

Foreign Resident Registration

Foreigners who enter Japan with permission of stay for more than three months will need a resident registration. Foreign residents are required to report at the Hakuba Village Office in the following cases.

	When to submit
Move-in Registration	within 14 days after moving in to Hakuba
Change of Address Notification	within 14 days after changing the address within Hakuba
Move-out Notification	within 14 days BEFORE moving out of Hakuba

●Please note that registration made through an attorney who is not a family member in the same household of yours will need a **“Letter of Authorization”**. The form is available from the webpage.

◎ Move-In Notification

Move-in notification procedures shown below apply to **Non-Japanese Nationals only**.

If you are a Japanese National, please refer to the Japanese website or send your inquiries to us to jumin@vill.hakuba.lg.jp.

Occasion	Definitions	Required Items
From overseas	<ul style="list-style-type: none"> ➤ who are the first time to register for an address after entering Japan ➤ who have moved out of Japan to overseas and re-entered Japan 	<ul style="list-style-type: none"> ◆ Residence Card ◆ Passport <p>if necessary,</p> <ul style="list-style-type: none"> ◆ Marriage/ Birth/ Family certificates¹ or etc.
From other municipality of Japan	<ul style="list-style-type: none"> ➤ who have registered an address in another municipality and then moved to Hakuba 	<ul style="list-style-type: none"> ◆ Residence Card ◆ Move-out certificate² <p>If applicable,</p> <ul style="list-style-type: none"> ◆ Individual Number Card³ (or notification card⁴)

¹ For those who intend to live with their family members in the same household are required to submit official copies of documents. If these documents are written in a language other than Japanese, it is necessary to attach a brief Japanese translation.

² A move-out certificate is an official document issued by the municipality office when you submit the move-out notification

³ Individual Number Card is only required for those who have applied and received already.

⁴ A resident is supposed to receive a My Number Notification Card, sent under the name of the householder, around 2-3 weeks from the date of move-in registration is completed.

◎ Change of Address Notification

Occasion	Required Items
Who have changed the address within Hakuba	<ul style="list-style-type: none"> ◆ Residence Card <p>If applicable,</p> <ul style="list-style-type: none"> ◆ Individual Number Card¹ (or notification card²) ◆ National Health Insurance Card

¹ Individual Number Card is only required for those who have applied and received already.

² A resident is supposed to receive the My Number Notification Card around 2-3 weeks from the date of move-in registration is completed. (Only applicable to a first-time registration)

◎ Move-Out Notification

You are required to provide a new address (or the name of country) where you intend to move into when submitting the notification.

Occasion	Required Items
Move out of Japan	<ul style="list-style-type: none"> ◆ Residence Card <p>If applicable,</p> <ul style="list-style-type: none"> ◆ Individual Number Card¹ (or notification card²) ◆ National Health Insurance Card ◆ Seal Registration Card
Move out of Hakuba <u>to another municipality of Japan</u> ¹	<ul style="list-style-type: none"> ◆ Residence Card <p>If applicable,</p> <ul style="list-style-type: none"> ◆ National Health Insurance Card ◆ Seal Registration Card

¹Attention please!

A move-out certificate will be issued after you complete the procedure of “move-out registration”. You will not be able to register a new address in other municipality without the certificate.

² Individual Number Card is only required for those who have applied and received already.

³ A resident is supposed to receive a My Number Notification Card, sent under the name of the householder, around 2-3 weeks from the date of move-in registration is completed.



Oops!! I forgot to file a form but already left!

See [“How to report my move-out/ request for a Move-out Certificate by mail”](#)..