

## 転出届

郵送用

記入日	年月日	異動年月日 (引越しした日、または 引越し予定日)	年月日
太転 枠出 のす 中の を方 ご全 記員 入の くだ だい。 なさ い。こ 記入く ださい。		氏名	
①			年月日
②			年月日
③			年月日
④			年月日
これまでの 住所	東京都中野区		これまでの世帯主 <input type="checkbox"/> 本人
新しい住所 ※国外転出の 場合国名のみ	〒 —		これからの世帯主 <input type="checkbox"/> 本人
連絡先電話番号 (昼間連絡可能な番号)	( ) 自宅・勤務先・携帯・その他【】		申請者 (世帯主 または 世帯員)
★世帯主が転出する場合は新しい世帯主をお書きください。 (15歳以上の方がお2人以上残られる場合に限ります) → 【新世帯主】			

マイナンバーカードまたは住民基本台帳カードをお持ちの方は、異動日より14日以上経過した場合、転出先で継続利用ができる可能性がありますのでご注意ください。

## ◆中野区の国民健康保険に加入されていたかたへ◆

異動年月日の前日(国外転出の場合は異動年月日)をもって、中野区の国民健康保険の資格はなくなり  
保険証は使用できなくなります。

## 【お願い】郵便を出す前にもう一度ご確認ください！

中野区にお送りいただく書類等に、不足はございませんか？(不足の場合手続きが遅れることがあります。)

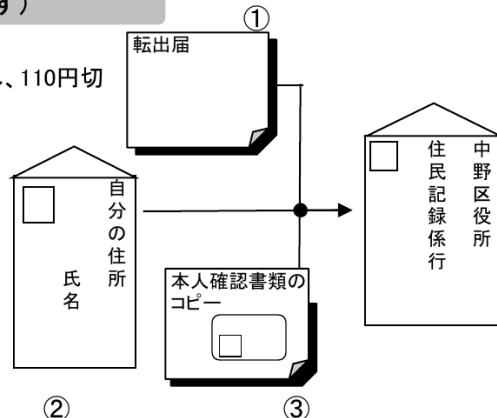
- 転出届 ※本紙のことです。
- 返信用封筒(切手の貼り忘れ、宛先の記入漏れはありませんか？)  
(宛先は中野区の住所か新しい住所のいずれかにしか送れません。勤務先などに送付することはできません)
- ご本人確認書類のコピー
- 国民健康保険証(加入者のみ) ※異動年月日(引越し日)が先の方は同封不要です。

## 郵便による転出証明書の請求方法(国外転出の場合は②は不要です)

- ① 転出届(※本紙のことです)を記入する。
- ② 返信用封筒に住所(中野区の住所か新しい住所のいずれか)と氏名を記入し、110円切手を貼る。  
※ お急ぎの場合は速達分300円を足して貼ってください。(合計410円)  
※ 簡易書留を希望の場合は書留分350円を足して貼ってください。(合計460円)  
※ 速達+簡易書留を希望の場合650円を足して貼ってください。(合計760円)
- ③ 本人確認書類(運転免許証、パスポート、健康保険証、年金手帳など)をコピーする。
- ④ 上記①～③を下記の送付先に送る。

## 【送付先】

〒164-8501  
中野区中野4丁目11番19号 中野区役所 住民記録係  
TEL 03-3228-5500(直通)



# Nakano – 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 &amp; Dates

## 1 転出届 Moving Out Notification

Submit this form when moving out of the municipality to officially deregister your residence

## 2 郵送用 For mailing

This is a checkbox or field to indicate if you're submitting this form by mail/postal service. Check this box or mark it if you're mailing the form rather than submitting it in person at a government office.

## 3 異動年月日 Date of Change

Enter the date you moved/changed residence in YYYY/MM/DD format

## 届出人情報 - Who Is Filing

②記入日	③年 月 日	④(引越しした日、または 引越し予定日)	⑤年 月 日	⑥	
⑩太転	⑧氏 名			⑨生 年 月 日	⑦
⑪枠出					⑬
⑫のす					⑮
⑬中る ①					

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 記入日 Date of entry

Write the date you are filling out this form (not your move date or birth date)

3 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

4 (引越しした日、または (Date of moving, or

Enter the actual date you physically moved to your new address, not the date you're filing this form.

