

(宛先) 奈良市長

※窓口に来られた方の本人確認書類をご提示ください

世帯コード				
旧				
新				
仮更新		確認	本更新	確認

Nara — 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

1. 本人 2. 世帯主 同一世帯員 3. 受任者 (統制) Head of household / Relationship to head of household

The primary person in a household for registration purposes. If you live alone, you are the head of household. See relationship terms table.

住民異動届 [住民異動届]

(宛先) 奈良市長 [(宛先) 奈良市長]

出所 [出所]

電話 () - [電話 () -]

令和 [令和]

令和 [令和]

届出の日 [届出の日]

年 月 日異動の日 [年 月 日異動の日]

年 月 日 [年 月 日]

11 押印の必要はありません Seal (inkan / hanko)
Personal seal stamp. Most ward offices accept a written signature for foreigners instead.

号マンション名等 [号マンション名等]

番地 Street number

Write the building/house number portion of your address (e.g., '123' from '123 Main Street')

Figure 1 shows a sample of a Japanese family register (koseki) for the family of Mr. Tanaka. The document is titled "住民基本台帳" (Resident Basic Register) and shows the family structure of Mr. Tanaka (Tanaka Kenji). It includes the names and birth dates of Mr. Tanaka, his wife (Tanaka Yoko), and their children (Tanaka Kenji, Tanaka Yoko, Tanaka Kenji, Tanaka Yoko, Tanaka Kenji, Tanaka Yoko). The document is a standard Japanese koseki record.

セクション 2 — Section 2

※※窓太にく来内を

住所

旧

番地

番

号

マンション名等

主

世帯主

(フリガナ)

No.

異動者氏名 (Name)

生年月日 (Date Of Birth)

性別

続柄

国

保

個カード

在力・特永

住民票コード

新付番

異動

全一

全一

一

一

へ

そ

- 1

番地 Street number

Write the building/house number portion of your address (e.g., '123' from '123 Main Street')
- 2

号マンション名等 [号マンション名等]
- 3

(フリガナ) Phonetic reading (katakana)

Write your name in katakana characters above the corresponding kanji/hiragana in your name
- 4

番地 Street number

Write the building/house number portion of your address (e.g., '123' from '123 Main Street')
- 5

にくNo異動者氏名 (Name) 生年月日 (Date Of Birth) 性別続柄国 保個カード

Date of birth / Gender

Format: 年(year) 月(month) 日(day). Use Japanese calendar (令和/平成) or Western year.
男 (otoko) = Male, 女 (onna) = Female. Circle the appropriate one.
- 6

在力・特永 [在力・特永]
- 7

住民票コード 新付番 Resident Registry Code

11-digit code assigned to each resident. Different from My Number. Usually not needed by applicants.
- 8

(フリガナ) Phonetic reading (katakana)

Write the katakana reading of your name. For foreign names, this IS your name in katakana.
- 9

明・大・昭・平・令・西暦男 Taishō · Shōwa · Heisei / Taishō · Shōwa / Western calendar

Circle the era your birth year falls in: Taishō (1912-1926), Shōwa (1926-1989), or Heisei (1989-2019) Japanese era names - checkboxes for birth year era period
- 10

全全一一 (そ [全全一一 (そ]



