



No.	フリガナ Furigana		フリガナ Furigana		生年月日 Date of Birth	性別 Gender	続柄 Relationship to Head of Household	※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 計	住居地届 桟	国民健康保険			後期 費者 資格	介護保険 資格	国民年金 受給年金番号	医療機関 就学事務	
	異動者氏名 Full Name	旧氏ノゾム称 Maiden Name/Alternative name (alias)	Residence Card No.	国籍・地域 Nationality/Place				在留期間 Period of Stay	住民票コード Residence Record Code	在留資格 Status of Residence			満了日 Expiration of Stay	資格	支給					回収
4		大・昭・平・令・西園	男 (男)	- -				<input type="checkbox"/> 個別 (電証有無)	有	般	郵	済		有	回	認定	有	強制:任意	医児	小学 中学 年生
5		大・昭・平・令・西園	男 (男)	- -				<input type="checkbox"/> 個別 (電証有無)	有	般	郵	済		有	回	認定	有	強制:任意	医児	小学 中学 年生
6		大・昭・平・令・西園	男 (男)	- -				<input type="checkbox"/> 個別 (電証有無)	有	般	郵	済		有	回	認定	有	強制:任意	医児	小学 中学 年生
7		大・昭・平・令・西園	男 (男)	- -				<input type="checkbox"/> 個別 (電証有無)	有	般	郵	済		有	回	認定	有	強制:任意	医児	小学 中学 年生
8		大・昭・平・令・西園	男 (男)	- -				<input type="checkbox"/> 個別 (電証有無)	有	般	郵	済		有	回	認定	有	強制:任意	医児	小学 中学 年生

備考:	□ 統合記載欄編集済	学齢簿作成
メモ:	有・要・消済	
モモ:	連絡( )済	

申請者の中に日本に住民登録されていた方はいますか?  
Is there any applicant who had once registered in Japan?

Yes      No

# 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 &amp; Dates (Part 1/2)

新宿区長宛て To: Mayor of Shinjuku City

住民異動届 Notification of Change in Residence

本人 (1) 世帯主・世帯員 (2) 代理人 (3)

ご署名欄 (4) 来庁者ご本人様が必ず自署してください  
Visitor's Full Name by handwriting (5) Name/Signature

## 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 通知書 (Notification of Change in Residence)

7 (新) (New)

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

8 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).

9 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

10 転居 Moving within the same municipality

11 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

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

13 受取人 (Recipient) Visitor's Full Name by handwriting

14 署名 Signature

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

15 世帯 Household

Write the name of the head of household (usually yourself if living alone, or the primary resident if in a family)



## タイトル・届出日 — Header & Dates (Part 2/2)

署名  
Name/Signature  
電話番号  
Telephone No.

- 1 全一全一全一全一全一全一転→→→→→ 变离併更証更Name/Signature  
Full/All One Transfer→→→→→ Change/Divorce/Merger/Up

2 出全一全一更 Complete departure - Complete - Complete - Change



## 届出人情報 — Who Is Filing (Part 1/2)

- 1 署名 Signature**  
Sign your name. Foreigners can use a written signature instead of a seal (inkan).
  - 2 世帯 Household**  
Write the name of the head of household (usually yourself if living alone, or the primary resident if in a family)
  - 3 全一全一全一全一全一全一全一転→→→変離併更証更Name/Signature**  
Full/All One Transfer→→→Change/Divorce/Merger/Up
  - 4 出全一全一更 Complete departure - Complete - Complete - Change**
  - 5 届出年月日 Date of Notification異動年月日 Date of Change Date of Notification / Date of Change**  
Enter the date you're submitting this form under "Date of Notification" and the actual date your residence changed under "Date of Change"
  - 6 If you are proxy, please write your address and relation to the applicant**  
If you are proxy, please write your address and relation to the applicant
  - 7 (Y)(M) (D) □住定日確認済 (Y)(M) (D) □Residence establishment date confirmed**  
This is a checkbox for municipal staff to mark when they've verified your move-in date - you don't need to fill this part.
  - 8 (Y)(M) (D) (Y)(M) (D)**  
Fill in Year, Month, and Day - use Western calendar format (e.g., 2024/03/15)
  - 9 ※別世帯の方の届出には委任状が必要です。 Letter of proxy / Power of attorney**  
Required if someone else is filing on your behalf.
  - 10 新住所 New address**  
The address you are moving TO.
  - 11 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.
  - 12 New Address**  
New Address
  - 13 Household**  
Household  
Enter your household composition details - typically the head of household and all family members living at the same address.



