

転出届（郵送届出用）

太ワクのなかをボールペンでお書きください

Nerima - 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 住定日 年 月 日 Date of residence establishment ____year ____month ____day

Enter the date you officially established residence at this address (usually
your move-in date)

2 転出届 (郵送届出用) Moving Out Notification (For Mail-in Submission)

Use this form when moving out of the municipality and submitting by mail rather
than in person

3 (兼 国民健康保険被保険者資格喪失届・後期高齢者医療連絡票)

(Also serves as National Health Insurance Policyholder Qualification Loss Notification / Elderly Medical Care Liaison Form)

4 練馬区長宛 To the Mayor of Nerima Ward

5 下記のとおり届けます。 I hereby notify/report as follows.

This is standard form language that appears before the details section - no
action needed from you as it's just instructional text.

届出人情報 - Who Is Filing

1 国保証記号・番号 National Health Insurance Card Symbol/Number

Enter the symbol and number from your National Health Insurance card if you have one; leave blank if not enrolled

2 届出日令和 Date of filing

Today's date. Use Japanese calendar or Western calendar.

3 日転出(予定)年月日令和 Moving out

4 日国民健康保険入力・未入力 National Health Insurance Input/Not Input

This indicates whether your national health insurance information has been entered into the system – typically handled by the office staff, not something you need to fill out.

5 フリガナ Phonetic reading (katakana)

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

6 練馬区 Nerima Ward

This indicates the municipal jurisdiction – if you live in Nerima Ward, this form is for you

7 ワ今まで Previous/Until now

This appears to be a section header for information about your previous residence – fill in details about where you lived before your current address.

8 丁目 Block/District Number

Enter the numbered district section of your address (e.g., if your address is "1-2-3 Shibuya", enter "1" for 1-chome)

9 号世 Household Number

Enter the household number assigned to your residence (found on your residence certificate or previous registration documents)

10 喪失年月日 Date of Loss

Enter the date you lost your previous status or registration (format: year/month/day using Japanese calendar or Western calendar as specified)

11 クの住所(建物名と部屋番号) Address

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

住所 - Addresses (Part 1/3)

The form shows a large input field for the new address (1), followed by a grid of smaller fields for address components (2-14). Red numbers indicate specific fields of interest.

1 なか新 し住い所 New address

Write your complete new residential address including postal code, prefecture, city/ward, and building details

2 後期負担区 Late-stage burden category

This refers to healthcare cost burden classification for those 75+ enrolled in the Late-stage Elderly Healthcare System – leave blank if under 75

3 国保住所資・知高齢証 Address

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

4 介護住所介護 Address

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

5 印登 錄鑑証 Seal (inkan / hanko)

Personal seal stamp. Most ward offices accept a written signature for foreigners instead.

6 個住 力力 Individual Residence – Head of Household

Check the box if you are registering as an individual resident and head of your household

7 地証 Address certificate

This likely refers to documentation proving your address – prepare utility bills, lease agreement, or other address verification documents

8 高証 Senior citizen certificate

Check this box if you hold a senior citizen certificate (高齢者証明書) or similar elderly identification document

9 資特 Special Status

Leave blank unless you have special residential status circumstances that need to be noted by the municipal office

10 保特回 Special Protection Return

N/A – this appears to be a system code or administrative marking rather than a field requiring input

11 性続 柄 Gender and Relationship

Fill in your gender (male/female) and relationship to the head of household (e.g., head, spouse, child, etc.)

12 登回 Registration/Return

This likely refers to registering a return to a previous address or re-registering after temporary absence – check the appropriate box if this applies to your situation.

13 登回 Registration/Return

This likely refers to registering a return to a previous address or re-registering after temporary absence – check the appropriate box if this applies to your situation.

14 転出する人全員の氏名 (フリガナ) Phonetic reading (katakana) / Full name / Moving out

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.

住所 – Addresses (Part 1/3) (continued)

15 生年月日 Date of birth

Format: 年(year) 月(month) 日(day). Use Japanese calendar (令和/平成) or Western year.

住所 - Addresses (Part 2/3)

備考 Remarks

Use this section for any additional notes or special circumstances regarding your address change that don't fit in other fields.

