

☐裏面あり

Shinjuku – 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

- 1 **住民異動届** Resident Registration Change Notification
This is the main form title – you'll need to complete this form when moving to a new address, changing household composition, or other residence-related changes.
- 2 **新宿区長宛てTo: Mayor of Shinjuku City** To: Mayor of Shinjuku City
This field is pre-printed and indicates the form is addressed to the Mayor of Shinjuku City – no action needed from you.
- 3 **世帯主・世帯員** Head of household・Household members
Check the appropriate box – “世帯主” if you're the head of household, “世帯員” if you're a household member
- 4 **代理人** Representative/Agent
Fill in the name and details of the person submitting the form on your behalf if you cannot submit it yourself
- 5 **本人** Self (head of household)
Check this box if you are the head of household filling out the form for yourself (most common case for individual foreign residents).
- 6 **Notification of Change in Residence** Notification of Change in Residence
This is the form title indicating it's for notifying changes in residence – no action needed from you.
- 7 **(新)** (New)
This indicates a field for your new address information when moving residences.
- 8 **☐ 再転入** Moving in (from another municipality or abroad)
Check this box if you are moving back into Japan from abroad or from another municipality.
- 9 **ご署名欄：来庁者ご本人様が必ず自署してください** Signature
Sign your name. Foreigners can use a written signature instead of a seal (inkan).
- 10 **転出取消回復入国等中長期転出力ード転出国外転出職** Moving out
This section lists various types of moving out scenarios – check the appropriate box if you are moving out of your current address.
- 11 **転居** Moving within the same municipality
Check this box if you are only moving within the same city/municipality (Shinjuku in this case).
- 12 **帯世世世転続** Household head succession/continuation
Check this if you are taking over as the new household head due to the previous head moving away or other circumstances
- 13 **転入力ード転入** Moving in (from another municipality or abroad)
Check this box if you are moving into Shinjuku from another municipality within Japan or from abroad.
- 14 **Visitor's Full Name by handwriting** Visitor's Full Name by handwriting
Write your full name clearly by hand in katakana, hiragana, or Roman letters as it appears on your residence card.

タイトル・届出日 – Header & Dates (Part 1/2) (continued)

- 15
- 主帯帯帯出柄

Head of household relationship
- Write your relationship to the head of household (e.g., "head", "spouse", "child", "parent", etc.)

タイトル・届出日 - Header & Dates (Part 2/2)

[illegible]

- 署名 Signature
Sign your name. Foreigners can use a written signature instead of a seal (inkan).
- 全全一一 All All One One
N/A - This appears to be layout/formatting text or placeholder characters rather than a field to be filled out
- 世帯 Household
Write the name of the head of household (usually yourself if living alone, or the primary resident if in a family)
- 分合変 Division/merger/change
Check this box if your address change is due to municipal boundary changes, town mergers, or administrative redistricting rather than a physical move

全一全一全一全一全一全一全一全一転→→→変離併更証更Name/Signature

Full/All One Full/All One Full/All One Full/All One Full/All One Full/All One Full/All One Full/All One Transfer→→→Ch

1 Check the box that corresponds to the type of registration change you're making (transfer, divorce, merger, update, etc.). This indicates the reason for your address or household registration change.

2 **出全一全一更 Complete departure - Complete - Complete - Change**

Check this box if you are moving out of your current address completely and not registering a new address in the same municipality. This is typically used when moving to a different city or leaving Japan.

3 **番号 Number**

Enter your residence card number or other identifying number as specified in the form instructions.

4 **電話番号 Phone number**

Japanese mobile number preferred. Some forms accept overseas numbers.

5 **PhoneNumber Phone Number**

Enter your current phone number where you can be contacted regarding this registration.

6 **届出年月日Date of Notification異動年月日Date of Change Date of Notification / Date of Change**

Enter the date you're submitting this form under "Date of Notification" and the actual date your residence changed under "Date of Change"

7 **代理人の場合は以下もご記入ください。 If using a representative, please also fill out the following.**

This section is only needed if someone else is submitting the form on your behalf – you can skip it if filing yourself.

8 **Ifyouareproxy,pleasewriteyouraddressandrelationtotheapplicant**

If you are proxy, please write your address and relation to the applicant
If someone else is filing this form on your behalf, they should write their full address and their relationship to you (e.g., 'spouse', 'parent', 'legal representative'). Leave blank if you're filing for yourself.

