

[illegible]

Bunkyo – 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 |

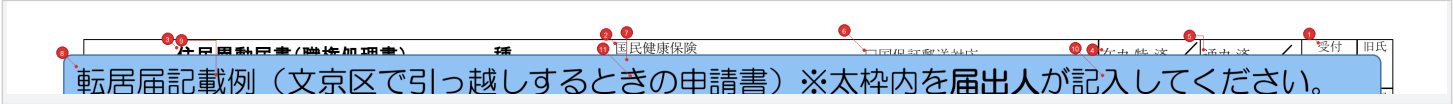
COMMON MISTAKES

- 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 受付旧氏 Reception Former Name
- Write your former surname if you have changed your name due to marriage, divorce, or other legal reasons. Leave blank if you have never changed your surname.
- 2 国民健康保険 National Health Insurance
- Check this box if you are enrolled in Japan's National Health Insurance system (kokumin kenko hoken)
- 3 住民異動届書（職権処理書）種 Resident Registration Change Notification Form (Official Processing Document) – Type
- Check the appropriate box to indicate the type of residence change – this appears to be for moving within the same city/ward (転居). Select the box that matches your specific situation.
- 4 在力 特 済 Special Permanent Resident
- Check this box if you hold special permanent resident status (typically for long-term Korean/Taiwanese residents and their descendants)
- 5 通力 済 Passed/Processed
- N/A – this is an administrative stamp/marketing area used by municipal office staff to indicate the form has been processed
- 6 国保保証郵送対応 National Health Insurance card mailing correspondence
- Check this box if you need your National Health Insurance card to be mailed to you
- 7 職業 Occupation
- Write your job title or profession (e.g., “English Teacher”, “Engineer”, “Company Employee”)
- 8 転居届記載例（文京区で引っ越しするときの申請書）※太枠口国内保証を11階届窓口で出差替人が記入してください。 Moving within the same municipality
- This is an example form for moving within Bunkyo Ward – the person helping you move or the designated representative should fill in the thick-bordered boxes at the ward office counter. You don't need to fill this section yourself.
- 9 確 1 点 個 力 ・ 住 力 写 ・ 免 ・ 経 歴 ・ パ ・ 官 身 ・ 在 力 ・ 特 ・ 他 （ ） Verification documents – 1 item: Individual number card, residence card copy, driver's license, employment history, passport, governmentmen
- Select and bring one of the listed identity/residence verification documents when submitting the form.
- 10 住 所 変 1 2 3 4 外 返 納 1 2 3 4 Address Change 1 2 3 4 Other Return 1 2 3 4
- Check the numbered boxes (1-4) that correspond to your address change type, and mark 'return' boxes if you're returning residence cards or other documents. Follow the specific numbering system provided by your local ward office.
- 11 ・ 連 動 一 済 ・ 未 口 資 格 証 明 書 発 行 ・ Linked – Completed/Not Yet 口 Certificate of Eligibility Issuance
- N/A (this is administrative tracking text for municipal staff to check processing status and certificate issuance)

届出人情報 – Who Is Filing (Part 1/2)

転居届記載例（文京区で引っ越しするときの申請書）※太枠内を届出人が記入してください。

届出人（本）	代理人（本人との関係：）	いずれかに○をしてください。	・保険証（新）発行・済・未（1・2・3・4）	個住力済	個力申請	継・更	1 2 3 4	I D	1 2 3 4	照合	照合	
後日	1 2 3 4	受領有・無	Later date	1 2 3 4	Receipt	Yes/No	後日	1 2 3 4	ID郵送	1 2 3 4		

