

住民運動局

区長 あて

# Chiba Wakaba — 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

## セクション 1 — Section 1 (Part 1/2)

The screenshot shows the top portion of the form with several sections of checkboxes:

- 特例 (Special provision):** Contains checkboxes for "全部" (All), "一部" (Part), and "未届国外住所設定転出取消" (Non-resident address setting change/cancellation).
- 特例 (Special provision):** Contains checkboxes for "全部" (All), "一部" (Part), and "国外一転主変" (Overseas one move head change).
- 区間 (Within the ward):** Contains checkboxes for "全⇒全" (All⇒All), "全⇒一部" (All⇒Part), "一部⇒全" (Part⇒All), and "一部⇒一部" (Part⇒Part).
- 世帯変更 (Household change):** Contains checkboxes for "主変世帯分離" (Head of household split) and "かたに書 30条の48" (Written 30th article of 48).
- 職権記載 (Official entry/notation by authority):** Contains checkboxes for "全部" (All), "一部" (Part), and "職修職消職回" (Occupation training/elimination/return).

**1 特例** Special provision

Check this box if special circumstances apply to your registration

**2 特例** Special provision

Check this box if special circumstances apply to your registration

**3 転入** Moving in (from another municipality or abroad)**4 転出** Moving out**5 区内** Within the ward

Check this box if you're moving within the same ward/district, leave unchecked if moving from outside the ward

**6 世帯変更** Change of household (head of household change, merge, split)**7 職権記載** Official entry/notation by authority

N/A (this indicates information filled in by municipal office staff, not by applicants)

**8 世帯コード** Household Code

This field is typically filled in by municipal office staff - leave blank when submitting your form

**9 住民異動届** Resident Registration Change Notification

This is the form title - you'll need to fill out this form when moving, changing address, or updating household composition in Japan.

**10 区長 あて** To the Ward Mayor**11 職記** Employment Record

Write your current job title or occupation; if unemployed, write "無職" (unemployed)

**12 全一国外** All within one country abroad

This likely refers to moves between addresses within the same foreign country - check this option if you moved from one address to another within the same country outside Japan.

**13 全一職修** Complete one occupation/job training

N/A - this appears to be a form section header or formatting text rather than a fillable field

**14 →全→全分離かた書部部職消** Single⇒All Single⇒All Separation Method Writing Section Section Position Elimination

N/A (appears to be fragmented form layout/formatting text rather than a field to complete)

**15 部部住所設定** Address

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



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## セクション 1 — Section 1 (Part 2/2)

届出日	令和 年 月 日	転勤日	平成 年 月 日	新規登録	住所設定	全部 部	一 転主変	全⇒一	全⇒全	全⇒一	世変 分離	新規登録	全部 部	一 転消	30条の48	30条の47
				旧	転出取消	30条の46	一	→全	→全	→一	かた書	合併	一	→消	30条の47	

1 一転主変→一→一合併30条の48 Transfer principal change → → Merger Article 30-48

N/A (this appears to be reference text indicating form sections and legal article numbers)

2 30職条の回47 Article 30, Section 47

N/A - this appears to be a reference number or legal citation for administrative purposes

3 転30出条取の消46 Transfer Article 30, Withdrawal, Acquisition, Cancellation Article 46

N/A - this appears to be administrative reference codes for different types of residence registration procedures

4 ○太 ( 届今出日日 ) 令和 年 月 日異動日平令成和 年 月 日 Date of move / change

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



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## セクション 2 — Section 2

- 1 →全→全分離かた書部部職消 Single⇒All Single⇒All Separation Method Writing Section Section Position Elimination  
N/A (appears to be fragmented form layout/formatting text rather than a field to complete)

2 部部住所設定 Address  
Write in kanji if possible. Ward office staff can help you look up the correct kanji for your address.

