



## マイナポータルでの処理状況の確認方法

### STEP 01

マイナポータルにログインし  
「やること」を選択

### STEP 02

「やること」から  
「引越し」を選択

### STEP 03

転出元自治体が  
「完了」になっているか確認



# Sumida - 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

## 届出人情報 - Who Is Filing



## •マイナポータルでの処理状況の確認方法

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マイナポータルでの処理状況の確認方法 [マイナポータルでの処理状況の確認方法]

## 住所 - Addresses



- 1 STEP01 [STEP01]
- 2 STEP02 [STEP02]
- 3 STEP03 [STEP03]
- 4 マイナポータルにログインし [マイナポータルにログインし]
- 5 「やること」から [「やること」から]
- 6 転出元自治体が Moving out
- 7 「やること」を選択 [「やること」を選択]
- 8 「引越し」を選択 [「引越し」を選択]
- 9 「完了」になっているか確認 [「完了」になっているか確認]

## 異動者 - Person Table



- 1 ●●県●●市 [●●県●●市]
- 2 引越し [引越し]
- 3 完了しました [完了しました]
- 4 更新2020年〇月〇日 [更新2020年〇月〇日]
- 5 ●●県●●市から東京都墨田 [●●県●●市から東京都墨田]
- 6 2020年〇月〇日〇時〇分更新 [2020年〇月〇日〇時〇分更新]
- 7 処理中の場合、 [処理中の場合、]
- 8 区へ [区へ]
- 9 転入手手続きは Moving in (from another municipality or abroad)
- 10 できません [できません]

## 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?