5 引越し予定日) Planned moving date)

Enter the date you plan to complete your move to the new address

6 太転 Major transfer

Check this box if you're moving from one prefecture to another or making a significant residential move (as opposed to a minor address change within the same area)

7 場一 Location/Place -

This appears to be an incomplete field label, likely part of a longer field name that may have been cut off or abbreviated.

8 氏 名 Name

Write your full name as it appears on your residence card or passport

9 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.)

10 枠出 Outside the box

This appears to be an instructional marking indicating content that should be written outside the designated box or field area. As a form filler, you would typically ignore this administrative marking and focus on the actual fillable fields.

11 のす Address

Write your complete residential address in Japanese characters (kanji/hiragana/katakana)

12 中る① Hit/Apply ①

This appears to be a checkbox or selection indicator - mark this option if it applies to your situation (specific meaning depends on surrounding context on the form)

13 年 月 日 Year \_\_\_\_ Month \_\_\_\_ Day \_\_\_\_

Write the date in Japanese format (year/month/day) using Western numerals - this is typically when you're submitting the form or when the address change takes effect.

## 住所 – Addresses

中る ①	①	年 月 日	転出または住民基本台帳カードまで継続利用ができます
を方 ②	⑥	年 月 日	
ご全 ③	⑫	年 月 日	
記員 ④			
入の ⑤			
くお ⑦			
だ名 ⑧			
さ前 ⑨			
いを ⑩			
記 ⑪			
⑫			
⑬			
⑭			

1 年 月 日 Year \_\_\_\_ Month \_\_\_\_ Day \_\_\_\_

Write the date in Japanese format (year/month/day) using Western numerals – this is typically when you're submitting the form or when the address change takes effect.

2 を方 person/individual

This is likely part of a larger field label indicating where to write information about a specific person – check the full context of the surrounding text to determine what information is needed.

3 ご全 Family/Household

This section is for listing all family members or household members who are part of this residence registration change.

4 記員 Recording clerk

This field is for the recording clerk's name – leave this blank as it will be filled by the government office staff member who processes your form.

5 入の② Moving in ②

This refers to the second person moving into the residence – fill out their information in this section if multiple people are registering.

6 年 月 日 Year \_\_\_\_ Month \_\_\_\_ Day \_\_\_\_

Write the date in Japanese format (year/month/day) using Western numerals – this is typically when you're submitting the form or when the address change takes effect.

7 くお ku/o (partial text – likely cut off)

This appears to be part of an address field, likely for ward (ku) or district – write the ward/district portion of your address in Japanese characters.

8 だ名 Name

Write your full name as it appears on your residence card or passport

9 さ前 Previous

This likely refers to your previous address or previous name – fill in the information about where you lived before or what your name was before any changes.

10 が本 subject/person in question

This typically precedes a field where you write the name of the person whose registration is being changed

11 いを③ Rank/Order ③

This appears to be a numbering or ranking field – fill in the appropriate number if multiple entries are being made on the form.

## 住所 – Addresses (continued)

年 月 日 Year \_\_\_\_ Month \_\_\_\_ Day \_\_\_\_

12 Write the date in Japanese format (year/month/day) using Western numerals – this is typically when you're submitting the form or when the address change takes effect.

13 で台 Counter/Unit No.

Write the apartment/unit number if you live in an apartment building or housing complex

14 。 ̄ Period and honorific prefix fragment

This is punctuation that's already printed on the form – do not write anything here as it's just formatting for the document structure.

## 異動者 - Person Table (Part 1/2)

④ 入 ぐ だ さ い。	③ これまでの 住所	① 年 月 日	⑤ これまでの世帯主	⑥ カードをお持ちの方は、 可能性があります のでご注目
			② これまでの世帯主	
⑨ 〒	⑩ 新しい住所 ※国外転出の 場合国名のみ	⑪ □ 本人	⑫ これから世帯主	
⑮ - - -	⑭ 申請者	⑬ □ 本人		

1 年 月 日 Year \_\_\_\_ Month \_\_\_\_ Day \_\_\_\_

Write the date in Japanese format (year/month/day) using Western numerals – this is typically when you're submitting the form or when the address change takes effect.

2 これまでの世帯主 Previous head of household

Enter the name of the person who was the head of household at your previous address, if different from current

3 東京都中野区 Tokyo Metropolis, Nakano Ward

This indicates the municipal jurisdiction – if this is pre-printed, it confirms you're filing in Nakano Ward; if it's a field to fill, enter your current ward/city name

4 いこれまでの Previous/Former

This appears to be part of a larger field label asking for your previous address or residence information.

