（提出先）
足　立　区　長

転出届出書（郵送請求用）

届出書の記入日	令和　　年　　月　　日

届出人		届出人氏名	※自署または記名押印（スタンプ印不可）してください。	電話番号（昼間の連絡先）	
	1 異動者本人				
	2 同じ世帯の人　異動者との関係（　　）				
	3 代理人　本人との関係（　　） ※委任状及び代理人の本人確認資料が必要です。	代理人住所			

	異動した（する）人全員の氏名（届出人本人も含めてご記入ください。） ※通称がある外国人の方は通称も記入してください。	生年月日	性別	続柄	マイナンバーカードの有無	マイナンバーカードを使った特例転入を希望
1	フリガナ （氏名） ☐ 本人　※届出人本人が異動される場合はチェックをしてください。	明 大 昭 平 令 年　月　日	男・女	世帯主 妻 夫 子 父 母（　）	有・無	する （異動日から14日を経過した場合はできません） ・転出証明書は発行されません。 ※返信用封筒は不要です ・転出手続き終了後に電話で連絡をいたします。転入先ではカードを提示して特例転入の手続きとなります。
2	フリガナ （氏名）	明 大 昭 平 令 年　月　日	男・女	世帯主 妻 夫 子 父 母（　）	有・無	
3	フリガナ （氏名）	明 大 昭 平 令 年　月　日	男・女	世帯主 妻 夫 子 父 母（　）	有・無	しない ・転出証明書を発行し、郵送いたします。 ・転出証明書到着後、転入先に必要書類等ご確認のうえ、異動日以降、転入届をお願いします。
4	フリガナ （氏名）	明 大 昭 平 令 年　月　日	男・女	世帯主 妻 夫 子 父 母（　）	有・無	

異動した（する）日	平成・令和　　年　　月　　日	再交付の場合は理由を記入	☐紛失 ☐その他（　　）	旧住所の足立区にて同居されていた方が異動せずにそのまま残る場合、その方の氏名のご記入をお願いします ↓
新住所		新世帯主氏名		
旧住所	足立区	旧世帯主氏名		

送っていただくもの
☐ **この届出書**
☐ **本人確認資料のコピー**

＊ 運転免許証、パスポート、マイナンバーカード、在留カードなど官公庁発行写真付きで偽造防止処置をしてあるものならば、1点。
＊ 健康保険資格確認書、診察券、キャッシュカード、公共料金領収書などは、異なる種類のものを2点以上。

☐ **返信用封筒**に110円切手を貼って宛先（新住所または旧住所に限ります）を記入したもの
＊ 国外転出及び特例転入を希望した届出の時は不要です。
★ 転出証明書にはマイナンバーが記載されています。大切なものですので、簡易書留をご希望の方は、**簡易書留料金の切手**を追加で貼付していただきますようお願いいたします。

（☐ 国外転出の届出で異動日が過去の日付の場合、出国日のわかるパスポートのコピー）
（☐ 足立区で発行した国民健康保険証や印鑑登録証など（転出後は使用できないため））

※再交付の場合お渡しできる証明書は以前の届出と全く同じ内容となります。予めご承知おきください。

※住民基本台帳の実態を把握し正確性を保つ主旨で確認をさせていただいております。 該当の方がいてご記入がない場合、ご記載の電話連絡先へ連絡をさせていただく場合がありますので予めご了承ください。

問い合わせ先及び送付先
〒120－8512
東京都足立区中央本町1－17－1
足立区　戸籍住民課　住民記録係
電話　03(3880)5111(代表)

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Adachi – 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 **（提出先）** (Submitted to)

Write the name of the municipal office or ward office where you are submitting this moving-out notification form. This should be the office for the area where you currently live and are registered.

2 **転出届出書（郵送請求用）** Moving out

This is the form title indicating it's a moving-out notification for postal submission - you don't need to fill anything in this field as it's just a header.

3 **届出書の記入日** Date of completing the notification form

Write the date you filled out this form (not the date you're submitting it or your moving date)

4 **令和 年 月 日** Reiwa ___ year ___ month ___ day

Fill in the current date using the Japanese Reiwa era calendar (Reiwa 1 = 2019, Reiwa 2 = 2020, etc.)