窓口に来て手続きする人（届出人）の

- 1 文京区長 殿 To the Mayor of Bunkyo Ward
This field is pre-filled and should be left as-is – it addresses the form to the Mayor of Bunkyo Ward. No action needed from the applicant.
- 2 認2点住力無・身・保・年・介・銀・診・ク・学・他（ ）
Verification 2 points – residence card, no residence card/identity/insurance/pension/care insurance/bank/medical/credit card/student ID
Check two boxes from the list of ID documents you're submitting with your form, or write in "other" category if using different documents.
- 3 後日 1 2 3 4 受領有・無 Later date 1 2 3 4 Receipt Yes/No
This appears to be for office use to track document receipt – leave blank when submitting your form
- 4 入力入力 Input Input
N/A (appears to be duplicated system/layout text, likely a form generation error)
- 5 新記号番号 New symbol number
Leave blank – this will be assigned by the municipal office when processing your registration
- 6 個住力 済個力申請 Individual Residence Card Application
Check this box if you need to apply for or update your residence card (zairyu card) as part of your address change registration.
- 7 届出人 【本人・代理人（本人との関係：） いずれかに○をしてください。】
Applicant / Person filing the form
The person physically submitting the form. Usually yourself.
- 8 ・保険証（新）発行・済・未（1・2・3・4） Health insurance card
Japanese health insurance card. Can serve as secondary ID at some banks.
- 9 継・更 1 2 3 4 I D 1 2 3 4 Continuation/Renewal 1 2 3 4 ID 1 2 3 4
Check the appropriate boxes to indicate if this is a new application, renewal, or continuation, and fill in relevant ID numbers if you have them from previous applications. Leave blank if this is your first application.
- 10 照合照合 Verification/Cross-reference
N/A (this is administrative text indicating where officials will verify/cross-reference your information)
- 11 旧記号番号 Former symbol number
Enter your previous residence certificate number if you're moving from another municipality in Japan, or leave blank if moving from overseas
- 12 文京 太郎 Bunkyo Taro
This appears to be an example name showing the format (surname first, then given name) – replace with your actual name in the same order.
- 13 後日 1 2 3 4 ID郵送 1 2 3 4 Later mail ID: 1 2 3 4 ID postal delivery: 1 2 3 4
N/A – this appears to be administrative tracking boxes for office use regarding ID card delivery timing and method
- 14 窓口に来て手続きする人（届出人）の 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)

- 15
- ・保険証（旧）回収一済・未（１・２・３・４）

☐返信用封筒渡し済

Health insurance card

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

届出人情報 – Who Is Filing (Part 2/2)

本籍の氏名

文京 太郎

窓口にきて手続きする人(届出人)の氏名を記載してください

後日返納1234

ID郵送1234

再交付1234

白紙済1234

CS確認

- 1

氏名

Full name

Write in katakana for foreign names. Some forms accept romaji.
- 2

再交付 1 2 3 4 白紙済 1 2 3 4

Reissuance 1 2 3 4 Blank Completed 1 2 3 4

N/A – this appears to be administrative tracking boxes for office use only
- 3

CS確認

CS Confirmation

This is a CS (Customer Service) confirmation field that is typically filled out by immigration staff, not by the applicant. Leave this field blank as it's for official use only.
- 4

返納 1 2 3 4

Return/Surrender 1 2 3 4

Check boxes to indicate which documents you're returning to the city office (e.g., residence card, health insurance card, etc.)
- 5

の連絡先

電話番号

0 8 0 (1 2 3 4) 5 6 7 8

1 携帯

2 自宅

3 勤務氏先名を記社保載

Phone number

Japanese mobile number preferred. Some forms accept overseas numbers.
- Generated 2026-02-09 from github.com/wkesner/japan-forms | Not an official government document

住所 - Addresses (Part 1/2)

氏名を記載してください。

新住所に住み始めた日（実際に住み始めてい

- 1

の連絡先 電話番号 080(1234)5678 1 携帯 2 自宅 3 勤務氏先名を記社保載

Phone number

Japanese mobile number preferred. Some forms accept overseas numbers.
- 2

外 返 納 1 2 3 4 Foreign Return 1 2 3 4

This appears to be a section numbering or checkbox area related to returning foreign resident cards – follow instructions from municipal staff regarding which numbers to mark
- 3

枠代理人の場合のみ記入してください。 Please fill in only if you are a proxy/representative.