格例回収 Document retrieval/collection

This likely refers to collecting or retrieving official documents - follow staff instructions for any required document pickup.

齢発行 Age issuance

N/A - this appears to be a partial label or system text, likely part of a larger field name

陰例収 Insurance enrollment

Check the box if you need to enroll in National Health Insurance (required for most foreign residents without employer insurance)

録収 Receipt/Recording

N/A - this is likely a header or administrative marking on the form

録収 Receipt/Recording

N/A - this is likely a header or administrative marking on the form

明大昭平令西暦男 Meiji, Taisho, Showa, Heisei, Reiwa, Western Calendar, Male

These are era options for dates and gender - select the appropriate Japanese era (or Western Calendar) for birth date, and check "男" if male

受有済 Already received

This is typically a checkbox or status field that office staff will mark - leave blank as an applicant

有済 Completed/Settled

This likely indicates a status checkbox - mark if applicable fees or requirements have been completed/settled.

有済 Completed/Settled

This likely indicates a status checkbox - mark if applicable fees or requirements have been completed/settled.

有有 Yes/Yes

This appears to be a checkbox or selection field - mark "Yes" for applicable items or questions on the form.

有有済済 Completed/Processed (status indicators)

N/A - this appears to be administrative status marking fields that office staff would fill out

無未 None/Not applicable

This typically appears as a checkbox option meaning you have no unmarried minor children to register or report changes for.

無未 None/Not applicable

This typically appears as a checkbox option meaning you have no unmarried minor children to register or report changes for.

無無 None/None

This likely indicates "none" for two related fields - leave blank or check "none" if you don't have the requested information for either category.

住所 - Addresses (Part 3/3)

1	ル	ペ	ン											
2														
3														
4														
5														
6														
7														
8														
9	ン2	N2												
10	無無未未	None/None/Not yet/Not yet												
11	無未	None/Not applicable												
12	無未	None/Not applicable												
13	無無	None/None												
14	無未	None/Not applicable												

1 無無未 None/None/Not yet

These likely refer to checkbox options for “無” (none/not applicable) and “未” (not yet/未定) – select the appropriate option based on your situation for each field.

2 無無未未 None/None/Not yet/Not yet

These appear to be checkbox or field options – select “無” (none) if something doesn't apply to you, or “未” (not yet) for pending/incomplete items

3 明大昭平令西暦男 Meiji, Taisho, Showa, Heisei, Reiwa, Western Calendar, Male

These are era options for dates and gender – select the appropriate Japanese era (or Western Calendar) for birth date, and check “男” if male

4 受有済 Already received

This is typically a checkbox or status field that office staff will mark – leave blank as an applicant

5 有有済済 Completed/Processed (status indicators)

N/A – this appears to be administrative status marking fields that office staff would fill out

6 有済 Completed/Settled

This likely indicates a status checkbox – mark if applicable fees or requirements have been completed/settled.

7 有済 Completed/Settled

This likely indicates a status checkbox – mark if applicable fees or requirements have been completed/settled.

8 有有 Yes/Yes

This appears to be a checkbox or selection field – mark “Yes” for applicable items or questions on the form.

9 ナ2 N2

10 無無未未 None/None/Not yet/Not yet

These appear to be checkbox or field options – select “無” (none) if something doesn't apply to you, or “未” (not yet) for pending/incomplete items

11 無未 None/Not applicable

This typically appears as a checkbox option meaning you have no unmarried minor children to register or report changes for.

12 無未 None/Not applicable

This typically appears as a checkbox option meaning you have no unmarried minor children to register or report changes for.

13 無無 None/None

This likely indicates “none” for two related fields – leave blank or check “none” if you don't have the requested information for either category.

14 無未 None/Not applicable

This typically appears as a checkbox option meaning you have no unmarried minor children to register or report changes for.

異動者 - Person Table (Part 1/6)

1 無無未未 None/None/Not yet/Not yet

These appear to be checkbox or field options – select “無” (none) if something doesn't apply to you, or “未” (not yet) for pending/incomplete items

2 無未 None/Not applicable

This typically appears as a checkbox option meaning you have no unmarried minor children to register or report changes for.

