

Multilingual Living Information



A New Residency Management System & Resident Registration System for Foreign Residents (*Information for after July 9, 2012)

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5-3 Notifications related to affiliated organizations (company, school/college, etc.) & to spouse

Depending on the residence status, notification of a change in the name or address of the school/college you attend, the name or address of the company you work for, or when you stop attending the school/college or stop working, or when you have transferred, or when you are separated from your spouse by divorce or death must be reported within 14 days.

(1) Notifications related to accepting organizations

Those to whom making a notification of a change are mid- to long-term residents who hold any of the following statuses of residence: [Professor], [Investor / Business Manager], [Legal / Accounting Services], [Medical Services], [Instructor], [Intra-company Transferee], [Technical Intern Training], [College Student], [Trainee].

* However, this applies only to those who, after July 9, 2012, received a landing permit, a permit for a change in status of residence, a renewal of a status of residence, etc.

Regarding accepting organizations (your place of employment or the school/college you attend in Japan), when a change in the name of the organization, a change in its address, or if it becomes extinguished, if you have left the organization or if you have transferred from the organization, a form of notification (todokede-sho) must be brought to the office of the Regional Immigration Bureau whose jurisdiction covers the area of your residence within 14 days, or make a notification by post to the Tokyo Regional Immigration Bureau.

* If you have left and transferred organizations, both 'leaving' and 'transfer' notifications are required.

When making a notification at a Regional Immigration Bureau office:

Bring your Residence Card and relevant notification forms to the (district or branch office of the) Regional Immigration Bureau whose jurisdiction covers the area of your residence.

When making a notification by post:

Send the relevant notification forms with a copy of your Residence Card to the following address.

Also, please write in red "Todokede-sho Zaichu" (Notification Enclosed) on the front of the envelope.

(Forwarding address)

**Tokyo Regional Immigration Bureau, Residence Management Information Department,
Notifications Desk**

5-5-30 Konan, Minato-ku, Tokyo 108-8255



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Using the following notification form samples maybe useful.

Sample

参考様式1の1(活動機関の名称変更, 所在地変更又は消滅)
(Accepting organization: change in the name/address, extinguishment)

活動機関に関する届出 NOTIFICATION OF THE ACCEPTING ORGANIZATION

① 届出人 Applicant

氏名 Name _____ 性別 Sex 男・女 Male/Female
 生年月日 Date of Birth 年 Year 月 Month 日 Day 国籍・地域 Nationality/Region _____
 住居地 Address in Japan _____
 在留カード番号 Residence card No. _____

② 届出の事由 (該当するものを選んでください。) Item of notification (check one of the following boxes)

活動機関の名称変更 Change in the name of the organization
 活動機関の所在地変更 Change in the address of the organization
 活動機関の消滅 Extinguishment of the organization
 ↓ ↓ ↓
 Aを記入 to A below. Bを記入 to B below. Cを記入 to C below.

A 活動機関の名称変更 Change in the name of the organization

変更年月日 Date of change 年 Year 月 Month 日 Day
 機関の名称 Name of the organization 変更前 Old name _____ 変更後 New name _____
 機関の所在地 Address of the organization _____

B 活動機関の所在地変更 Change in the address of the organization

変更年月日 Date of change 年 Year 月 Month 日 Day 機関の名称 Name of the organization _____
 機関の所在地 Address of the organization 変更前 Old address _____ 変更後 New address _____

C 活動機関の消滅 Extinguishment of the organization

消滅年月日 Date of extinguishment 年 Year 月 Month 日 Day 機関の名称 Name of the organization _____
 機関の所在地(消滅時の所在地) Address of the extinct organization (Address at the time of the extinguishment) _____

③ 届出人(本人以外の者が届け出る場合に記入) Representative or agent (in case of representative, agent or other)

氏名 Name _____ 本人との関係 Relationship with the applicant _____
 住所 Address _____ 届出年月日 Date of notification 年 Year 月 Month 日 Day _____