Only complete this section if you're filling out the form on behalf of someone else – leave blank if registering for yourself.
- 4

住 通知 Resident Registry Code Notification

This section is for official use by the municipal office to record your resident registry code – you typically don't need to fill this out yourself.
- 5

口同住所別世帯有 口転入 [年月日・住所]本人申出のとおりに 口戸籍事項・在留情報変更有 口旧氏有 口期間経過

Address / Moving in (from another municipality or abroad)

Write in kanji if possible. Ward office staff can help you look up the correct kanji for your address.
- 6

住所 Address

Write in kanji if possible. Ward office staff can help you look up the correct kanji for your address.
- 7

FAX FAX

Enter your fax number if you have one; this field is typically optional
- 8

口パ () 口続柄確認済 [証明係・電話] 口同居人了承 [同席・電話] 口転証希望 [個力・住A・住B]

Relationship to head of household

See relationship terms table.
- 9

1. 戸籍謄本・附 2. 受理証明書 3. 電話確認 4. 委任状 5. 申立書 6. 9条2項 [届] 7.

Letter of proxy / Power of attorney

Required if someone else is filing on your behalf.
- 10

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)
- 11

新住所に住み始め備考た日（実際に住み始めてい 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.
- 12

異動事由 Reason for change

Select the reason for your address change (e.g., moving in, moving out, change of address within the city)
- 13

変更区分 Type of Change

Select the category that describes your residence change (e.g., moving in, moving out, address change within city)

住所 – Addresses (Part 1/2) (continued)

- 14

処理区分 Processing Classification

This section is typically filled out by municipal office staff to indicate how your registration change will be processed – you usually don't need to fill this part yourself.
- 15

届出（受付）年月日引越（異動）年月日 Notification (Reception) Date / Moving (Relocation) Date

Fill in the date you submit this form and the actual date you moved/relocated

住所 – Addresses (Part 2/2)

