

住 民 異 動 届

備考欄
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未届転入/住所設定の場合（住所設定の異動日は届出日） ※特段の事情がある場合は疎明資料があれば遡りも可

未 届 地		未届地への確認
未 届 期 間		
聞き取り内容		

No.	住民票コード	個人番号
1		
2		
3		
4		
5		

# Minato — 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)

1港区長様

2住民異動届

3届出日

4異動日

5

6

7

令和

令和

※下記内容及び添付資料において誤りがないことを確認しました。  
※印字項目に誤りがある場合、二重線で訂正してください。

受付番号

- 1 港区長様 To the Mayor of Minato Ward
- 2 住民異動届 Resident Registration Change Form
- 3 届出日 Date of filing  
Today's date. Use Japanese calendar or Western calendar.
- 4 異動日 Date of move / change  
The date you actually moved into your new address — NOT your arrival date in Japan if different.
- 5 受付番号 Reception Number
- 6 下記内容及び添付資料において誤りがないことを確認しました。  
I have confirmed that there are no errors in the content below and attached documents.  
This is a confirmation statement - check it after reviewing all your form entries and documents are correct.
- 7 令和 Reiwa  
This refers to the current Japanese era name (started May 1, 2019) - leave blank as it's typically pre-printed on forms or will be filled by office staff



タイトル・ 届出日 — Header & Dates (Part 2/2)

1

未届转入/住所設定の場合（住所設定の異動日は届出日）※特段の事情がある場合は疎明資料があれば遡りも可

+

日

地

2

未届地への確認

- 1

未届转入/住所設定の場合（住所設定の異動日は届出日）※特段の事情がある場合は疎明資料があれば遡りも可

Date of filing / Date of move / change / Address

Today's date. Use Japanese calendar or Western calendar. The date you actually moved into your new address — NOT your arrival date in Japan if different.
- 2

未届地への確認 Confirmation to unregistered address

This refers to verifying details about a previous address where you weren't officially registered - provide accurate information about any informal living arrangements.

住所設定の異動日		
未届转入		
未届地への確認		
氏名	住所設定の日	届出日
1		
2		
3		
4		

届出人情報 — Who Is Filing (Part 1/3)

届出日		異動日	
令和 西暦	年 月 日	令和 西暦	年 月 日
<input type="checkbox"/> 転入 <input type="checkbox"/> 特例転入 <input type="checkbox"/> 国外転入(入国日・帰国日： 年 月 日) <input type="checkbox"/> 30条の46転入 <input type="checkbox"/> 中長期在留資格取得 <input type="checkbox"/> 転出 <input type="checkbox"/> 特例転出 <input type="checkbox"/> 国外転出 <input type="checkbox"/> 転居 ※個人番号カードの交付を受けている方は、転入の特例が適用されます。			
あたらしい住所		附図確認	新世帯主
		フリ ガナ	
		届出人区分	<input type="checkbox"/> 世帯主 <input type="checkbox"/> 世帯員 <input type="checkbox"/> 代理人
		連絡先	電話
		本人確認書類	