3 一転主変→→→合併30条の48 Transfer principal change → → Merger Article 30-48  
N/A (this appears to be reference text indicating form sections and legal article numbers)

4 30職条の回47 Article 30, Section 47  
N/A - this appears to be a reference number or legal citation for administrative purposes

5 転30出条取の消46 Transfer Article 30, Withdrawal, Acquisition, Cancellation Article 46  
N/A - this appears to be administrative reference codes for different types of residence registration procedures

6 ○太(届今出日日)令和 年 月 日異動日平令成和 年 月 日 Date of move / change  
The date you actually moved into your new address — NOT your arrival date in Japan if different.  
(Y) (M) (D) [(Y) (M) (D)]

7 世帯主変更による続柄修正 Head of household / Relationship to head of household / Change  
The primary person in a household for registration purposes. If you live alone, you are the head of household. See relationship terms table.

8 これから世帯主氏名 Head of household name / Head of household / Full name  
If you live alone, YOU are the head of household — write your own name. The primary person in a household for registration purposes. If you live alone, you are the head of household.

9 新世帯 New household  
Check this box if you're establishing a new household (e.g., moving out from family to live alone or starting a new family unit)

10 旧世帯 Former/Previous Household  
Enter information about your previous household before the move or change in household composition.

11 続柄 Relationship to head of household  
See relationship terms table.

12 続柄 Relationship to head of household  
See relationship terms table.

13 を所か(マンション・アパート名、部屋番号等) (強・申)  
Location details (apartment/condominium name, room number, etc.) (Required - Application)  
Write your apartment or condominium name and room number in this field - this is a required field as indicated by (強)



## セクション 3 — Section 3

① を ボ ル ペ ン で 記 入 し て く く る 所 か ら の い ま ま す 所 で の の 本 籍	(マンション・アパート名、部屋番号等)  (マンション・アパート名、部屋番号等) (転入の方のみ)	(強・申)	1	1		
			2	2		
	いままでの世帯主氏名	3	3	4	4	
	筆頭者氏名	新	新	新	新	
	本籍	旧	旧	旧	旧	
						被保証 新番付与 * 異動区分 未納払 精算納付書
						全部 一部 分離 合併 銀 行 郵 便 MPN 未納なし

**1 を所か(マンション・アパート名、部屋番号等) (強・申)**  
 Location details (apartment/condominium name, room number, etc.) (Required - Application)

Write your apartment or condominium name and room number in this field - this is a required field as indicated by (強)

**2 いままでの世帯主氏名 Head of household name / Head of household / Full name**

If you live alone, YOU are the head of household — write your own name. The primary person in a household for registration purposes. If you live alone, you are the head of household.

**3 の(マンション・アパート名、部屋番号等) [の(マンション・アパート名、部屋番号等)]**

**4 記号 Symbol/Code**

Leave blank unless you have a specific identification symbol or code number assigned by the municipality

**5 番号 Number**

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

**6 筆頭者氏名 Head of family register / Full name**

First person listed in the family register. For foreigners, this field is often N/A. Write in katakana for foreign names. Some forms accept romaji.

**7 新番被保証 New number guaranteed person**

N/A - this appears to be a form field label rather than something you would fill out

**8 (精算納付書) (Settlement Payment Notice)**

N/A - this is a reference to a separate document for tax/fee payments

**9 全一部部 分合離併M銀P N行 未郵納 な便し Partial**

Used when making changes to only some family members or partial updates to registration



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## セクション 4 — Section 4

籍	異動される方全員の氏名	性別	生年月日	統柄	住民票コード (※転入の方のみ)	旧	付与	一部部	分合離併	行	未郵納	MPN
1 この届 1	ふりがな 名	男 ・ 女 ・				国民健康保険 基盤年金番号	国民年金番号	介護	資格	認定	資格	証明
						取得年月日	退職	新規	既存	資格	認定	資格
								登録	登録	登録	登録	登録
								種別	種別	種別	種別	種別
								取得年月日	被保険者番号	被保険者番号	被保険者番号	被保険者番号
									有無	有無	有無	有無
								強	弱	強	弱	強
								無任	無任	無任	無任	無任

1 全一部部 分合離併M銀P N行 未郵納 な便し Partial

Used when making changes to only some family members or partial updates to registration

2 続柄住民票コード (※転入の方のみ) 児手小・ 通知個力住力資取得国 年民月健日康保退險職新旧資種國基民礎年年金番号  
Resident Registry Code / Relationship to head of household / Moving in (from another municipality or abroad)

11-digit code assigned to each resident. Different from My Number. Usually not needed by applicants. See relationship terms table.