① 抽出(受付)年月日 令和 〇〇・③・① ② 引越(異動)年月日 令和 〇〇・③・① ③ 異動事由
 ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ ⑪ ⑫ ⑬ ⑭ ⑮ ⑯ ⑰ 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 ㏀ ㏁ ㏂ ㏃ ㏄ ㏅ ㏆ ㏇ ㏈ ㏉ ㏊ ㏋ ㏌ ㏍ ㏎ ㏏ ㏐ ㏑ ㏒ ㏓ ㏔ ㏕ ㏖ ㏗ ㏘ ㏙ ㏚ ㏛ ㏜ ㏝ ㏞ ㏟ ㏠ ㏡ ㏢ ㏣ ㏤ ㏥ ㏦ ㏧ ㏨ ㏩ ㏪ ㏫ ㏬ ㏭ ㏮ ㏯ ㏰ ㏱ ㏲ ㏳ ㏴ ㏵ ㏶ ㏷ ㏸ ㏹ ㏺ ㏻ ㏼ ㏽ ㏾ ㏿ 㐀 㐁 㐂 㐃 㐄 㐅 㐆 㐇 㐈 㐉 㐊 㐋 㐌 㐍 㐎 㐏 㐐 㐑 㐒 㐓 㐔 㐕 㐖 㐗 㐘 㐙 㐚 㐛 㐜 㐝 㐞 㐟 㐠 㐡 㐢 㐣 㐤 㐥 㐦 㐧 㐨 㐩 㐪 㐫 㐬 㐭 㐮 㐯 㐰 㐱 㐲 㐳 㐴 㐵 㐶 㐷 㐸 㐹 㐺 㐻 㐼 㐽 㐾 㐿 㑀 㑁 㑂 㑃 㑄 㑅 㑆 㑇 㑈 㑉 㑊 㑋 㑌 㑍 㑎 㑏 㑐 㑑 㑒 㑓 㑔 㑕 㑖 㑗 㑘 㑙 㑚 㑛 㑜 㑝 㑞 㑟 㑠 㑡 㑢 㑣 㑤 㑥 㑦 㑧 㑨 㑩 㑪 㑫 㑬 㑭 㑮 㑯 㑰 㑱 㑲 㑳 㑴 㑵 㑶 㑷 㑸 㑹 㑺 㑻 㑼 㑽 㑾 㑿 㒀 㒁 㒂 㒃 㒄 㒅 㒆 㒇 㒈 㒉 㒊 㒋 㒌 㒍 㒎 㒏 㒐 㒑 㒒 㒓 㒔 㒕 㒖 㒗 㒘 㒙 㒚 㒛 㒜 㒝 㒞 㒟 㒠 㒡 㒢 㒣 㒤 㒥 㒦 㒧 㒨 㒩 㒪 㒫 㒬 㒭 㒮 㒯 㒰 㒱 㒲 㒳 㒴 㒵 㒶 㒷 㒸 㒹 㒺 㒻 㒼 㒽 㒾 㒿 㓀 㓁 㓂 㓃 㓄 㓅 㓆 㓇 㓈 㓉 㓊 㓋 㓌 㓍 㓎 㓏 㓐 㓑 㓒 㓓 㓔 㓕 㓖 㓗 㓘 㓙 㓚 㓛 㓜 㓝 㓞 㓟 㓠 㓡 㓢 㓣 㓤 㓥 㓦 㓧 㓨 㓩 㓪 㓫 㓬 㓭 㓮 㓯 㓰 㓱 㓲 㓳 㓴 㓵 㓶 㓷 㓸 㓹 㓺 㓻 㓼 㓽 㓾 㓿 㔀 㔁 㔂 㔃 㔄 㔅 㔆 㔇 㔈 㔉 㔊 㔋 㔌 㔍 㔎 㔏 㔐 㔑 㔒 㔓 㔔 㔕 㔖 㔗 㔘 㔙 㔚 㔛 㔜 㔝 㔞 㔟 㔠 㔡 㔢 㔣 㔤 㔥 㔦 㔧 㔨 㔩 㔪 㔫 㔬 㔭 㔮 㔯 㔰 㔱 㔲 㔳 㔴 㔵 㔶 㔷 㔸 㔹 㔺 㔻 㔼 㔽 㔾 㔿 㕀 㕁 㕂 㕃 㕄 㕅 㕆 㕇 㕈 㕉 㕊 㕋 㕌 㕍 㕎 㕏 㕐 㕑 㕒 㕓 㕔 㕕 㕖 㕗 㕘 㕙 㕚 㕛 㕜 㕝 㕞 㕟 㕠 㕡 㕢 㕣 㕤 㕥 㕦 㕧 㕨 㕩 㕪 㕫 㕬 㕭 㕮 㕯 㕰 㕱 㕲 㕳 㕴 㕵 㕶 㕷 㕸 㕹 㕺 㕻 㕼 㕽 㕾 㕿 㖀 㖁 㖂 㖃 㖄 㖅 㖆 㖇 㖈 㖉 㖊 㖋 㖌 㖍 㖎 㖏 㖐 㖑 㖒 㖓 㖔 㖕 㖖 㖗 㖘 㖙 㖚 㖛 㖜 㖝 㖞 㖟 㖠 㖡 㖢 㖣 㖤 㖥 㖦 㖧 㖨 㖩 㖪 㖫 㖬 㖭 㖮 㖯 㖰 㖱 㖲 㖳 㖴 㖵 㖶 㖷 㖸 㖹 㖺 㖻 㖼 㖽 㖾 㖿 㗀 㗁 㗂 㗃 㗄 㗅 㗆 㗇 㗈 㗉 㗊 㗋 㗌 㗍 㗎 㗏 㗐 㗑 㗒 㗓 㗔 㗕 㗖 㗗 㗘 㗙 㗚 㗛 㗜 㗝 㗞 㗟 㗠 㗡 㗢 㗣 㗤 㗥 㗦 㗧 㗨 㗩 㗪 㗫 㗬 㗭 㗮 㗯 㗰 㗱 㗲 㗳 㗴 㗵 㗶 㗷 㗸 㗹 㗺 㗻 㗼 㗽 㗾 㗿 㘀 㘁 㘂 㘃 㘄 㘅 㘆 㘇 㘈 㘉 㘊 㘋 㘌 㘍 㘎 㘏 㘐 㘑 㘒 㘓 㘔 㘕 㘖 㘗 㘘 㘙 㘚 㘛 㘜 㘝 㘞 㘟 㘠 㘡 㘢 㘣 㘤 㘥 㘦 㘧 㘨 㘩 㘪 㘫 㘬 㘭 㘮 㘯 㘰 㘱 㘲 㘳 㘴 㘵 㘶 㘷 㘸 㘹 㘺 㘻 㘼 㘽 㘾 㘿 㙀 㙁 㙂 㙃 㙄 㙅 㙆 㙇 㙈 㙉 㙊 㙋 㙌 㙍 㙎 㙏 㙐 㙑 㙒 㙓 㙔 㙕 㙖 㙗 㙘 㙙 㙚 㙛 㙜 㙝 㙞 㙟 㙠 㙡 㙢 㙣 㙤 㙥 㙦 㙧 㙨 㙩 㙪 㙫 㙬 㙭 㙮 㙯 㙰 㙱 㙲 㙳 㙴 㙵 㙶 㙷 㙸 㙹 㙺 㙻 㙼 㙽 㙾 㙿 㚀 㚁 㚂 㚃 㚄 㚅 㚆 㚇 㚈 㚉 㚊 㚋 㚌 㚍 㚎 㚏 㚐 㚑 㚒 㚓 㚔 㚕 㚖 㚗 㚘 㚙 㚚 㚛 㚜 㚝 㚞 㚟 㚠 㚡 㚢 㚣 㚤 㚥 㚦 㚧 㚨 㚩 㚪 㚫 㚬 㚭 㚮 㚯 㚰 㚱 㚲 㚳 㚴 㚵 㚶 㚷 㚸 㚹 㚺 㚻 㚼 㚽 㚾 㚿 㜀 㜁 㜂 㜃 㜄 㜅 㜆 㜇 㜈 㜉 㜊 㜋 㜌 㜍 㜎 㜏 㜐 㜑 㜒 㜓 㜔 㜕 㜖 㜗 㜘 㜙 㜚 㜛 㜜 㜝 㜞 㜟 㜠 㜡 㜢 㜣 㜤 㜥 㜦 㜧 㜨 㜩 㜪 㜫 㜬 㜭 㜮 㜯 㜰 㜱 㜲 㜳 㜴 㜵 㜶 㜷 㜸 㜹 㜺 㜻 㜼 㜽 㜾 㜿 㝀 㝁 㝂 㝃 㝄 㝅 㝆 㝇 㝈 㝉 㝊 㝋 㝌 㝍 㝎 㝏 㝐 㝑 㝒 㝓 㝔 㝕 㝖 㝗 㝘 㝙 㝚 㝛 㝜 㝝 㝞 㝟 㝠 㝡 㝢 㝣 㝤 㝥 㝦 㝧 㝨 㝩 㝪 㝫 㝬 㝭 㝮 㝯 㝰 㝱 㝲 㝳 㝴 㝵 㝶 㝷 㝸 㝹 㝺 㝻 㝼 㝽 㝾 㝿 㞀 㞁 㞂 㞃 㞄 㞅 㞆 㞇 㞈 㞉 㞊 㞋 㞌 㞍 㞎 㞏 㞐 㞑 㞒 㞓 㞔 㞕 㞖 㞗 㞘 㞙 㞚 㞛 㞜 㞝 㞞 㞟 㞠 㞡 㞢 㞣 㞤 㞥 㞦 㞧 㞨 㞩 㞪 㞫 㞬 㞭 㞮 㞯 㞰 㞱 㞲 㞳 㞴 㞵 㞶 㞷 㞸 㞹 㞺 㞻 㞼 㞽 㞾 㞿 㟀 㟁 㟂 㟃 㟄