- 1 受付番号 Reception Number
- 2 下記内容及び添付資料において誤りがないことを確認しました。  
I have confirmed that there are no errors in the content below and attached documents.  
This is a confirmation statement - check it after reviewing all your form entries and documents are correct.
- 3 令和 Reiwa  
This refers to the current Japanese era name (started May 1, 2019) - leave blank as it's typically pre-printed on forms or will be filled by office staff
- 4 西暦 年 月 日西暦 年 月 日  
Western calendar \_\_\_\_year \_\_\_\_month \_\_\_\_day Western calendar \_\_\_\_year \_\_\_\_month \_\_\_\_day  
Fill in dates using the Western calendar (e.g., 2024) rather than the Japanese era calendar system.
- 5 届出人署名 Applicant / Person filing the form / Signature  
The person physically submitting the form. Usually yourself. Sign your name.  
Foreigners can use a written signature instead of a seal (inkan).
- 6 受取者 Recipient  
Write the name of the person who will receive the residence certificate or documents related to this registration change.
- 7 ☐30条の46転入 ☐中長期在留資格取得 ☐転出 ☐特例転出 ☐国外転出 ☐転居  
Residence status / Visa type / Moving in (from another municipality or abroad) / Moving out  
e.g. 技術・ 人文知識・ 国際業務, 日本人の配偶者等, 留学, 永住者
- 8 フリ Phonetic reading  
Write the phonetic reading (furigana) of your name in katakana characters above where you wrote your name in kanji/Chinese characters
- 9 ☐世帯主 ☐世帯員 ☐代理人 ☐Household Head ☐Household Member ☐Representative  
Check one box to indicate your relationship to the household - select "Household Head" if you're the primary resident, "Household Member" if you're joining an existing household, or "Representative" if filing on behalf of someone else.
- 10 届出人区分 Applicant / Person filing the form  
The person physically submitting the form. Usually yourself.
- 11 附図確認 Attached Map Confirmation  
Check this box if you've confirmed the attached residential map/diagram showing your new address location
- 12 新世帯主 New household head  
Enter the name of the person who will be the new head of household after the move/change
- 13 あたらしい住所 Address  
Write in kanji if possible. Ward office staff can help you look up the correct kanji for your address.



届出人情報 — Who Is Filing (Part 1/3) (continued)

- 14

連絡先

Phone number

Japanese mobile number preferred. Some forms accept overseas numbers.
- 15

本人確認書類

Personal identification documents

Bring valid ID like passport, residence card, or driver's license to verify your identity

届出人情報 — Who Is Filing (Part 2/3)

	あたらしい住所		新世帯主		連絡先	電話	本人確認書類
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1

電話 Phone number

Japanese mobile number preferred. Some forms accept overseas numbers.





届出人情報 — Who Is Filing (Part 3/3)

〒

府

市

区

未届地への確認

- 1
- 未届地への確認

Confirmation to unregistered address

This refers to verifying details about a previous address where you weren't officially registered - provide accurate information about any informal living arrangements.

氏名	
姓	名
フリガナ	
性別	
年齢	
職業	

● あたらしい住所		● 附図確認 ● 新世帯主		● 出入区分 ● 連絡先		● □世帯主 □世帯員 □代理人 ● 電話		● 本人確認書類 ● 1号書類 □個人番号カード等 □運転免許証 □旅券 □在留カード等	
● いままでの住所		● 代理人の住所【新住所で同じ世帯の場合は不要】							
● 日本人の国外からの場合 (海外での住所)				● (日本での最終住所)		● (転出時期) 年 月 日			

- [illegible]

住所 — Addresses (Part 2/4)

日本人の国外からの転入の場合	(海外での住所)	(日本での最終住所)										(転出時期)			年 月 日	<input type="checkbox"/> 旅券 <input type="checkbox"/> 在留カード等 <input type="checkbox"/> 身分証明書  2号書類 <input type="checkbox"/> 健康保険証
	フリガナ	生 年 月 日	性別	続柄	個人番号	国保 国民年金の種別	後期高齢 介護保険	基礎年金番号	児童手当	力 申	在 力	優 先				
No.	異動する(した)人の氏名															
		大 昭 平 令 西 暦	男	...	返納・( )	有 無	有 無	有 無	有 無	有	有	英				

