

港 区 長 様

住 民 異 動 届

届出日	異動日
令和 西暦      年   月   日	令和 西暦      年   月   日

<input type="checkbox"/> 転入 <input type="checkbox"/> 特例転入 <input type="checkbox"/> 国外転入(入国日・帰国日：      年      月      日) <input type="checkbox"/> 30条の46転入 <input type="checkbox"/> 中长期在留資格取得 <input type="checkbox"/> 転出 <input type="checkbox"/> 特例転出 <input type="checkbox"/> 国外転出 <input type="checkbox"/> 転居 ※個人番号カードの交付を受けている方は、転入の特例が適用されます。	届出人署名
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下記内容及び添付資料において誤りがないことを確認しました。  
※印字項目に誤りがある場合、二重線で訂正してください。

受 付 番 号
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受 取 者
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あたらしい住所		附図確認	新世帯主	フリガナ	届出人区分	<input type="checkbox"/> 世帯主 <input type="checkbox"/> 世帯員 <input type="checkbox"/> 代理人
いままでの住所		連絡先      電話				
日本人の国外からの転入の場合		代理人の住所【新住所で同じ世帯の場合は不要】				
(海外での住所)		(日本での最終住所)				
		年   月   日				
No.	フリガナ 異動する(した)人の氏名	生   年   月   日	性別	続柄	個人番号	国保   後期高齢   介護保険   児童手当 国民年金の種別      基礎年金番号
1		大   昭   平   令   西暦 年   月   日	男 女	世帯主	返納・(   ) 記載事項変更	有 無   有 無   有 無   有 無 1号   任意
2		大   昭   平   令   西暦 年   月   日	男 女		返納・(   ) 記載事項変更	有 無   有 無   有 無   有 無 1号   任意
3		大   昭   平   令   西暦 年   月   日	男 女		返納・(   ) 記載事項変更	有 無   有 無   有 無   有 無 1号   任意
4		大   昭   平   令   西暦 年   月   日	男 女		返納・(   ) 記載事項変更	有 無   有 無   有 無   有 無 1号   任意
5		大   昭   平   令   西暦 年   月   日	男 女		返納・(   ) 記載事項変更	有 無   有 無   有 無   有 無 1号   任意

本人確認書類
1号書類 <input type="checkbox"/> 個人番号カード等 <input type="checkbox"/> 運転免許証 <input type="checkbox"/> 旅券 <input type="checkbox"/> 在留カード等 <input type="checkbox"/> 身分証明書
2号書類 <input type="checkbox"/> 健康保険証 <input type="checkbox"/> 年金手帳等 <input type="checkbox"/> その他 (                      )
<input type="checkbox"/> 委任状

<input type="checkbox"/> 学校 <input type="checkbox"/> 児童手当 <input type="checkbox"/> 署名用電子証明書 <input type="checkbox"/> 住民票・印鑑登録 <input type="checkbox"/> 本籍地確認 <input type="checkbox"/> その他 (                      )
<input type="checkbox"/> 証明書発行履歴

1	個人番号カード運用状況	確認時間	確認者	4	個人番号カード運用状況	確認時間	確認者
	有⇒運用中・一時停止 無⇒廃止等	：			有⇒運用中・一時停止 無⇒廃止等	：	
2	個人番号カード運用状況	確認時間	確認者	5	個人番号カード運用状況	確認時間	確認者
	有⇒運用中・一時停止 無⇒廃止等	：			有⇒運用中・一時停止 無⇒廃止等	：	
3	個人番号カード運用状況	確認時間	確認者	世帯主住定日      年   月   日			
	有⇒運用中・一時停止 無⇒廃止等	：		受付   入力   審査   最終確認			

※個人番号カードをお持ちの方で、紙の転出証明書の発行が必要な理由

備考欄
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# Minato – 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 & Dates

1港区長様

2住民異動届

3届出日

4異動日

5下記内容及び添付資料において誤りがないことを確認しました。  
※印字項目/印刷がある場合 一筆線で訂正してください。

6受付番号

令和	令和
----	----

- 1

港区長様 To the Mayor of Minato Ward

This field is pre-printed and addresses the form to the Mayor of Minato Ward – no action needed from you as it's already filled in.
- 2

住民異動届 Resident Registration Change Form

This is the form title 'Resident Registration Change Form' and is pre-printed – you don't need to write anything here.
- 3

届出日 Date of filing

Today's date. Use Japanese calendar or Western calendar.
- 4

異動日 Date of move / change

The date you actually moved into your new address – NOT your arrival date in Japan if different.
- 5

受付番号 Reception Number

Leave this blank as it will be filled in by the city office staff when you submit your form – this is their internal tracking number.
- 6

下記内容及び添付資料において誤りがないことを確認しました。

I have confirmed that there are no errors in the content below and attached documents.

