

☐裏面あり

Shinjuku – 住民異動届 – Residence Registration (Moving In/Out/Within)

Deadline: Must be submitted within 14 days of moving in | Cost: Free | Penalty: Fine of up to ¥50,000 for failure to register

WHAT TO BRING

>> First Time from Abroad

- | | |
|--|--------------|
| * Passport (all household members) | パスポート |
| * Residence Card (received at airport) | 在留カード |
| Marriage Certificate + Japanese translation (If registering with spouse) | 婚姻証明書 + 日本語訳 |
| Birth Certificate + Japanese translation (If registering children) | 出生証明書 + 日本語訳 |

>> From Another Municipality

- | | |
|---|-----------|
| * Residence Cards (all household members) | 在留カード |
| * Moving-Out Certificate (from previous ward) | 転出証明書 |
| My Number Card (all who have one) | マイナンバーカード |
| National Health Insurance Card (If enrolled) | 国民健康保険証 |

>> Moving Within Same Municipality

- | | |
|---|-----------|
| * Residence Cards (all household members) | 在留カード |
| My Number Card | マイナンバーカード |

COMMON MISTAKES

- X Writing name in romaji instead of katakana
-> Most forms want katakana (カタカナ). Ask staff for help converting your name.
- X Using arrival date instead of move-in date
-> 異動日 is when you moved into your apartment, not when your flight landed.
- X Leaving head of household (世帯主) blank
-> If you live alone, you ARE the head of household. Write your own name.
- X Forgetting Japanese translations of certificates
-> Marriage/birth certificates need a Japanese translation with the translator's name stated. A friend can do it – no certified translator required.

AFTER YOU SUBMIT

1. Your new address is printed on the back of your Residence Card (10-30 min wait)
2. My Number notification card mailed to your address (2-3 weeks, first-time only)
3. Enrolled in National Health Insurance (if not employer-provided) – same counter or nearby
4. Enrolled in National Pension (ages 20-59)
5. Can request Certificate of Residence (住民票) immediately – ¥300, needed for bank/phone/lease

タイトル・届出日 – Header & Dates (Part 1/2)

(新)

新宿区長宛て To: Mayor of Shinjuku City

住民異動届 Notification of Change in Residence

本人 世帯主・世帯員 代理人

署名欄 Visitor's Full Name by handwriting

☐再転入

転入

カード転入

転出取消

回復

入国等

中長期

転出

カード転出

国外転出

届済後

転居

世帯主

世帯員

世帯員

再転出

続柄

署名

- 1

住民異動届 Resident Registration Change Notification

This is the main form title – you'll need to complete this form when moving to a new address, changing household composition, or other residence-related changes.
- 2

新宿区長宛てTo: Mayor of Shinjuku City To: Mayor of Shinjuku City
- 3

世帯主・世帯員 Head of household・Household members

Check the appropriate box – “世帯主” if you're the head of household, “世帯員” if you're a household member
- 4

代理人 Representative/Agent

Fill in the name and details of the person submitting the form on your behalf if you cannot submit it yourself
- 5

本人 Self (head of household)
- 6

Notification of Change in Residence Notification of Change in Residence
- 7

(新) (New)

This indicates a field for your new address information when moving residences.
- 8

☐再転入 Moving in (from another municipality or abroad)
- 9

ご署名欄：来庁者ご本人様が必ず自署してください Signature

Sign your name. Foreigners can use a written signature instead of a seal (inkan).
- 10

転出取消回復入国等中長期転出カード転出国外転出職 Moving out
- 11

転居 Moving within the same municipality
- 12

帯世世世転続 Household head succession/continuation

Check this if you are taking over as the new household head due to the previous head moving away or other circumstances
- 13

転入カード転入 Moving in (from another municipality or abroad)
- 14

Visitor's Full Name by handwriting Visitor's Full Name by handwriting
- 15

主帯帯帯出柄 Head of household relationship

Write your relationship to the head of household (e.g., “head”, “spouse”, “child”, “parent”, etc.)

タイトル・届出日 - Header & Dates (Part 2/2)

[illegible]

- 署名** Signature

Sign your name. Foreigners can use a written signature instead of a seal (inkan).
- 全全一一** All All One One

N/A - This appears to be layout/formatting text or placeholder characters rather than a field to be filled out
- 世帯** Household

Write the name of the head of household (usually yourself if living alone, or the primary resident if in a family)
- 分合変** Division/merger/change

Check this box if your address change is due to municipal boundary changes, town mergers, or administrative redistricting rather than a physical move

[illegible]

届出人情報 – Who Is Filing (Part 2/2)

新住所	新世帯主	異動者との関係 Relation to the applicant
-----	------	--------------------------------------

- 1
- Rlationto the applicant Relation to the applicant

Write your relationship to the person whose registration is being changed (e.g., "self", "spouse", "child", "parent", etc.)