- 1 ☐ 在留カード等    ☐ Residence Card, etc.  
Check this box if you have a residence card or special permanent resident certificate to submit with your form.
- 2 年      月      日    Year   Month   Day  
Fill in the date using the Japanese calendar year (e.g., Reiwa 6 for 2024) or Western calendar year as accepted by your municipality
- 3 フリガナ    Phonetic reading (katakana)  
Write the katakana reading of your name. For foreign names, this IS your name in katakana.
- 4 後期高齢介護保険児童手当力在優    Late-stage elderly long-term care insurance child allowance card presence/priority  
N/A - this appears to be a truncated or corrupted label mixing unrelated benefit categories
- 5 No.    No.
- 6 続柄    Relationship to head of household  
See relationship terms table.
- 7 生 年 月 日    Date of Birth  
Enter your birth date in the Japanese format: year/month/day (often using the Japanese calendar era system like Reiwa, Heisei, etc.)
- 8 性別    Gender  
男 (otoko) = Male, 女 (onna) = Female. Circle the appropriate one.
- 9 個人番号    My Number (Individual Number)  
12-digit number. Leave blank on first registration — it will be mailed to you after.
- 10 申力先    Application destination  
Write the name of the municipal office or ward office where you're submitting this form
- 11 異動する(した)人の氏名    Full name  
Write in katakana for foreign names. Some forms accept romaji.
- 12 国民年金の種別    National Pension Category  
Select your pension category (typically Category 1 for self-employed/unemployed, Category 2 for company employees, Category 3 for dependent spouses)
- 13 基礎年金番号    Basic Pension Number  
Enter your Japanese pension number if you have one; leave blank if you haven't enrolled in the pension system yet
- 14 有有英    Yes/Yes/English  
This appears to be checkbox options - likely indicating "Yes" responses to two questions and possibly a language preference for "English"
- 15 返納・(      ) 有無    Return/Surrender - (      ) Yes/No  
Check "Yes" if you need to return documents like residence card or health insurance card, "No" if not applicable



## 住所 — Addresses (Part 3/4)

[illegible]

- 有無** Presence/Absence

Check the appropriate box to indicate whether the item applies to you or not (Yes/No)
- 有無** Presence/Absence

Check the appropriate box to indicate whether the item applies to you or not (Yes/No)
- 有無** Presence/Absence

Check the appropriate box to indicate whether the item applies to you or not (Yes/No)
- 大 昭 平 令 西 曆** Taishō, Shōwa, Heisei, Reiwa, Western Calendar

Select the appropriate era system for dates - use Western Calendar (西曆) for standard year format like 2024
- ☐ **健康保険証** Health insurance card

Japanese health insurance card. Can serve as secondary ID at some banks.

基本情報		住民票情報		世帯情報	
氏名	山田 太郎	性別	男	生年月日	1980-01-01
住所	〒100-0001 東京都千代田区千代田 1-1-1	電話番号	03-1234-5678	メールアドレス	example@example.com
職業	会社員	学歴	大学卒業	婚姻状況	未婚
収入	年収 500万円	健康保険	国民健康保険	介護保険	第1号被保険者
家族構成	一人暮らし	世帯主	山田 太郎	世帯員数	1人
備考	その他特記事項: 無				

住所 — Addresses (Part 4/4)

No.	<div>1</div> 住民票コード	<div>2</div> 個人番号
-----	---------------------	-------------------

- 1

住民票コード    Resident Registry Code

11-digit code assigned to each resident. Different from My Number. Usually not needed by applicants.
- 2

個人番号    My Number (Individual Number)

12-digit number. Leave blank on first registration — it will be mailed to you after.

東京都庁 住所異動届 (東京都民用)		住所異動届 (外国人用)	住所異動届 (外国人用)
氏名	住所	氏名	住所
氏名	住所	氏名	住所
氏名	住所	氏名	住所

異動者 — Person Table (Part 1/6)

	異動する(した)人の氏名					国民年金の種別	基礎年金番号	中	カ	元		2号書類
1	大昭平令西暦	男	世帯主	返納・( )	有無	有無	有無	有	有	有	有	健康保険証
	年 月 日	女		記載事項変更	1号 任意			無	無	無	無	年金手帳等
。	大昭平令西暦	男		返納・( )	有無	有無	有無	有無	有	有	有	その他