④ 届出人(本人)の署名 Signature of the applicant

_____ 年 Year 月 Month 日 Day

※届出人の連絡先(届出内容の確認のため、連絡させていただく場合があります。) Contact telephone number of the applicant

電話番号 Telephone No. _____ 携帯電話番号 Cellular phone No. _____

Source: Ministry of Justice [NOTIFICATION OF THE ACCEPTING ORGANIZATION](#) notification form (Change of the organization, Change in the address of the organization, Extinguishment of the organization)



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Sample

参考様式1の2(離脱)

(Accepting organization; left the organization)

活動機関に関する届出 NOTIFICATION OF THE ACCEPTING ORGANIZATION

① 届出人 Applicant

氏名 _____ 性別 Sex 男・女 Male/female
Name _____
生年月日 _____ 年 月 日 国籍・地域 _____
Date of Birth _____ Year _____ Month _____ Day _____ Nationality/Region _____
住居地 _____
Address in Japan _____
在留カード番号 _____
Residence card No. _____

② 届出の事由(活動機関からの離脱)

Item of notification (Left the organization)

離脱した年月日 _____ 年 月 日
Date of left the organization _____ Year _____ Month _____ Day _____

離脱した機関の名称 _____
Name of the organization _____

離脱した機関の所在地 _____
Address of the organization _____

③ 届出人(本人以外の者が届け出る場合に記入) Representative or agent (in case of representative, agent or other)

氏名 _____ 本人との関係 _____
Name _____ Relationship with the applicant _____
住所 _____ 届出年月日 _____ 年 月 日
Address _____ Date of notification _____ Year _____ Month _____ Day _____

④ 届出人(本人)の署名 Signature of the applicant

_____ 年 月 日
Year _____ Month _____ Day _____

※届出人の連絡先(届出内容の確認のため、連絡させていただく場合があります。) Contact telephone number of the applicant

電話番号 _____ 携帯電話番号 _____
Telephone No. _____ Cellular phone No. _____

Source: Ministry of Justice [NOTIFICATION OF THE ACCEPTING ORGANIZATION](#) notification form (Left the organization)



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Sample

参考様式1の3(移籍)
(Accepting organization: transfer)

活動機関に関する届出 NOTIFICATION OF THE ACCEPTING ORGANIZATION

① 届出人 Applicant

氏名 _____ 性別 Sex 男・女 Male/Female
生年月日 _____ 年 Year 月 Month 日 Day 国籍・地域 Nationality/Region _____
住居地 Address in Japan _____
在留カード番号 Residence card No. _____

② 届出の事由(新たな活動機関への移籍)

Item of notification (Transfer to a new organization)

移籍した年月日 _____ 年 Year 月 Month 日 Day
Date of transfer
機関の名称 移籍前 _____ 移籍後 _____
Name of the organization Previous Org New Org
機関の所在地 移籍前 _____
Address of the organization Previous Org
移籍後 _____
New Org

新たな機関における活動の内容(「留学」の在留資格を除く。)
Details of activities at the new organization (except for the status of residence of "Student")

③ 届出人(本人以外の者が届け出る場合に記入) Representative or agent (in case of representative, agent or other)

氏名 _____ 本人との関係 Relationship with the applicant _____
Name
住所 _____ 届出年月日 _____ 年 Year 月 Month 日 Day
Address Date of notification

④ 届出人(本人)の署名 Signature of the applicant

_____ 年 Year 月 Month 日 Day

※届出人の連絡先(届出内容の確認のため、連絡させていただく場合があります。) Contact telephone number of the applicant

電話番号 Telephone No. _____ 携帯電話番号 Cellular phone No. _____

Source: Ministry of Justice [NOTIFICATION OF THE ACCEPTING ORGANIZATION](#) notification form (Transfer to a new organization)



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(1) Notifications related to contracting organizations

Notifications apply to those who hold any of the following statuses of residence: [Researcher], [Engineer], [Specialist in Humanities / International Services], [Entertainer] or [Skilled Labor]

* However, this applies only to those who, after July 9, 2012, received a landing permit, a permit for a change in status of residence, a renewal of a status of residence, etc.