5 住所 Address

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

6 あち Address

Write your current residential address in Japan using the Japanese format (largest to smallest administrative divisions)

7 □ 本人 □ Applicant/Person in question

Check this box if you are filling out the form for yourself (not on behalf of someone else)

8 これから世帯主 New head of household

Write the name of the person who will be the head of household at your new address (usually yourself if living alone, or the primary resident if joining a household)

9 〒 - Postal code

Enter your 7-digit Japanese postal code in the format # #-###

10 新しい住所 Address

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

11 ※国外転出の Moving out

This field is only for people moving out of Japan permanently. If you're just moving within Japan or temporarily leaving, leave this blank.

## 異動者 – Person Table (Part 1/2) (continued)

## 12 場合国名のみ Country name only in case

If the instruction applies to your situation, write only the country name without additional details like city or address.

## 13 □ 本人 □ Applicant/Person in question

Check this box if you are filling out the form for yourself (not on behalf of someone else)

## 14 申請者 Applicant

Write your name here as the person submitting this residence registration form

## 15 ( ) (blank field/parentheses for filling in information)

This appears to be a blank field in parentheses for additional information.

Check the form instructions or leave blank if no specific information is requested for your situation.

## 異動者 - Person Table (Part 2/2)

<span style="color: red;">2</span> <span style="color: red;">5</span> 連絡先電話番号 (昼間連絡可能な番号)	<span style="color: red;">6</span> (      )	<span style="color: red;">3</span> 申請者 <span style="color: red;">4</span> 世帯主 <span style="color: red;">4</span> または <span style="color: red;">7</span> 世帯員	<span style="color: red;">8</span> 【新世帯主】	<span style="color: red;">1</span> 注意 より く だ さ い 1 4 日 以 上
<span style="color: red;">9</span> ★世帯主が転出する場合は新しい世帯主をお書きください。 (15歳以上の方がお2人以上残られる場合に限ります) →				
◆中野区の国民健康保険に加入されていたかたへ◆				

## 1 意り Reason

Write the reason for your address change (e.g., "moving," "marriage," "job transfer")

## 2 連絡先電話番号 Phone number

Japanese mobile number preferred. Some forms accept overseas numbers.

## 3 (世帯主) (Head of Household)

Write the full name of the person who is registered as the head of your household

## 4 または or

This means 'or' – it's connecting the options for who can be the applicant (either the head of household OR a household member).

## 5 (昼間連絡可能な番号) (Daytime contact number)

Enter a phone number where you can be reached during business hours (9 AM – 5 PM), such as your work number or mobile phone.

## 6 自宅・勤務先・携帯・その他【      】 Place of employment / Employer

Company name and address. Some forms also ask for 勤務先電話番号 (employer phone number).

## 7 世帯員) Household Members)

List all family members living at the same address, including their relationship to the head of household

## 8 【新世帯主】 New Head of Household

Fill in the name of the person who will be the new head of household after the residential change

## 9 ★世帯主が転出する場合は新しい世帯主をお書きください。 Moving out

If the head of household is moving out and other family members (2+ people over 15) are staying, write the name of the new head of household here. Only fill this out if applicable to your situation.

## 10 (15歳以上の方がお2人以上残られる場合に限ります) →

(Limited to cases where 2 or more persons aged 15 and above will remain) →

This condition applies when multiple adults will still be registered at the address after your move – follow the arrow for additional requirements.

## 11 ◆中野区の国民健康保険に加入されていたかたへ◆

◆For those who were enrolled in Nakano Ward's National Health Insurance◆

This is a header section for people who were enrolled in Nakano Ward's National Health Insurance – additional fields related to insurance will follow below this marker.

## 職員記入欄 - Staff Section

- ▼中野区の国民健康保険に加入されている必要があります▼
- ① 異動年月日の前日(国外転出の場合は異動年月日)をもって、中野区の国民健康保険の資格はなくなります。
  - ② 保険証は使用できなくなります。
  - ③ 【お願い】郵便を出す前にもう一度ご確認ください！
  - ④ 中野区にお送りいただく書類等に、不足はございませんか？(不足の場合手続きが遅れることがあります。)
  - ⑤ □ 転出届 添付紙のことです。
  - ⑥ □ 返信用封筒(切手の貼り忘れ、宛先の記入漏れはありませんか？)
  - ⑦ \*(宛先は中野区の住所か新しい住所のいずれかにしか送れません。勤務先などに送付することはできません)

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 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?