3 資格介護認定資格後期証明 Qualification

Refers to your legal status or eligibility (e.g., resident status, insurance qualification)

4 異動されるふり方が全な員の氏名 Full name

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

5 性別生年月日 Date of birth / Gender

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

男 (otoko) = Male, 女 (onna) = Female. Circle the appropriate one.

6 職業証証格別 Occupation

e.g. 会社員 (company employee), 自営業 (self-employed), 学生 (student)

7 取得年月日 Date of acquisition

Enter the date you obtained Japanese nationality or status (format: year/month/day)

8 被保険者番号 Insured Person Number

Enter your health insurance member number found on your insurance card (国民健康保険証 or employee insurance card)

9 被保険者番号 Insured Person Number

Enter your health insurance member number found on your insurance card (国民健康保険証 or employee insurance card)

10 有無小・ 中有無済未 個有無未 住有 無・ (本・ 扶 窓郵未 窓郵回未有無強任 Yes/No/Unknown

Select one option: Yes (有), No (無), or Unknown/Not yet determined (未)

11 男・ 女明・ 大・ 昭・ 平・ 令 Male・ Female

Circle or check the appropriate gender

12 の届けこ1 Notification No. 1

N/A (this is a form number/identifier, not a field to fill)

13 有無有 無有 無保 資 Yes No Yes No Yes No Insurance Qualification

Check boxes to indicate whether you have various insurance qualifications (likely health insurance, pension, etc.) - consult the full form context to determine which specific insurances are being asked about.

14 • • • (bullet points/list markers)



## セクション 5 — Section 5 (Part 1/2)

10 この届け出は 十四日以内に届け出	氏名	別	男 明・大・昭・平・令	女	有無	中	力	格	取得年月日	被保険者番号	被保険者番号
1					有無	中	本扶	窓郵	有無	有無	有無保資
2			男 明・大・昭・平・令	女	有無	中	本扶	窓郵	有無	有無	有無保資
3			男 明・大・昭・平・令	女	有無	中	本扶	窓郵	有無	有無	有無保資
			男 明・大・昭・平・令		有無	中	本扶	窓郵	有無	有無	有無保資

1 有無小・中有無済未 個有無未 住有 無・ (本・扶 窓郵 窓郵回未 有無強任 Yes/No/Unknown

Select one option: Yes (有), No (無), or Unknown/Not yet determined (未)

2 男・女 明・大・昭・平・令 Male・Female

Circle or check the appropriate gender

3 の届け出 1 Notification No. 1

N/A (this is a form number/identifier, not a field to fill)

4 • (bullet points/list markers)

5 有無小・中有無済 個有無未 住有 無・ (本・扶 窓郵 窓郵回未 有無強任 Yes/No/Unknown

Select one option: Yes (有), No (無), or Unknown/Not yet determined (未)

6 出は十2 , departure is 12th

This appears to be a partial date or reference number - you may need to see the full context or adjacent fields to complete this entry properly.

7 男・女 明・大・昭・平・令 Male・Female

Circle or check the appropriate gender

8 有無有無保資 Yes No Yes No Yes No Insurance Qualification

Check boxes to indicate whether you have various insurance qualifications (likely health insurance, pension, etc.) - consult the full form context to determine which specific insurances are being asked about.

9 • (bullet points/list markers)

10 日以内に3 within 3 days

This refers to the deadline - you must submit this form within 3 days of moving/changing residence.

