

港 区 長 様

住 民 異 動 届

届出日		異動日	
令和 西暦	年 月 日	令和 西暦	年 月 日
<input type="checkbox"/> 転入 <input type="checkbox"/> 特例転入 <input type="checkbox"/> 国外転入(入国日・帰国日: 年 月 日) <input type="checkbox"/> △30条の46転入 <input type="checkbox"/> 中長期在留資格取得 <input type="checkbox"/> 転出 <input type="checkbox"/> 特例転出 <input type="checkbox"/> 国外転出 <input type="checkbox"/> 転居 ※個人番号カードの交付を受けている方は、転入の特例が適用されます。			

あたらしい住所		附図確認	新世帯主	フリ ガナ	届出人区分	<input type="checkbox"/> 世帯主 <input type="checkbox"/> 世帯員 <input type="checkbox"/> 代理人
いままでの住所					連絡先	電話
代理人の住所【新住所で同じ世帯の場合は不要】						

日本人の国外からの転入の場合	(海外での住所)	(日本での最終住所)	(転出時期)	年 月 日
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No.	フリガナ 異動する(した)人の氏名	生年月日	性別	統柄	個人番号	国保 国民年金の種別	後期高齢 基礎年金番号	介護保険 児童手当	カ申 在力	優先
1	大昭平令 西暦 年 月 日	男 女	世帯主	返納・() 記載事項変更	有無 1号	有無 任意	有無 有無	有無 無	有 無	英 漢 通
2	大昭平令 西暦 年 月 日	男 女		返納・() 記載事項変更	有無 1号	有無 任意	有無 有無	有無 無	有 無	英 漢 通
3	大昭平令 西暦 年 月 日	男 女		返納・() 記載事項変更	有無 1号	有無 任意	有無 有無	有無 無	有 無	英 漢 通
4	大昭平令 西暦 年 月 日	男 女		返納・() 記載事項変更	有無 1号	有無 任意	有無 有無	有無 無	有 無	英 漢 通
5	大昭平令 西暦 年 月 日	男 女		返納・() 記載事項変更	有無 1号	有無 任意	有無 有無	有無 無	有 無	英 漢 通

1	個人番号カード運用状況 有⇒運用中・一時停止 無⇒廃止等	確認時間 :	確認者	個人番号カード運用状況 有⇒運用中・一時停止 無⇒廃止等	確認時間 :	確認者	※個人番号カードをお持ちの方で、紙の転出証明書の発行が必要な理由			
2	個人番号カード運用状況 有⇒運用中・一時停止 無⇒廃止等	確認時間 :	確認者	個人番号カード運用状況 有⇒運用中・一時停止 無⇒廃止等	確認時間 :	確認者				
3	個人番号カード運用状況 有⇒運用中・一時停止 無⇒廃止等	確認時間 :	確認者	備考欄						
				世帯主住定日	年 月 日	受付	入力	審査	最終確認	

受付番号

受取者

本人確認書類
1号書類
個人番号カード等
運転免許証
旅券
在留カード等
身分証明書

2号書類
健康保険証
年金手帳等
その他
()
委任状

□学校
児童手当
署名用電子証明書
住民票・印鑑登録
日本籍地確認
その他
()
証明書発行履歴

Minato – 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 港区長様	② 住民異動届	⑤ 受付番号
③ 届出日	④ 異動日	
令和	令和	下記内容及び添付資料において誤りがないことを確認しました。 ※印字落丁・記入がまぬ場合、一重線で訂正してください。

1 港区長様 To the Mayor of Minato Ward

This field is pre-printed and addresses the form to the Mayor of Minato Ward – no action needed from you as it's already filled in.

2 住民異動届 Resident Registration Change Form

This is the form title 'Resident Registration Change Form' and is pre-printed – you don't need to write anything here.

3 届出日 Date of filing

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

4 異動日 Date of move / change

The date you actually moved into your new address – NOT your arrival date in Japan if different.

5 受付番号 Reception Number

Leave this blank as it will be filled in by the city office staff when you submit your form – this is their internal tracking number.

