

Basics / I. Residence

● Submitting a notification once you have a place of residence ●

If you are a mid to long-term resident, within 14 days after moving to your new address (place of residence), you must bring your residence card (if you have not yet received a residence card, bring your passport instead) to your local ward office to notify them. When you submit a moving-in notification, a resident record will be created for you.

※ Persons aged 16 or over must carry their residence card at all times

*Who is a mid to long-term resident? *

Anyone to whom NONE of the following apply:

- ① Persons whose period of stay is less than three months
- ② Persons whose status of residence is “Temporary Visitor”
- ③ Persons whose status of residence is “Diplomat” or “Official”
- ④ Persons decreed by the Ministry of Justice as falling under categories ① to ③
- ⑤ Special Permanent Residents
- ⑥ Persons who do not have a status of residence
- ⑦ Persons whose status of residence is “Designated Activities (Category 53)” (Digital Nomad)
- ⑧ Persons whose status of residence is “Designated Activities (Category 54)” (Spouse or children accompanying digital nomads)

*What is a Resident Record? *

A form on which a resident's name and address are recorded, which serves as proof of residence and other information. A copy of your resident record is required when signing a contract to buy or sell a car, when completing procedures to rent a residence, or when you need to prove your identity, etc. (Each copy costs 300 yen.)

● Moving ●

*When moving within Sendai City *

Complete the necessary procedures at your ward office within 14 days of moving. You will need your residence card and (if you have one) your Individual (My) Number Card.

*When moving outside Sendai City *

Remember to file your moving-out notice at your old ward office before moving. If you are moving to an address within Japan, you will receive a moving-out certificate (if you have an Individual (My) Number card, this will not be issued). Bring it to your new ward office and file your moving-in notice within 14 days after moving. You will need your residence card and, if you have one, your Individual (My) Number Card.

※ For those with an Individual (My) Number Card who are moving to another location within Japan, you can fill in your moving-out notice online through an online service for conducting

administrative procedures via the Myna Portal (<https://myna.go.jp/>).

※ For information on how to terminate your house/apartment contract, see page 12.

● Paid work not outlined by your status of residence ●

Permission is needed for paid jobs that fall outside of the eligibility outlined by your status of residence. Procedures are done at the Immigration Bureau. Permanent residents, spouses or children of Japanese nationals, spouses or children of permanent residents, and long-term residents do not need to obtain said permission.

● Leaving and re-entering Japan ●

When you leave and then re-enter Japan during your period of stay and wish to retain your status of residence, you must obtain re-entry permission before leaving Japan.

There are two types of re-entry permission: one that is valid for a single re-entry, and one that is valid for multiple re-entries within the period of validity. The period of validity of re-entry permission is limited to one's period of stay, and in principle may not exceed five years (six years for Special Permanent Residents).

「Special Re-Entry Permit」

In principle, when a mid to long-term resident leaves Japan and returns within one year (two years for Special Permanent Residents), re-entry permission is not required (this is called a **Special Re-Entry Permit**). You will need your residence card and passport to leave and re-enter Japan.

For details on matters related to residency, please contact the following.

Foreign Residents Information Center	Weekdays 8:30 a.m. - 5:15 p.m. TEL: 0570-013904 (IP number & overseas number TEL: 03-5796-7112) (J, E, C, K, V, N, 11 other languages)
Sendai Regional Immigration Bureau	1-3-20 Gorin, Miyagino-ku 〒983-0842 TEL: 0570-022259 (Navi dial) E-mail: info-tokyo@i.moj.go.jp (J, E) (E-mail inquiries will be handled by the Tokyo Regional Immigration Bureau)
Immigration Service Agency of Japan (Procedures for the Residency Management System for Mid to Long-term Residents)	https://www.moj.go.jp/isa/index.html (J, E, C, K, V, N, others)
Foreign Residents Support Center (FRESC)	Weekdays 9:00 a.m. - 5:00 p.m. TEL: 0570-011000 (J, E) (IP Phone & overseas number: TEL: 03-5363-3013) https://www.moj.go.jp/isa/support/fresc/fresc01.html

● If your residence card is lost or stolen ●

- ① Report to the nearest police station. You will receive a certificate such as a Certificate of Notification of Theft stating where and when it was lost or stolen, as well as a report number.
→You will be contacted if someone turns your card in to the police station.
- ② Take your certificate and report number to the Immigration Bureau to apply to have your card re-issued.
- ③ If there are no problems, you will receive your new residence card that same day.
Note) You must apply to have your card re-issued within 14 days of realizing that you have lost your card or that your card has been stolen. You will need your passport and one 4cm x 3cm photograph.

● Individual (My) Number System (social security and tax number systems) ●

A 12-digit Individual (My) Number is given to everyone who has a resident record in Japan. Foreign residents with a resident record (mid to long-term residents and permanent residents) are also assigned an Individual (My) Number. Your Individual (My) Number is printed on your Individual (My) Number Notification, which will be sent by registered mail to the address on your resident record.

Your Individual (My) Number is used for administrative procedures related to aspects such as health insurance, tax matters, and disaster countermeasures. When you work part-time, full-time jobs, or apply for a scholarship at university, you will need to give your Individual (My) Number to your workplace or university. Your Individual (My) Number will never change. Please take care not to lose your Individual (My) Number Card (※), and do not tell anyone your Individual (My) Number unless absolutely necessary.

※ 「Individual (My) Number Card」

After you have been notified of your Individual (My) Number and applied to your local government, you will be issued an Individual (My) Number Card which you can use as a form of ID for various services. Individual (My) Number Cards come in the form of an IC card with your name, address, date of birth, sex and Individual (My) Number printed on it, in addition to a photograph of your face.

For more information, please see the Immigration Services Agency website below.

Apply now for an Individual (My) Number Card to enjoy an easier and more convenient life!

<https://www.moj.go.jp/isa/support/portal/mynumbercard.html>

(Multilingual versions of the website available)

- ※ If you renew or change your residence status, you will need to complete the Individual (My) Number Card renewal procedures. If you don't complete these procedures within your Individual (My) Number Card's period of validity, that card will become invalid and you will be charged a fee to reissue it.
- ※ From around June 2026, it will become possible to combine your residence card and Individual (My) Number card into one.

For more details, visit the Immigration Services Agency of Japan website [Residence Card and Individual (My) Number Card Integration Q&A]: https://www.moj.go.jp/isa/11_00051.html
(Multilingual versions of the website available)