住所 – Addresses (Part 1/2)

3 新住所 New Address	7 世帯主 Head of Household	1 本人確認 Identity verification
8 旧住所 Previous Address	4 旧世帯主 Head of Household	2 ①運転免許証・旅券・個力・住力（写付）・在留カード等 ②健保・年金手帳・社員証・学生証・介護 / ききとり
14 本籍地 Registered domicile	15 等項者 Housing address numbering system required	6 既存 Existing
		10 方枝号 Branch/Subdivision Number
		11 Previous Address Previous Address
		12 特出確認要 Special departure confirmation required
		13 新規 New registration
		14 本籍地 Registered domicile
		15 住居表示係要 Housing address numbering system required

- 1
本人確認①運転免許証・旅券・個力・住力（写付）・在留カード等
Identity verification ① Driver's license, passport, individual number card, residence card (with photo), residence card, etc.
Bring one of these photo ID documents to prove your identity when submitting the form.
- 2
Head of Head of
- 3
New Address New Address
- 4
Household Household
Enter your household composition details – typically the head of household and all family members living at the same address.
- 5
②健保・年金手帳・社員証・学生証・介護/ききとり
②Health insurance・pension handbook・employee ID・student ID・nursing care/interview
Bring relevant documents from this list that apply to you (health insurance card, pension book, work/school ID, nursing care documents) or be prepared for an interview if you don't have them.
- 6
既存 Existing
This refers to existing/current information already on record – you typically don't need to fill this section as it shows your current registration details.
- 7
旧世帯主 Former household head
Enter the name of the previous household head if there was a change in who heads the household
- 8
旧住所 Previous address
If coming from abroad, write your country name (e.g. アメリカ合衆国).
- 9
HHoeuasdeh oofld N/A – This appears to be garbled/corrupted text, not valid Japanese
- 10
方枝号 Branch/Subdivision Number
Enter the subdivision or branch number of your address if applicable (often used for large apartment complexes or housing developments)
- 11
Previous Address Previous Address
Write your complete previous address including apartment/room number, city, prefecture, and postal code exactly as it appeared on official documents.
- 12
☐特出確認要 Special departure confirmation required
Check this box if you need confirmation for special circumstances when moving out of the municipality
- 13
新規 New registration
Check this box if you're registering your residence in Japan for the first time at this municipality
- 14
本籍地 Registered domicile
Write your permanent legal domicile address as recorded in your family register (koseki), which may differ from your current residence address.
- 15
☐住居表示係要 Housing address numbering system required
Check this box if your address uses the housing address numbering system (住居表示) rather than the traditional lot numbering system

住所 – Addresses (Part 2/2)

3 本籍地 <small>(日本人の方のみ)</small>	1 筆頭者	4 新規 2 住居表示係 要 3 特別方書確認要 なし 5 地図 (P・ー) 付定図
フリガナ Furigana		各種カード 住 国民健康保険 後期 介護保険 国民年金 医 就

- 1 筆頭者 Head of household
Enter the name of the primary person listed on your family register (koseki) – usually the father or eldest family member
- 2 □特別方書確認要 Building name / room number
Apartment/mansion name and room number. e.g. ○○マンション 301号室
- 3 (日本人の方のみ) (Japanese nationals only)
- 4 なし None/Nothing
Check this option or write “なし” when the question doesn't apply to you or you have nothing to report for that field
- 5 地図 (P・ー) 付定図 Map (P・ー) attached fixed diagram
N/A – this is a reference code for the official zoning/address map that municipal staff use for verification
- 6 異フ動り者ガ氏ナ名FuFullr iNgaanma e Person Moving – Full Name
Write your complete legal name as it appears on your residence card or passport.

異動者 – Person Table (Part 1/5)

フリガナ Furigana		フリガナ Furigana	生年月日	性別	続柄	※外国人の方のみご記入ください。 (Note: This section is only for the use of foreign residents.)			各種カード	地図 (P . . .) 付地図									
No		異動者氏名 Full Name	旧氏/通称 Maiden Name/Alternative name (alias)	Date of Birth	Gender	Relationship to Head of Household	住民票コード Residence Record Code	国籍・地域 Nationality	在留期間 Period of Stay	満了日 Expiration of Stay	預かり確認	住居地	国民健康保険	後期高齢者	介護保険	国民年金	医	就学	
				大・昭・平・令・西暦	男 女						電証有無 電子証明書	有 無	有 無	有 無	有 無	有 無	有 無	有 無	
1																			