6 下記内容及び添付資料において誤りがないことを確認しました。

I have confirmed that there are no errors in the content below and attached documents.

This is a confirmation statement – check it after reviewing all your form entries and documents are correct.

届出人情報 - Who Is Filing (Part 1/2)

The form includes fields for:

- 令和 (Year) and 西暦 (Western calendar) for entry and return dates.
- 搬入 (Moving in) type: 特例転入 (Special Case), 国外転入 (Overseas), or 30条の46転入 (Article 46).
- Stamp area: Seal (inkan / hanko) and Signature (furi).
- Recipient information: 受取者 (Recipient) and 受付番号 (File Number).
- Other fields include: 附図確認 (Attachment Confirmation), 新世帯主 (New Household Head), and Household classification (12).

1 令和 Reiwa

This refers to the current Japanese era name (started May 1, 2019) – leave blank as it's typically pre-printed on forms or will be filled by office staff

2 令和 Reiwa

This refers to the current Japanese era name (started May 1, 2019) – leave blank as it's typically pre-printed on forms or will be filled by office staff

3 ※印字項目に誤りがある場合、二重線で訂正してください。 Seal (inkan / hanko)

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

4 西暦 年 月 日 西暦 年 月 日

Western calendar ____year ____month ____day Western calendar ____year ____month ____day

Fill in dates using the Western calendar (e.g., 2024) rather than the Japanese era calendar system.

5 届出人署名 Applicant / Person filing the form / Signature

The person physically submitting the form. Usually yourself. Sign your name. Foreigners can use a written signature instead of a seal (inkan).

6 □転入 □特例転入 □国外転入 (入国日・帰国日 : 年 月 日)

Moving in (from another municipality or abroad)

Check the appropriate box for your type of move: 転入 for moving from another Japanese municipality, 特例転入 for special cases with My Number card, or 国外転入 for moving from overseas (fill in your entry/return date to Japan in year/month/day format if checking this option).

7 受取者 Recipient

Write the name of the person who will receive the residence certificate or documents related to this registration change.

8 □30条の46転入 □中長期在留資格取得 □転出 □特例転出 □国外転出 □転居

Residence status / Visa type / Moving in (from another municipality or abroad) / Moving out 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

9 ※個人番号カードの交付を受けている方は、転入の特例が適用されます。

My Number (Individual Number) / Moving in (from another municipality or abroad)

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

10 フリ Phonetic reading

Write the phonetic reading (furigana) of your name in katakana characters above where you wrote your name in kanji/Chinese characters

11 □世帯主 □世帯員 □代理人 □Household Head □Household Member □Representative

Check one box to indicate your relationship to the household – select "Household Head" if you're the primary resident, "Household Member" if you're joining an existing household, or "Representative" if filing on behalf of someone else.

12 届出人区分 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)

13 附図確認 Attached Map Confirmation

Check this box if you've confirmed the attached residential map/diagram showing your new address location

14 ガナ Katakana

Write your name in katakana characters (the phonetic script used for foreign names in Japanese)

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)

<input checked="" type="checkbox"/> あらしい住所	附図確認	新世帯主	ガチ	届出入区分	<input type="checkbox"/> 世帯主	<input type="checkbox"/> 世帯員	<input type="checkbox"/> 代理人	
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1 あらしい住所 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)

2 あたらしい住所	附図確認	新世帯主	届出入区分	<input type="checkbox"/> 世帯主	<input type="checkbox"/> 世帯員	<input type="checkbox"/> 代理人	4 本人確認書類
9 いままでの住所	7 代理人の住所【新住所で同じ世帯の場合は不要】			連絡先	<input type="checkbox"/> 電話		5 1号書類
12 日本人の国外からの転入の場合	(海外での住所)	13 (日本での最終住所)	14 (転出時期)	年	月	日	6 □個人番号カード等 7 □運転免許証 8 □旅券 9 □在留カード等

1 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

2 あたらしい住所 Address

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

3 連絡先 Phone number

Japanese mobile number preferred. Some forms accept overseas numbers.