Regarding contracting organizations (your place of employment in Japan), when a change in the name of the organization, a change in its address, or if it becomes extinguished, if the contract is terminated, or if a new contract is concluded, a notification form (todokede-sho) must be brought to the office of the Regional Immigration Bureau whose jurisdiction covers the area of your residence within 14 days, or make a notification by post to the Tokyo Regional Immigration Bureau.

* If you conclude a new contract after your contract has been terminated, both 'termination of contract' and 'new contract concluded' notifications are required.

When making a notification at a Regional Immigration Bureau office:

Bring your Residence Card and relevant notification form(s) to the (district or branch office of the) Regional Immigration Bureau whose jurisdiction covers the area of your residence.

When making a notification by post:

Send the relevant notification form(s) with a copy of your Residence Card to the following address.

Also, please write in red "Todokede-sho Zaichu" (Notification Enclosed) on the front of the envelope.

(Forwarding address)

**Tokyo Regional Immigration Bureau, Residence Management Information Department,
Notifications Desk**

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Using the following notification form samples may be useful.



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Sample

参考様式1の5(契約の終了)
(Contracting organization: termination)

契約機関に関する届出 NOTIFICATION OF THE CONTRACTING ORGANIZATION

① 届出人 Applicant

氏名 _____ 性別 Sex 男・女 Male/Female
生年月日 _____ 年 Year 月 Month 日 Day 国籍・地域 Nationality/Region _____
住居地 _____
在留カード番号 _____
Residence card No. _____

② 届出の事由(契約の終了)

Item of notification (Termination of the contract with the organization)

契約が終了した年月日 _____ 年 Year 月 Month 日 Day
Date of termination

契約が終了した機関の名称 _____
Name of the organization

契約が終了した機関の所在地 _____
Address of the organization

③ 届出人(本人以外の者が届け出る場合に記入) Representative or agent (in case of representative, agent or other)

氏名 _____ 本人との関係 Relationship with the applicant _____
住所 _____ 届出年月日 _____ 年 Year 月 Month 日 Day
Address Date of notification

④ 届出人(本人)の署名 Signature of the applicant

_____ 年 Year 月 Month 日 Day

※届出人の連絡先(届出内容の確認のため、連絡させていただく場合があります。) Contact telephone number of the applicant

電話番号 _____ 携帯電話番号 _____
Telephone No. Cellular phone No.

Source: Ministry of Justice [NOTIFICATION OF THE CONTRACTING ORGANIZATION](#)

(Termination of the contract with the organization)



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参考様式1の6(新たな契約の締結)
(Contracting organization: new conclusion)

契約機関に関する届出 NOTIFICATION OF THE CONTRACTING ORGANIZATION

① 届出人 Applicant

氏名 _____ 性別 Sex 男・女 Male/Female
Name _____
生年月日 _____ 国籍・地域 Nationality/Region _____
Date of Birth _____ Year _____ Month _____ Day _____
住居地 _____
Address in Japan _____
在留カード番号 _____
Residence card No. _____

② 届出の事由(新たな契約機関との契約の締結) Item of notification (Conclusion of a contract with a new organization)

新たな契約を締結した年月日 _____ 年 _____ 月 _____ 日 _____
Date of conclusion _____ Year _____ Month _____ Day _____
機関の名称 従前の機関 _____ 新たな機関 _____
Name of the organization Previous Org. _____ New Org. _____
機関の所在地 従前の機関 _____
Address of the organization Previous Org. _____
新たな機関 _____
New Org. _____