11 有無小・中有無済 個有無未 住有 無・ (本・扶 窓郵 窓郵回未 有無強任 Yes/No/Unknown

Select one option: Yes (有), No (無), or Unknown/Not yet determined (未)

12 男・女 明・大・昭・平・令 Male・Female

Circle or check the appropriate gender

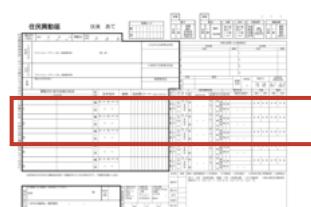
13 有無有無保資 Yes No Yes No Yes No Insurance Qualification

Check boxes to indicate whether you have various insurance qualifications (likely health insurance, pension, etc.) - consult the full form context to determine which specific insurances are being asked about.

14 • (bullet points/list markers)

15 有無小・中有無済 個有無未 住有 無・ (本・扶 窓郵 窓郵回未 有無強任 Yes/No/Unknown

Select one option: Yes (有), No (無), or Unknown/Not yet determined (未)



## セクション 5 — Section 5 (Part 2/2)

1	履	義	木	未	未	未	未
			有	有	有	有	有
			庄	庄	庄	庄	庄
			有	有	有	有	有
			有	有	有	有	有

- 1 **出けをし4** Departure (moved out)  
Check this box if you are moving out of this municipality to register your departure from the current address
  - 2 **男・女明・大・・昭・・平・令** Male· Female  
Circle or check the appropriate gender
  - 3 **有無有無保資** Yes No Yes No Yes No Insurance Qualification  
Check boxes to indicate whether you have various insurance qualifications (likely health insurance, pension, etc.) - consult the full form context to determine which specific insurances are being asked about.



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## セクション 6 — Section 6 (Part 1/2)

届け出をして下さい。	性別	男 明・大・昭・平・令	有無	未	本・扶	窓郵	窓郵回未	有無強任	保資
4	・ 女	・	有無	未	本・扶	窓郵	窓郵回未	有強任	
5	・ 男 明・大・昭・平・令	・	有無	未	本・扶	窓郵	窓郵回未	有強任	
<small>*お名前のわかるもの(運転免許証等)を確認させていただきますので、ご用意をお願いします。</small>									
<small>⑩ 交付物 部数 標者 □統柄確認済 (□本籍地TEL □戸籍端末 □住記端末) □世帯主同居了解確認済 □通常転出            ⑪ 通知力 【住コ □有 □新規付番】 【個番 □有 □新規付番】 □C S 確認済 □個人番号生成要求済</small>									

1 有無小・中有無済 個有無未 住有 無・ (本・扶 窓郵 窓郵回未) 有無強任 Yes/No/Unknown

Select one option: Yes (有), No (無), or Unknown/Not yet determined (未)

2 出けをし4 Departure (moved out)

Check this box if you are moving out of this municipality to register your departure from the current address

3 男・女明・大・・昭・・平・令 Male· Female

Circle or check the appropriate gender

4 有無有無有無保資 Yes No Yes No Yes No Insurance Qualification

Check boxes to indicate whether you have various insurance qualifications (likely health insurance, pension, etc.) - consult the full form context to determine which specific insurances are being asked about.

5 . . . (bullet points/list markers)

6 )未 ) Not yet

7 有無小・中有無済 個有無未 住有 無・ (本・扶 窓郵 窓郵回未) 有無強任 Yes/No/Unknown

Select one option: Yes (有), No (無), or Unknown/Not yet determined (未)

8 いださく5 Idasaku 5

This appears to be a pre-printed address part (likely "Idasaku district/area, house number 5") - you would typically circle or check this if it matches your address, or cross it out if it doesn't apply to you.

9 男・女明・大・・昭・・平・令 Male· Female

Circle or check the appropriate gender

10 有無有無有無保資 Yes No Yes No Yes No Insurance Qualification

Check boxes to indicate whether you have various insurance qualifications (likely health insurance, pension, etc.) - consult the full form context to determine which specific insurances are being asked about.

