

郵送による転出届

(あて先) 秦野市長 ※太枠内を記入してください。

異動年月日

※新しい住所に住み始めた年月日

年 月 日

新しい住所	※郵便物が届く住所でアパート名、部屋番号も記入ください	新しい住所の世帯主	
今までの住所		今までの住所の世帯主	
本 籍		筆頭者	

異動事由	12	21	31	37
主変更	転出	社保加入	国保変更	
異動区分	1一部	2全部		

保険証番号

異動する人(転出した人)

個人コード	氏名(上段はフリガナ)	生年月日	性別	旧世帯主との続柄	印鑑	国保	理由	得喪年月日	証	後期	介護	備考
	1	大・昭・平・令 年 月 日	男・女		登・無 回・未	喪失		・ ・	訂正・未訂 回収・未回	回収・未回 ・ ・		
	2	大・昭・平・令 年 月 日	男・女		登・無 回・未	喪失		・ ・	訂正・未訂 回収・未回	回収・未回 ・ ・		
	3	大・昭・平・令 年 月 日	男・女		登・無 回・未	喪失		・ ・	訂正・未訂 回収・未回	回収・未回 ・ ・		
	4	大・昭・平・令 年 月 日	男・女		登・無 回・未	喪失		・ ・	訂正・未訂 回収・未回	回収・未回 ・ ・		
	5	大・昭・平・令 年 月 日	男・女		登・無 回・未	喪失		・ ・	訂正・未訂 回収・未回	回収・未回 ・ ・		

上記のとおり転出しましたので、新住所へ転出証明書を送付してください。

(記入日) 年 月 日

《届出人》 (届出人は引っ越した本人、またはその世帯主に限られます)	住 所	
	氏 名	印
	生年月日	大・昭・平・令 年 月 日
	電話番号(昼間連絡が取れる番号)	() —

★送付に必要なもの
①この「郵送による転出届」の用紙
②返信用封筒(宛名に届出人氏名・郵便番号・新しい住所を記入し、切手を貼る《速達の場合は追加料金分も貼ってください》)
③本人確認のため、届出人の身分証明書(マイナンバーカード・免許証等)のコピー
上記①②③を同封の上【〒257-8501 秦野市桜町1-3-2 秦野市役所戸籍住民課】に送付してください。電話でのお問い合わせは0463-82-5127(直通)

受付	入力	照合	通知
修正	発行	CP	
		国・介・後	

Hadano — 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 **郵送による転出届** Moving out
Check this box if you are submitting this moving-out notification by mail rather than in person at the city office.
- 2 **異動年月日** Date of change
Enter the date when your residence change actually occurred (not when you're filing this form)
- 3 **年 月 日** Year __ Month __ Day __
Fill in the date using the Japanese calendar format (year/month/day with numbers only)
- 4 **※新しい住所に住み始めた年月日** Address
Write in kanji if possible. Ward office staff can help you look up the correct kanji for your address.
- 5 **(あて先) 秦野市長** Addressee / Mayor of Hadano City
The person or office this form is being sent to Pre-printed title - indicates the form is addressed to/processed by the mayor's office
- 6 **※太枠内を記入してください。** Please / Please / Please
This is typically part of an instruction - look for the preceding text to understand what action is requested
- 7 **動事由主変転出社保加国保変** Moving out
Check the appropriate reason for moving out - typically foreigners would check '転出' (moving to another municipality) or '社保' if changing jobs with social insurance implications.
- 8 **新しい住所※郵便物が届く住所でアパート名、部屋番号もご記入ください** Address
Write in kanji if possible. Ward office staff can help you look up the correct kanji for your address.
- 9 **新し世い帯住主所の** New household head's address
Enter the complete address where the new head of household will be residing
- 10 **入更** Immigration/Entry Update
Check this section if you're updating information related to entering Japan or changing immigration status
- 11 **異12** Change 12
This appears to be a form number or reference code - you don't need to fill this in as it's pre-printed administrative text.
- 12 **今までの住所の** Address
Write in kanji if possible. Ward office staff can help you look up the correct kanji for your address.
- 13 **今までの住所** Address
Write in kanji if possible. Ward office staff can help you look up the correct kanji for your address.
- 14 **世帯主** Head of household
The primary person in a household for registration purposes. If you live alone, you are the head of household.