3 無未 None/Not applicable

This typically appears as a checkbox option meaning you have no unmarried minor children to register or report changes for.

4 無無 None/None

This likely indicates “none” for two related fields – leave blank or check “none” if you don't have the requested information for either category.

5 無未 None/Not applicable

This typically appears as a checkbox option meaning you have no unmarried minor children to register or report changes for.

6 【特例転出のご案内】 Moving out**7 明大昭平令西暦男** Meiji, Taisho, Showa, Heisei, Reiwa, Western Calendar, Male

These are era options for dates and gender – select the appropriate Japanese era (or Western Calendar) for birth date, and check “男” if male

8 受有済 Already received

This is typically a checkbox or status field that office staff will mark – leave blank as an applicant

9 有有済済 Completed/Processed (status indicators)

N/A – this appears to be administrative status marking fields that office staff would fill out

10 有済 Completed/Settled

This likely indicates a status checkbox – mark if applicable fees or requirements have been completed/settled.

11 有済 Completed/Settled

This likely indicates a status checkbox – mark if applicable fees or requirements have been completed/settled.

12 有有 Yes/Yes

This appears to be a checkbox or selection field – mark “Yes” for applicable items or questions on the form.

13 お3 Child 3

Write the name of your third child if applicable, or leave blank if you have fewer than 3 children.

14 マイナンバーカードまたは住基 My Number Card or Basic Resident Register

Provide your My Number Card if you have one, or your Basic Resident Register Card (Juki Card) as identification

15 無無未未 None/None/Not yet/Not yet

These appear to be checkbox or field options – select “無” (none) if something doesn't apply to you, or “未” (not yet) for pending/incomplete items

異動者 – Person Table (Part 2/6)

- 1 無未** None/Not applicable
This typically appears as a checkbox option meaning you have no unmarried minor children to register or report changes for.

2 無未 None/Not applicable
This typically appears as a checkbox option meaning you have no unmarried minor children to register or report changes for.

3 無無 None/None
This likely indicates "none" for two related fields - leave blank or check "none" if you don't have the requested information for either category.

4 無未 None/Not applicable
This typically appears as a checkbox option meaning you have no unmarried minor children to register or report changes for.

5 カードをお持ちの方は特例の転 If you have a card, special transfer
This refers to having a My Number card or residence card - check this section if you have either card for streamlined transfer procedures

6 出届をすることができます。 You can submit a departure notification.
File this form when moving out of the municipality or leaving Japan to update your residence status.

7 明 大 昭 平 令 西暦男 Meiji, Taisho, Showa, Heisei, Reiwa, Western Calendar
These are era options for dates and gender - select the appropriate Japanese era (or Western Calendar) for birth date, and check "男" if male

8 受有済 Already received
This is typically a checkbox or status field that office staff will mark - leave blank as an applicant

9 特例転出をする方には転出証 Moving out

10 有有済済 Completed/Processed (status indicators)
N/A - this appears to be administrative status marking fields that office staff would fill out

11 有済 Completed/Settled
This likely indicates a status checkbox - mark if applicable fees or requirements have been completed/settled.

12 有済 Completed/Settled
This likely indicates a status checkbox - mark if applicable fees or requirements have been completed/settled.

13 有有 Yes/Yes
This appears to be a checkbox or selection field - mark "Yes" for applicable items or questions on the form.

14 明書を交付しないため、返信用 Because a certificate will not be issued.
This appears to be part of instructions about return postage - likely indicating when you don't need to provide return postage because no certificate will be mailed back to you.

15 日女 Japanese female
Check this box if you are a Japanese citizen and female

異動者 – Person Table (Part 3/6)

- 1 無無未未** None/None/Not yet/Not yet
These appear to be checkbox or field options – select “無” (none) if something doesn't apply to you, or “未” (not yet) for pending/incomplete items

2 無未 None/Not applicable
This typically appears as a checkbox option meaning you have no unmarried minor children to register or report changes for.

3 無未 None/Not applicable
This typically appears as a checkbox option meaning you have no unmarried minor children to register or report changes for.

