

[illegible]

Himeji — 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)

受付事務所

住民異動届(例)

即時・即日・確

《青色刷り部分だけ黒のボールペンで記入してください。》届出の際には、窓口に来られた方の本人確認書類を提示してください。代理人・供者のときは委任状が必要です。

届出日令和〇〇・××・〇〇

届出氏名姫路 太郎

電話079 - 221 - 2111
















































































































































平日の昼間に連絡のつくところ

住民異動

全転特例転30条の46生出転特例転死一出一出全出全出転出帰職権職権職権3の0条

- 1 受付事務所 [受付事務所]
- 2 住民異動届(例) [住民異動届(例)]
- 3 即時・即日・確 [即時・即日・確]
- 4 《青色刷り部分だけ黒のボールペンで記入してください。》届出の際には、窓口に来られた方の本人確認書類を提示してください。代理人・供者のときは委任状が必要です。 Identity verification documents / Letter of proxy / Power of attorney / Documents that prove your identity. Primary: Residence Card, Passport, My Number Card. Secondary: Health Insurance Card, Driver's License. Required if someone else is filling on your behalf.
- 5 全全全全全全 [全全全全全全]
- 6 住所 [住所]
- 7 平日の昼間に連絡のつくところ [平日の昼間に連絡のつくところ]
- 8 令和 Reiwa (era name) This refers to the current Japanese era period that began in 2019 - you'll need to convert Western calendar years when filling dates on the form
- 9 電話 Phone number Japanese mobile number preferred. Some forms accept overseas numbers.
- 10 民異転特例3の0条出転特例死一出一出全出全出転出帰職権職権職権3の0条 Moving out / Special provision Check this box if special circumstances apply to your registration
- 11 姫路 太郎 [姫路 太郎]
- 12 079 - [079 -]
- 13 2111 2111
- 14 転46 [転46]
- 15 取 [. . . . 取]

セクション 1 — Section 1 (Part 2/2)

                                		                                		                                		                                		            	
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- 1 記消回47 [記消回47]
- 2 令和 Reiwa (era name)
This refers to the current Japanese era period that began in 2019 - you'll need to convert Western calendar years when filling dates on the form
- 3 異 (転出動予定日) ○○・ ××・ ○○人 Moving out
- 4 代親理族人 (住代理所人のみ) [代親理族人 (住代理所人のみ)]

正式发票

发票号码	发票金额	发票日期	发票状态
10000000000000000000	100.00	2023-10-27	已开票
10000000000000000000	100.00	2023-10-27	已开票
10000000000000000000	100.00	2023-10-27	已开票
10000000000000000000	100.00	2023-10-27	已开票
10000000000000000000	100.00	2023-10-27	已开票
10000000000000000000	100.00	2023-10-27	已开票
10000000000000000000	100.00	2023-10-27	已开票
10000000000000000000	100.00	2023-10-27	已开票
10000000000000000000	100.00	2023-10-27	已开票
10000000000000000000	1000.00	2023-10-27	已开票

合计: 10000.00

セクション 2 — Section 2 (Part 1/2)

[illegible]

- 1 転46 〔転46〕
 - 2 ・ ・ ・ ・ 取 〔 ・ ・ ・ ・ 取 〕
 - 3 記消回47 〔記消回47〕
 - 4 令和 Reiwa (era name)
This refers to the current Japanese era period that began in 2019 - you'll need to convert Western calendar years when filling dates on the form
 - 5 異 (転出動予定日日) ○○・ ××・ ○○人 Moving out
 - 6 代親理族人 (住代理所人のみ) 〔代親理族人 (住代理所人のみ) 〕
 - 7 事由入ー入ー転ー入生ー出ー出ー亡ーー入全入ー入全入消ー化ー載ー除ー復ー届ー出
[事由入ー入ー転ー入生ー出ー出ー亡ーー入全入ー入全入消ー化ー載ー除ー復ー届ー出]
 - 8 ヒメジ タロウ 〔ヒメジ タロウ〕
 - 9 新世帯コード 〔新世帯コード〕
 - 10 世フリガナ Phonetic reading (katakana)
Write the katakana reading of your name. For foreign names, this IS your name in katakana.
 - 11 1番番地 Street number
Write the building/house number portion of your address (e.g., '123' from '123 Main Street')
 - 12 分合世帯変世帯主地番訂町名訂方書訂 Head of household / Building name / room number
The primary person in a household for registration purposes. If you live alone, you are the head of household. Apartment/mansion name and room number. e.g.
○○マンション 301号室
 - 13 姫路市安田4丁目1 Block number
Part of Japanese address system - the district block number (e.g., 1-chome, 2-chome)
 - 14 姫路 太郎 〔姫路 太郎〕
 - 15 離併更変正正正 〔離併更変正正正〕

