

## §1 届出の種類 — Type of Notification

Japanese	Reading	English	Req	Tip / Notes
転入	Tennyu	Moving in (from another municipality)	✓	
転居	Tenkyo	Moving within the same municipality	✓	
転出	Tenshutsu	Moving out	✓	
世帯変更	Setai henkō	Change of household (head of household)		

## §2 届出日・異動日 — Filing Date &amp; Move Date

Japanese	Reading	English	Req	Tip / Notes
届出日	Todokede-bi	Date of filing	✓	Today's date. Use Japanese calendar or Western calendar.
異動日	Idō-bi	Date of move / change	✓	The date you actually moved into your new address.

## §3 新住所 — New Address

Japanese	Reading	English	Req	Tip / Notes
新住所	Shin-jūsho	New address	✓	The address you are moving TO.
方書	Katagaki	Building name / room number		Apartment/mansion name and room number. e.g. Room 301.
世帯主氏名	Setainushi shimei	Head of household name	✓	If you live alone, YOU are the head of household.
続柄	Tsuzukigara	Relationship to head of household	✓	See relationship terms table.

## §4 旧住所(前住所) — Previous Address

Japanese	Reading	English	Req	Tip / Notes
旧住所	Kyū-jūsho	Previous address	✓	If coming from abroad, write your country name.

## §5 異動者 — Person(s) Moving

Japanese	Reading	English	Req	Tip / Notes
氏名	Shimei	Full name	✓	Write in katakana for foreign names. Some forms require kanji.
フリガナ	Furigana	Phonetic reading (katakana)	✓	Write the katakana reading of your name. For example, John Smith would be ジョン・スミス.
生年月日	Seinengappi	Date of birth	✓	Format: 年(year) 月(month) 日(day). Use Japanese calendar.
性別	Seibetsu	Gender	✓	男 (otoko) = Male, 女 (onna) = Female. Circle the appropriate gender.
続柄	Tsuzukigara	Relationship to head of household	✓	See relationship terms table.
国籍・地域	Kokuseki / Chiiki	Nationality / Region	✓	Write your country of nationality. For Taiwan, use Chinese characters.
在留カード番号	Zairyū kādo bangō	Residence Card number	✓	Alphanumeric code on the front of your Residence Card.
在留資格	Zairyū shikaku	Residence status / Visa type	✓	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
在留期間	Zairyū kikan	Period of stay	✓	e.g. 1年, 3年, 5年. As shown on your Residence Card.
個人番号	Kojin bangō	My Number (Individual Number)		Leave blank on first registration

## §6 届出人 — Applicant (Person Filing)

Japanese	Reading	English	Req	Tip / Notes
氏名	Shimei	Applicant Name	✓	Write in katakana for foreign names. Some forms require kanji.
住所	Jūsho	Applicant Address	✓	Write in kanji if possible. Ward office staff may ask for kanji.
電話番号	Denwa bangō	Phone number	✓	Japanese mobile number preferred. Some forms require kanji.
署名	Shomei	Signature	✓	Sign your name. Foreigners can use a written signature.

## Useful Phrases — Print &amp; bring to the ward office

## 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 ○○ 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?