

## 郵送による転出届の手続き方法について

关于邮寄办理转出届手续

簡体字

太い枠の中を記入して下さい。请填一下这表格 (粗线围住的部分)

## ① 転出届 转出届

届出人氏名 申请人姓名				
連絡先 (日中連絡の取れる電話番号) 联络电话 (白天可联络的电话号码)				
転出年月日 转出日期				
新住所 新地址				
旧住所 旧地址				
旧世帯主 旧户主				
転出者の氏名 转出者的姓名	生年月日 出生日期	性別 性别	続柄 亲属关系	国籍 国籍

## ② 本人様が確認できるもの (運転免許証・在留カード・特別永住者証明書などの両面コピー)

可确认本人身份的证件 (驾照, 在留卡, 特别永住者证明书等之正反两面复印件)



## ③ 返信用の封筒に送付先 (現住所あるいは新たに住民登録をする所)・宛名を記入し、

110円切手を貼ったもの。(海外へ転出される場合は不要です。)



回信用信封上写上收信人姓名地址 (现任地址或新登记地址) 贴 110 元邮票 (若移到国外, 不需要办理)

## ④ 上記 ①~③ を同封の上、

〒□□□-□□□



役所 住民登録担当課 まで送付して下さい。

把上述①~③ 装进信封里, 请邮寄到地方政府的有关单位。

## ⑤ その他 不明な点がございましたら、電話 - - - までお問い合わせ下さい。

若有疑问, 请打咨询电话 : - - -

# Yokohama Kohoku — 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

## セクション 1 — Section 1 (Part 1/2)

郵送による転出届の手続き方法について 关于邮寄办理转出届手续		<input type="checkbox"/> 简体字
太い枠の中を記入して下さい。请填一下这表格 (粗线围住的部分)		
① 転出届 转出届		
届出人氏名 申请人姓名		
連絡先 (日中連絡の取れる電話番号) 联络电话 (白天可联络的电话号码)		
転出年月日 转出日期		
新住所 新地址		
旧住所 旧地址		
旧世帯主 旧户主		
転出者の氏名 转出者的姓名	生年月日 出生日期	性別 性别
	続柄 亲属关系	国籍 国籍

1 简体字 Simplified Chinese characters

Check this box if you prefer documents/communications in simplified Chinese script rather than traditional Chinese or other languages

2 郵送による転出届の手続き方法について Moving out

This is the title section indicating this form is for procedures to submit a moving-out notification by mail. No action needed - this is just the header.

3 关于邮寄办理转出届手续 Regarding procedures for mailing transfer-out notification

This is the Chinese translation of the form title for reference. No action needed - this is informational text.

4 太い枠の中を記入して下さい。请填一下这表格 (粗线围住的部分) Fill in

This instruction tells you to fill in the thick-bordered sections only. Focus on completing fields within the bold black lines and ignore other areas.

5 ① 転出届 转出届 Moving out

This identifies the form type as a 'transfer-out notification'. No action needed - this is a form identifier label.

6 届出人氏名 Applicant / Person filing the form / Full name

The person physically submitting the form. Usually yourself. Write in katakana for foreign names. Some forms accept romaji.

7 連絡先 (日中連絡の取れる電話番号) Phone number

Japanese mobile number preferred. Some forms accept overseas numbers.

8 転出年月日 Moving out

Enter the date you plan to move out in Japanese format (year/month/day). Use the Japanese calendar year (Reiwa era) or Western calendar as accepted by your municipality.

9 新住所 New address

The address you are moving TO.

10 旧住所 Previous address

If coming from abroad, write your country name (e.g. アメリカ合衆国).

11 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.



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

郵送による転出届の手続き方法について  
关于邮寄办理转出届手续

太い枠の中を記入して下さい。请填一下这表格（粗线围住的部分）

① 転出届 转出届		② 简体字
届出人氏名 申请人姓名		
連絡先（日中連絡の取れる電話番号） 联络电话（白天可联络的电话号码）		
転出年月日 转出日期		
新住所 新地址		
旧住所 旧地址		
旧世帯主 旧户主		
転出者の氏名 转出者的姓名	⑩ 生年月日 出生日期	⑪ 性別 性别   ⑫ 続柄 亲属关系   ⑬ 国籍 国籍

**12 転出者の氏名** Full name / Moving out

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

**13 生年月日** Date of birth

Format: 年(year) 月(month) 日(day). Use Japanese calendar (令和/平成) or Western year.

**14 国籍** Nationality / Region

Write your country of nationality. For Taiwan, write 台湾.