This is a confirmation statement – check it after reviewing all your form entries and documents are correct.

届出人情報 – Who Is Filing (Part 1/2)

令和  
西暦

年

月

日

令和  
西暦

年

月

日

☐転入

☐特例転入

☐国外転入(入国日・帰国日：年 月 日)

☐30条の46転入

☐中長期在留資格取得

☐転出

☐特例転出

☐国外転出

☐転居

※個人番号カードの交付を受けている方は、転入の特例が適用されます。

あたらしい住所

附図確認

新世帯主

フリ  
ガナ

下記内容及び添付資料において誤りがないことを確認しました。  
※印字項目に誤りがある場合、二重線で訂正してください。

届出人署名

届出人区分

☐世帯主

☐世帯員

☐代理人

受付番号

受取者

- 1

令和 Reiwa

This refers to the current Japanese era name (started May 1, 2019) – leave blank as it's typically pre-printed on forms or will be filled by office staff
- 2

令和 Reiwa

This refers to the current Japanese era name (started May 1, 2019) – leave blank as it's typically pre-printed on forms or will be filled by office staff
- 3

※印字項目に誤りがある場合、二重線で訂正してください。 Seal (inkan / hanko)

Personal seal stamp. Most ward offices accept a written signature for foreigners instead.
- 4

西暦 年 月 日西暦 年 月 日

Western calendar \_\_\_\_year \_\_\_\_month \_\_\_\_day Western calendar \_\_\_\_year \_\_\_\_month \_\_\_\_day

Fill in dates using the Western calendar (e.g., 2024) rather than the Japanese era calendar system.
- 5

届出人署名 Applicant / Person filing the form / Signature

The person physically submitting the form. Usually yourself. Sign your name. Foreigners can use a written signature instead of a seal (inkan).
- 6

☐転入 ☐特例転入 ☐国外転入(入国日・帰国日：年 月 日)

Moving in (from another municipality or abroad)

Check the appropriate box for your type of move: 転入 for moving from another Japanese municipality, 特例転入 for special cases with My Number card, or 国外転入 for moving from overseas (fill in your entry/return date to Japan in year/month/day format if checking this option).
- 7

受取者 Recipient

Write the name of the person who will receive the residence certificate or documents related to this registration change.
- 8

☐30条の46転入 ☐中長期在留資格取得 ☐転出 ☐特例転出 ☐国外転出 ☐転居

Residence status / Visa type / Moving in (from another municipality or abroad) / Moving out 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
- 9

※個人番号カードの交付を受けている方は、転入の特例が適用されます。

My Number (Individual Number) / Moving in (from another municipality or abroad)

12-digit number. Leave blank on first registration – it will be mailed to you after.
- 10

フリ Phonetic reading

Write the phonetic reading (furigana) of your name in katakana characters above where you wrote your name in kanji/Chinese characters
- 11

☐世帯主 ☐世帯員 ☐代理人 ☐Household Head ☐Household Member ☐Representative

Check one box to indicate your relationship to the household – select “Household Head” if you’re the primary resident, “Household Member” if you’re joining an existing household, or “Representative” if filing on behalf of someone else.
- 12

届出人区分 Applicant / Person filing the form

The person physically submitting the form. Usually yourself.