セクション 3 — Section 3

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120 121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140 141 142 143 144 145 146 147 148 149 150 151 152 153 154 155 156 157 158 159 160 161 162 163 164 165 166 167 168 169 170 171 172 173 174 175 176 177 178 179 180 181 182 183 184 185 186 187 188 189 190 191 192 193 194 195 196 197 198 199 200 201 202 203 204 205 206 207 208 209 210 211 212 213 214 215 216 217 218 219 220 221 222 223 224 225 226 227 228 229 230 231 232 233 234 235 236 237 238 239 240 241 242 243 244 245 246 247 248 249 250 251 252 253 254 255 256 257 258 259 260 261 262 263 264 265 266 267 268 269 270 271 272 273 274 275 276 277 278 279 280 281 282 283 284 285 286 287 288 289 290 291 292 293 294 295 296 297 298 299 300 301 302 303 304 305 306 307 308 309 310 311 312 313 314 315 316 317 318 319 320 321 322 323 324 325 326 327 328 329 330 331 332 333 334 335 336 337 338 339 340 341 342 343 344 345 346 347 348 349 350 351 352 353 354 355 356 357 358 359 360 361 362 363 364 365 366 367 368 369 370 371 372 373 374 375 376 377 378 379 380 381 382 383 384 385 386 387 388 389 390 391 392 393 394 395 396 397 398 399 400 401 402 403 404 405 406 407 408 409 410 411 412 413 414 415 416 417 418 419 420 421 422 423 424 425 426 427 428 429 430 431 432 433 434 435 436 437 438 439 440 441 442 443 444 445 446 447 448 449 450 451 452 453 454 455 456 457 458 459 460 461 462 463 464 465 466 467 468 469 470 471 472 473 474 475 476 477 478 479 480 481 482 483 484 485 486 487 488 489 490 491 492 493 494 495 496 497 498 499 500 501 502 503 504 505 506 507 508 509 510 511 512 513 514 515 516 517 518 519 520 521 522 523 524
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- 1 明・大・昭・平・令・西暦男 Taishō・Shōwa・Heisei / Taishō・Shōwa / Western calendar
Circle the era your birth year falls in: Taishō (1912-1926), Shōwa (1926-1989), or Heisei (1989-2019) Japanese era names - checkboxes for birth year era period
 - 2 全全一 (そ [全全一 (そ]
 - 3 年見介印個人番号 新付番 My Number (Individual Number) / Individual / Seal (inkan / hanko)
12-digit number. Leave blank on first registration — it will be mailed to you after. Used to distinguish individual applications from household or corporate ones
 - 4 ・ ・ ・ ・ の [・ ・ ・ ・ の]
 - 5 年 月 日女 [年 月 日女]
 - 6 た入 [た入]
 - 7 全一全一) 他 [全一全一) 他]
 - 8 在力・特永 [在力・特永]
 - 9 住民票コード 新付番 Resident Registry Code
11-digit code assigned to each resident. Different from My Number. Usually not needed by applicants.
 - 10 (フリガナ) Phonetic reading (katakana)
Write the katakana reading of your name. For foreign names, this IS your name in katakana.
 - 11 明・大・昭・平・令・西暦男 Taishō・Shōwa・Heisei / Taishō・Shōwa / Western calendar
Circle the era your birth year falls in: Taishō (1912-1926), Shōwa (1926-1989), or Heisei (1989-2019) Japanese era names - checkboxes for birth year era period
 - 12 ・ ・ 年見介印個人番号 新付番 My Number (Individual Number) / Individual / Seal (inkan / hanko)
12-digit number. Leave blank on first registration — it will be mailed to you after. Used to distinguish individual applications from household or corporate ones
 - 13 本<2 [本<2]

The image shows a Japanese tax form, Form 1040, with a red box highlighting a specific section. The form is titled "市県民税" (Municipal and Prefectural Tax) and "所得課税" (Income Tax). The red box highlights the section for "所得税" (Income Tax) and "所得控除" (Income Deductions). The form includes various fields for personal information, income, and deductions, with a red box highlighting the "所得税" (Income Tax) and "所得控除" (Income Deductions) section.

セクション 4 — Section 4

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本く
人だ
確さ
認い
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2

旧氏 (フリガナ)

明・大・昭・平・令・西暦

男

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記載預り

年

見

介

印

個人番号

新付番

在力・特永

記載預り

住民票コード

新付番

増

転入

国転入

特例転入

転出

30

46

国外転入

30

47

者中資格取得

- 1

明・大・昭・平・令・西暦男 Taishō · Shōwa · Heisei / Taishō · Shōwa / Western calendar

Circle the era your birth year falls in: Taishō (1912-1926), Shōwa (1926-1989), or Heisei (1989-2019) Japanese era names - checkboxes for birth year era period
- 2

・・年見介印個人番号 新付番 My Number (Individual Number) / Individual / Seal (inkan / hanko)