9 **代Pr理ox人yaのdd住re所ss Address of proxy/representative**

Enter the full address of the person filling out this form on your behalf (if applicable)

10 **(Y) (M) (D) □住定日確認済 (Y) (M) (D) □Residence establishment date confirmed**

This is a checkbox for municipal staff to mark when they've verified your move-in date – you don't need to fill this part.

11 **(Y) (M) (D) (Y) (M) (D)**

Fill in Year, Month, and Day – use Western calendar format (e.g., 2024/03/15)

12 **※別世帯の方の届出には委任状が必要です。 Letter of proxy / Power of attorney**

Required if someone else is filing on your behalf.

13 **異動者との関係 Relationship to the person moving**

Select your relationship to the person whose residence is being registered/changed (e.g., self, spouse, child, parent, etc.)

届出人情報 – Who Is Filing (Part 1/2) (continued)

- 14

新住所

New address

The address you are moving TO.
- 15

新世帯主

New household head

Enter the name of the person who will be the new head of household after the move/change

届出人情報 – Who Is Filing (Part 2/2)

新住所	新世帯主	異動者との関係 Relation to the applicant
-----	------	--------------------------------------

- 1
- Rlationto the applicant Relation to the applicant

Write your relationship to the person whose registration is being changed (e.g., "self", "spouse", "child", "parent", etc.)

住所 – Addresses (Part 1/2)

3 New Address	2 Head of Household	1 本人確認 ①運転免許証・旅券・個力・住力（写付）・在留カード等 ②健保・年金手帳・社員証・学生証・介護 / ききとり
8 旧住所 Previous Address	7 旧世帯主 Head of Household	6 既存 方 書 10 枝号
13 本籍地	等 等 等	12 特出確認 要 13 新規 住居表示係 要

- 1

本人確認①運転免許証・旅券・個力・住力（写付）・在留カード等
Identity verification ① Driver's license, passport, individual number card, residence card (with photo), residence card, etc.
Bring one of these photo ID documents to prove your identity when submitting the form.
- 2

Head of Head of
Write the name of the head of household (typically the primary resident or family leader). If you live alone, write your own name here.
- 3

New Address New Address
Write your complete new address including postal code, prefecture, city/ward, and apartment/building details if applicable. Use the exact format as it appears on official Japanese address records.
- 4

Household Household
Enter your household composition details – typically the head of household and all family members living at the same address.
- 5

②健保・年金手帳・社員証・学生証・介護/ききとり
②Health insurance・pension handbook・employee ID・student ID・nursing care/interview
Bring relevant documents from this list that apply to you (health insurance card, pension book, work/school ID, nursing care documents) or be prepared for an interview if you don't have them.
- 6

既存 Existing
This refers to existing/current information already on record – you typically don't need to fill this section as it shows your current registration details.
- 7

旧世帯主 Former household head
Enter the name of the previous household head if there was a change in who heads the household
- 8

旧住所 Previous address
If coming from abroad, write your country name (e.g. アメリカ合衆国).
- 9

HHoeuasdeh oofld N/A – This appears to be garbled/corrupted text, not valid Japanese
This field appears to contain corrupted text and cannot be properly identified. Leave blank or consult the issuing office for clarification on what should be entered here.
- 10

方枝号 Branch/Subdivision Number
Enter the subdivision or branch number of your address if applicable (often used for large apartment complexes or housing developments)
- 11

Previous Address Previous Address
Write your complete previous address including apartment/room number, city, prefecture, and postal code exactly as it appeared on official documents.
- 12

☐特出確認要 Special departure confirmation required
Check this box if you need confirmation for special circumstances when moving out of the municipality
- 13

新規 New registration
Check this box if you're registering your residence in Japan for the first time at this municipality

住所 – Addresses (Part 1/2) (continued)

- 14

本籍地

Registered domicile

Write your permanent legal domicile address as recorded in your family register (koseki), which may differ from your current residence address.
- 15

☐住居表示係要

Housing address numbering system required

Check this box if your address uses the housing address numbering system (住居表示) rather than the traditional lot numbering system

住所 – Addresses (Part 2/2)

3 本籍地 <small>(日本人の方のみ)</small>	1 筆頭者	4 新規 2 住居表示係 要 3 特別方書確認要 なし 5 地図 (P・ー) 付定図
フリガナ European European		住 国民健康保険 後期 介護保険 国民年金 医 就