届出人情報 – Who Is Filing (Part 1/2) (continued)

- 13

附图確認

Attached Map Confirmation

Check this box if you've confirmed the attached residential map/diagram showing your new address location
- 14

ガナ

Katakana

Write your name in katakana characters (the phonetic script used for foreign names in Japanese)
- 15

新世帯主

New household head

Enter the name of the person who will be the new head of household after the move/change

## 届出人情報 – Who Is Filing (Part 2/2)

<div><div></div><div>あたらしい住所</div></div>		附図確認	新世帯主	新 ガナ	届出入区分	<input type="checkbox"/> 世帯主	<input type="checkbox"/> 世帯員	<input type="checkbox"/> 代理人	
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- 1

あたらしい住所

Address

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

住所 – Addresses (Part 1/3)

<div>1</div> あたらしい住所		附図確認	<div>1</div> 新世帯主	フリガナ	届出入区分	<input type="checkbox"/> 世帯主	<input type="checkbox"/> 世帯員	<input type="checkbox"/> 代理人	<div>4</div> 本人確認書類
<div>3</div> いままでの住所		<div>7</div> 代理人の住所【新住所で同じ世帯の場合は不要】			<div>2</div> 連絡先	<div>5</div> 電話		<div>6</div> 1号書類	
<div>12</div> 日本人の国外からの転入の場合	(海外での住所)							<div>8</div> <input type="checkbox"/> 個人番号カード等	
			<div>13</div> (日本での最終住所)			<div>14</div> (転出時期)	年 月 日	<div>10</div> <input type="checkbox"/> 運転免許証	
									<div>11</div> <input type="checkbox"/> 旅券
									<div>12</div> <input type="checkbox"/> 在留カード等

- 1

新世帯主

New household head

Enter the name of the person who will be the new head of household after the move/change
- 2

あたらしい住所

Address

Write in kanji if possible. Ward office staff can help you look up the correct kanji for your address.
- 3

連絡先

Phone number

Japanese mobile number preferred. Some forms accept overseas numbers.
- 4

本人確認書類

Personal identification documents

Bring valid ID like passport, residence card, or driver's license to verify your identity
- 5

電話

Phone number

Japanese mobile number preferred. Some forms accept overseas numbers.
- 6

1号書類

Document No. 1

Select the type of identity document you're submitting – typically your residence card (在留カード) or driver's license (運転免許証) for foreign residents.
- 7

代理人の住所【新住所で同じ世帯の場合は不要】

New address / Address

The address you are moving TO. Write in kanji if possible. Ward office staff can help you look up the correct kanji for your address.
- 8

☐個人番号カード等

My Number (Individual Number)

12-digit number. Leave blank on first registration – it will be mailed to you after.
- 9

いままでの住所

Address

Write in kanji if possible. Ward office staff can help you look up the correct kanji for your address.
- 10

☐運転免許証

☐ Driver's license

Check this box if you're providing your driver's license as identification
- 11

☐旅券

☐ Passport

Check this box if the registration change is related to passport matters or if you need to update passport information in your residence record.
- 12

日本人の国外から (海外での住所)

Address

Write in kanji if possible. Ward office staff can help you look up the correct kanji for your address.
- 13

(日本での最終住所)

Address

Write in kanji if possible. Ward office staff can help you look up the correct kanji for your address.
- 14

(転出時期)

Moving out

Enter the date (year/month/day) when you moved out of your previous address – leave blank if this is your first registration in Japan or if you're moving from overseas.

住所 – Addresses (Part 1/3) (continued)

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- 15

☐ 在留カード等

☐ Residence Card, etc.

Check this box if you have a residence card or special permanent resident certificate to submit with your form.



## 住所 – Addresses (Part 2/3)

日本人の国外からの転入の場合		(海外での住所)		(日本で最終住所)										(転出時期)		年 月 日		<input type="checkbox"/> 家族 <input type="checkbox"/> 在留カード等 <input type="checkbox"/> 身分証明書																																																																																																																																																																																																																																																																																																																																																																																																																																																
7	No.	8	異動する(した)人の氏名	9	生	10	年	11	月	12	日	13	性別	14	続柄	15	個人番号	16	国民年金の種別	17	後期高齢 介護保険 児童手当 基礎年金番号	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

1 年 月 日 Year Month Day

Fill in the date using the Japanese calendar year (e.g., Reiwa 6 for 2024) or Western calendar year as accepted by your municipality

2 **の転入の場合** Moving in (from another municipality or abroad)

Check this box if you are moving into this municipality from either another city/town in Japan or from overseas. This indicates you are registering as a new resident rather than updating existing information.

☐ 身分証明書      ☐ Identity document

Check this box and attach a copy of your passport, residence card, or other official photo ID as required by your municipality.