## 届出人情報 — Who Is Filing (Part 2/2)

No	フリガナ Furigana		フリガナ Furigana		生年月日 Date of Birth	性別 Gender	続柄 Relationship to Head of Household	※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.			各種カード預かり確認 計	住居地届 賃貸交換回数	国民健康保険 入力登録資格	後期高齢者保険 資格	介護保険 資格	国民年金受給年金番号	医療保険	就学事務
	異動者氏名 Full Name		旧氏名/通称 Maiden Name/Alternative name (alias)					Residence Card No.	Nationality	在留期間 Period of Stay								
4			大・昭・平・令・西暦		男			-	-		有	無	有	無	有	強制	有	有
	年(Y)・月(M)・日(D)										般	高	勤	未	認定	有	有	有
											勤	急	未	未	有	有	有	有
											無	未	未	未	有	有	有	有
											付	回	審査		回	回	回	回

1 異フ動リ者ガ氏ナ名FuFull Nigaanma e Name of Person Moving (Furigana)

Write your full name in katakana phonetic characters above your name written in Roman letters or kanji.

2 Maideフn NI旧リamガ氏e/Aナ! / tern通aFtiuve称r ingaamne a(alias)D a生te年 o月f B日ir th 性Gen別de rRHteeo続 uaHst eei Qualification

Refers to your legal status or eligibility (e.g., resident status, insurance qualification)

3 医小学 Medical Elementary School

4 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

5 有回 Available/Present

This likely indicates availability or presence status - check the appropriate box based on your current situation or document availability.

6 認定 Certification/Approval

This section is typically filled out by municipal office staff, not by you as the applicant.

7 (電証有無) (Electronic certificate presence/absence)

Indicate whether you have an electronic certificate (usually refers to MyNumber card with IC chip functionality) by checking yes or no.

8 · (M) · (M)

9 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.

10 · · (ellipsis/continuation marks)

11 □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.

12 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.

13 -児 -child

This indicates a section for listing children/dependents in your household registration.

14 住特 Special Resident

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

15 年生 Year/Grade



## 住所 — Addresses (Part 1/4)

新住所 New Address		新世帯主 Head of Household	訪問者の関係 Relation to the applicant	
旧住所 Previous Address		旧世帯主 Head of Household	本人確認 ①運転免許証・旅券・個人・住カ（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	
本籍地 (日本人の方のみ)		筆頭者	既存 新規 特別方 枝号 書 記 地図 (P. - ) 付添図	
			<input type="checkbox"/> 特出確認 要 <input type="checkbox"/> 住居表示係 要 <input type="checkbox"/> 特別方書確認要  なし	
フリガナ Furigana	フリガナ Furigana	生年月日 性別 年齢	※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 住民登録証明書 国民健康保険 後期高齢者 介護保険 国民年金 医療保険 公民館登録証明書	

- 1 新住所 New address**  
The address you are moving TO.
  - 2 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.
  - 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 旧住所 Previous address**  
If coming from abroad, write your country name (e.g. アメリカ合衆国).
  - 8 HHoeuasdeh oofld N/A** - This appears to be garbled/corrupted text, not valid Japanese
  - 9 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)
  - 10 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.
  - 11 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.
  - 12 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
  - 13 (日本人の方のみ) (Japanese nationals only)**
  - 14 地図(P- -)付定図 Map (P- -) attached fixed diagram**  
N/A - this is a reference code for the official zoning/address map that municipal staff use for verification



## 住所 — Addresses (Part 1/4) (continued)

15

Maide フルネーム / Alternative Name (alias), Date of Birth, Gender, Relationship to Head of Household

Former Name/Alternative Name (alias), Date of Birth, Gender, Relationship to Head of Household

※For foreign residents: Residence Card or Special Permanent Resident Card number and status of residence information in the designated foreign resident section.