- 1
Maideフn NIDりamガ氏e/Aナl／tern通aFtiuve称 ingaamne a(alias)D a生te年 of月B日ir th 性Gen別de rRHteo続l uaHst
Former Name/Alternative Name (alias), Date of Birth, Gender, Relationship to Head of Household ※For foreign residents: Residence Card
Foreign residents should fill in their residence card number and status of residence information in the designated foreign resident section.
- 2
異フ動り者ガ氏ナ名FuFullr iNgaanma e Person Moving – Full Name
Write your complete legal name as it appears on your residence card or passport.
- 3
No No
- 4
☐個力 Individual/Personal
This appears to be a checkbox option – check if applying as an individual person rather than as a household or family unit.
- 5
医小学 Medical Elementary School
- 6
大・昭・平・令・西暦男 Taishō・Shōwa・Heisei・Reiwa・Western calendar Male
Select the appropriate era (Taishō/Shōwa/Heisei/Reiwa) or Western calendar for your birth date, and circle “男” if you are male
- 7
有回 Available/Present
This likely indicates availability or presence status – check the appropriate box based on your current situation or document availability.
- 8
認定 Certification/Approval
This section is typically filled out by municipal office staff, not by you as the applicant.
- 9
有般郵済 Regular mail completed
N/A (this is an administrative marking indicating postal processing status)
- 10
(電証有無) (Electronic certificate availability)
Check if you have an electronic certificate (マイナンバーカード with IC chip functionality) – mark accordingly
- 11
中学 Middle school
Enter the name of the middle school if this section applies to a student aged 12–15
- 12
・ (M) ・ (M)
- 13
強制：任意 Mandatory: Optional
This indicates whether each field is required (強制) or optional (任意) – fill out all mandatory fields completely.
- 14
・ ・ (ellipsis/continuation marks)
- 15
☐☐在住力カ☐☐無特し永無高窓未 Residence status/visa type checkboxes (text appears corrupted or poorly scanned)

異動者 – Person Table (Part 2/5)

[illegible]

- 1 年(Y)・月(M)・日(D)女(F) Year(Y)・Month(M)・Day(D) Female(F)
This shows the date format and gender designation – enter your birthdate as YYYY/MM/DD and mark F if female

2 区分未定 Classification/Category Not Yet Determined
This likely indicates a field where the classification hasn't been filled in yet – check with municipal staff about what category applies to your situation.

3 - 児年生 - year student
Enter the school grade level of the child (e.g., 1st year, 2nd year, etc.)

4 住特 Special Resident
Check this box if you are a foreign national with special permanent resident status in Japan

5 医小中学学 Medical Elementary Middle School School
N/A – This appears to be corrupted or incomplete text, possibly indicating sections for medical facilities and schools, but would need clarification from municipal office staff.

6 大・昭・平・令・西暦男 Taishō・Shōwa・Heisei・Reiwa・Western calendar Male
Select the appropriate era (Taishō/Shōwa/Heisei/Reiwa) or Western calendar for your birth date, and circle “男” if you are male

7 ☐ 個力 Individual/Personal
This appears to be a checkbox option – check if applying as an individual person rather than as a household or family unit.

8 有 般 郵 済 有 回 Yes Regular Mail Completed Yes Return
These appear to be checkbox options for mail delivery preferences – check the appropriate boxes for your postal service needs.

9 認定 Certification/Approval
This section is typically filled out by municipal office staff, not by you as the applicant.

10 ・ (M) ・ (M)

11 (電証有 無) (Electronic certificate: Yes/No)
Circle “有” (Yes) if you have an electronic certificate for digital services, or “無” (No) if you don't have one.

12 強制：任意 Mandatory: Optional
This indicates whether each field is required (強制) or optional (任意) – fill out all mandatory fields completely.

13 2 2 22

14 ・ ・ (ellipsis/continuation marks)

15 ☐ 在力 ☐ 特永無高窓未 ☐ Foreign resident ☐ Special permanent resident ☐ No ☐ Elderly ☐ At counter ☐ Minor
Check the appropriate boxes that apply to your status and situation when submitting the form.