- 1 筆頭者 Head of household
- Enter the name of the primary person listed on your family register (koseki) – usually the father or eldest family member
- 2 ☐ 特別方書確認要 Building name / room number
- Apartment/mansion name and room number. e.g. ○○マンション 301号室
- 3 (日本人の方のみ) (Japanese nationals only)
- This section is marked as 'Japanese nationals only' so foreign residents should leave this field blank and skip it entirely. Only Japanese citizens need to fill out this particular section.
- 4 なし None/Nothing
- Check this option or write “なし” when the question doesn't apply to you or you have nothing to report for that field
- 5 地図 (P・ー) 付定図 Map (P・ー) attached fixed diagram
- N/A – this is a reference code for the official zoning/address map that municipal staff use for verification
- 6 異フ動リ者ガ氏ナ名FuFullr iNgaanma e Person Moving – Full Name
- Write your complete legal name as it appears on your residence card or passport.

異動者 – Person Table (Part 1/5)

フリガナ Furigana		フリガナ Furigana	生年月日	性別	続柄	※外国人の方のみご記入ください。 (Note: This section is only for the use of foreign residents.)			各種カード	地図 (P. -)		付定図	
No.	フリガナ	フリガナ	生年月日	性別	続柄	在留カード番号	国籍・地域	在留期間	預かり確認	住居地	国民健康保険	後期高齢者	介護保険
	異動者氏名 Full Name	旧氏/通称 Maiden Name/Alternative name (alias)	Date of Birth	Gender	Relationship to Head of Household	Residence Card No.	Nationality	満了日 Expiration of Stay	計 枚	資格 交付 審査	資格 交付 審査	資格 交付 審査	資格 交付 審査
			大・昭・平・令・西暦	男 女		住民票コード Residence Record Code	在留資格 Status of Residence			有 無 在 留 特 永	有 無 在 留 特 永	有 無 在 留 特 永	有 無 在 留 特 永
1													

- 1
Maideフn N旧リamガ氏e/Aナl／tern通aFtiuve称r ingaamne a(alias)D a生te年 of月B日ir th 性Gen別de rRHteo続l uaHst
Former Name/Alternative Name (alias), Date of Birth, Gender, Relationship to Head of Household ※For foreign residents: Residence Card
Foreign residents should fill in their residence card number and status of residence information in the designated foreign resident section.
- 2
異フ動リ者ガ氏ナ名FuFullr iNgaanma e Person Moving – Full Name
Write your complete legal name as it appears on your residence card or passport.
- 3
No No
Write the sequential number for this person entry (usually '1' for the first person, '2' for the second, etc.).
- 4
☐個力 Individual/Personal
This appears to be a checkbox option – check if applying as an individual person rather than as a household or family unit.
- 5
医小学 Medical Elementary School
This appears to be a checkbox or field for educational background – check the appropriate box if applicable, though the text seems corrupted in this scan.
- 6
大・昭・平・令・西暦男 Taishō・Shōwa・Heisei・Reiwa・Western calendar Male
Select the appropriate era (Taishō/Shōwa/Heisei/Reiwa) or Western calendar for your birth date, and circle “男” if you are male
- 7
有回 Available/Present
This likely indicates availability or presence status – check the appropriate box based on your current situation or document availability.
- 8
認定 Certification/Approval
This section is typically filled out by municipal office staff, not by you as the applicant.
- 9
有般郵済 Regular mail completed
N/A (this is an administrative marking indicating postal processing status)
- 10
(電証有無) (Electronic certificate availability)
Check if you have an electronic certificate (マイナンバーカード with IC chip functionality) – mark accordingly
- 11
中学 Middle school
Enter the name of the middle school if this section applies to a student aged 12–15
- 12
・ (M) ・ (M)
This is likely a gender marker – write 'M' for male or check the male option if this is a checkbox field.
- 13
強制：任意 Mandatory: Optional
This indicates whether each field is required (強制) or optional (任意) – fill out all mandatory fields completely.
- 14
・ ・ (ellipsis/continuation marks)
These continuation marks typically indicate 'same as above' – use when information is identical to the previous entry or line.

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

- 15
- ☐☐在住力力☐☐無特し永無高窓未

Residence status/visa type checkboxes (text appears corrupted or poorly scanned)
- Check the appropriate box for your residence status/visa type in Japan (the text appears corrupted but likely includes options like permanent resident, spouse visa, work visa, etc.).