[illegible]

セクション 2 — Section 2 (Part 2/2)

住所	新世帯国保番号	通称町名コード	新住所通称町名
アパート・マンション名 〇〇様方等	フリガナ	旧世帯国保番号	
4丁目マンション101号	ヒメジ タロウ		

- 1 新世帯国保番号 [新世帯国保番号]
- 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 通称町名コード [通称町名コード]
- 4 新住所通称町名 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.
- 5 アパート・マンション名 [アパート・マンション名]
- 6 4丁目マンション101号 Block number
Part of Japanese address system - the district block number (e.g., 1-chome, 2-chome)
- 7 ヒメジ タロウ [ヒメジ タロウ]
- 8 旧世帯国保番号 [旧世帯国保番号]



- 1 ヒメジ タロウ [ヒメジ タロウ]
- 2 旧世帯国保番号 [旧世帯国保番号]
- 3 世フリガナ Phonetic reading (katakana)
Write the katakana reading of your name. For foreign names, this IS your name in katakana.
- 4 番地 Street number
Write the building/house number portion of your address (e.g., '123' from '123 Main Street')
- 5 東京都新宿区西新宿 2 丁目 8 Tokyo / Block number
Write the full name of Tokyo prefecture or specific Tokyo ward/city Part of Japanese address system - the district block number (e.g., 1-chome, 2-chome)
- 6 姫路 太郎 [姫路 太郎]
- 7 号主 [号主]
- 8 異動婚 3 亡 3 加入加入 [異動婚 3 亡 3 加入加入]
- 9 異動保保保入 [異動保保保入]
- 10 旧世帯コード [旧世帯コード]
- 11 フリガナ Phonetic reading (katakana)
Write the katakana reading of your name. For foreign names, this IS your name in katakana.
- 12 事→→すし [事→→すし]
- 13 事離加廃漏 [事離加廃漏]
- 14 由 1 1 るい [由 1 1 るい]
- 15 氏 名 (本国名) [氏 名 (本国名)]

正式发票

发票号码: 123456789 开票日期: 2023-10-27

商品名称	单位	数量	单价	金额
办公用品一批	个	10	100.00	1000.00
办公用品一批	个	5	200.00	1000.00
合计				3000.00

开票人: 张三 开票单位: 某某公司

セクション 3 — Section 3 (Part 2/2)

氏名 (本国名)	生年月日	性	続柄	個人番号	住民となった日	国保	枝番	国民年金	介護保険	後期高齢者医療	児
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- 1性続柄Relationship to head of household
See relationship terms table.
- 2国民年金[国民年金]
- 3介護保険[介護保険]
- 4後期高齢者医療[後期高齢者医療]



セクション 4 — Section 4 (Part 1/2)

[illegible]

- 1 氏 名 (本国名) [氏 名 (本国名)]
 - 2 性続柄 Relationship to head of household
See relationship terms table.
 - 3 国 民 年 金 [国 民 年 金]
 - 4 介 護 保 険 [介 護 保 険]
 - 5 後 期 高 齢 者 医 療 [後 期 高 齢 者 医 療]
 - 6 個人番号カード明 平・ 大・ 令・ 昭 得・ 喪 平・ 令 ・ ・ 新 1 得・ 喪 昭・ 平・ 令 ・ ・ 得・ 喪 平・ 令 ・
My Number (Individual Number) / 1. Income / Individual
12-digit number. Leave blank on first registration — it will be mailed to you after. This likely refers to income information or income type classification
 - 7 ヒメジ タロウ [ヒメジ タロウ]
 - 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 44・ 10・ 15女・ 世帯主通有知・ ・ 無 個 Head of household / Bullet points
The primary person in a household for registration purposes. If you live alone, you are the head of household.
 - 10 異 1 [異 1]
 - 11 ・ ・ 郵送手渡未交回收旧任 [・ ・ 郵送手渡未交回收旧任]
 - 12 無・ [無・]
 - 13 姫路 太郎 [姫路 太郎]
 - 14 個人番号カード明 平・ 大・ 令・ 昭 得・ 喪 平・ 令 ・ ・ 新 1 得・ 喪 昭・ 平・ 令 ・ ・ 得・ 喪 平・ 令 ・
My Number (Individual Number) / 1. Income / Individual
12-digit number. Leave blank on first registration — it will be mailed to you after. This likely refers to income information or income type classification
 - 15 ヒメジ ハナコ [ヒメジ ハナコ]

[illegible]