- 1 有有英 Yes/Yes/English  
This appears to be checkbox options - likely indicating "Yes" responses to two questions and possibly a language preference for "English"
- 2 返納・( ) 有無 Return/Surrender - ( ) Yes/No  
Check "Yes" if you need to return documents like residence card or health insurance card, "No" if not applicable
- 3 有無 Presence/Absence  
Check the appropriate box to indicate whether the item applies to you or not (Yes/No)
- 4 有無 Presence/Absence  
Check the appropriate box to indicate whether the item applies to you or not (Yes/No)
- 5 有無 Presence/Absence  
Check the appropriate box to indicate whether the item applies to you or not (Yes/No)
- 6 大昭平令西暦 Taishō, Shōwa, Heisei, Reiwa, Western Calendar  
Select the appropriate era system for dates - use Western Calendar (西暦) for standard year format like 2024
- 7 健康保険証 Health insurance card  
Japanese health insurance card. Can serve as secondary ID at some banks.
- 8 世帯主 Head of household  
Write the name of the person who is registered as the head of the household you're joining or leaving
- 9 記載事項変更 Change of Recorded Information  
Check this box if you're updating existing information in your residence record (like name change due to marriage) rather than moving addresses
- 10 年 月 日 Year Month Day  
Write the date in Japanese format (year/month/day) using Arabic numerals, typically the date you're submitting the form.
- 11 無無通 None/None/Notification  
This appears to be a checkbox or field code - likely leave blank or check "none" if you don't have the applicable documentation or notifications.
- 12 1号 任意 No. 1 Optional  
This indicates an optional field numbered "1" - fill out if applicable to your situation, but you can leave blank if it doesn't apply.
- 13 ( ) (blank field for writing)
- 14 有有英 Yes/Yes/English  
This appears to be checkbox options - likely indicating "Yes" responses to two questions and possibly a language preference for "English"
- 15 返納・( ) 有無 Return/Surrender - ( ) Yes/No  
Check "Yes" if you need to return documents like residence card or health insurance card, "No" if not applicable



異動者 — Person Table (Part 2/6)

			大昭平令西曆	男		返納・( )	有無	有無	有無	有無	有	有	英	□での世 ( )
2			年 月 日	女		記載事項変更	1号	任意			無	無	漢	□委任状
3			大昭平令西曆	男		返納・( )	有無	有無	有無	有無	有	有	英	□学校

- 1 有無 Presence/Absence  
Check the appropriate box to indicate whether the item applies to you or not (Yes/No)
- 2 有無 Presence/Absence  
Check the appropriate box to indicate whether the item applies to you or not (Yes/No)
- 3 有無 Presence/Absence  
Check the appropriate box to indicate whether the item applies to you or not (Yes/No)
- 4 大昭平令西曆 Taishō, Shōwa, Heisei, Reiwa, Western Calendar  
Select the appropriate era system for dates - use Western Calendar (西曆) for standard year format like 2024
- 5 □委任状 Letter of proxy / Power of attorney  
Required if someone else is filing on your behalf.
- 6 記載事項変更 Change of Recorded Information  
Check this box if you're updating existing information in your residence record (like name change due to marriage) rather than moving addresses
- 7 年 月 日 Year Month Day  
Write the date in Japanese format (year/month/day) using Arabic numerals, typically the date you're submitting the form.
- 8 無無通 None/None/Notification  
This appears to be a checkbox or field code - likely leave blank or check "none" if you don't have the applicable documentation or notifications.
- 9 1号 任意 No. 1 Optional  
This indicates an optional field numbered "1" - fill out if applicable to your situation, but you can leave blank if it doesn't apply.
- 10 有有英 Yes/Yes/English  
This appears to be checkbox options - likely indicating "Yes" responses to two questions and possibly a language preference for "English"
- 11 返納・( ) 有無 Return/Surrender - ( ) Yes/No  
Check "Yes" if you need to return documents like residence card or health insurance card, "No" if not applicable
- 12 有無 Presence/Absence  
Check the appropriate box to indicate whether the item applies to you or not (Yes/No)
- 13 有無 Presence/Absence  
Check the appropriate box to indicate whether the item applies to you or not (Yes/No)
- 14 有無 Presence/Absence  
Check the appropriate box to indicate whether the item applies to you or not (Yes/No)



異動者 — Person Table (Part 2/6) (continued)