異動者 – Person Table (Part 2/5)

[illegible]

- 1 年(Y)・月(M)・日(D)女(F) Year(Y)・Month(M)・Day(D) Female(F)
This shows the date format and gender designation – enter your birthdate as YYYY/MM/DD and mark F if female

2 区分未定 Classification/Category Not Yet Determined
This likely indicates a field where the classification hasn't been filled in yet – check with municipal staff about what category applies to your situation.

3 - 児年生 – year student
Enter the school grade level of the child (e.g., 1st year, 2nd year, etc.)

4 住特 Special Resident
Check this box if you are a foreign national with special permanent resident status in Japan

5 医小中学学 Medical Elementary Middle School School
N/A – This appears to be corrupted or incomplete text, possibly indicating sections for medical facilities and schools, but would need clarification from municipal office staff.

6 大・昭・平・令・西暦男 Taishō・Shōwa・Heisei・Reiwa・Western calendar Male
Select the appropriate era (Taishō/Shōwa/Heisei/Reiwa) or Western calendar for your birth date, and circle “男” if you are male

7 ☐ 個力 Individual/Personal
This appears to be a checkbox option – check if applying as an individual person rather than as a household or family unit.

8 有 般 郵 済 有 回 Yes Regular Mail Completed Yes Return
These appear to be checkbox options for mail delivery preferences – check the appropriate boxes for your postal service needs.

9 認定 Certification/Approval
This section is typically filled out by municipal office staff, not by you as the applicant.

10 ・ (M) ・ (M)
Write 'M' if you are male or leave blank/write other designation if female. This appears to be a gender field where M indicates male.

11 (電証有 無) (Electronic certificate: Yes/No)
Circle “有” (Yes) if you have an electronic certificate for digital services, or “無” (No) if you don't have one.

12 強制 : 任意 Mandatory: Optional
This indicates whether each field is required (強制) or optional (任意) – fill out all mandatory fields completely.

13 2 2 22
Write your age in numbers. Based on the context, this appears to be asking for your current age (the example shows '22').

14 ・ ・ (ellipsis/continuation marks)
Use these dots or dashes to indicate continuation or that information extends beyond the available space. Leave blank if not needed for continuation purposes.

異動者 – Person Table (Part 2/5) (continued)

- 15
- ☐在力☐特永無高窓未

☐Foreign resident☐Special permanent resident☐No☐Elderly☐At counter☐Minor
- Check the appropriate boxes that apply to your status and situation when submitting the form.

2	<p>年(Y)・月(M)・日(D)</p> <p>大・昭・平・令・西暦</p>	<p>女用</p>	<p>口在力 口特永</p> <p>口佳力 口無し</p> <p>無 高、窓、未</p> <p>有、般、鄭、濟</p> <p>有、回</p> <p>有、認定、強制：任意</p>	<p>未</p> <p>住特</p> <p>児</p> <p>小、学、中、学</p>
3				

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

- 15
- • (ellipsis/continuation marks)

These are continuation marks indicating the form continues or that additional information should be written in the following spaces. You may leave this blank as it's typically just a formatting element.

異動者 – Person Table (Part 4/5)

3											年(Y)・月(M)・日(D)	女											<input type="checkbox"/> 在力 <input type="checkbox"/> 特永 <input type="checkbox"/> 住力 <input type="checkbox"/> 無し	無	高	窓	未	<input type="checkbox"/> 未 <input type="checkbox"/> 分	<input type="checkbox"/> 有 <input type="checkbox"/> 無	<input type="checkbox"/> 特永 <input type="checkbox"/> 住力	<input type="checkbox"/> 有 <input type="checkbox"/> 無	<input type="checkbox"/> 有 <input type="checkbox"/> 無	<input type="checkbox"/> 有 <input type="checkbox"/> 無
新	氏名	続柄	備考	9-1通知	CS送信	19-1通	備考	<備考欄>										<input type="checkbox"/> 宛名冊付 <input type="checkbox"/> 前住所 <input type="checkbox"/> 本籍 <input type="checkbox"/> 附票 <input type="checkbox"/> CS <input type="checkbox"/> 宛名 説明 (<input type="checkbox"/> 有) <input type="checkbox"/> 封済 <input type="checkbox"/> 個人番号 <input type="checkbox"/> 新規付番 <input type="checkbox"/> あり															
								<input type="checkbox"/> 統合記載欄編集済 <input type="checkbox"/> 有 <input type="checkbox"/> 要 <input type="checkbox"/> 消済																									
								転入通知入力有																									

