■■■■■■ All
- 14

■■■■■■■■■ Minami-Ogikubo 2-3 chome

This indicates address blocks 2 and 3 of the Minami-Ogikubo district - likely a checkbox option for your residential area.
- 15

■■■■■■■■■ Miyamae 3rd and 5th chome (districts)

■■■ — Person Table (Part 2/2)

- 1

■■■3■■■■■ Momoi 3-4 chome

This indicates addresses in blocks 3 through 4 of the Momoi district - select this if your address falls within that range.
- 2

■■■■■ Bairi 1-chome

This is a pre-printed address showing the neighborhood name and district number - you would fill in your specific address if it matches this area.
- 3

■■■■■■■■■ Koenji-Kita 1-3-chome

This indicates address blocks 1 through 3 in North Koenji - select the appropriate chome number that matches your address.
- 4

■166-0011 ■166-0011

This is a pre-printed postal code - leave as is, it indicates the municipal office's postal code
- 5

■■■■■■■ All
- 6

■■■■■■■■■ Koenji Ward Citizens' Affairs Office

N/A if it's just instructions/layout text
- 7

■■■■■■■■■■■ 22-32 Bairi 1-chome

This is a Japanese address format - write your address using the same structure (neighborhood name + chome number + ban number + go number)
- 8

03-3317-6560 03-3317-6560

ASCII/numeric
- 9

■■■■■■■■■ Horinouchi 2-3-chome

This indicates address blocks 2 and 3 of the Horinouchi district - select if your address falls within these numbered sections.
- 10

■■■■■■■■■ Sesion Suginami 1st Floor

This appears to be a location reference (likely a municipal building name and floor), so copy it exactly as written if this is where you're submitting the form.
- 11

■■■■■■■ All
- 12

■■■■■ All

■■■■■■■ — ID & Documents (Part 1/2)

- 1

■■■■■■■ All
- 2

■■■■■■■ All
- 3

■■168-0071 ■168-0071

This is a postal code - leave as-is if it's pre-printed, or enter your 7-digit Japanese postal code in this format if it's a blank field.
- 4

■■■■■■■ All
- 5

■■■■■■■ Takaido Ward Citizens' Office
- 6

■■■■■■■■■■■ 2-1-26 Takaido-nishi

This is a sample Japanese address format showing district name + chome (district number) + ban (block) + go (building number)
- 7

03-3333-5395 03-3333-5395

ASCII/numeric
- 8

■■■■■■■ Shimotakaido 5-chome

This is an address district name - if this matches your address, you would select/check this option on the form.
- 9

■■■■■■■ All
- 10

■■■■■■■■■■■ Keio Ritonade Takaido 2nd Floor

This appears to be an address - write your building name, floor number, and any apartment/unit number if applicable.
- 11

■■■■■■■ Hamadayama 2-4 chome

This indicates a specific address range (blocks 2-4 of the Hamadayama district) - fill in your exact chome number within this range
- 12

■■■1■■2■■4■■■ Miyamae 1st, 2nd, and 4th districts

This indicates specific neighborhood districts - if you live in the Miyamae area, check your address to see if it's in district 1, 2, or 4 (ch■■me numbers)
- 13

■■■■■■■ All
- 14

■■■■■■■ All
- 15

■■168-0063 ■168-0063

This is a pre-printed postal code - leave as is, it indicates the municipal office's address

■■■■■■■ — ID & Documents (Part 2/2)

- 1

■■■■■ All
- 2

■■■■■■■■■■■ 3-8-18 Izumi

This is a sample Japanese address format - enter your actual address using the same structure (district/chome-ban-go numbers)

■■■■■■■■■■ — Instructions

- 1

■■■■■1■■■■■

Shimotakaido 1-4 chome
- 2

■■■■■■■■■■■

Eifuku Izumi Ward Civic Affairs Office
- 3

03-5300-9310

03-5300-9310

ASCII/numeric
- 4

■■■■■■■■■■■■■■■

Eifuku Izumi Regional Community Center
- 5

■■■■■■■

Hamadayama 1-chome

This is an address example showing district name and block number - fill in your actual district and chome number
- 6

■■■■■

All
- 7

■■■

3rd floor

Write the floor number of your residence if applicable (use "3■■" for 3rd floor, etc.)
- 8

■■■■■■■

Horinouchi 1-chome

This is an address example - enter your actual district/block number in the same format (area name + chome number)
- 9

■■■■■

All
- 10

■■■■■■■■■■■

Hon-Amanuma 2-3 chome

This indicates a specific district/neighborhood area - if this matches your address area, you may need to select or confirm this section
- 11

■■167-0043

■■167-0043

This is a postal code (zip code) - if this appears pre-printed, it's likely the municipality's postal code for reference; if it's a blank field, enter your 7-digit Japanese postal code.
- 12

■■■■■

All

■■■■■■■ — Footer & Notes

- 1

■■■■■■■ Kami-Ogi 1-2 chome

This indicates a specific district/neighborhood range - enter your exact chome number if you live in the Kami-Ogikubo area districts 1 or 2
- 2

■■■■■■■ Ogikubo Ward Civic Affairs Office
- 3

■■■1■■■2■■■ 1-2-1 Kami-Ogi 1-chome

This is an example address format - enter your actual Japanese address in this style: [area name][chome number]-[ban number]-[go number]
- 4

03-3392-8846 03-3392-8846

ASCII/numeric
- 5

■■■■■■■■■ Minami-Ogikubo 1st and 4th districts
- 6

Daiwa■■■■■■■■■ Daiwa Ogikubo Tower 2nd Floor

Write your complete address including building name and floor number as shown on your residence card
- 7

■■■1■■■■■ Shimizu 1-2 chome

This indicates address blocks/districts 1 through 2 in the Shimizu area - select if your address falls within these numbered districts.
- 8

■■■1■■■2■■■ Momoi 1-2 chome

This indicates the covered area is Momoi neighborhoods 1 through 2 - select this option only if your address falls within these specific district numbers.

Point and show these to ward office staff

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?