セクション 4 — Section 4 (Part 2/2)

[illegible]

明·大·昭·平·令·西曆男

Meiji · Taisho · Showa · Heisei · Reiwa · Western calendar / Taishō · Shōwa · Heisei · Reiwa · Western calendar / Era abbreviations (Taisho/Showa/Heisei/Reiwa)

Select the era type for your birth date: Japanese imperial eras or Western calendar year Select the era type for your date of birth or other dates on the form

フリガナ Phonetic reading (katakana)

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

動2 [動2]

· 郵送手渡未交回收旧任 [· · 郵送手渡未交回收旧任]

無・ [無・]

● 姪路 花子 [姪路 花子]

[illegible]

セクション 5 — Section 5

[illegible]

- 1 動2 [動2]
 - 2 ・ 郵送手渡未交回收旧任 [・ 郵送手渡未交回收旧任]
 - 3 無・ [無・]
 - 4 姫路 花子 [姫路 花子]
 - 5 個人番号カード明 平・ 大・ 令・ 昭 得・ 喪 平・ 令 ・ 新 1 得・ 喪 昭 ・ 平・ 令 ・ 得・ 喪 平・ 令 ・
My Number (Individual Number) / 1. Income / Individual
12-digit number. Leave blank on first registration — it will be mailed to you after. This likely refers to income information or income type classification
 - 6 明・ 大・ 昭・ 平・ 令・ 西暦男
Meiji・ Taisho・ Showa・ Heisei・ Reiwa・ Western calendar / Taishō・ Shōwa・ Heisei・ Reiwa・ Western calendar / Era abbreviations (Taisho/Showa/H
Select the era type for your birth date: Japanese imperial eras or Western calendar year Select the era type for your date of birth or other dates on the form
 - 7 フリガナ Phonetic reading (katakana)
Write the katakana reading of your name. For foreign names, this IS your name in katakana.
 - 8 ・ 郵送手渡交回收旧任 [・ 郵送手渡交回收旧任]
 - 9 個人番号カード明 平・ 大・ 令・ 昭 得・ 喪 平・ 令 ・ 新 1 得・ 喪 昭 ・ 平・ 令 ・ 得・ 喪 平・ 令 ・
My Number (Individual Number) / 1. Income / Individual
12-digit number. Leave blank on first registration — it will be mailed to you after. This likely refers to income information or income type classification
 - 10 明・ 大・ 昭・ 平・ 令・ 西暦男
Meiji・ Taisho・ Showa・ Heisei・ Reiwa・ Western calendar / Taishō・ Shōwa・ Heisei・ Reiwa・ Western calendar / Era abbreviations (Taisho/Showa/H
Select the era type for your birth date: Japanese imperial eras or Western calendar year Select the era type for your date of birth or other dates on the form
 - 11 フリガナ Phonetic reading (katakana)
Write the katakana reading of your name. For foreign names, this IS your name in katakana.

[illegible]

セクション 6 — Section 6

Form showing the layout of the Residence Registration form, with numbered markers 1 through 8 indicating specific fields.

- 1

個人番号カード明平・大・令・昭得・喪平・令・新1得・喪昭・平・令・得・喪平・令

My Number (Individual Number) / 1. Income / Individual

12-digit number. Leave blank on first registration — it will be mailed to you after. This likely refers to income information or income type classification
- 2

明・大・昭・平・令・西暦男

Meiji・Taisho・Showa・Heisei・Reiwa・Western calendar / Taishō・Shōwa・Heisei・Reiwa・Western calendar / Era abbreviations (Taisho/Showa/H

Select the era type for your birth date: Japanese imperial eras or Western calendar year Select the era type for your date of birth or other dates on the form
- 3

フリガナ Phonetic reading (katakana)

Write the katakana reading of your name. For foreign names, this IS your name in katakana.
- 4

・郵送手渡交回収旧任 [・郵送手渡交回収旧任]
- 5

個人番号カード明平・大・令・昭得・喪平・令・新1得・喪昭・平・令・得・喪平・令

My Number (Individual Number) / 1. Income / Individual

12-digit number. Leave blank on first registration — it will be mailed to you after. This likely refers to income information or income type classification
- 6

明・大・昭・平・令・西暦男

Meiji・Taisho・Showa・Heisei・Reiwa・Western calendar / Taishō・Shōwa・Heisei・Reiwa・Western calendar / Era abbreviations (Taisho/Showa/H

Select the era type for your birth date: Japanese imperial eras or Western calendar year Select the era type for your date of birth or other dates on the form
- 7

フリガナ Phonetic reading (katakana)

Write the katakana reading of your name. For foreign names, this IS your name in katakana.
- 8