4 本人確認書類 Personal identification documents

Bring valid ID like passport, residence card, or driver's license to verify your identity

5 電話 Phone number

Japanese mobile number preferred. Some forms accept overseas numbers.

6 1号書類 Document No. 1

Select the type of identity document you're submitting – typically your residence card (在留カード) or driver's license (運転免許証) for foreign residents.

7 代理人の住所【新住所で同じ世帯の場合は不要】 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.

8 □個人番号カード等 My Number (Individual Number)

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

9 いままでの住所 Address

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

10 □運転免許証 □ Driver's license

Check this box if you're providing your driver's license as identification

11 □旅券 □ Passport

Check this box if the registration change is related to passport matters or if you need to update passport information in your residence record.

12 日本人の国外から (海外での住所) Address

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

13 (日本での最終住所) Address

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

14 (転出時期) Moving out

Enter the date (year/month/day) when you moved out of your previous address – leave blank if this is your first registration in Japan or if you're moving from overseas.

住所 – Addresses (Part 1/3) (continued)

15 在留カード等 Residence Card, etc.

Check this box if you have a residence card or special permanent resident certificate to submit with your form.

住所 - Addresses (Part 3/3)

番号	異動する(した)人の氏名	エーチアーフォーワイ	会員登録	税込	国民年金の種別	基礎年金番号	申方先	2号書類
	田中　太郎	甲	、	有無	有無	有無	右 英	右 英

1 2号書類 Document No. 2

This indicates that you are filling out 'Document No. 2' which is typically the address change notification form (転居届) for foreign residents. You don't need to write anything in this field as it's just a form identifier - it's already pre-marked to show which type of document this is.

2 有有英 Yes/Yes/English

This appears to be checkbox options - likely indicating "Yes" responses to two questions and possibly a language preference for "English"

異動者 - Person Table (Part 1/6)

1	大昭平令西暦 年月日	男女	世帯主	返納・ 記載事項変更	有無	有無	有無	有無	有無	有無	英漢通	2号書類 □健康保険証 □年金手帳等 □その他
	西暦 年月日	甲		任意	有無	有無	有無	有無	有無	有無	英	()

1 有有英 Yes/Yes/English

This appears to be checkbox options – likely indicating “Yes” responses to two questions and possibly a language preference for “English”

2 返納・() 有無 Return/Surrender – () Yes/No

Check “Yes” if you need to return documents like residence card or health insurance card, “No” if not applicable

3 有無 Presence/Absence

Check the appropriate box to indicate whether the item applies to you or not (Yes/No)

4 有無 Presence/Absence

Check the appropriate box to indicate whether the item applies to you or not (Yes/No)

5 有無 Presence/Absence

Check the appropriate box to indicate whether the item applies to you or not (Yes/No)

6 大昭平令西暦 Taishō, Shōwa, Heisei, Reiwa, Western Calendar

Select the appropriate era system for dates – use Western Calendar (西暦) for standard year format like 2024

7 □健康保険証 Health insurance card

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

8 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

9 □年金手帳等 □ Pension handbook, etc.

Check this box and bring your pension handbook (年金手帳) or other pension-related documents if you have them

10 記載事項変更 Change of Recorded Information

Check this box if you’re updating existing information in your residence record (like name change due to marriage) rather than moving addresses

11 年月日 Year Month Day

Write the date in Japanese format (year/month/day) using Arabic numerals, typically the date you’re submitting the form.

12 無無通 None/None/Notification

This appears to be a checkbox or field code – likely leave blank or check “none” if you don’t have the applicable documentation or notifications.

13 1号 任意 No. 1 Optional

This indicates an optional field numbered “1” – fill out if applicable to your situation, but you can leave blank if it doesn’t apply.

14 □その他 □ Other

Check this box if your situation doesn’t fit the other provided categories on the form.

異動者 – Person Table (Part 1/6) (continued)

15

() (blank field for writing)

Write the name of your health insurance provider or type of insurance (e.g., National Health Insurance, Employee Health Insurance, etc.). If you don't have Japanese health insurance, write 'none' or leave blank according to the form instructions.