新たな機関における活動の内容(「留学」の在留資格を除く。)
Details of activities at the new organization (except for the status of residence of "Student")

③ 届出人(本人以外の者が届け出る場合に記入) Representative or agent (in case of representative, agent or other)

氏名 _____ 本人との関係 _____
Name _____ Relationship with the applicant _____
住所 _____ 届出年月日 _____ 年 _____ 月 _____ 日 _____
Address _____ Date of notification _____ Year _____ Month _____ Day _____

④ 届出人(本人)の署名 Signature of the applicant

年 _____ 月 _____ 日 _____
Year _____ Month _____ Day _____

※届出人の連絡先(届出内容の確認のため、連絡させていただく場合があります。)
Contact telephone number of the applicant

電話番号 _____ 携帯電話番号 _____
Telephone No. _____ Cellular phone No. _____

Source: Ministry of Justice [NOTIFICATION OF THE CONTRACTING ORGANIZATION](#)

(Conclusion of a new contract with the organization)



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(3) Notifications related to spouse

Those who are required to make notifications are mid- to long-term residents who are spouses residing with the residence status of [Dependent], [Designated Activities (c) (designated researcher's, etc. family stay activities)], [Spouse of a Japanese National] or [Spouse of a Permanent Resident].

* However, this applies only to those who, after July 9, 2012, received a landing permit, a permit for a change in status of residence, a renewal of a status of residence, etc.

When separation occurs due to divorce or death, a notification must be made within 14 days at the Regional Immigration Bureau office for the area you live in. or by post with the Tokyo Regional Immigration Bureau.

When making a notification at a Regional Immigration Bureau office:

Bring your Residence Card and relevant notification form(s) to the (district or branch office of the) Regional Immigration Bureau whose jurisdiction covers the area of your residence.

When making a notification by post:

Send the relevant notification form(s) with a copy of your Residence Card to the following address.

Also, please write in red "Todokede-sho Zaichu" (Notification Enclosed) on the front of the envelope.

(Forwarding address)

**Tokyo Regional Immigration Bureau, Residence Management Information Department,
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Using the following notification form samples maybe useful.



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Sample

参考様式1の7(配偶者との離婚又は死別)
(Spouse: divorce / bereavement)

配偶者に関する届出 NOTIFICATION OF RELATIONSHIP WITH SPOUSE

① 届出人 Applicant

氏名 _____ 性別 Sex 男・女 Male/Female
 生年月日 _____ 年 _____ 月 _____ 日 国籍・地域 Nationality/Region _____
 住居地 Address in Japan _____
 在留カード番号 Residence card No. _____

② 届出の事由 (該当するものを選んでください。) Item of notification (check one of the following boxes)

配偶者との離婚 Divorce from spouse
 ↓
 Aを記入 to A below.

配偶者との死別 Bereavement of spouse
 ↓
 Bを記入 to B below.

A 配偶者との離婚 Divorce from spouse

離婚年月日 _____ 年 _____ 月 _____ 日
 Date of divorce Year Month Day

B 配偶者との死別 Bereavement of spouse

死別年月日 _____ 年 _____ 月 _____ 日
 Date of bereavement Year Month Day

③ 届出人(本人以外の者が届け出る場合に記入) Representative or agent (in case of representative, agent or other)

氏名 _____ 本人との関係 Relationship with the applicant _____
 住所 Address _____ 届出年月日 _____ 年 _____ 月 _____ 日
 Date of notification Year Month Day

④ 届出人(本人)の署名 Signature of the applicant

_____ 年 _____ 月 _____ 日
 Year Month Day

※届出人の連絡先(届出内容の確認のため、連絡させていただく場合があります。) Contact telephone number of the applicant

電話番号 Telephone No. _____ 携帯電話番号 Cellular phone No. _____

Source: Ministry of Justice [NOTIFICATION OF RELATIONSHIP WITH SPOUSE](#) type of form (Divorce from spouse / Bereavement of spouse)