**フリガナ**    Phonetic reading (katakana)

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

 国保 National Health Insurance

Check this box if you need to enroll in or make changes to Japan's National Health Insurance (kokumin kenkou hoken)

後期高齢介護保険児童手当力在優 Late-stage elderly long-term care insurance child allowance card presence/priority

N/A - this appears to be a truncated or corrupted label mixing unrelated benefit categories

No.	No.
7	

Leave this field blank - it's for administrative use only. The municipal office staff will assign and fill in this number during processing.

続柄 Relationship to head of household

See relationship terms table.

生 年 月 日 Date of Birth

Enter your birth date in the Japanese format: year/month/day (often using the Japanese calendar era system like Reiwa, Heisei, etc.)

性別 Gender

男 (otoko) = Male. 女 (onna) = Female. Circle the appropriate one.

 個人番号 My Number (Individual Number)

12-digit number. Leave blank on first registration – it will be mailed to you after.

10 申力先 Application destination

Write the name of the municipal office or ward office where you're submitting this form

異動する（した）人の氏名 Full name

Write in katakana for foreign names. Some forms accept romaji.

## 国民年金の種別 National Pension Category

Select your pension category (typically Category 1 for self-employed/unemployed, Category 2 for company employees, Category 3 for dependent spouses)

基礎年金番号 Basic Pension Number

Enter your Japanese pension number if you have one; leave blank if you haven't enrolled in the pension system yet

住所 – Addresses (Part 3/3)

NO.	異動する(した)人の氏名	年 月 日	性別	年齢	居住形態	国民年金の種類		基礎年金番号		申 込	先	2号書類
		十 四 年 十 月 一 日	男		一人暮らし	有 無	有 無	有 無	有 無	有	有	英

- 1

2号書類 Document No. 2

This indicates that you are filling out 'Document No. 2' which is typically the address change notification form (転居届) for foreign residents. You don't need to write anything in this field as it's just a form identifier – it's already pre-marked to show which type of document this is.
- 2

有有英 Yes/Yes/English

This appears to be checkbox options – likely indicating “Yes” responses to two questions and possibly a language preference for “English”

異動者 – Person Table (Part 1/6)

1		大 昭 平 令 西 暦	男	世帯主	返納・( )	有 無	有 無	有 無	有 無	有	有	英	2号書類
		年 月 日	女		記載事項変更	1号 任意				無	無	英	健康保険証
	十 四 五 六 西 暦	甲				有 無	有 無	有 無	有 無	有	有	英	年金手帳等
													その他
													( )

- 1

有有英 Yes/Yes/English

This appears to be checkbox options – likely indicating “Yes” responses to two questions and possibly a language preference for “English”
- 2

返納・( ) 有無 Return/Surrender – ( ) Yes/No

Check “Yes” if you need to return documents like residence card or health insurance card, “No” if not applicable
- 3

有無 Presence/Absence

Check the appropriate box to indicate whether the item applies to you or not (Yes/No)
- 4

有無 Presence/Absence

Check the appropriate box to indicate whether the item applies to you or not (Yes/No)
- 5

有無 Presence/Absence

Check the appropriate box to indicate whether the item applies to you or not (Yes/No)
- 6

大 昭 平 令 西 暦 Taishō, Shōwa, Heisei, Reiwa, Western Calendar

Select the appropriate era system for dates – use Western Calendar (西暦) for standard year format like 2024
- 7

健康保険証 Health insurance card

Japanese health insurance card. Can serve as secondary ID at some banks.
- 8

世帯主 Head of household

Write the name of the person who is registered as the head of the household you’re joining or leaving
- 9

年金手帳等 Pension handbook, etc.

Check this box and bring your pension handbook (年金手帳) or other pension-related documents if you have them
- 10

記載事項変更 Change of Recorded Information

Check this box if you’re updating existing information in your residence record (like name change due to marriage) rather than moving addresses
- 11

年 月 日 Year Month Day

Write the date in Japanese format (year/month/day) using Arabic numerals, typically the date you’re submitting the form.
- 12

無無通 None/None/Notification

This appears to be a checkbox or field code – likely leave blank or check “none” if you don’t have the applicable documentation or notifications.
- 13

1号 任意 No. 1 Optional

This indicates an optional field numbered “1” – fill out if applicable to your situation, but you can leave blank if it doesn’t apply.
- 14

その他 Other

Check this box if your situation doesn’t fit the other provided categories on the form.