異動者 - Person Table (Part 2/6)

2	⑥ 大昭平令西暦 ⑨ 年月日	男 女	返納・() 記載事項変更 ⑩ 1号	有無 任意	⑪ 有無 ⑫ 有無	⑬ 有無 ⑭ 有無	⑮ 有無 ⑯ 有無	⑰ 有無 ⑱ 有無	英 漢 通 英	□ 指定地図 ⑦ □ 委任状 □ 学校
	大昭平令西暦	男								

1 有有英 Yes/Yes/English

This appears to be checkbox options – likely indicating “Yes” responses to two questions and possibly a language preference for “English”

2 返納・() 有無 Return/Surrender – () Yes/No

Check “Yes” if you need to return documents like residence card or health insurance card, “No” if not applicable

3 有無 Presence/Absence

Check the appropriate box to indicate whether the item applies to you or not (Yes/No)

4 有無 Presence/Absence

Check the appropriate box to indicate whether the item applies to you or not (Yes/No)

5 有無 Presence/Absence

Check the appropriate box to indicate whether the item applies to you or not (Yes/No)

6 大昭平令西暦 Taishō, Shōwa, Heisei, Reiwa, Western Calendar

Select the appropriate era system for dates – use Western Calendar (西暦) for standard year format like 2024

7 口委任状 Letter of proxy / Power of attorney

Required if someone else is filing on your behalf.

8 記載事項変更 Change of Recorded Information

Check this box if you’re updating existing information in your residence record (like name change due to marriage) rather than moving addresses

9 年月日 Year Month Day

Write the date in Japanese format (year/month/day) using Arabic numerals, typically the date you’re submitting the form.

10 無無通 None/None/Notification

This appears to be a checkbox or field code – likely leave blank or check “none” if you don’t have the applicable documentation or notifications.

11 1号 任意 No. 1 Optional

This indicates an optional field numbered “1” – fill out if applicable to your situation, but you can leave blank if it doesn’t apply.

12 有有英 Yes/Yes/English

This appears to be checkbox options – likely indicating “Yes” responses to two questions and possibly a language preference for “English”

13 返納・() 有無 Return/Surrender – () Yes/No

Check “Yes” if you need to return documents like residence card or health insurance card, “No” if not applicable

14 有無 Presence/Absence

Check the appropriate box to indicate whether the item applies to you or not (Yes/No)

異動者 – Person Table (Part 2/6) (continued)

15 有無 Presence/Absence

Check the appropriate box to indicate whether the item applies to you or not
(Yes/No)

異動者 – Person Table (Part 3/6)

3		②・大昭平令西暦 ⑥・年月日	男女	返納・() ⑤・記載事項変更	有無	有無	有無	①・有無 ⑦・無	有無	英漢通	③・□学校 ④・□児童手当 ⑨・□署名用電子証明書 ⑪・□住民票・印鑑登録
				⑧・1号	任意			⑩・無			
		大昭平令西暦	男	返納・() ⑩・登録	有無	⑫・有無	⑬・有無	⑭・有無	有無	英	

有無 Presence/Absence

Check the appropriate box to indicate whether the item applies to you or not.
(Yes/No)

大昭平令西暦 Taishō, Shōwa, Heisei, Reiwa, Western Calendar

Select the appropriate era system for dates – use Western Calendar (西曆) for standard year format like 2024.

□学校 □School

Check this box if the move involves a school-age child who needs school transfer procedures.

呂童手當 Child Allowance

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

記載事項変更 Change of Recorded Information

Check this box if you're updating existing information in your residence record (like name change due to marriage) rather than moving addresses.

年 月 日 Year Month Day

Write the date in Japanese format (year/month/day) using Arabic numerals, typically the date you're submitting the form.

無 無 通 None None Notification

This appears to be a checkbox or field option indicating "no notification required" - select this if no notification to other parties is needed for your residence change.

1号 任意 No. 1 Optional

This indicates an optional field numbered "1" – fill out if applicable to your situation, but you can leave blank if it doesn't apply.