12-digit number. Leave blank on first registration — it will be mailed to you after. Used to distinguish individual applications from household or corporate ones
- 3

本<2 [本<2]
- 4

転国特転(30国外(30者中 [転国特転(30国外(30者中]
- 5

年 月 日女 [年 月 日女]
- 6

人だ [人だ]
- 7

外例出一外一資長 [外例出一外一資長]
- 8

格期 [格期]
- 9

在力・特永 [在力・特永]
- 10

住民票コード 新付番 Resident Registry Code

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

転転取46転47取在 [転転取46転47取在]
- 12

(フリガナ) Phonetic reading (katakana)

Write the katakana reading of your name. For foreign names, this IS your name in katakana.
- 13

明・大・昭・平・令・西暦男 Taishō · Shōwa · Heisei / Taishō · Shōwa / Western calendar

Circle the era your birth year falls in: Taishō (1912-1926), Shōwa (1926-1989), or Heisei (1989-2019) Japanese era names - checkboxes for birth year era period
- 14

・・年記記載預介り印個人番号 新付番 My Number (Individual Number) / Individual / Seal (inkan / hanko)

12-digit number. Leave blank on first registration — it will be mailed to you after. Used to distinguish individual applications from household or corporate ones
- 15

入□入□入□消□) 入人) □得留 [入□入□入□消□) 入人) □得留]



セクション 5 — Section 5 (Part 1/2)

[illegible]

- | | | | | | |
|----|---|--------------|------|--|---|
| 1 | 転転取46転47取在 | [転転取46転47取在] | | | |
| 2 | (フリガナ) Phonetic reading (katakana) | | | | |
| | Write the katakana reading of your name. For foreign names, this IS your name in katakana. | | | | |
| 3 | 明 ・ 大 ・ 昭 ・ 平 ・ 令 ・ 西暦男 Taishō ・ Shōwa ・ Heisei / Taishō ・ Shōwa / Western calendar | | | | |
| | Circle the era your birth year falls in: Taishō (1912-1926), Shōwa (1926-1989), or Heisei (1989-2019) Japanese era names - checkboxes for birth year era period | | | | |
| 4 | ・ ・ 年記見載預介り印個人番号 | | 新付番 | | My Number (Individual Number) / Individual / Seal (inkan / hanko) |
| | 12-digit number. Leave blank on first registration — it will be mailed to you after. Used to distinguish individual applications from household or corporate ones | | | | |
| 5 | 入□入入□消□) 入人) □得留 [入□入入□消□) 入人) □得留] | | | | |
| 6 | 書。3 [書。3] | | | | |
| 7 | 年 月 日女 [年 月 日女] | | | | |
| 8 | 項個 [項個] | | | | |
| 9 | 例転 [例転] | | | | |
| 10 | 外転 [外転] | | | | |
| 11 | 住民票コード | | 新付番減 | | Resident Registry Code |
| | 11-digit code assigned to each resident. Different from My Number. Usually not needed by applicants. | | | | |
| 12 | 在記力載・預 特り永 [在記力載・預 特り永] | | | | |
| 13 | (フリガナ) Phonetic reading (katakana) | | | | |
| | Write the katakana reading of your name. For foreign names, this IS your name in katakana. | | | | |
| 14 | 更届記載 [更届記載] | | | | |
| 15 | 明 ・ 大 ・ 昭 ・ 平 ・ 令 ・ 西暦男 Taishō ・ Shōwa ・ Heisei / Taishō ・ Shōwa / Western calendar | | | | |
| | Circle the era your birth year falls in: Taishō (1912-1926), Shōwa (1926-1989), or Heisei (1989-2019) Japanese era names - checkboxes for birth year era period | | | | |

The image shows a Japanese tax form (likely a 1040) with a red box highlighting a specific section. The form contains various fields for personal information, income, and deductions. The red box is located in the middle-right section, covering several rows of data.