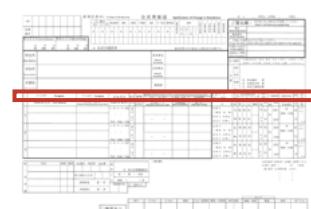
## 住所 — Addresses (Part 2/4)

No	① フリガナ Furigana	フリガナ Furigana	生年月日	性別	続柄 Relationship	※外国人の方のみ記入ください。 Note: This section is only for the use of foreign residents.	各種カード等の番号 Residence Card No.	国籍・地域 Nationality	在留期間 Period of Stay	預かり確認 Pre-arrival Confirmation	地図 (P)	付定図
	■ 職業者名 Full Name	■ 旧氏ノ通称 Old Name	■ Date of Birth									

1 異動り者ガ氏ナ名FuFullr iNgaanma e Person Moving - Full Name

Write your complete legal name as it appears on your residence card or passport.

2 No No



## 住所 — Addresses (Part 3/4)

4	年(Y)・月(M)・日(D)	男 男 女 女	- -	- -	□個人 □在カ □住カ	電証 有無) □特永 □無し	有 無 般 高 郵 区	般 窓 濟 未 分 区	郵 未 回 未 回 未	済 未 有 回 有 回	認定 有 回 有 回	強制 任意 住特 強制 任意 住特	医 児 小 中 学 生
5	年(Y)・月(M)・日(D)	男 男 女 女	- -	- -	□個人 □在カ □住カ	電証 有無) □特永 □無し	有 無 般 高 郵 区	般 窓 濟 未 分 区	郵 未 回 未 回 未	済 未 有 回 有 回	認定 有 回 有 回	強制 任意 住特 強制 任意 住特	医 児 小 中 学 生

1 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.

2 · · (ellipsis/continuation marks)

3 □在カ □特永 □無し □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.

4 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.

5 -児 -child

This indicates a section for listing children/dependents in your household registration.

6 住特 Special Resident

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

7 年生 Year/Grade

8 □(個電力証有無) 有般郵済 有回有認定強制 : 有任意医小中学

□(Individual number card: Yes/No) Yes General Mail Completed Yes Return Yes Certification Mandatory: Yes Voluntary Medical Elementary/Middle School

Check "Yes" or "No" for individual number card possession; this section tracks various administrative statuses and may be pre-filled by office staff

9 大・昭・平・令・西暦男・(M) Western calendar

Use Gregorian calendar years (e.g., 2024) instead of Japanese era years

10 □在カ □特永 □無し □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.

11 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.

12 -児 -child

This indicates a section for listing children/dependents in your household registration.

13 住特 Special Resident

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

14 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

15 年生 Year/Grade



## 住所 — Addresses (Part 4/4)

6	年(M)・月(M)・日(D)	大・昭・平・令・西暦	男	口住力	口無し	有	般	郵	済	分	回	有	認定	有	強制	任意	住特	小学
			女	口在力	(電証 有 無)	無	高	急	未	未	未	有	有	有	有	有	有	中学生
				口住力	口無し	無	高	急	未	未	未	有	有	有	有	有	有	中学生
																		年生

1 医小学 Medical Elementary School

2 有回 Available/Present

This likely indicates availability or presence status - check the appropriate box based on your current situation or document availability.

3 認定 Certification/Approval

This section is typically filled out by municipal office staff, not by you as the applicant.

4 有般郵済 Regular mail completed

N/A (this is an administrative marking indicating postal processing status)

5 ( 電証有 無 ) (Electronic certificate: Yes/No)

Circle "有" (yes) if you have an electronic certificate for your residence card, or "無" (no) if you don't

6 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.

7 · (M) · (M)

8 · · (ellipsis/continuation marks)

9 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.

10 -児 -child

This indicates a section for listing children/dependents in your household registration.