[illegible]

セクション 1 — Section 1 (Part 1/2) (continued)

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セクション 1 — Section 1 (Part 2/2)

本 籍	筆頭者	分 部 部	保険証番号
異動する人(転出した人)			
個人コード	氏名(ト段はフリガナ)	生年月日	性別
			旧世帯主
		印鑑	理由
		退席年月日	証 後 介 護
			備考

- 1 保険証番号 Health insurance card
Japanese health insurance card. Can serve as secondary ID at some banks.
- 2 本 籍 Permanent Domicile
Enter your legal domicile address from your family register (koseki), which may differ from your current residence address.
- 3 筆頭者 Head of family register
First person listed in the family register. For foreigners, this field is often N/A.
- 4 異動する人(転出した人) Moving out / To do/perform
This is typically part of a longer phrase on forms - look for the complete text before filling
- 5 備考 Remarks / Notes
Space for additional information or special circumstances. Usually optional.
- 6 旧世帯主 Head of household
The primary person in a household for registration purposes. If you live alone, you are the head of household.

[illegible]

- 1 **異動する人(転出した人)** Moving out / To do/perform
This is typically part of a longer phrase on forms - look for the complete text before filling
- 2 **備考** Remarks / Notes
Space for additional information or special circumstances. Usually optional.
- 3 **旧世帯主** Head of household
The primary person in a household for registration purposes. If you live alone, you are the head of household.
- 4 **個人コード** Individual
Used to distinguish individual applications from household or corporate ones
- 5 **氏名 (上段はフリガナ)** Phonetic reading (katakana) / Full name
Write the katakana reading of your name. For foreign names, this IS your name in katakana. Write in katakana for foreign names. Some forms accept romaji.
- 6 **印鑑国保理由得喪年月日証** Seal (inkan / hanko)
Personal seal stamp. Most ward offices accept a written signature for foreigners instead.
- 7 **介護** Long-term Care Insurance
Insurance for elderly care services. Mandatory for residents 40+. Premiums deducted with health insurance.
- 8 **生年月日** Date of birth
Format: 年(year) 月(month) 日(day). Use Japanese calendar (令和/平成) or Western year.
- 9 **性別** Gender
男 (otoko) = Male, 女 (onna) = Female. Circle the appropriate one.
- 10 **大・昭・平・令** Era (Taisho/Showa/Heisei/Reiwa)
Select the era corresponding to your birth year: Taisho (1912-1926), Showa (1926-1989), Heisei (1989-2019), or Reiwa (2019-present)
- 11 **登・無喪失** Registration/Loss status
Staff use only - do not fill in
- 12 **訂正・未訂正** Correction / Uncorrected
These are checkbox options - select "Correction" if you're fixing information, or "Uncorrected" if leaving something as-is
- 13 **男・女** Male / Female
Circle or check the appropriate gender option
- 14 **回収・未回収** Collected/Not collected
Staff use only - do not fill in
- 15 **年 月 日** Year Month Day
Write the date in Japanese format (year/month/day using Arabic numerals)

[illegible]

セクション 2 — Section 2 (Part 2/2)

									1			年 月 日	男 · 女			登、無 回、未	喪失		·	·	訂正、未訂 回收、未回	出収、未出 収			
									2			大、昭、平、令 年 月 日	男 · 女			登、無 回、未	喪失		·	·	訂正、未訂 回收、未回	回收、未回			