15

大 昭 平 令 西曆 Taishō, Shōwa, Heisei, Reiwa, Western Calendar

Select the appropriate era system for dates - use Western Calendar (西曆) for standard year format like 2024



異動者 — Person Table (Part 3/6)

3		大昭平令西暦 年 月 日	女	返納・( ) 記載事項変更	1号 任意					有 無	漢 通	<input type="checkbox"/> 子供 <input type="checkbox"/> 児童手当 <input type="checkbox"/> 署名用電子証明書 <input type="checkbox"/> 住民票・印鑑登録 <input type="checkbox"/> 本籍地確認 <input type="checkbox"/> その他 ( )
4		大昭平令西暦 年 月 日	男	返納・( ) 記載事項変更	有 無 有 無 有 無 有 無	有 無	有 無	有 無	有 無	有 無	英 漢 通	

- 1記載事項変更 Change of Recorded Information
- Check this box if you're updating existing information in your residence record (like name change due to marriage) rather than moving addresses
- 2年 月 日 Year Month Day
- Write the date in Japanese format (year/month/day) using Arabic numerals, typically the date you're submitting the form.
- 31号 任意 No. 1 Optional
- This indicates an optional field numbered "1" - fill out if applicable to your situation, but you can leave blank if it doesn't apply.
- 4有 有 英漢 Yes / Yes / English-Chinese
- These appear to be checkbox options or language preferences - select "Yes" for applicable items and choose your preferred language support (English-Chinese likely indicates bilingual assistance available).
- 5□□住本民籍票地・ 確印認鑑登録 Seal (inkan / hanko)
- Personal seal stamp. Most ward offices accept a written signature for foreigners instead.
- 6有無 Presence/Absence
- Check the appropriate box to indicate whether the item applies to you or not (Yes/No)
- 7有無 Presence/Absence
- Check the appropriate box to indicate whether the item applies to you or not (Yes/No)
- 8有無 Presence/Absence
- Check the appropriate box to indicate whether the item applies to you or not (Yes/No)
- 9返納・ ( ) 有無 Return/Surrender - ( ) Yes/No
- Check "Yes" if you need to return documents like residence card or health insurance card, "No" if not applicable
- 10大 昭 平 令 西 暦 Taishō, Shōwa, Heisei, Reiwa, Western Calendar
- Select the appropriate era system for dates - use Western Calendar (西暦) for standard year format like 2024
- 11記載事項変更 Change of Recorded Information
- Check this box if you're updating existing information in your residence record (like name change due to marriage) rather than moving addresses
- 12年 月 日 Year Month Day
- Write the date in Japanese format (year/month/day) using Arabic numerals, typically the date you're submitting the form.
- 13無無通 None/None/Notification
- This appears to be a checkbox or field code - likely leave blank or check "none" if you don't have the applicable documentation or notifications.
- 141号 任意 No. 1 Optional
- This indicates an optional field numbered "1" - fill out if applicable to your situation, but you can leave blank if it doesn't apply.



異動者 — Person Table (Part 3/6) (continued)

15 ( ) (blank field for writing)

## 異動者 — Person Table (Part 4/6)

5		大昭平西 年 月 日	男  女	この( ) 記載事項変更	有無	有無	有無	有無	有無	有無	有無	有無	( ) 証明書発行履歴
	個人番号カード運用状況	確認時間	確認者	個人番号カード運用状況	確認時間	確認者	※個人番号カードをお持ちの方で、紙の転出証明書の発行が必要な理由						