2	<p>年(Y)・月(M)・日(D)</p> <p>大・昭・平・令・西暦</p>	<p>女男</p>	<p>口在力 口特永</p> <p>口佳力 口無し</p> <p>無 高、窓、未</p> <p>有、般、郵、済</p> <p>有、回</p> <p>有、認定、強制：任意</p>	<p>未</p> <p>住特</p> <p>児</p> <p>小、学、中、学</p>
3				

- 14

異動者 – Person Table (Part 4/5)

3

年(Y)・月(M)・日(D) (F) 女 男

在力 特永 無高窓未 住力 無し 高窓未 分 未 住特 児 新生

氏名 続柄 備考 9-1通知 CS送信 19-1通 備考

転入通知入力有 有 要 済済

宛名紐付 前住所 本籍 附票 CS 個力説明 (日) 個人番号 新規付番 あり

- 1 ☐在力☐特永☐無高窓未 ☐Foreign resident ☐Special permanent resident ☐No ☐Elderly ☐At counter ☐Minor
Check the appropriate boxes that apply to your status and situation when submitting the form.
- 2 区未 Ward/District Not Yet [Determined/Registered]
This likely indicates a field where the ward/district hasn't been filled in yet – ensure you write your complete address including the ward (区) name.
- 3 - 児 -child
This indicates a section for listing children/dependents in your household registration.
- 4 住特 Special Resident
Check this box if you are a foreign national with special permanent resident status in Japan
- 5 年(Y)・月(M)・日(D) (F) Year (Y)・Month(M)・Day(D) (F)
Enter dates in YYYY/MM/DD format; the (F) likely indicates foreign date format or a specific field designation
- 6 ☐住力☐無し ☐With housing card ☐Without housing card
Check the appropriate box based on whether you have a jūminhyō (resident registration card) from your previous address
- 7 年生 Year/Grade
- 8 <備考欄> <Remarks Section>
- 9 ☐宛名紐付☐前住所☐本籍☐附票☐CS Address
Write in kanji if possible. Ward office staff can help you look up the correct kanji for your address.
- 10 新N-----氏一名-----続柄--[2備考]---9---1-通--知---C-S-送--信-----1-9---1-通---N備
New N-----Family Name--Given Name-----Relationship--[28Remarks]---9---1-Notice-----CS-Transmission-----1-9---1-Notice---N
N/A (this appears to be form layout/formatting text rather than fillable fields)
- 11 ☐個力説明 (☐Individual explanation (
This appears to be an incomplete checkbox label – likely for indicating if individual explanation was provided or needed during the registration process.
- 12 日) ☐封済 Day) ☐ Sealed/Completed
This appears to be a checkbox or field marker indicating completion status – likely for office use only, so you probably don't need to fill this part.
- 13 個人番号☐新規付番☐あり My Number (Individual Number)
12-digit number. Leave blank on first registration – it will be mailed to you after.
- 14 ☐統合記載欄編集済 ☐ Integrated record section editing completed
N/A (this is an administrative checkbox for office use only)
- 15 め有・要・済済 Memo/Notes – Available/Required/Completed
This appears to be administrative checkboxes for office use – you likely don't need to fill this section as an applicant.

異動者 – Person Table (Part 5/5)

旧 世			1 転入通知入力有			2 有・要・済済		-	-
			4 期間経過	5 要・済	モ連絡 (3 済	学籍簿作成 □ 国保 4 F		-	-

- 1 転入通知入力有 Moving in (from another municipality or abroad)
- 2 モ連絡 (Contact (
- 3) 済) completed/processed
- 4 期間経過 Period Elapsed
- 5 要・済 Required/Completed
Check the appropriate box – “要” (required) if the action is needed, “済” (completed) if already done
- 6 学 齡 簿作成 □ 国保 4 F School age register creation □ National Health Insurance 4F
N/A (this is administrative routing information indicating which departments need to process your form)

DO NOT FILL IN – Office use only (職員記入欄)

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COUNTER PHRASES

Point and show these to ward office staff

FINDING THE COUNTER

すみません、住民登録の窓口はどこですか？

Sumimasen, jūmin toroku no madoguchi wa doko desu ka?

Excuse me, where is the resident registration counter?

STATING YOUR PURPOSE

転入届を出したいのですが

Tennyu todoke wo dashitai no desu ga

I'd like to submit a moving-in notification

FIRST TIME FROM ABROAD

海外から初めて転入します

Kaigai kara hajimete tennyu shimasu

I'm registering for the first time from abroad

FROM ANOTHER WARD

〇〇区から転入します

〇〇-ku kara tennyu shimasu

I'm moving in from 〇〇 Ward

ASKING FOR ENGLISH FORM

英語の用紙はありますか？

Eigo no yōshi wa arimasu ka?

Do you have an English version of the form?

ASKING FOR HELP FILLING OUT

記入方法を教えてくださいませんか？

Kinyū hōhō wo oshiete itadakemasu ka?

Could you help me fill this out?

REQUESTING RESIDENCE CERTIFICATE

住民票もお願いしたいのですが

Jūminhyō mo onegai shitai no desu ga

I'd also like a Certificate of Residence, please

ASKING ABOUT MY NUMBER

マイナンバーはいつ届きますか？

Mainanba wa itsu todokimasu ka?

When will my My Number arrive?