- 1 全な部 ・ い 全部と受付届出できません)
Complete section ・ or complete section and reception notification cannot be accepted)
N/A (appears to be incomplete/garbled instructional text about form processing requirements)
 - 2 後期 Latter period
This likely refers to the latter-term elderly healthcare system (後期高齢者医療制度) for residents 75+ years old – check this box if applicable to your age group.
 - 3 て令和 ○○・3・1 令和 ○○・3・1 From Reiwa ○○/3/1 to Reiwa ○○/3/1
Fill in the year numbers (replacing ○○) for the start and end dates of your residence period using the Japanese Reiwa era calendar
 - 4 特例 Special Exception
Leave blank unless you have special circumstances that require exception handling – consult city hall staff if unsure
 - 5 一部 ・ 一部 Partial・Partial
N/A – this appears to be a section header or checkbox options indicating partial registration/changes
 - 6 新住所 ※国外の場合は国名のみ 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.
 - 7 ブンキョウ タロウ BUNKYOU TAROU
This appears to be a sample name written in katakana – write your own name in katakana (the phonetic script used for foreign names) in the designated field.
 - 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 フリガナ Phonetic reading (katakana)
Write the katakana reading of your name. For foreign names, this IS your name in katakana.
 - 10 年金 Pension
Enter your pension number if you receive Japanese national pension or other pension benefits, or leave blank if not applicable.
 - 11 新世帯主 ※国外の場合は不要 New Head of Household ※Not required if moving abroad
Only fill this out if someone new will become the head of household; leave blank if moving outside Japan