**15 性別 亲属关系** Gender and relationship

Note: This appears to be Chinese text, not Japanese. On Japanese forms, this would typically be '性別' (gender) and '続柄' (relationship to head of household)

## セクション 1 — Section 1 (Part 2/2)

1 转出者的姓名	エナガロ 出生日期	性別	1. 国籍 亲属关系	2. 国籍
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1 国籍 Nationality / Region

Write your country of nationality. For Taiwan, write 台湾.



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## セクション 2 — Section 2

① 转出者的姓名	② 出生日期	④ 性別	③ 亲属关系	⑤ 国籍

## ① 转出者の氏名 Full name / Moving out

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

## ② 生年月日 Date of birth

Format: 年(year) 月(month) 日(day). Use Japanese calendar (令和/平成) or Western year.

## ③ 国籍 Nationality / Region

Write your country of nationality. For Taiwan, write 台湾.

## ④ 性別 亲属关系 Gender and relationship

Note: This appears to be Chinese text, not Japanese. On Japanese forms, this would typically be '性別' (gender) and '続柄' (relationship to head of household)

## ⑤ 国籍 Nationality / Region

Write your country of nationality. For Taiwan, write 台湾.



Form p.1

## セクション 3 — Section 3


① ② 本人様が確認できるもの（運転免許証・在留カード・特別永住者証明書などの両面コピー）  
 可确认本人身份的证件（驾照， 在留卡， 特别永住者证明书等之  
 正反两面复印件）



③ 返信用の封筒に送付先（現住所あるいは新たに住民登録をする所）・宛名を記入し、  
 110円切手を貼ったもの。（海外へ転出される場合は不要です。）



④ ⑤ ⑥ 回信用信封上写上收信人姓名地址（現任地址或新登记地址）贴 110 元邮票（若移到国外，不需要办理）

## ① ② 本人様が確認できるもの（運転免許証・在留カード・特別永住者証明書などの両面コピー）

Residence Card / Driver's license

ID card for foreign residents with mid- to long-term visas. Issued at the airport or immigration office. Must carry at all times. Bring your physical driver's license as identification

## ② 可确认本人身份的证件（驾照，在留卡，特别永住者证明书等之

Documents that can confirm your identity (driver's license, residence card, special permanent resident certificate, etc.)

Bring a valid photo ID such as your residence card, driver's license, or special permanent resident certificate

## ③ 正反两面复印件 Seal (inkan / hanko)

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

## ④ ⑤ ⑥ 返信用の封筒に送付先（現住所あるいは新たに住民登録をする所）・宛名を記入し、

Current address / Address / To do/perform

Your address as currently registered. Same as 住所 on most forms. Write in kanji if possible. Ward office staff can help you look up the correct kanji for your address.

## ⑤ 110円切手を貼ったもの。（海外へ転出される場合は不要です。） Moving out / . / Postage stamp

Staff use only - do not fill in

## ⑥ 回信用信封上写上收信人姓名地址（现任地址或新登记地址）贴110元邮票（若移到国外，不需要办理）

Write the recipient's name and address (current address or newly registered address) on the return envelope and affix a 110 yen stamp (if moving abroad)

Use your current address if staying in Japan, or new address if you've already moved; no envelope needed if relocating internationally



Form p.1

## セクション 4 — Section 4

<p>④ 上記 ①~③ を同封の上、 〒□□□-□□□□</p> <p>⑥ 役所 住民登録担当課 まで送付して下さい。 把上述①~③ 装进信封里, 请邮寄到地方政府的有关单位。</p> <p>⑤ その他 不明な点がございましたら、電話 - - - までお問い合わせ下さい。 若有疑问, 请打咨询电话 : - - -</p>	
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- 1 ④ 上記 ①~③ を同封の上、 Enclose items ①-③ above and  
This refers to enclosing the documents or items numbered 1-3 mentioned earlier in the form
- 2 〒□□□ - □□□□ Postal code □□□ - □□□□  
Enter your 7-digit Japanese postal code (3 digits, hyphen, 4 digits)
- 3 役所 住民登録担当課 まで送付して下さい。 Please send to the municipal office, resident registration section.  
This is an instruction - indicates where to mail the completed form
- 4 把上述①~③ 装进信封里, 请邮寄到地方政府的有关单位。  
Put the above items ① ~ ③ into an envelope and mail them to the relevant department of the local government.  
This field should contain a postal code in the format 〒XXX-XXXX where you need to mail the documents. Contact your local city/ward office to get the correct postal code and address for the resident registration department.
- 5 ⑤ その他 不明な点がございましたら、電話 - - - までお問い合わせ下さい。 Other  
Use this section for any additional information not covered in other fields
- 6 若有疑问, 请打咨询电话 : - - - If you have any questions, please call the consultation phone number : - - -  
This field should contain the phone number of your local government office's consultation line. The format is typically area code - exchange - number (e.g., 03-1234-5678). You can find this number on your city/ward office website or by calling the main municipal office number.



## 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?