11 住特 Special Resident

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

12 年生 Year/Grade



## 異動者 — Person Table (Part 1/6)

No	フリガナ Furigana 異動者氏名 Full Name	フリガナ Furigana 旧氏名/通称 Maiden Name/Alternative name (alias)	生年月日 Date of Birth	性別 Gender	続柄 Relationship to Head of Household	※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.					
						在留カード等の番号 Residence Card No.	国籍・地域 Nationality	在留期間 Period of Stay	各種カード預かり確認 計	地図 (P)	国民健康保険
1			大・昭・平・令・西脇	男 ♂	女 ♀	- -	- -	般 郵 済 有 回 有 認定 有 強制 有 注意	般 郵 済 有 回 有 認定 有 強制 有 注意	般 郵 済 有 回 有 認定 有 強制 有 注意	小学 中学 年少
			年(Y)・月(M)・日(D)								
			大・昭・平・令・西脇	男 ♂							

- 1 Maide フn N旧リamガ氏e/AナI / tern通aFtiuve称r ingaamne a(alias)D a生te年 of月 B日ir th 性Gen別de rRHteeo続l uaHst eeic  
 Former Name/Alternative Name (alias), Date of Birth, Gender, Relationship to Head of Household ※For foreign residents: Residence Card or Special Permanent Resident Card number and status of residence information in the designated foreign resident section.
- Foreign residents should fill in their residence card number and status of residence information in the designated foreign resident section.

2 異フ動リ者ガ氏ナ名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 医小学 Medical Elementary School

5 有回 Available/Present

This likely indicates availability or presence status - check the appropriate box based on your current situation or document availability.

6 認定 Certification/Approval

This section is typically filled out by municipal office staff, not by you as the applicant.

7 有般郵済 Regular mail completed

N/A (this is an administrative marking indicating postal processing status)

8 (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

9 · (M) · (M)

10 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.

11 分区未 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.

12 -児生年 - year student

Enter the school grade level of the child (e.g., 1st year, 2nd year, etc.)

13 住特 Special Resident

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

14 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.

15 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.



## 異動者 — Person Table (Part 2/6)

1	大・昭・平・命・西園	男	□個カ 電証有無)	有	般	郵	済	有	回	認定	有	医	小学
2	年(Y)・月(M)・日(D)		□在カ □特永	無	高	窓	未	区	未	強制	任意	生	中学
3	大・昭・平・命・西園	女	□住カ □無し		有	般	郵	済	有	回	認定	有	医

## 1 認定 Certification/Approval

This section is typically filled out by municipal office staff, not by you as the applicant.

· (M) · (M)

## 2 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.

2 2 22

3 □在カ □特永 □無し □高窓 □未 □区未 □済 □有 □回 □認定 □有 □医 □小学

Check the appropriate boxes that apply to your status and situation when submitting the form.

## 4 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.

5 -児 -child

This indicates a section for listing children/dependents in your household registration.

## 6 住特 Special Resident

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

## 7 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

## 8 年生 Year/Grade

## 9 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.

## 10 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.

## 11 認定 Certification/Approval

This section is typically filled out by municipal office staff, not by you as the applicant.