異動者 - Person Table (Part 1/5)

Form showing residence registration details for a person moving within Japan. The form includes fields for new residence (新住所), old residence (旧住所), and personal information (氏名, 性別, 年齢, etc.). The example data shows a move from Tokyo to Bunkyo.

- 1 新世帯主 ※国外の場合は不要 New Head of Household ※Not required if moving abroad
Only fill this out if someone new will become the head of household: leave blank if moving outside Japan
- 2 都道府県 東京都 文京区春日1丁目16番21号 シビックアパート101
Tokyo Metropolis, Bunkyo Ward, Kasuga 1-chome, 16-21, Civic Apartment 101
This appears to be a sample address format - fill in your actual prefecture/metropolis, city/ward, district, block/building numbers, and apartment details in this order.
- 3 介護 Long-term care
Leave blank unless you receive long-term care insurance services or have specific care-related status changes to report
- 4 東京 Tokyo
Write the name of your prefecture (Tokyo in this case) - use the official English name or romanized Japanese name
- 5 文京 太郎 Bunkyo Taro
This appears to be an example name showing the format (surname first, then given name) - replace with your actual name in the same order.
- 6 府県 Prefecture
Write the name of your prefecture (e.g., Tokyo-to, Osaka-fu, Kanagawa-ken)
- 7 旧住所 ※国外の場合は国名のみ Previous address / Address
If coming from abroad, write your country name (e.g. アメリカ合衆国). Write in kanji if possible. Ward office staff can help you look up the correct kanji for your address.
- 8 旧世帯主 ☒ 同上 Former household head ☐ Same as above
Check this box if the former household head is the same person as indicated in a previous field on the form.
- 9 学務 School Affairs
Leave blank unless the move affects school enrollment for children in your household
- 10 都道 文京区小石川1丁目1番1-1001号 Prefecture/Metropolitan Area: Bunkyo Ward, Koishikawa 1-chome 1-1-1001
This shows the address format - write your prefecture/metropolitan area followed by your full address including ward, district, block numbers, and apartment number.
- 11 東京 Tokyo
Write the name of your prefecture (Tokyo in this case) - use the official English name or romanized Japanese name
- 12 障福 Disability and Welfare
Leave blank unless you receive disability benefits or welfare assistance from the government
- 13 府県 Prefecture
Write the name of your prefecture (e.g., Tokyo, Osaka, Kyoto, etc.)

異動者 – Person Table (Part 1/5) (continued)

- 14

国民年金

National Pension

Check this box if you need to enroll in or make changes to Japan's National Pension system due to your address change
- 15

国保介護

National Health Insurance and Long-term Care Insurance

Check this box if you need to register for or update your national health insurance and long-term care insurance coverage due to your address change.