異動者 – Person Table (Part 1/6) (continued)

- 15 ( ) (blank field for writing)
- Write the name of your health insurance provider or type of insurance (e.g., National Health Insurance, Employee Health Insurance, etc.). If you don't have Japanese health insurance, write 'none' or leave blank according to the form instructions.

異動者 – Person Table (Part 2/6)

2		大昭平令西曆	男		返納・( )	有無	有無	有無	有無	有	有	英	返納・( )
		年 月 日	女		記載事項変更	1号	任意			無	無	通	委任状
		大昭平令西曆	男		返納・( )	有無	有無	有無	有無	有	有	英	学校

- 1 有有英 Yes/Yes/English  
This appears to be checkbox options – likely indicating “Yes” responses to two questions and possibly a language preference for “English”
- 2 返納・( ) 有無 Return/Surrender – ( ) Yes/No  
Check “Yes” if you need to return documents like residence card or health insurance card, “No” if not applicable
- 3 有無 Presence/Absence  
Check the appropriate box to indicate whether the item applies to you or not (Yes/No)
- 4 有無 Presence/Absence  
Check the appropriate box to indicate whether the item applies to you or not (Yes/No)
- 5 有無 Presence/Absence  
Check the appropriate box to indicate whether the item applies to you or not (Yes/No)
- 6 大昭平令西曆 Taishō, Shōwa, Heisei, Reiwa, Western Calendar  
Select the appropriate era system for dates – use Western Calendar (西曆) for standard year format like 2024
- 7 委任状 Letter of proxy / Power of attorney  
Required if someone else is filing on your behalf.
- 8 記載事項変更 Change of Recorded Information  
Check this box if you’re updating existing information in your residence record (like name change due to marriage) rather than moving addresses
- 9 年 月 日 Year Month Day  
Write the date in Japanese format (year/month/day) using Arabic numerals, typically the date you’re submitting the form.
- 10 無無通 None/None/Notification  
This appears to be a checkbox or field code – likely leave blank or check “none” if you don’t have the applicable documentation or notifications.
- 11 1号 任意 No. 1 Optional  
This indicates an optional field numbered “1” – fill out if applicable to your situation, but you can leave blank if it doesn’t apply.
- 12 有有英 Yes/Yes/English  
This appears to be checkbox options – likely indicating “Yes” responses to two questions and possibly a language preference for “English”
- 13 返納・( ) 有無 Return/Surrender – ( ) Yes/No  
Check “Yes” if you need to return documents like residence card or health insurance card, “No” if not applicable
- 14 有無 Presence/Absence  
Check the appropriate box to indicate whether the item applies to you or not (Yes/No)

異動者 – Person Table (Part 2/6) (continued)

15

有無 Presence/Absence

Check the appropriate box to indicate whether the item applies to you or not (Yes/No)

## 異動者 – Person Table (Part 3/6)

[illegible]

- 1 有無 Presence/Absence  
Check the appropriate box to indicate whether the item applies to you or not (Yes/No)
  - 2 大 昭 平 令 西 暦 Taishō, Shōwa, Heisei, Reiwa, Western Calendar  
Select the appropriate era system for dates – use Western Calendar (西暦) for standard year format like 2024
  - 3 ☐ 学校 ☐ School  
Check this box if the move involves a school-age child who needs school transfer procedures
  - 4 ☐ 児童手当 ☐ Child Allowance  
Check this box if you're applying for or need to update child allowance benefits for dependent children under 15
  - 5 記載事項変更 Change of Recorded Information  
Check this box if you're updating existing information in your residence record (like name change due to marriage) rather than moving addresses
  - 6 年 月 日 Year Month Day  
Write the date in Japanese format (year/month/day) using Arabic numerals, typically the date you're submitting the form.
  - 7 無 無 通 None None Notification  
This appears to be a checkbox or field option indicating "no notification required" – select this if no notification to other parties is needed for your residence change.
  - 8 1号 任意 No. 1 Optional  
This indicates an optional field numbered "1" – fill out if applicable to your situation, but you can leave blank if it doesn't apply.
  - 9 ☐ 署名用電子証明書 ☐ Signature  
Sign your name. Foreigners can use a written signature instead of a seal (inkan).
  - 10 有 有 英 漢 Yes / Yes / English-Chinese  
These appear to be checkbox options or language preferences – select "Yes" for applicable items and choose your preferred language support (English-Chinese likely indicates bilingual assistance available).
  - 11 ☐ ☐ 住本民籍票地・確印認鑑登録 Seal (inkan / hanko)  
Personal seal stamp. Most ward offices accept a written signature for foreigners instead.
  - 12 有無 Presence/Absence  
Check the appropriate box to indicate whether the item applies to you or not (Yes/No)
  - 13 有無 Presence/Absence  
Check the appropriate box to indicate whether the item applies to you or not (Yes/No)
  - 14 有無 Presence/Absence  
Check the appropriate box to indicate whether the item applies to you or not (Yes/No)