□署名用電子證明書 Signature

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

有 有 英漢 Yes / Yes / English-Chinese

These appear to be checkbox options or language preferences – select “Yes” for applicable items and choose your preferred language support (English–Chinese Likely indicates bilingual assistance available).

□□住本民籍靈地・確印認鑑登錄 Seal (inkan / hanko)

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

有無 Presence/Absence

Check the appropriate box to indicate whether the item applies to you or not
(Yes/No)

有無 Presence/Absence

Check the appropriate box to indicate whether the item applies to you or not
(Yes/No)

有無 Presence/Absence

Check the appropriate box to indicate whether the item applies to you or not
(Yes/No)

異動者 - Person Table (Part 3/6) (continued)

15 **返納・() 有無** Return/Surrender - () Yes/No

Check "Yes" if you need to return documents like residence card or health insurance card, "No" if not applicable

異動者 - Person Table (Part 4/6)

4	大昭平令西暦 年月日	男女	返納・() 記載事項変更	有無 1号	有無 任意	有無 無	有無 無	英漢通	<input type="checkbox"/> 住民票・印鑑登録 <input type="checkbox"/> 本籍地確認 <input type="checkbox"/> その他 ()
5	大昭平令西暦 年月日	男女	返納・() 記載事項変更	有無 1号	有無 任意	有無 無	有無 無	英漢通	<input type="checkbox"/> 証明書発行履歴

1 大昭平令西暦 Taishō, Shōwa, Heisei, Reiwa, Western Calendar

Select the appropriate era system for dates – use Western Calendar (西暦) for standard year format like 2024

2 記載事項変更 Change of Recorded Information

Check this box if you're updating existing information in your residence record (like name change due to marriage) rather than moving addresses

3 年月日 Year Month Day

Write the date in Japanese format (year/month/day) using Arabic numerals, typically the date you're submitting the form.

4 □その他 □ Other

Check this box if your situation doesn't fit the other provided categories on the form.

5 無無通 None/None/Notification

This appears to be a checkbox or field code – likely leave blank or check "none" if you don't have the applicable documentation or notifications.

6 1号 任意 No. 1 Optional

This indicates an optional field numbered "1" – fill out if applicable to your situation, but you can leave blank if it doesn't apply.

7 () (blank field for writing)

This appears to be a blank field for additional information or notes. Leave blank unless specifically instructed otherwise, or use it to write any relevant details that don't fit in other sections of the form.

8 有有英 Yes/Yes/English

This appears to be checkbox options – likely indicating "Yes" responses to two questions and possibly a language preference for "English"

9 返納・() 有無 Return/Surrender – () Yes/No

Check "Yes" if you need to return documents like residence card or health insurance card, "No" if not applicable

10 有無 Presence/Absence

Check the appropriate box to indicate whether the item applies to you or not (Yes/No)

11 有無 Presence/Absence

Check the appropriate box to indicate whether the item applies to you or not (Yes/No)

12 有無 Presence/Absence

Check the appropriate box to indicate whether the item applies to you or not (Yes/No)

13 大昭平令西暦 Taishō, Shōwa, Heisei, Reiwa, Western Calendar

Select the appropriate era system for dates – use Western Calendar (西暦) for standard year format like 2024

異動者 - Person Table (Part 4/6) (continued)

14 証明書発行履歴 Certificate issuance history

This is a checkbox for 'Certificate issuance history.' Check this box if you want to request a record of previously issued certificates or if you need documentation of past certificate applications.