## 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 · (M) · (M)



## 異動者 — Person Table (Part 3/6)

3			年(Y)・月(M)・日(D)	姓(姓)	名(名)	性(性)	(電証 有無)	有(有)	般(般)	郵(郵)	済(済)	有(有)	認定(認定)	強制(強制)	任意(任意)	医(医)	中(中)	学(学)
新 旧	氏名 姓 名	統柄 姓 名	備考 備 考	9-1通知 9-1通知	CS送信 CS送信	19-1通 19-1通	備 考 備 考	<input checked="" type="checkbox"/> 在カ <input type="checkbox"/> 特永 <input type="checkbox"/> 無高窓未 <input type="checkbox"/> 転入通知入力有	<input type="checkbox"/> 在カ <input type="checkbox"/> 特永 <input type="checkbox"/> 無高窓未 <input type="checkbox"/> 有要消済	<input type="checkbox"/> 無 <input type="checkbox"/> 高 <input type="checkbox"/> 窓未 <input type="checkbox"/> 未分	<input type="checkbox"/> 郵 <input type="checkbox"/> 急未 <input type="checkbox"/> 未	<input type="checkbox"/> 済 <input type="checkbox"/> 未	<input type="checkbox"/> 有 <input type="checkbox"/> 未	<input type="checkbox"/> 認定 <input type="checkbox"/> 未	<input type="checkbox"/> 強制 <input type="checkbox"/> 未	<input type="checkbox"/> 任意 <input type="checkbox"/> 往特	<input type="checkbox"/> 医 <input type="checkbox"/> 中生	
<備考欄>																		
<input type="checkbox"/> 宛名紐付 <input type="checkbox"/> 前住所 <input type="checkbox"/> 本籍 <input type="checkbox"/> 附票 <input type="checkbox"/> C S <input type="checkbox"/> Address																		
<input type="checkbox"/> 個人番号 <input type="checkbox"/> 新規付番 <input type="checkbox"/> あり My Number (Individual Number)																		
<input type="checkbox"/> 統合記載欄編集済 Integrated record section editing completed																		
<input type="checkbox"/> 説明 Description																		
<input type="checkbox"/> 個人番号 <input type="checkbox"/> 新規付番 <input type="checkbox"/> あり Individual Number (Individual Number)																		

1 . . . (ellipsis/continuation marks)

2 在カ 特永 無高窓未 転入通知入力有 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.

3 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.

4 -児 -child

This indicates a section for listing children/dependents in your household registration.

5 住特 Special Resident

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

6 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

7 年生 Year/Grade

8 &lt;備考欄&gt; &lt;Remarks Section&gt;

9 宛名紐付 前住所 本籍 附票 C S Address

Write in kanji if possible. Ward office staff can help you look up the correct kanji for your address.

10 新N-----氏--名-----統--柄--[2備8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-Remarks  
N/A (this appears to be form layout/formatting text rather than fillable fields)11 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.

12 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.

13 統合記載欄編集済  Integrated record section editing completed

N/A (this is an administrative checkbox for office use only)

14 ×有・要・消済 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.

15 転入通知入力有 Moving in (from another municipality or abroad)



## 異動者 — Person Table (Part 4/6)

旧 世 帯			搬入通知入力欄	①	連絡 ( ) 濟			
			期間経過	② 要・済				
			受理通知	③ 要・済	学齢簿作成	<input type="checkbox"/> 国保4F		

1 連絡 ( Contact (

2 要・済 Required/Completed

Check the appropriate box - "要" (required) if the action is needed, "済" (completed) if already done

3 学 齢 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)

4 要・済 Required/Completed

Check the appropriate box - "要" (required) if the action is needed, "済" (completed) if already done



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## 異動者 — Person Table (Part 5/6)

6		年(Y)・月(M)・日(D) 大・昭・平・令・西暦	女(の)	- -		□在カ □特永 □住カ □無し	無 高 密 未	□区分 □未分	有 回 有 区・未 分	有 回 有 区・未 分	住特 住特 住特	児 医 小 中 学 生
7		年(Y)・月(M)・日(D) 大・昭・平・令・西暦	男 (め)	- -		□個力 (電証 有無)	有 般 郵 済	□区分 □未分	有 回 有 区・未 分	認定 強制:任意 有 回 有 区・未 分	有 回 有 区・未 分	児 医 小 中 学 生
8		年(Y)・月(M)・日(D) 大・昭・平・令・西暦	男 (め)	- -		□個力 (電証 有無)	有 般 郵 済	□区分 □未分	有 回 有 区・未 分	認定 強制:任意 有 回 有 区・未 分	有 回 有 区・未 分	児 医 小 中 学 生

**備考:**  学齢簿作成  統合記載欄編集済

11 申請者の中に日本に住民登録されていた方はいますか?  
Is there any applicant who had once registered in Japan?

**1** -児 -child

This indicates a section for listing children/dependents in your household registration.