異動者 – Person Table (Part 3/6) (continued)

- 15 返納・( ) 有無 Return/Surrender – ( ) Yes/No
- Check “Yes” if you need to return documents like residence card or health insurance card, “No” if not applicable



異動者 – Person Table (Part 4/6)

4		大昭平令西暦 年 月 日	男 女	返納・( ) 記載事項変更	有無 1号 任意	有無	有無	有無	有無	有無	有無	英漢通	<input type="checkbox"/> 住民票・印鑑登録 <input type="checkbox"/> 本籍地確認 <input type="checkbox"/> その他 ( ) <input type="checkbox"/> 証明書発行履歴
	5	大昭平令西暦 年 月 日	男 女	返納・( ) 記載事項変更	有無 1号 任意	有無	有無	有無	有無	有無	有無	英漢通	

- 1 大昭平令西暦 Taishō, Shōwa, Heisei, Reiwa, Western Calendar  
Select the appropriate era system for dates – use Western Calendar (西暦) for standard year format like 2024
- 2 記載事項変更 Change of Recorded Information  
Check this box if you're updating existing information in your residence record (like name change due to marriage) rather than moving addresses
- 3 年 月 日 Year Month Day  
Write the date in Japanese format (year/month/day) using Arabic numerals, typically the date you're submitting the form.
- 4 □その他 □ Other  
Check this box if your situation doesn't fit the other provided categories on the form.
- 5 無無通 None/None/Notification  
This appears to be a checkbox or field code – likely leave blank or check “none” if you don't have the applicable documentation or notifications.
- 6 1号 任意 No. 1 Optional  
This indicates an optional field numbered “1” – fill out if applicable to your situation, but you can leave blank if it doesn't apply.
- 7 ( ) (blank field for writing)  
This appears to be a blank field for additional information or notes. Leave blank unless specifically instructed otherwise, or use it to write any relevant details that don't fit in other sections of the form.
- 8 有有英 Yes/Yes/English  
This appears to be checkbox options – likely indicating “Yes” responses to two questions and possibly a language preference for “English”
- 9 返納・( ) 有無 Return/Surrender – ( ) Yes/No  
Check “Yes” if you need to return documents like residence card or health insurance card, “No” if not applicable
- 10 有無 Presence/Absence  
Check the appropriate box to indicate whether the item applies to you or not (Yes/No)
- 11 有無 Presence/Absence  
Check the appropriate box to indicate whether the item applies to you or not (Yes/No)
- 12 有無 Presence/Absence  
Check the appropriate box to indicate whether the item applies to you or not (Yes/No)
- 13 大昭平令西暦 Taishō, Shōwa, Heisei, Reiwa, Western Calendar  
Select the appropriate era system for dates – use Western Calendar (西暦) for standard year format like 2024

異動者 – Person Table (Part 4/6) (continued)

- 14

□証明書発行履歴

Certificate issuance history

This is a checkbox for 'Certificate issuance history.' Check this box if you want to request a record of previously issued certificates or if you need documentation of past certificate applications.
- 15

記載事項変更

Change of Recorded Information

Check this box if you're updating existing information in your residence record (like name change due to marriage) rather than moving addresses

異動者 – Person Table (Part 5/6)

5	年 月 日 女		記載事項変更	1号 任意	2	無	無	通	証明書発行履歴
1	個人番号カード運用状況	確認時間	確認者	10	個人番号カード運用状況	確認時間	確認者	※個人番号カードをお持ちの方で、紙の転出証明書の発行が必要な理由	
11	有⇒運用中・一時停止	:		4	有⇒運用中・一時停止	:			
13	無⇒廃止等			12	無⇒廃止等				
	個人番号カード運用状況	確認時間	確認者		個人番号カード運用状況	確認時間	確認者		