- 1 • • (bullet points/list markers)
These bullet points are for entering your address details - write your prefecture, city, and street address in the designated spaces between the bullet points.
- 2 大・昭・平・ 令 Era (Taisho/Showa/Heisei/Reiwa)
Select the era corresponding to your birth year: Taisho (1912-1926), Showa (1926-1989), Heisei (1989-2019), or Reiwa (2019-present)
- 3 登・ 無喪失 Registration/Loss status
Staff use only - do not fill in
- 4 • • 訂正・ 未訂 • • Correction・ Uncorrected
These are checkbox options - select "Correction" if you're fixing information, or "Uncorrected" if leaving something as-is
- 5 男 ・ 女 Male • Female
Circle or check the appropriate gender option
- 6 回収・ 未回 Collected/Not collected
Staff use only - do not fill in
- 7 年 月 日 Year Month Day
Write the date in Japanese format (year/month/day using Arabic numerals)
- 8 • • • (bullet points/list markers)
These bullet points are for entering additional address information or contact details - fill in any remaining address components like building name, apartment number, or postal code as indicated by the form structure.

[illegible]

セクション 3 — Section 3 (Part 1/2)

											2			大・昭・平・令 年 月 日	男・女		登・無回・未 喪失			訂正・未訂 回收・未回	回收・未回				
											3			大・昭・平・令 年 月 日	男・女		登・無回・未 喪失			訂正・未訂 回收・未回	回收・未回				
											4			大・昭・平・令 年 月 日	男・女		登・無回・未 喪失			訂正・未訂 回收・未回	回收・未回				

- 1 **登・無喪失** Registration/Loss status
Staff use only - do not fill in
 - 2 **訂正・未訂** Correction・Uncorrected
These are checkbox options - select "Correction" if you're fixing information, or "Uncorrected" if leaving something as-is
 - 3 **男・女** Male・Female
Circle or check the appropriate gender option
 - 4 **回収・未回** Collected/Not collected
Staff use only - do not fill in
 - 5 **年 月 日** Year Month Day
Write the date in Japanese format (year/month/day using Arabic numerals)
 - 6 **・** (bullet points/list markers)
These bullet points are for marking additional information or notes related to the person listed in row 2. Leave blank unless you have specific supplementary details to indicate.
 - 7 **大・昭・平・令** Era (Taisho/Showa/Heisei/Reiwa)
Select the era corresponding to your birth year: Taisho (1912-1926), Showa (1926-1989), Heisei (1989-2019), or Reiwa (2019-present)
 - 8 **登・無喪失** Registration/Loss status
Staff use only - do not fill in
 - 9 **訂正・未訂** Correction・Uncorrected
These are checkbox options - select "Correction" if you're fixing information, or "Uncorrected" if leaving something as-is
 - 10 **男・女** Male・Female
Circle or check the appropriate gender option
 - 11 **回収・未回** Collected/Not collected
Staff use only - do not fill in
 - 12 **年 月 日** Year Month Day
Write the date in Japanese format (year/month/day using Arabic numerals)
 - 13 **・** (bullet points/list markers)
These bullet points are for marking additional information or notes related to the person listed in row 3. Leave blank unless you have specific supplementary details to indicate.
 - 14 **大・昭・平・令** Era (Taisho/Showa/Heisei/Reiwa)
Select the era corresponding to your birth year: Taisho (1912-1926), Showa (1926-1989), Heisei (1989-2019), or Reiwa (2019-present)
 - 15 **登・無喪失** Registration/Loss status
Staff use only - do not fill in

[illegible]

セクション 3 — Section 3 (Part 2/2)

[illegible]

- 訂正・未訂正・Correction・Uncorrected
These are checkbox options - select "Correction" if you're fixing information, or "Uncorrected" if leaving something as-is
- 男・女 Male・Female
Circle or check the appropriate gender option
- 回収・未回収 Collected/Not collected
Staff use only - do not fill in
- 年 月 日 Year Month Day
Write the date in Japanese format (year/month/day using Arabic numerals)
- ・ ・ ・ (bullet points/list markers)
These bullet points are separators for entering a date format. You would write numbers between the dots, typically for birth date or another date field, in the Japanese format of year・month・day (例: 1990・3・15).