11 . . . (bullet points/list markers)

12 交付物部数備考□続柄確認済 (□本籍地TEL □戸籍端末 □住記端末) □世帯主同居了解確認済 □通常転出

Head of household / Relationship to head of household / Moving out

The primary person in a household for registration purposes. If you live alone, you are the head of household. See relationship terms table.

13 ※お名前のわかるもの(運転免許証等)を確認させていただきますので、ご用意をお願いします。 Driver's license / .

Bring your physical driver's license as identification

14 【住コ □有 □新規付番】 【個番 □有 □新規付番】 □C S 確認済 □個人番号生成要求済

My Number (Individual Number)

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

15 通知力 Notification Card

This refers to the residence notification card (jūminhyō) - check this box or fill in details if you need to receive/update your residence certificate card.



## セクション 6 — Section 6 (Part 2/2)

<small>※手書きしない場合は、記名押印してください。</small> <small>※世帯主との</small>	<input type="checkbox"/> <small>○運転免許証</small> <input type="checkbox"/> <small>○健康保険</small> <input type="checkbox"/> <small>○預金通帳</small> <input type="checkbox"/> <small>○口座カード</small> <input type="checkbox"/> <small>○預金手続</small> <input type="checkbox"/> <small>○社会保険証</small> <input type="checkbox"/> <small>○学生証</small> <input type="checkbox"/> <small>○結婚証</small> <input type="checkbox"/> <small>○出生証</small> <input type="checkbox"/> <small>○子の出産証</small> <input type="checkbox"/> <small>○子の学年証</small>	<input type="checkbox"/> <small>個人用</small>
--	---	---

1 ※手書きしない場合は、記名押印してください。 Do not / Seal (inkan / hanko)

This typically appears before other text to indicate something should not be done or does not apply Personal seal stamp. Most ward offices accept a written signature for foreigners instead.

2 人確認書□□□□□住個旅在特力力券力永一一証ドドド□ □ □クキ生年証レヤ保金書ジッ受手カシ給帳一ユ証・ド・明□□□ (委社聴そ  
[人確認書□□□□□住個旅在特力力券力永一一証ドドド□ □ □クキ生年証レヤ保金書ジッ受手カシ給帳一ユ証・ド・明□□□ (委社聴そ 任員聞の 状証他□

3 世と続帶の柄主 [世と続帶の柄主]



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## セクション 7 — Section 7

① 氏名 出に来た方	② 紙類 （日中の連絡先）電話番号	③ 証書類 連絡先メールアドレス	④ 旅券 在カード 持永証	⑤ キャッシュ・ クレジカード 口座登録証明	⑥ その他 委任状	⑦ 住力 *在留力	
			呼出番号	受付	入力	統合	
						⑧ 転入学 国保証	

- 1 人確認書□□□□□住個旅在特力力券力永———証ドドドロ □ □クキ生年証レヤ保金書ジツ受手カシ給帳一ユ証・ド・明□□ (委社聴そ)  
[人確認書□□□□□住個旅在特力力券力永———証ドドドロ □ □クキ生年証レヤ保金書ジツ受手カシ給帳一ユ証・ド・明□□ (委社聴そ) 任員聞の状証他□
- 2 世と続帶の柄主 [世と続帶の柄主]
- 3 在留力 Residence Card  
Enter your residence card number if you are a foreign national
- 4 た ( 日中の連絡先 ) 電話番号 - - - Phone number  
Japanese mobile number preferred. Some forms accept overseas numbers.
- 5 連絡先メールアドレス @ Email address  
Enter a valid email address where you can receive communications from the municipal office
- 6 国保証 National Health Insurance Card  
Bring your national health insurance card if you have one, or indicate if you need to enroll in the system



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## 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

**○○区から転入します**

○○-ku kara tennyu shimasu

I'm moving in from ○○ 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?