4 無無 None/None
This likely indicates “none” for two related fields – leave blank or check “none” if you don't have the requested information for either category.

5 無無未未 None/None/Not yet
These likely refer to checkbox options for “無” (none/not applicable) and “未” (not yet/未定) – select the appropriate option based on your situation for each field.

6 封筒の同封が不要になります。 An envelope for enclosure will not be necessary.
This is informational text indicating you don't need to include a return envelope with your submission.

7 特例転出を希望する方は、チェック Moving out

8 明大昭平令西暦男 Meiji, Taisho, Showa, Heisei, Reiwa, Western Calendar, Male
These are era options for dates and gender – select the appropriate Japanese era (or Western Calendar) for birth date, and check “男” if male

9 受有済 Already received
This is typically a checkbox or status field that office staff will mark – leave blank as an applicant

10 クをしてください。 Please mark/check.
Use a checkmark (✓) or fill in the circle/box completely as indicated on the form.

11 有有済済 Completed/Processed (status indicators)
N/A – this appears to be administrative status marking fields that office staff would fill out

12 有済 Completed/Settled
This likely indicates a status checkbox – mark if applicable fees or requirements have been completed/settled.

13 有済 Completed/Settled
This likely indicates a status checkbox – mark if applicable fees or requirements have been completed/settled.

14 有有 Yes/Yes
This appears to be a checkbox or selection field – mark “Yes” for applicable items or questions on the form.

15 さ5 Sa5
This appears to be a form section identifier or reference number – leave blank as it's likely for administrative use only.

異動者 - Person Table (Part 4/6)

1 口特例転出 Moving out

2 無無未未 None/None/Not yet/Not yet

These appear to be checkbox or field options – select “無” (none) if something doesn't apply to you, or “未” (not yet) for pending/incomplete items

3 無未 None/Not applicable

This typically appears as a checkbox option meaning you have no unmarried minor children to register or report changes for.

4 無未 None/Not applicable

This typically appears as a checkbox option meaning you have no unmarried minor children to register or report changes for.

5 無無 None/None

This likely indicates “none” for two related fields – leave blank or check “none” if you don't have the requested information for either category.

6 無未 None/Not applicable

This typically appears as a checkbox option meaning you have no unmarried minor children to register or report changes for.

7 【同封する書類のご案内】 [Guide to Documents to be Enclosed]

8 本人または同一世帯の方 ※署名してください。 Signature

Sign your name. Foreigners can use a written signature instead of a seal (inkan).

9 届出の区分 Type of notification

Check the appropriate box for your situation (moving in, moving out, address change within city, etc.)

10 証回収 Certificate collection/retrieval

This likely refers to collecting or returning official certificates – check with municipal staff about which documents you need to submit or retrieve

11 1 届出人の本人確認書類のコピー Applicant / Person filing the form

The person physically submitting the form. Usually yourself.

12 届氏名 Full name

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

13 マイナンバーカードのおもて面、運転免許証、在留カード、 Front side of My Number Card, driver's license, residence card,

Provide one of these ID documents when submitting the form

14 口口口 [Checkbox boxes/selection boxes]

15 健康保険の資格確認書（保険者番号と被保険者番号をマスキング）など全一特

Health insurance qualification confirmation document (with insurer number and insured person number masked) etc., all unified special

Provide a copy of your health insurance card or qualification document, but black out/cover the insurer and insured person numbers for privacy protection

異動者 - Person Table (Part 5/6)

The form consists of several horizontal rows of input fields. Row 1 contains a TEL field and a large text area for address information. Row 2 contains a 'TEL' field and a note about postage. Row 3 is a header '部部例' (Section/Department Example). Row 4 is a '勤務先' (Place of employment) field. Row 5 is a note about postage. Row 6 is a '日中連絡' (Daytime contact) field. Row 7 is a note about postage options. Row 8 is a '世帯主転出に伴う続柄変更' (Relationship to head of household) field. Row 9 is a '口免許' (Driver's license) field. Row 10 is a '口乳子' (Infant/Child) field. Row 11 is a '口児童手当' (Child Allowance) field. Row 12 is a note about the head of household moving out. Row 13 is a note about the name of the person leaving. Row 14 is a '口年金' (Pension) field. Row 15 is a '口学校' (School) field.