[illegible]

セクション 4 — Section 4 (Part 2/2)

● 《届出人》 ● (届出人は引越した本人、またはその世帯主に限	● 住 所					●	①この「郵送による転出届」の用紙 ②返信用封筒(宛名に届出人氏名・郵便番号・新しい住所を記入し、切手を貼る《速達の場合は追加料金分も貼ってください》) ③本人確認のため、届出人の身分証明書(マイナンバーカード・免許証等)のコピー 上記①②③を同封の上【〒257-8501 秦野市桜町1-3-2	● 修正	● 受付	● 入力	● 照合	● 通知
	● 氏 名	印				●						
	● 生年月日	大・昭・平・令	年	月	日	●					CP	

- 1 **住所** Address
Write your complete current address including apartment/room number if applicable
 - 2 **入し、切手を貼る《速達の場合は追加料金分も貼ってください》) 付力合知** Postage stamp
Staff use only - do not fill in
 - 3 **③本人確認のため、届出人の身分証明書 (マイナンバーカード)** My Number / Applicant / Person filing the form
Enter your 12-digit Individual Number from your My Number card or notification
The person physically submitting the form. Usually yourself.
 - 4 **氏 名** Name
Write your full legal name as it appears on your passport or residence card
 - 5 **(届出人は引越** Applicant / Person filing the form
The person physically submitting the form. Usually yourself.
 - 6 **修発** Issued/Amended
Leave blank - this is typically filled by municipal office staff to indicate document processing status
 - 7 **大・昭・平・令 年 月 日** Era abbreviations (Taisho/Showa/Heisei/Reiwa) / Showa/Heisei/Reiwa
Circle the era corresponding to your birth year or the date being entered Circle the era corresponding to your birth year or relevant date
 - 8 **生年月日** Date of birth
Format: 年(year) 月(month) 日(day). Use Japanese calendar (令和/平成) or Western year.
 - 9 **上記①②③を同封の上【〒257-8501秦野市桜町1-3-2**
Enclose the above ①②③ and send to 【〒257-8501 Hadano City, Sakura-cho 1-3-2
This is mailing instructions - enclose the required documents ①②③ with your form when sending it to this Hadano City office address
 - 10 **その世帯主に限** Head of household
The primary person in a household for registration purposes. If you live alone, you are the head of household.

[illegible]

セクション 5 — Section 5

その世帯主に限られます)	② 生年月日	③ 大・昭・平・令	年	月	日	上記①②③を同封の上【〒257-8501 秦野市桜町1-3-2 秦野市役所戸籍住民課】に送付してください。電話でのお問い合わせは0463-82-5127(直通)	修正	発行	CP
	電話番号(昼間連絡が取れる番号)	()	—						国・介・後

- 1 **修発** Issued/Amended
Leave blank - this is typically filled by municipal office staff to indicate document processing status
 - 2 **大・昭・平・令** **年** **月** **日** Era abbreviations (Taisho/Showa/Heisei/Reiwa) / Showa/Heisei/Reiwa
Circle the era corresponding to your birth year or the date being entered Circle the era corresponding to your birth year or relevant date
 - 3 **生年月日** Date of birth
Format: 年(year) 月(month) 日(day). Use Japanese calendar (令和/平成) or Western year.
 - 4 **上記①②③を同封の上【〒257-8501秦野市桜町1-3-2**
Enclose the above ①②③ and send to 【〒257-8501 Hadano City, Sakura-cho 1-3-2
This is mailing instructions - enclose the required documents ①②③ with your form when sending it to this Hadano City office address
 - 5 **その世帯主に限** Head of household
The primary person in a household for registration purposes. If you live alone, you are the head of household.
 - 6 **電話番号（昼間連絡が取れる番号）** Phone number
Japanese mobile number preferred. Some forms accept overseas numbers.
 - 7 **()** (blank field for additional information)
Leave blank unless you need to add supplementary details about your registration change
 - 8 **国・介・後** National/Long-term Care/Medical Care for Elderly
Check boxes if you receive national health insurance, long-term care insurance, or medical care for the elderly benefits that need to be updated with your address change.
 - 9 **お問い合わせは0463-82-5127(直通)** Inquiries
For questions about this form, contact the municipal office

[illegible]

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?