提 4 1977 明・大・昭・平・令・西暦 男 有 3 記載 1977 1978 1979 1980 1981 1982 1983 1984 1985 1986 1987 1988 1989 1990 1991 1992 1993 1994 1995 1996 1997 1998 1999 2000 2001 2002 2003 2004 2005 2006 2007 2008 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018 2019 2020 2021 2022 2023 2024 2025 2026 2027 2028 2029 2030 2031 2032 2033 2034 2035 2036 2037 2038 2039 2040 2041 2042 2043 2044 2045 2046 2047 2048 2049 2050 2051 2052 2053 2054 2055 2056 2057 2058 2059 2060 2061 2062 2063 2064 2065 2066 2067 2068 2069 2070 2071 2072 2073 2074 2075 2076 2077 2078 2079 2080 2081 2082 2083 2084 2085 2086 2087 2088 2089 2090 2091 2092 2093 2094 2095 2096 2097 2098 2099 2100 2101 2102 2103 2104 2105 2106 2107 2108 2109 2110 2111 2112 2113 2114 2115 2116 2117 2118 2119 2120 2121 2122 2123 2124 2125 2126 2127 2128 2129 2130 2131 2132 2133 2134

1

新付番

12-digit number. Leave blank on first registration — it will be mailed to you after. Used to distinguish individual applications from household or corporate ones

市民登録簿 (Shimin Seisaku)

氏名 (Name): 田中 一郎 (Tanaka Ichiro)

生年月日 (Date of Birth): 1945.05.15

性別 (Sex): 男 (Male)

職業 (Occupation): 会社員 (Company Employee)

家族構成 (Family Composition):

氏名 (Name)	生年月日 (Date of Birth)	性別 (Sex)	職業 (Occupation)
田中 一郎 (Tanaka Ichiro)	1945.05.15	男 (Male)	会社員 (Company Employee)
田中 二郎 (Tanaka Jiro)	1948.03.10	男 (Male)	会社員 (Company Employee)
田中 三郎 (Tanaka Saburo)	1950.08.20	男 (Male)	会社員 (Company Employee)
田中 四郎 (Tanaka Shiro)	1952.12.05	男 (Male)	会社員 (Company Employee)
田中 五郎 (Tanaka Goro)	1955.01.18	男 (Male)	会社員 (Company Employee)
田中 六郎 (Tanaka Roro)	1957.06.25	男 (Male)	会社員 (Company Employee)
田中 七郎 (Tanaka Shichiro)	1959.09.12	男 (Male)	会社員 (Company Employee)
田中 八郎 (Tanaka Hachiro)	1961.11.03	男 (Male)	会社員 (Company Employee)
田中 九郎 (Tanaka Kuro)	1963.04.17	男 (Male)	会社員 (Company Employee)
田中 十郎 (Tanaka Juro)	1965.07.22	男 (Male)	会社員 (Company Employee)

田中 一郎 (Tanaka Ichiro)

田中 二郎 (Tanaka Jiro)

田中 三郎 (Tanaka Saburo)

田中 四郎 (Tanaka Shiro)

田中 五郎 (Tanaka Goro)

田中 六郎 (Tanaka Roro)

田中 七郎 (Tanaka Shichiro)

田中 八郎 (Tanaka Hachiro)

田中 九郎 (Tanaka Kuro)

田中 十郎 (Tanaka Juro)

セクション 6 — Section 6

[illegible]

- 1 在記力載・預 特リ永 [在記力載・預 特リ永]
 - 2 更届記載 [更届記載]
 - 3 明・大・昭・平・令・西曆男 Taishō・Shōwa・Heisei / Taishō・Shōwa / Western calendar
Circle the era your birth year falls in: Taishō (1912-1926), Shōwa (1926-1989), or Heisei (1989-2019) Japanese era names - checkboxes for birth year era period
 - 4 ・・年見介印個人番号 新付番 My Number (Individual Number) / Individual / Seal (inkan / hanko)
12-digit number. Leave blank on first registration — it will be mailed to you after. Used to distinguish individual applications from household or corporate ones
 - 5 年 月 日女 [年 月 日女]
 - 6 □□□□□ [□□□□□]
 - 7 在記力載・預 特リ永 [在記力載・預 特リ永]
 - 8 住民票コード 新付番変転世帯世帯世帯構世帯 Resident Registry Code
11-digit code assigned to each resident. Different from My Number. Usually not needed by applicants.
 - 9 (申職権 [(申職権]
 - 10 5(フリガナ) Phonetic reading (katakana)
Write the katakana reading of your name. For foreign names, this IS your name in katakana.
 - 11 0・3・ [0・3・]
 - 12 明・大・昭・平・令・西曆男・ Taishō・Shōwa・Heisei / Taishō・Shōwa / Western calendar
Circle the era your birth year falls in: Taishō (1912-1926), Shōwa (1926-1989), or Heisei (1989-2019) Japanese era names - checkboxes for birth year era period

