

# 住民異動届 Residence Registration (Moving In/Out/Within)

Deep Japan · Nakano Ward (中野区) · Bilingual Guide

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## §1 届出の種類 — Type of Notification

| Japanese | Reading     | English                                 | Req | Tip / Notes |
|----------|-------------|---|-----|-------------|
| 転入       | Tennyu      | Moving in (from another municipality)   | ✓   |             |
| 転居       | Tenkyo      | Moving within the same municipality     | ✓   |             |
| 転出       | Tenshutsu   | Moving out                              | ✓   |             |
| 世帯変更     | Setai henkō | Change of household (head of household) |     |             |

## §2 届出日・異動日 — Filing Date & Move Date

| Japanese | Reading     | English               | Req | Tip / Notes  |
|----------|-------------|-----------------------|-----|--|
| 届出日      | Todokede-bi | Date of filing        | ✓   | Today's date. Use Japanese calendar or Western calendar. |
| 異動日      | Idō-bi      | Date of move / change | ✓   | The date you actually moved into your new address.       |

## §3 新住所 — New Address

| Japanese | Reading           | English                           | Req | Tip / Notes  |
|----------|-------------------|-----------------------------------|-----|--|
| 新住所      | Shin-jūsho        | New address                       | ✓   | The address you are moving TO.                       |
| 方書       | Katagaki          | Building name / room number       |     | Apartment/mansion name and room number. e.g. 10F-301 |
| 世帯主氏名    | Setainushi shimei | Head of household name            | ✓   | If you live alone, YOU are the head of household.    |
| 続柄       | Tsuzukigara       | Relationship to head of household | ✓   | See relationship terms table.                        |

## §4 旧住所(前住所) — Previous Address

| Japanese | Reading   | English          | Req | Tip / Notes                                     |
|----------|-----------|------------------|-----|---|
| 旧住所      | Kyū-jūsho | Previous address | ✓   | If coming from abroad, write your country name. |

## §5 異動者 — Person(s) Moving

| Japanese | Reading           | English                           | Req | Tip / Notes  |
|----------|-------------------|-----------------------------------|-----|--|
| 氏名       | Shimei            | Full name                         | ✓   | Write in katakana for foreign names. Some forms... |
| フリガナ     | Furigana          | Phonetic reading (katakana)       | ✓   | Write the katakana reading of your name. For...    |
| 生年月日     | Seinengappi       | Date of birth                     | ✓   | Format: 年(year) 月(month) 日(day). Use Japanese...   |
| 性別       | Seibetsu          | Gender                            | ✓   | 男 (otoko) = Male, 女 (onna) = Female. Circle ...    |
| 続柄       | Tsuzukigara       | Relationship to head of household | ✓   | See relationship terms table.                      |
| 国籍・地域    | Kokuseki / Chiiki | Nationality / Region              | ✓   | Write your country of nationality. For Taiwan...   |
| 在留カード番号  | Zairyū kādo bangō | Residence Card number             | ✓   | Alphanumeric code on the front of your Residenc... |
| 在留資格     | Zairyū shikaku    | Residence status / Visa type      | ✓   | 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               |
| 在留期間     | Zairyū kikan      | Period of stay                    | ✓   | e.g. 1年, 3年, 5年. As shown on your Residence...     |
| 個人番号     | Kojin bangō       | My Number (Individual Number)     |     | Leave blank on first registration                  |

## §6 届出人 — Applicant (Person Filing)

| Japanese | Reading     | English           | Req | Tip / Notes  |
|----------|-------------|-------------------|-----|--|
| 氏名       | Shimei      | Applicant Name    | ✓   | Write in katakana for foreign names. Some forms... |
| 住所       | Jūsho       | Applicant Address | ✓   | Write in kanji if possible. Ward office staff...   |
| 電話番号     | Denwa bangō | Phone number      | ✓   | Japanese mobile number preferred. Some forms...    |
| 署名       | Shomei      | Signature         | ✓   | Sign your name. Foreigners can use a written...    |

## Useful Phrases — Print &amp; bring to the ward office

## 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 ○○ 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?