- 1 年 月 日 Year Month Day
- Write the date in Japanese format (year/month/day) using Arabic numerals, typically the date you're submitting the form.
- 2 無無通 None/None/Notification
- This appears to be a checkbox or field code – likely leave blank or check “none” if you don't have the applicable documentation or notifications.
- 3 1号 任意 No. 1 Optional
- This indicates an optional field numbered “1” – fill out if applicable to your situation, but you can leave blank if it doesn't apply.
- 4 ※個人番号カードをお持ちの方で、紙の転出証明書の発行が必要な理由 My Number (Individual Number) / Moving out
- 12-digit number. Leave blank on first registration – it will be mailed to you after.
- 5 確認時間 Confirmation Time
- Write the time when the information was verified by an official, typically in HH:MM format (24-hour). Leave blank if not yet processed.
- 6 確認者 Confirming Officer
- This field is for the name or ID of the government official who confirmed your information. You typically don't fill this yourself – it's completed by staff.
- 7 確認時間 Confirmation Time
- Another confirmation time field, similar to field 5. This may be for a second verification step in the process.
- 8 確認者 Confirming Officer
- Name or ID of a second confirming officer. Like field 6, this is usually filled by government staff, not the applicant.
- 9 個人番号カード運用状況 My Number (Individual Number)
- 12-digit number. Leave blank on first registration – it will be mailed to you after.
- 10 個人番号カード運用状況 My Number (Individual Number)
- 12-digit number. Leave blank on first registration – it will be mailed to you after.
- 11 1有⇒運用中・一時停止 1 Yes ⇒ In use・Temporarily suspended
- Check if you have option 1 and indicate whether it's currently 'in use' (運用中) or 'temporarily suspended' (一時停止). Circle the appropriate status.
- 12 4有⇒運用中・一時停止 4 Available ⇒ In use・Temporarily suspended
- Similar to field 11, but for option 4. Mark whether this option is 'in use' or 'temporarily suspended' based on your current situation.
- 13 無⇒廃止等 None⇒Abolished/etc.
- Select this if your previous address had no house number or if the address system was abolished/changed
- 14 無⇒廃止等 None⇒Abolished/etc.
- Select this if your previous address had no house number or if the address system was abolished/changed

異動者 – Person Table (Part 5/6) (continued)

- 15 確認時間 Confirmation Time
- Another confirmation time field for official verification. Use HH:MM format and leave blank unless instructed otherwise by staff.

異動者 – Person Table (Part 6/6)

1	個人番号カード運用状況	確認時間	確認者	2	個人番号カード運用状況	確認時間	確認者	6	備考欄
---	-------------	------	-----	---	-------------	------	-----	---	-----

- 1

確認者

Confirming Officer

Write the full name of the person who verified or confirmed the information in this section. This is typically a government official, supervisor, or authorized personnel who reviewed the form.
- 2

確認時間

Confirmation Time

Enter the date and time when the confirmation/verification took place, usually in Japanese format (YYYY/MM/DD HH:MM). Use the actual time the review was completed.
- 3

確認者

Confirming Officer

Write the full name of the second confirming officer if dual verification is required. Some official documents require two people to verify information for accuracy and security purposes.
- 4

個人番号カード運用状況

My Number (Individual Number)

12-digit number. Leave blank on first registration – it will be mailed to you after.
- 5

個人番号カード運用状況

My Number (Individual Number)

12-digit number. Leave blank on first registration – it will be mailed to you after.
- 6

備考欄

Remarks column

Leave blank unless you have special circumstances to note – municipal staff will fill this if needed

職員記入欄 – Staff Section

<div><div>1</div><div>2</div><div>有⇒運用中・一時停止</div><div>無⇒廃止等</div><div>7</div><div>個人番号カード運用状況</div><div>確認時間</div><div>確認者</div><div>3</div><div>有⇒運用中・一時停止</div><div>無⇒廃止等</div></div>	:	<div><div>5</div><div>有⇒運用中・一時停止</div><div>無⇒廃止等</div></div>	:				
世帯主住定日		年		月	日		
11	受付	12	入力	13	審査	14	最終確認

備考欄

DO NOT FILL IN – Office use only (職員記入欄)

This section is completed by ward office staff after you submit the form.

## 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 toroku 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

記入方法を教えてくださいませんか？

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？

Mainanba wa itsu todokimasu ka?

When will my My Number arrive?