セクション 7 — Section 7 (Part 1/2)

ください。

旧氏

(フリガナ)

旧氏

()

明・大・昭・平・令・西暦

年

月

日

男・女

有

無

3

1

4

在力・特永

記載預り

年

見

介

印

住民票コード

新付番

個人番号

新付番

職権修正

世帯主変更

世帯構成変更

世帯合併

世帯分離

転居

世帯コード

続氏名続柄

続氏名続柄

備考

転入者国保届書

交付・受理

世帯コード

- 1 在記力載・預 特リ永 [在記力載・預 特リ永]
- 2 住民票コード 新付番変転世帯世帯世帯構世帯 Resident Registry Code
11-digit code assigned to each resident. Different from My Number. Usually not needed by applicants.
- 3 (申職権 [(申職権]
- 4 5(フリガナ) Phonetic reading (katakana)
Write the katakana reading of your name. For foreign names, this IS your name in katakana.
- 5 0・3・ [0・3・]
- 6 明・大・昭・平・令・西暦男・ Taishō・ Shōwa・ Heisei / Taishō・ Shōwa / Western calendar
Circle the era your birth year falls in: Taishō (1912-1926), Shōwa (1926-1989), or Heisei (1989-2019) Japanese era names - checkboxes for birth year era period
- 7 分合成主変 [分合成主変]
- 8 14年見介印個人番号 新付番 My Number (Individual Number) / Individual / Seal (inkan / hanko)
12-digit number. Leave blank on first registration — it will be mailed to you after. Used to distinguish individual applications from household or corporate ones
- 9 出修 [出修]
- 10 年 月 日女 [年 月 日女]
- 11 旧氏 [旧氏]
- 12 居離併更更 [居離併更更]
- 13 世 帯 コ ー ド [世 帯 コ ー ド]
- 14 氏 名 [氏 名]
- 15 氏 名 [氏 名]



セクション 7 — Section 7 (Part 2/2)

氏 名 続 柄		氏 名 続 柄		備 考	転入者国保届書 交付 ・ 受理	世 帯 コー ド	
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- 1続 柄 [続 柄]
- 2続 柄 [続 柄]
- 3転入者国保届書 交付 ・ 受理 Moving in (from another municipality or abroad)
- 4備 考 [備 考]



セクション 8 — Section 8

続柄変更・旧世帯	氏名	続柄	続柄変更・新世帯	氏名	続柄	備考	転入者国保届書 交付・受理	世帯コード				
受付		仮更新		確認		本更新		確認				
お知らせ通知 要		印鑑登録申請 有		本人確認書類		受付番号						
				個力・旅・免・障手・保資格・年手・診在力・特永・その他								

- 1世帯コード [世帯コード]
- 2氏名 [氏名]
- 3氏名 [氏名]
- 4続柄 [続柄]
- 5続柄 [続柄]
- 6転入者国保届書 交付・受理 Moving in (from another municipality or abroad)
- 7備考 [備考]
- 8受付 Reception / Received
Staff use - indicates form was received. Do not fill in.
- 9仮更新確認本更新確認 Confirmation
Staff use only - do not fill in
- 10受付番号 [受付番号]
- 11お知らせ通知 要 [お知らせ通知 要]
- 12印鑑登録申請 有 Seal (inkan / hanko)
Personal seal stamp. Most ward offices accept a written signature for foreigners instead.
- 13個力・旅・免・障手・保資格・年手・診 Qualification
Refers to your legal status or eligibility (e.g., resident status, insurance qualification)



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?