・郵送手渡交回収旧任 [・郵送手渡交回収旧任]



セクション 7 — Section 7

[illegible]

- 1 郵便番号 (My Number)
個人番号カード明記の氏名・住所・生年月日等と一致する12桁の数字
My Number (Individual Number) / 1. Income / Individual
12-digit number. Leave blank on first registration — it will be mailed to you after. This likely refers to income information or income type classification
 - 2 氏名 (Name)
姓・名・名跡 (姓・名・名跡)
Meiji・Taisho・Showa・Heisei・Reiwa・Western calendar / Taishō・Shōwa・Heisei・Reiwa・Western calendar / Era abbreviations (Taisho/Showa/Heisei/Reiwa)
Select the era type for your birth date: Japanese imperial eras or Western calendar year Select the era type for your date of birth or other dates on the form
 - 3 フリガナ (Phonetic reading)
Write the katakana reading of your name. For foreign names, this IS your name in katakana.
 - 4 印鑑 (Seal)
氏印 (Seal)
郵便手渡交回收旧任 (旧印) (旧印)
[氏印 (Seal) / 郵便手渡交回收旧任 (旧印)]
 - 5 通知 (Notice)
通知 (Notice)
 - 6 資格者証受給保険証負担割合 (Health insurance card / Qualification)
Japanese health insurance card. Can serve as secondary ID at some banks. Refers to your legal status or eligibility (e.g., resident status, insurance qualification)
 - 7 確認 (Confirmation)
確認 (Confirmation)
未 (通知) 済 (未済) (未済)
Staff use only - do not fill in
 - 8 受付 (Moving out)
受付 (Moving out)
 - 9 点検 (Point check)
点検 (Point check)
 - 10 住民票 (Residence register)
住民票 (Residence register)
 - 11 交付 (Issuance)
交付 (Issuance)
未 (通知) 済 (未済) (未済)
[交付 (Issuance) / 未 (通知) 済 (未済) (未済)]
 - 12 回収 (Recycling)
回収 (Recycling)
未 (通知) 済 (未済) (未済)
[回収 (Recycling) / 未 (通知) 済 (未済) (未済)]

品名	単位	価格	備考
建築材料価格情報	1,000円	1,000	

セクション 8 — Section 8 (Part 1/2)

[illegible]

- 1 **資格者証受給保険証負担割合合** Health insurance card / Qualification
Japanese health insurance card. Can serve as secondary ID at some banks. Refers to your legal status or eligibility (e.g., resident status, insurance qualification)
 - 2 **確認□未 (通知) □済 免・パ・住・個・保・外・特・在留・聞 (**
Confirmation
Staff use only - do not fill in
 - 3 **受 付 転出証明母子手帳誕生記念** Moving out
 - 4 **点検** [点検]
 - 5 **住民票** [住民票]
 - 6 **交付済・未済・未介 (8施4設1) 資8格42証訂正/回収訂正/回収**
[交付済・未済・未介 (8施4設1) 資8格42証訂正/回収訂正/回収]
 - 7 **済・未済・未済・未済・未** [済・未済・未済・未済・未]
 - 8 **記同日** [記同日]
 - 9 **届出旧姓** [届出旧姓]
 - 10 **再交付** [再交付]
 - 11 **前高証** [前高証]
 - 12 **葬祭費後保険証負担区分葬祭費** Health insurance card
Japanese health insurance card. Can serve as secondary ID at some banks.
 - 13 **受付番号** Reception / Received
Staff use - indicates form was received. Do not fill in.
 - 14 **済・未国** [済・未国]
 - 15 **事本籍** Registered domicile (family register location)
Where your family register (戸籍) is kept. For foreigners, write your nationality instead.

正式发票

发票号码: 123456789 开票日期: 2023-10-27

商品名称	单位	数量	单价	金额
办公用品	个	10	10.00	100.00
办公用品	个	5	20.00	100.00
合计				300.00

发票金额: 300.00 开票日期: 2023-10-27

セクション 8 — Section 8 (Part 2/2)

事 ● 本籍 筆頭者	就学通知 済・未	国 保	前高証 未交付 連絡票 ● 割	葬祭費 案内済	後 期 高 齢 ● 割	保証証 回収 済・未	負担区分 ● 交付 済・未	葬祭費 案内済	受付番号	

- 1 期回収 [期回収]
- 2 交付 [交付]
- 3 割未連交絡付票案内済高齢済・未済・未案内済 [割未連交絡付票案内済高齢済・未済・未案内済]
- 4 筆頭者 Head of family register
First person listed in the family register. For foreigners, this field is often N/A.



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?