

# To mid and long term residents / organizations they belong to (announcement)

Mid and long term residents are required to report themselves in the following cases.

## ○ When you decide or change the place of residence

Procedure at a municipal office

Please report the place of residence by presenting a residence card to the municipal office where you live in within **14 days of the day when you decide a new place of residence or change the place of residence.**

(Note) For those with a passport in which “Residence card to be issued later” was written down at the time of entry into Japan around the seal of verification for landing, please report the place of residence by presenting the passport instead of a residence card.  
Please ask the municipal office with regard to a notification of moving in and a notification of change of address based on the Basic Resident Registration Act.

## ○ When you change your name, nationality/ region, etc.

Procedure at Regional Immigration Bureaus

Please notify the Minister of Justice on **any change on the name, date of birth, sex, or nationality/ region** due to marriage, etc., by presenting a passport, a photo, a residence card, and materials which can be used to verify the fact of the change at Regional Immigration Bureaus **within 14 days of the day when the change was made.**

(Note) For notification of the change for those under 16 years old, there is no need to present a photo.

## ○ When the organization to which you belong, etc. has been changed

Procedure at Regional Immigration Bureaus

《Those with status of residence for employment (with exceptions), international students, and trainees》

For those who stay in Japan with status of “[Professor, Highly Skilled Professional, Business Manager, Legal/ Accounting Services, Medical Services, Researcher, Instructor, Engineer/ Specialist in Humanities/ International Services, Intra-company Transferee, Entertainer \(limited to those who engage in activities related to the status concerned based on a contract with a public or private organization in Japan\), Skilled Labor, Technical Intern Training, Student, or Trainee](#)”, please notify the Minister of Justice by reporting to Regional Immigration Bureaus, mailing to Tokyo Regional Immigration Bureau, or using the “Immigration Bureau’s Electronic Notification System” through internet **within 14 days of the day when change was made to the name or location of the organization including employer, educational organization, etc. which the foreigners belonged to, when the company bankrupted, when the employment contract terminated, and when the foreigners moved to another company through concluding another employment contract.**

《Those who stay in Japan with status of spouse, etc.》

For those who stay in Japan with [status of “Dependent”, “Spouse or Child of Japanese National”, or “Spouse or Child of Permanent Resident”](#), please notify the Minister of Justice by reporting to Regional Immigration Bureaus, mailing to Tokyo Regional Immigration Bureau, or using the “Immigration Bureau’s Electronic Notification System” through internet **within 14 days in the event of divorce to or death of the spouses of the foreigners.**

### **【Attention】**

With the new residency management system introduced, reasons for revocation of status, deportation, and penalties have been newly established as following.

#### ○ **Revocation of status**

**Have failed to give notification of the place of residence without a justifiable reason or have submitted a false notification.**

#### ○ **Grounds for deportation**

**Have been sentenced to imprisonment with labor or a heavier punishment for submitting a false notification or similar act.**

#### ○ **Penalties**

**Have submitted a false notification or have violated the obligation to submit a notification relating to any of the notifications required.**

## Organizations which accept foreigners need to report on the following.

### ○ Report related to accepting mid and long term residents

For organizations accepting mid and long term residents who stay in Japan with status of “[Professor, Highly Skilled Professional, Business Manager, Legal/ Accounting Services, Medical Services, Researcher, Instructor, Engineer/ Specialist in Humanities/ International Services, Intra-company Transferee, Entertainer, Skilled Labor, or Student](#)”, please notify the Minister of Justice by reporting to Regional Immigration Bureaus, mailing to Tokyo Regional Immigration Bureau, or using the “Immigration Bureau’s Electronic Notification System” through internet **within 14 days of the day when the organization commenced and/ or terminated acceptance of the mid and long term residents** (except organizations required to report on employment situation of foreigners based on the Employment Measures Act). As well, for educational organizations accepting international students, please notify the Minister of Justice on the status of acceptance of international students as of May 1st and November 1st every year by reporting to Regional Immigration Bureaus, mailing to Tokyo Regional Immigration Bureau, or using the “Immigration Bureau’s Electronic Notification System” through internet within 14 days respectively.

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○ Please refer to the following link for more details of various kinds of notification and reference notification formats.

[http://www.moj.go.jp/tetsuduki\\_shutsunyukoku.html](http://www.moj.go.jp/tetsuduki_shutsunyukoku.html)

(Mailing address)

Report reception, Information Processing Department, Tokyo Regional Immigration Bureau  
5-5-30, Konan, Minato-ku, Tokyo  
108-8255

(The Immigration Bureau’s Electronic Notification System)

Please refer to the following link for details of the Immigration Bureau’s Electronic Notification System.

<http://www.immi-moj.go.jp/i-ens/index.html>