**2** 住特 Special Resident

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

**3** 年生 Year/Grade**4** 大・昭・平・令・西暦男・(M) Western calendar

Use Gregorian calendar years (e.g., 2024) instead of Japanese era years

**5**  (個電力証有無) 有般郵済 有回有認定強制:有任意医小中学学

(Individual number card: Yes/No) Yes General Mail Completed Yes Return Yes Certification Mandatory: Yes Voluntary Medical Elementary/Middle School  
Check "Yes" or "No" for individual number card possession; this section tracks various administrative statuses and may be pre-filled by office staff

**6** 年生 Year/Grade**7**  (個電力証有無) 有般郵済 有回有認定強制:有任意医小中学学

(Individual telephone card certificate: Yes/No) Yes General Mail Completed Yes Return Yes Yes Certification Mandatory: Yes Voluntary Medical Elementary/Middle School

**8** 大・昭・平・令・西暦男・(M) Western calendar

Use Gregorian calendar years (e.g., 2024) instead of Japanese era years

**9**  在カ  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.

**10** 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.

**11** 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

**12** 年生 Year/Grade**13** 学齢簿作成 School Age Register Creation

N/A - this is a system process label indicating creation of school enrollment records for school-age children

**14** 申請者の中に日本に住民登録されていた方はいますか? Yes

Check this box or circle this option to indicate 'yes' or agreement

**15**  統合記載欄編集済  Integrated record entry section edited/completed

N/A - this is an administrative checkbox for office use only



## 異動者 — Person Table (Part 6/6)

□ 統合記載欄編集済	
有 · 要 · 消済	
ヨリ連絡 ( ) 済	

申請者の中に日本に住民登録されていました方はいますか?  
Is there any applicant who had once registered in Japan?

\*Yes      No

**1** Is there any applicant who had once registered in Japan?    Is there any applicant who had once registered in Japan?

Check "yes" if you or anyone on this form previously lived in Japan and was registered in the resident registration system, even if you moved away and are now returning.

**2** × 有 · 要 · 消済 Seal - Have/Need/Completed

Check the appropriate box: "有" if you have a registered seal, "要" if you need one, or "消済" if already processed/completed

**3** Yes    No    Yes    No

**4** 連絡 ( ) Contact ( )

This is likely the start of a contact information section - prepare to fill in your phone number or email address.

**5** ) 済 ( ) Completed



## 本人確認書類 — ID & Documents

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 受理通知	<input type="checkbox"/> 要・済									
<input type="checkbox"/> 裏面あり		<input type="checkbox"/> 受付	<input type="checkbox"/> C S ①	<input type="checkbox"/> C S ②	<input type="checkbox"/> 確認	<input type="checkbox"/> 入力・仮更新	<input type="checkbox"/> 審査・本更新	<input type="checkbox"/> 番号記載	<input type="checkbox"/> カード	<input type="checkbox"/> 続続・券面	<input type="checkbox"/> 審査	<input type="checkbox"/> 返却	<input type="checkbox"/> 完了入力

1 学 齢 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)

2 要・済 Required/Completed

Check the appropriate box - "要" (required) if the action is needed, "済" (completed) if already done

3 力一ド Card

This likely refers to your residence card (在留カード) number or mynumber card - check the surrounding context to determine which card information is required.

4 入力・仮更新審査・本更新番号記載 Input/Provisional Update Review/Main Update Number Entry

5 審査 Review/Examination

N/A (this is a section header for municipal office use during application processing)

6 完了入力 Input Complete

7 確認 Confirmation

8 返却 Return/Returned

9 受付 Reception/Received

N/A (this is for office use only - staff will stamp/fill this section when they receive your form)

10 C S ① CS①

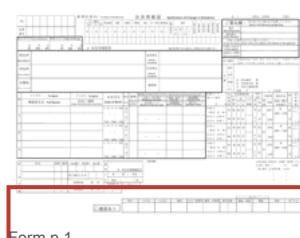
N/A - this is a form section code used for administrative processing

11 C S ② CS②

N/A - this is likely a form section code or administrative reference number used by municipal office staff for processing

12 裏面あり  Reverse side exists

N/A if it's just instructions/layout text



Form p.1

## 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

**○○区から転入します**

○○-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?