- 1 ☐在力 ☐特永無高窓未 ☐Foreign resident ☐Special permanent resident ☐No ☐Elderly ☐At counter ☐Minor
Check the appropriate boxes that apply to your status and situation when submitting the form.
 - 2 区未 Ward/District Not Yet [Determined/Registered]
This likely indicates a field where the ward/district hasn't been filled in yet – ensure you write your complete address including the ward (区) name.
 - 3 - 児 -child
This indicates a section for listing children/dependents in your household registration.
 - 4 住特 Special Resident
Check this box if you are a foreign national with special permanent resident status in Japan
 - 5 年(Y)・月(M)・日(D)(F) Year(Y)・Month(M)・Day(D)(F)
Enter dates in YYYY/MM/DD format: the (F) likely indicates foreign date format or a specific field designation
 - 6 ☐住力 ☐無し ☐With housing card ☐Without housing card
Check the appropriate box based on whether you have a jūminhyō (resident registration card) from your previous address
 - 7 年生 Year/Grade
Write your school grade year (1年生, 2年生, etc.) or academic year level. If you're not a student, leave this field blank or write 'N/A'.
 - 8 <備考欄> <Remarks Section>
Use this remarks section to write any additional information that doesn't fit in other fields, such as special circumstances, temporary address changes, or clarifications about your status.
 - 9 ☐宛名紐付 ☐前住所 ☐本籍 ☐附票 ☐C S Address
Write in kanji if possible. Ward office staff can help you look up the correct kanji for your address.
 - 10 新N-----氏一名-----続一柄--[2備考]---9---1-通--知-----C-S-送--信-----1-9---1-通---N備
New N-----Family Name--Given Name-----Relationship--[28Remarks]---9---1-Notice-----CS-Transmission-----1-9---1-Notice---N
N/A (this appears to be form layout/formatting text rather than fillable fields)
 - 11 ☐個力説明 (☐Individual explanation (
This appears to be an incomplete checkbox label – likely for indicating if individual explanation was provided or needed during the registration process.
 - 12 日) ☐封済 Day) ☐ Sealed/Completed
This appears to be a checkbox or field marker indicating completion status – likely for office use only, so you probably don't need to fill this part.
 - 13 個人番号 ☐新規付番 ☐あり My Number (Individual Number)
12-digit number. Leave blank on first registration – it will be mailed to you after.
 - 14 ☐統合記載欄編集済 ☐ Integrated record section editing completed
N/A (this is an administrative checkbox for office use only)

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

- 15
- ✕有・要・消済

Memo/Notes – Available/Required/Completed

This appears to be administrative checkboxes for office use – you likely don't need to fill this section as an applicant.

異動者 – Person Table (Part 5/5)

旧 世			<div>1</div> 転入通知入力有			<div>2</div> 有・要・済済	-	-
			<div>4</div> 期間経過	<div>5</div> 要・済		<div>3</div> 連絡 (済)	-	-
					学齢簿作成	国保 4 F		

- 1

転入通知入力有 Moving in (from another municipality or abroad)

Check this box or mark 'Yes' if you have received a transfer notification from your previous municipality when moving from another city/town in Japan. This confirms proper documentation of your move between municipalities.
- 2

連絡 (Contact (

Write the contact method used for coordination with your previous municipality, such as 'phone', 'email', or 'mail'. This helps track how the transfer was communicated.
- 3

) 済) completed/processed

Mark this when the transfer process has been completed successfully. City hall staff typically fill this field to confirm all procedures are finished.
- 4

期間経過 Period Elapsed

Check this if the standard processing period has passed without completion. This flag helps identify cases that may need additional follow-up or documentation.
- 5

要・済 Required/Completed

Check the appropriate box – “要” (required) if the action is needed, “済” (completed) if already done
- 6

学 齢 簿作成国保 4 F School age register creation National Health Insurance 4F

N/A (this is administrative routing information indicating which departments need to process your form)

職員記入欄 – Staff Section

市			①受理通知	②受付・済	...								
			⑩	⑪	⑫	⑬	⑭	⑮	⑯	⑰	⑱	⑲	⑳
			受付	区S①	区S②	確認	入力・仮更新	審査・本更新	番号記載	⑤ カード 継続・券面	審査	返却	完了入力
			⑭ 裏面あり										

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

記入方法を教えてくださいませんか？

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?