異動者 – Person Table (Part 2/5)

フリガナ ブンキョウ タロウ	異動される方全員の氏名(通称)	生年月日 大・昭・平・令・西暦	性別 男	続柄 世帯主	住定年月日 平成28年1月1日	国民年金 基礎年金番号	国保 資格	住コ 有	個番 新	再転入 する
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- 1 異動される方全員の氏名（通称） Full name
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 続柄 Relationship to head of household
See relationship terms table.
- 4 住定年月日 Date of establishing residence
Enter the date you moved to this address in YYYY/MM/DD format
- 5 住コ個番再転入 Moving in (from another municipality or abroad)
Check this box if you are moving into this municipality from another city/town in Japan or from abroad. This applies to foreign residents registering their address for the first time in this specific municipality.
- 6 資格 Qualification/Status
Leave blank unless you have a specific legal status or qualification relevant to your residence registration.
- 7 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 Japanese pension system yet
- 8 資格資受 Qualification/Status Acquisition
Enter the date you acquired your current residential status or relevant qualification (e.g., when you obtained your visa or changed status)
- 9 平成 ・ 新令住和所での世帯-主との続柄 Relationship to head of household
See relationship terms table.
- 10 ブンキョウ タロウ BUNKYOU TAROU
This appears to be a sample name written in katakana – write your own name in katakana (the phonetic script used for foreign names) in the designated field.
- 11 大・昭・平・令・西暦 Taisho・Showa・Heisei・Reiwa・Western calendar
Circle the era type for any dates you write (令 for current Reiwa era, or 西暦 for Western/AD years)
- 12 世帯主 Head of household
Enter the name of the person legally recognized as the head of your household (often the primary income earner or eldest adult member)
- 13 フリガナ Phonetic reading (katakana)
Write the katakana reading of your name. For foreign names, this IS your name in katakana.
- 14 有有有新 Yes Yes Yes New
This appears to be a confirmation field – mark 'Yes' (有) for each applicable category if you are indeed a new resident establishing your address registration in this municipality.
- 15 する to do
Circle or check 'する' (to do/yes) to confirm that you want to proceed with the registration process described in this section of the form.

異動者 – Person Table (Part 3/5)

氏名 文京 太郎 夫・妻・子 男 1・1・1 無 2 () 有 無 新 新 する 再 再 しない

- 1 夫・妻・子 Husband・Wife・Child
Select the option that matches your relationship to the head of household
- 2 氏名 Full name
Write in katakana for foreign names. Some forms accept romaji.
- 3 1 A 任得 1A Employment/Acquisition
This appears to be a section code or reference number – likely leave blank unless specifically instructed by municipal staff
- 4 文京 太郎 Bunkyo Taro
This appears to be an example name showing the format (surname first, then given name) – replace with your actual name in the same order.
- 5
Write your date of birth in Japanese format (year/month/day). Use the Japanese calendar system (e.g., Reiwa 5 for 2023) or Western calendar as specified on the form.
- 6
Enter your age as of the date you're filling out this form. Write the number in Arabic numerals followed by the kanji 歳 (sai) meaning 'years old'.
- 7 その他 Other
Use this section for any additional information or circumstances not covered by the main form fields
- 8 無2 () None 2 ()
This appears to be a checkbox or field option – leave blank if it doesn't apply to your situation, or fill in the parentheses if additional information is needed
- 9 無無無再 None/None/None/Re-
This appears to be a partially filled coding section – likely leave blank unless specifically instructed by municipal office staff
- 10 しない Will not do/No
This is typically a checkbox option indicating you will NOT do something specified in the form – read the associated question carefully before selecting.
- 11 1・1・1 女 1・1・1 Female
N/A – this appears to be a form field identifier or reference code rather than something you need to fill out
- 12 () (blank field/parentheses for filling in information)
Write additional information or notes as specified by the form context. This parenthetical field is typically for supplementary details or clarifications related to your personal information.
- 13 本籍 (在留期間 在留期間の満了日 法第30条の4 5に規定する区分 在留資格 在留カードの番号)
Residence status / Visa type / Period of stay
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 e.g. 1年, 3年, 5年. As shown on your Residence Card.
- 14 筆頭者 (国籍・地域) Nationality / Region
Write your country of nationality. For Taiwan, write 台湾.

