

Resident Registration



Resident Registration Procedures

Resident Registration is very important when providing proof in matters relating to citizens' residency, rights, and obligations.

Foreign residents who move to Takikawa must record themselves in the residence registry at the Citizen's Support Division on the 1st floor of Takikawa City Hall (滝川市役所市民課1階 Takikawa Shiyakusho Shiminka) or the Ebeotsu Branch Office (江部乙支所 Ebeotsu Shisho) within 14 days of moving in. If the new resident has a Residence Card (在留カード Zairyuu Kaado), he or she should bring it with them when applying.

※Beginning July 9th, 2012, foreign residents must provide move-in, change of address, and move-out notification just as Japanese residents do.

Change of Address (住所変更 Juusho Henkou)

You must provide notification when your address changes. Please provide this notification to the City Hall Citizens' Support Division (市役所市民課 Shiyakusho Shiminka) or to the Ebeotsu Branch Office (江部乙支所 Ebeotsu Shisho). Furthermore, when providing move-in or move-out notification, in the event the foreign citizen's household¹ is combining with another foreign citizen's household, the head of the household must provide paperwork proving the relationship.

To prove relationship, the government accepts public government resources such as foreign birth certificates, foreign marriage certificates [please provide official Japanese translations], marriage certificates for ceremonies taking place in Japan, etc. In addition, please bring your residence card, your permanent residence card (alternatively your alien registration certificate) and your passport.

If you do not provide notifications within the allotted time or if you provide false information on your notifications, you may be charged with a correctional fine.

¹ Please note "household" refers to the Japanese concept of multigenerational ancestry recorded in a family registry.

<i>Paperwork</i>	<i>Notification Period</i>	<i>Persons Allowed to Provide Notification</i>	<i>Additional Necessary Documents</i>
Move-in Notice (転入届 Ten'nyuu Todoke)	Within 14 days of moving in	<ul style="list-style-type: none"> • Applicant or head of his or her household • Proxy 	<ol style="list-style-type: none"> 1. Proof of move-out provided from previous Japanese address. 2. Official identification (Passport, driver's license, etc.) 3. Long-term care insurance card (Participants only) 4. National pension book (Participants only) 5. Personal seal (When the applicant is present, this is unnecessary)
Move-out Notice (転出届 Tenshutsu Todoke)	Within 14 days of move out date	<ul style="list-style-type: none"> • Applicant or head of his or her household • Proxy 	<ol style="list-style-type: none"> 1. Official identification (Passport, driver's license, etc.) 2. National health insurance card 3. Long-term care insurance card 4. National pension book 5. Senior citizens' health insurance card 6. Senior citizens' public transport pass 7. Infancy medical card 8. Proof of personal seal (etc.) <p>Items 2-8 are only necessary for applicable parties</p>
Change of Address Notice (転居届 Tenkyo Todoke)	Within 14 days of changing your city residence	<ul style="list-style-type: none"> • Applicant or head of his or her household • Proxy 	<ol style="list-style-type: none"> 1. Official identification (Passport, driver's license, etc.) 2. National health insurance card 3. Long-term care insurance card 4. National pension book 5. Health insurance card for the elderly 6. Senior citizens' public transport pass 7. Infancy medical card 8. Proof of personal seal (etc.) <p>Items 2-8 are only necessary for applicable parties</p>
Moving abroad notice (国外転出届 Kokugai Tenshutsu Todoke)	Any time up to the day before leaving (when you intend to be abroad for more than 1 year)	<ul style="list-style-type: none"> • Applicant or head of his or her household • Proxy 	<ol style="list-style-type: none"> 1. National health insurance card 2. Long-term care insurance card 3. National pension book 4. Proof of personal seal (etc.)

Beginning October 1st, 2005, the government conducts identity verification for all Change of Residence Notifications, including move-in, change of address, and move-out notification.

Issuance of a Certificate of Residence (住民票 Juminhyou)

Certificates of Residence will be issued by the City Hall Citizen's Support Division (市役所市民課 Shiyakusho Shiminka) or the Ebeotsu Branch Office (江部乙支所 Ebeotsu Shisho).

*Beginning July 9th, 2012, foreign residents can also receive certificates of residence.

※If the applicant is not present for application, the proxy applying for a certificate of residence in his or her place must bring a residence card, driver's license, or other form of identification. A non-family representative must also present a Letter of Authorization (委任状 Ininjou).