1 自宅 2 返信用封筒 ※国外転出、特例転出の方は不要です。 Moving out

2 TEL TEL

Write your phone number where you can be reached during business hours for any questions about your registration.

3 部部例 Section/Department Example

N/A – this is likely a header or example text showing format for department/section fields

4 勤務先 Place of employment / Employer

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

5 (転出証明書返送用) 宛先を記入し、切手を貼付してください。 Moving out

6 日中連絡が取れる連絡先を必ずご記入ください。携帯

Please be sure to fill in a contact number where you can be reached during the day. Mobile
Write your mobile phone number where you can be contacted during daytime hours (9 AM – 5 PM).

7 (切手の額) 簡易書留 (推奨) 460円分または普通郵便110円分

(Postage amount) Simple registered mail (recommended) 460 yen or regular mail 110 yen

Choose registered mail (460 yen) for important documents to ensure delivery confirmation, or regular mail (110 yen) for basic delivery.

8 世帯主転出に伴う続柄変更 (新続柄) Relationship to head of household / Moving out

See relationship terms table.

9 口免許口保険 License Insurance

Check these boxes to indicate which documents (driver's license, insurance cards, etc.) need address updates due to your residence change.

10 口乳子 Infant/Child

Check this box if the person being registered is an infant or child (likely under a certain age threshold defined by the municipality)

11 口児童手当 Child Allowance

Check this box if you're applying for or need to update child allowance benefits for dependent children under 15

12 世帯主が転出され同一世帯の方が残る場合、 Moving out

13 残る方の氏名と新続柄を記入してください。 Full name / Relationship to head of household

Write in katakana for foreign names. Some forms accept romaji. See relationship terms table.

14 本口個カード口年金 My Number Card/Pension

Check the box if you have a My Number Card and/or need to update pension information due to your address change.

15 口学校 School

Check this box if the move involves a school-age child who needs to transfer schools due to the address change.

異動者 - Person Table (Part 6/6)

1 口国保 National Health Insurance

Check this box if you need to enroll in or make changes to Japan's National Health Insurance system

2 人口旅券口後期 Passport expiration date

Enter the expiration date printed on your passport

3 口個人番号カード My Number (Individual Number)

12-digit number. Leave blank on first registration – it will be mailed to you after.

4 世帯主 Head of household

Write the name of the person who is registered as the head of the household you're joining or leaving

5 確口障手口介護 Disability Certificate / Care

Check the boxes if you have a disability certificate or need long-term care services

6 口通知カード口在留カード等 Notification Card Residence Card, etc.

Check the box for whichever card type you possess – foreign residents should typically check "Residence Card, etc."

7 受付 Reception/Received

N/A – this is an office use only section where municipal staff will stamp or write when they receive your form

8 入力 Input/Entry**9 証発行 Certificate issuance**

Check this box if you need official certificates (like residence certificate) issued along with your registration change

10 証回収 Certificate collection/retrieval

This likely refers to collecting or returning official certificates – check with municipal staff about which documents you need to submit or retrieve

11 審査 Review/Examination

N/A – this is a section header for municipal office use only

12 照合 Verification/Cross-reference**13 認口特永口生保 Special Permanent Resident**

Check this box if you are a special permanent resident (typically applies to long-term Korean/Taiwanese residents and their descendants)

14 口選挙 Elections

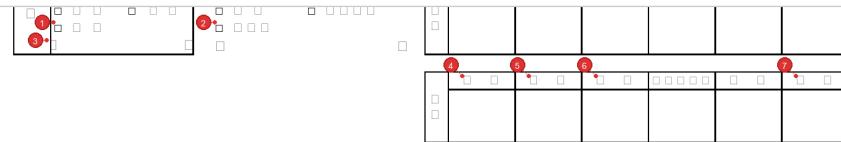
Check this box if you want to register for voting eligibility (requires Japanese citizenship)

15 口国外継続 Continued residence abroad

Check this box if you are continuing to live outside Japan (e.g., extending an overseas stay)

職員記入欄 - Staff Section

2		
3		
4		
5		



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?