15 記載事項変更 Change of Recorded Information

Check this box if you're updating existing information in your residence record (like name change due to marriage) rather than moving addresses

異動者 - Person Table (Part 5/6)

5	年 月 日	女	記載事項変更	③ 1号 任意	④ 無	漢通	□証明書発行履歴
⑨ 個人番号カード運用状況 有⇒運用中・一時停止 無⇒廃止等		⑤ 確認時間 ⑥ 確認者 ⑪ ⑫ ⑬ ⑭	⑩ 個人番号カード運用状況 有⇒運用中・一時停止 無⇒廃止等		⑦ 確認時間 ⑧ 確認者 ⑯ ⑰ ⑱ ⑲	④ ※個人番号カードをお持ちの方で、紙の転出証明書の発行が必要な理由	
個人番号カード運用状況		確認時間	個人番号カード運用状況		確認時間	個人番号カード運用状況	
		確認者			確認時間	確認者	

1 年 月 日 Year Month Day

Write the date in Japanese format (year/month/day) using Arabic numerals, typically the date you're submitting the form.

2 無無通 None/None/Notification

This appears to be a checkbox or field code – likely leave blank or check "none" if you don't have the applicable documentation or notifications.

3 1号 任意 No. 1 Optional

This indicates an optional field numbered "1" – fill out if applicable to your situation, but you can leave blank if it doesn't apply.

4 ※個人番号カードをお持ちの方で、紙の転出証明書の発行が必要な理由 My Number (Individual Number) / Moving out 12-digit number. Leave blank on first registration – it will be mailed to you after.

5 確認時間 Confirmation Time

Write the time when the information was verified by an official, typically in HH:MM format (24-hour). Leave blank if not yet processed.

6 確認者 Confirming Officer

This field is for the name or ID of the government official who confirmed your information. You typically don't fill this yourself – it's completed by staff.

7 確認時間 Confirmation Time

Another confirmation time field, similar to field 5. This may be for a second verification step in the process.

8 確認者 Confirming Officer

Name or ID of a second confirming officer. Like field 6, this is usually filled by government staff, not the applicant.

9 個人番号カード運用状況 My Number (Individual Number)

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

10 個人番号カード運用状況 My Number (Individual Number)

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

11 1有⇒運用中・一時停止 1 Yes ⇒ In use · Temporarily suspended

Check if you have option 1 and indicate whether it's currently 'in use' (運用中) or 'temporarily suspended' (一時停止). Circle the appropriate status.

12 4有⇒運用中・一時停止 4 Available ⇒ In use · Temporarily suspended

Similar to field 11, but for option 4. Mark whether this option is 'in use' or 'temporarily suspended' based on your current situation.

13 無⇒廃止等 None⇒Abolished/etc.

Select this if your previous address had no house number or if the address system was abolished/changed

14 無⇒廃止等 None⇒Abolished/etc.

Select this if your previous address had no house number or if the address system was abolished/changed

異動者 – Person Table (Part 5/6) (continued)

15

確認時間 Confirmation Time

Another confirmation time field for official verification. Use HH:MM format and leave blank unless instructed otherwise by staff.

異動者 - Person Table (Part 6/6)

①個人番号カード運用状況	確認時間	②個人番号カード運用状況	確認時間	③確認者	⑥備考欄
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1 確認者 Confirming Officer

Write the full name of the person who verified or confirmed the information in this section. This is typically a government official, supervisor, or authorized personnel who reviewed the form.

2 確認時間 Confirmation Time

Enter the date and time when the confirmation/verification took place, usually in Japanese format (YYYY/MM/DD HH:MM). Use the actual time the review was completed.

3 確認者 Confirming Officer

Write the full name of the second confirming officer if dual verification is required. Some official documents require two people to verify information for accuracy and security purposes.

4 個人番号カード運用状況 My Number (Individual Number)

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

5 個人番号カード運用状況 My Number (Individual Number)

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

6 備考欄 Remarks column

Leave blank unless you have special circumstances to note – municipal staff will fill this if needed

職員記入欄 - Staff Section

②	有 ⇒ 運用中・一時停止 無 ⇒ 廃止等	:	③	有 ⇒ 運用中・一時停止 無 ⇒ 廃止等	:	
個人番号カード運用状況		確認時間	確認者			
有 ⇒ 運用中・一時停止 無 ⇒ 廃止等		:		⑥ 世帯主住定日	⑦ 年	月 ⑧ 日
				⑨ 受付	⑩ 入力	⑪ 審査
						最終確認

備考欄

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？

Kinryū 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?