- 1 有有英 Yes/Yes/English  
This appears to be checkbox options - likely indicating "Yes" responses to two questions and possibly a language preference for "English"
  - 2 返納・ ( ) 有無 Return/Surrender - ( ) Yes/No  
Check "Yes" if you need to return documents like residence card or health insurance card, "No" if not applicable
  - 3 有無 Presence/Absence  
Check the appropriate box to indicate whether the item applies to you or not (Yes/No)
  - 4 有無 Presence/Absence  
Check the appropriate box to indicate whether the item applies to you or not (Yes/No)
  - 5 有無 Presence/Absence  
Check the appropriate box to indicate whether the item applies to you or not (Yes/No)
  - 6 大 昭 平 令 西 暦 Taishō, Shōwa, Heisei, Reiwa, Western Calendar  
Select the appropriate era system for dates - use Western Calendar (西暦) for standard year format like 2024
  - 7 □ 証明書発行履歴 Certificate issuance history
  - 8 記載事項変更 Change of Recorded Information  
Check this box if you're updating existing information in your residence record (like name change due to marriage) rather than moving addresses
  - 9 年 月 日 Year Month Day  
Write the date in Japanese format (year/month/day) using Arabic numerals, typically the date you're submitting the form.
  - 10 無無通 None/None/Notification  
This appears to be a checkbox or field code - likely leave blank or check "none" if you don't have the applicable documentation or notifications.
  - 11 1号 任意 No. 1 Optional  
This indicates an optional field numbered "1" - fill out if applicable to your situation, but you can leave blank if it doesn't apply.
  - 12 ※ 個人番号カードをお持ちの方で、紙の転出証明書の発行が必要な理由 My Number (Individual Number) / Moving out  
12-digit number. Leave blank on first registration — it will be mailed to you after.
  - 13 確認時間 Confirmation Time
  - 14 確認者 Confirming Officer
  - 15 確認時間 Confirmation Time

**姓名** 王 明 **性别** 男 **出生日期** 1980-01-01 **身份证号** 110101198001010001

**籍贯** 北京市 **民族** 汉族 **职业** 教师 **工作单位** 北京市第一实验小学

**联系电话** 13801012345 **电子邮箱** wangming@example.com

**婚姻状况** 已婚 **配偶姓名** 李 华 **配偶身份证号** 110101198002020002

**家庭成员**

姓名	性别	出生日期	身份证号	职业	工作单位
王 明	男	1980-01-01	110101198001010001	教师	北京市第一实验小学
李 华	女	1980-02-02	110101198002020002	教师	北京市第二实验小学
王 强	男	2005-03-03	110101200503030003	学生	北京市第三实验小学
李 娜	女	2006-04-04	110101200604040004	学生	北京市第四实验小学

**健康状况** 良好 **最近体检日期** 2023-06-01 **体检医院** 北京市疾病预防控制中心

**其他信息** 无不良嗜好，无违法犯罪记录，无重大疾病史。

異動者 — Person Table (Part 5/6)

1	個人番号カード運用状況	確認時間	確認者	4	個人番号カード運用状況	確認時間	確認者	※個人番号カードをお持ちの方で、紙の転出証明書の発行が必要な理由
2	有⇒運用中・一時停止	:		5	有⇒運用中・一時停止	:		
	無⇒廃止等				無⇒廃止等			
	個人番号カード運用状況	確認時間	確認者		個人番号カード運用状況	確認時間	確認者	
	有⇒運用中・一時停止	.			有⇒運用中・一時停止	.		

備考欄

- 1 確認者 Confirming Officer
- 2 個人番号カード運用状況 My Number (Individual Number)  
12-digit number. Leave blank on first registration — it will be mailed to you after.
- 3 個人番号カード運用状況 My Number (Individual Number)  
12-digit number. Leave blank on first registration — it will be mailed to you after.
- 4 1有⇒運用中・一時停止 1 Yes ⇒ In use・ Temporarily suspended
- 5 4有⇒運用中・一時停止 4 Available ⇒ In use・ Temporarily suspended
- 6 無⇒廃止等 None⇒Abolished/etc.  
Select this if your previous address had no house number or if the address system was abolished/changed
- 7 無⇒廃止等 None⇒Abolished/etc.  
Select this if your previous address had no house number or if the address system was abolished/changed
- 8 確認時間 Confirmation Time
- 9 確認者 Confirming Officer
- 10 確認時間 Confirmation Time
- 11 確認者 Confirming Officer
- 12 個人番号カード運用状況 My Number (Individual Number)  
12-digit number. Leave blank on first registration — it will be mailed to you after.
- 13 個人番号カード運用状況 My Number (Individual Number)  
12-digit number. Leave blank on first registration — it will be mailed to you after.
- 14 備考欄 Remarks column  
Leave blank unless you have special circumstances to note - municipal staff will fill this if needed
- 15 2有⇒運用中・一時停止 2 Available⇒In operation・ Temporarily suspended