異動者 – Person Table (Part 3/5) (continued)

- 15 住民票コード Resident Registration Code
- Leave blank – this code is automatically assigned by the municipal office when you register

異動者 – Person Table (Part 4/5)

転居される方全員の氏名を記入してください。本籍・筆頭者は省略で構いません。

住民票コードの記載は必要ありません。

有	有	有	新	新	再転入
無	無	無	無	無	する

- 1** 住民票コードの記載は必要あり
Recording of resident card code is necessary
You'll need to provide your resident card code (住民票コード) – this is a unique 11-digit number assigned to you in the resident registration system.
- 2** フリガナ転居される方全員の氏名を記入してください。大本・昭籍・平・令筆・西頭暦者
Phonetic reading (katakana) / Full name / Moving within the same municipality
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.
- 3** 平成・令和
Heisei era · Reiwa era.
Select the appropriate era (Heisei: 1989–2019, Reiwa: 2019–present) when writing dates on the form.
- 4** 住コ個番再転入
Moving in (from another municipality or abroad)
Check this box if you are moving into this municipality from another city/town in Japan or from abroad. This applies to most foreign residents registering for the first time in a new area.
- 5** 男・妻・子
Male/Husband · Wife · Child
Select the appropriate relationship category that applies to you in the household registration.
- 6** 有有有
Yes Yes Yes
N/A – This appears to be a printing error or placeholder text rather than an actual form field to fill out.
- 7** 氏名
Full name
Write in katakana for foreign names. Some forms accept romaji.
- 8** する
to do
This means 'to do' – likely part of a checkbox or selection where you mark 'yes' if the adjacent condition applies to your situation.
- 9** その他
Other
Use this section for any additional information or circumstances not covered by the main form fields
- 10** 1 A 任
1A Assignment
N/A – this appears to be an internal administrative code or section identifier
- 11** は省略で構いません。
may be omitted.
You can leave this field blank if it doesn't apply to your situation.
- 12** . . .
These dots indicate spaces for writing numbers or characters, likely for dates (month/day) or numerical codes. Follow the format shown and write one character per dot.
- 13** . . .
Similar to field 12, these dots are placeholders for numerical entries. Fill in the required numbers with one digit per dot, maintaining proper spacing.
- 14** 無2 ()
None 2 ()
This appears to be a checkbox or field option – leave blank if it doesn't apply to your situation, or fill in the parentheses if additional information is needed

異動者 – Person Table (Part 4/5) (continued)

- 15 無無無 None/None/None
- This appears to be placeholder text or formatting – leave blank or check with municipal office staff for guidance on what should be entered in this field.

異動者 – Person Table (Part 5/5)

は省略で構いません。

2	本籍 (在留期間 在留期間の満了日 法第30条の4 5に規定する区分 在留資格 在留カードの番号)	(1と同じ)	筆頭者 (国籍・地域)	(1と同じ)	無	無	無	再	再	しない
---	---	----------	---------------	----------	---	---	---	---	---	-----

- 1女 () Female ()
Check this box if female and write your name in the parentheses if required by the form format
2. . .
These dots (・・) appear to be spacing or formatting elements in the form layout, not fields that require input. Leave these blank as they are likely just visual separators or placeholders in the form design.
- 3しない Will not do/No
This is typically a checkbox option indicating you will NOT do something specified in the form – read the associated question carefully before selecting.
- 4本籍 (在留期間 在留期間の満了日 法第30条の4 5に規定する区分 在留資格 在留カードの番号)
Residence status / Visa type / Period of stay
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 e.g. 1年, 3年, 5年. As shown on your Residence Card.
- 5筆頭者 (国籍・地域) Nationality / Region
Write your country of nationality. For Taiwan, write 台湾.
- 6住民票コード Resident Registration Code
Leave blank – this code is automatically assigned by the municipal office when you register
- 71と同じ Same as 1
Write “same as above” or copy the information from field 1 if it applies to this field as well
- 81と同じ Same as 1
Write “same as above” or copy the information from field 1 if it applies to this field as well

職員記入欄 – Staff Section

★記入する際の注意点★

氏名 フリガナ
大・昭・平・令・西暦 男 夫・妻・子 平成・令和 有 無 得 1 A 任 2 () 有 有 住コ 個番 再転入
新 新 する
再 再 しない
住民票コード

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？

Mainanba wa itsu todokimasu ka?

When will my My Number arrive?