異動者 — Person Table (Part 6/6)

	個人番号カード運用状況	確認時間	確認者	個人番号カード運用状況	確認時間	確認者	備考欄
2	有⇒運用中・一時停止	.	5	有⇒運用中・一時停止	.		

1

5有⇒運用中・一時停止    5 Available ⇒ In Use· Temporarily Suspended

本人確認書類 — ID & Documents (Part 1/2)

[illegible]

- 1 確認時間 Confirmation Time
  - 2 確認者 Confirming Officer
  - 3 確認時間 Confirmation Time
  - 4 確認者 Confirming Officer
  - 5 個人番号カード運用状況 My Number (Individual Number)  
12-digit number. Leave blank on first registration — it will be mailed to you after.
  - 6 個人番号カード運用状況 My Number (Individual Number)  
12-digit number. Leave blank on first registration — it will be mailed to you after.
  - 7 備考欄 Remarks column  
Leave blank unless you have special circumstances to note - municipal staff will fill this if needed
  - 8 2有⇒運用中・一時停止 2 Available⇒In operation・ Temporarily suspended
  - 9 5有⇒運用中・一時停止 5 Available ⇒ In Use・ Temporarily Suspended
  - 10 無⇒廃止等 None⇒Abolished/etc.  
Select this if your previous address had no house number or if the address system was abolished/changed
  - 11 無⇒廃止等 None⇒Abolished/etc.  
Select this if your previous address had no house number or if the address system was abolished/changed
  - 12 確認時間 Confirmation Time
  - 13 確認者 Confirming Officer
  - 14 個人番号カード運用状況 My Number (Individual Number)  
12-digit number. Leave blank on first registration — it will be mailed to you after.
  - 15 世帯主住定日 Head of Household Residence Established Date  
Enter the date when the head of household first established residence at this address (format: year/month/day)

**姓名** 王明 **性别** 男 **出生日期** 1980-01-01 **身份证号** 110101198001010001

**住址** 北京市海淀区中关村大街100号1001室 **联系电话** 13910123456

**工作单位** 北京某某科技有限公司 **职位** 软件工程师

**婚姻状况** 已婚 **配偶姓名** 李娜 **配偶身份证号** 110101198002020002

**子女姓名** 王小明 **子女身份证号** 110101201003030003

**家庭成员** 王小红 (母亲) 身份证号: 110101195004040004

**房产信息** 北京市海淀区中关村大街100号1001室 (房产证号: 京房权证海字第12345号)

**车辆信息** 北京市公安局车辆管理所 (车牌号: 京A12345)

**其他信息** 本人声明以上信息真实有效, 如有虚假, 愿承担一切法律责任。

本人確認書類 — ID & Documents (Part 2/2)

個人番号カード運用状況		確認時間	確認者	世帯主住居日				年		月		日	
有⇒運用中・一時停止		:		受付	入力	審査	最終確認						
無⇒廃止等													

- 1年 月 日 Year Month Day  
Fill in the date using the Japanese calendar year (e.g., Reiwa 6 for 2024) or Western calendar year as accepted by your municipality
- 23有⇒運用中・一時停止 3 Available⇒In operation・ Temporarily suspended
- 3入力 Input
- 4審査 Review/Examination  
N/A (this is a section header for municipal office use during application processing)
- 5最終確認 Final Confirmation
- 6無⇒廃止等 None⇒Abolished/etc.  
Select this if your previous address had no house number or if the address system was abolished/changed

## 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 tōroku 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

記入方法を教えていただけますか？

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？

Mainanbā wa itsu todokimasu ka?

When will my My Number arrive?