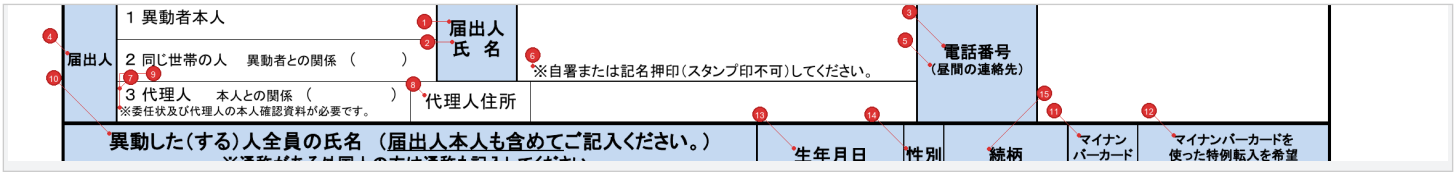
5 **足立区長** Adachi Ward Mayor

N/A if it's just instructions/layout text

6 **１ 異動者本人** 1. Person making the change

Enter your own information here if you are the one moving/changing residence registration

届出人情報 – Who Is Filing (Part 1/2)



1 **届出人** Applicant / Person filing the form
The person physically submitting the form. Usually yourself.

2 **氏 名** Name
Write your full name as it appears on your residence card or passport

3 **電話番号** Phone number
Japanese mobile number preferred. Some forms accept overseas numbers.

4 **届出人 2 同じ世帯の人 異動者との関係 ( )** Applicant / Person filing the form
The person physically submitting the form. Usually yourself.

5 **(昼間の連絡先)** (Daytime contact information)
Provide a phone number where you can be reached during business hours, such as your work number or mobile phone.

6 **※自署または記名押印(スタンプ印不可)してください。** Seal (inkan / hanko)
Personal seal stamp. Most ward offices accept a written signature for foreigners instead.

7 **3 代理人 本人との関係 ( )**
3. Agent/Representative Relationship to applicant ( )
If someone else is submitting this form on your behalf, they fill in their relationship to you (e.g., "spouse," "child," "friend").

8 **代理人住所** Address
Write in kanji if possible. Ward office staff can help you look up the correct kanji for your address.

9 **※委任状及び代理人の本人確認資料が必要です。** Letter of proxy / Power of attorney
Required if someone else is filing on your behalf.

10 **異動した(する)人全員の氏名 (届出人本人も含めてご記入ください。)** Applicant / Person filing the form / Full name
The person physically submitting the form. Usually yourself. Write in katakana for foreign names. Some forms accept romaji.

11 **マイナン** My Number
Enter your 12-digit My Number (individual number) if you have been assigned one

12 **マイナンバーカードを** My Number Card
Bring your My Number Card if you have one, as it may need to be updated with your new address information

13 **生年月日** Date of birth
Format: 年(year) 月(month) 日(day). Use Japanese calendar (令和/平成) or Western year.

14 **性別** Gender
男 (otoko) = Male, 女 (onna) = Female. Circle the appropriate one.

15 **続柄** Relationship to head of household
See relationship terms table.

届出人情報 – Who Is Filing (Part 2/2)

異動した(する)人全員の氏名 (届出人本人も含めてご記入ください。) ※通称がある外国人の方は通称も記入してください。	生年月日	性別	続柄	① マイナンバーカード	② マイナンバーカードを使った特例転入を希望

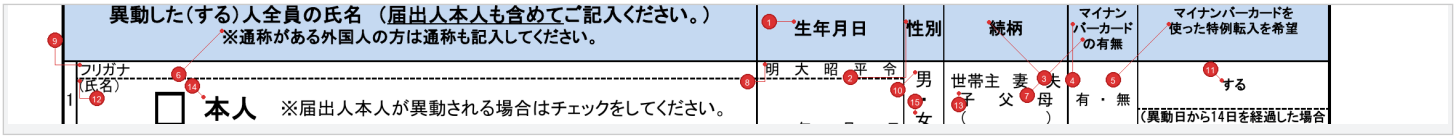
1 **バーカード** My Number Card

Check this box if you have a My Number Card (個人番号カード) that needs to be updated with your new address information.

2 **使った特例転入を希望** Moving in (from another municipality or abroad)

Check this box if you want to use the special moving-in procedure, which allows you to complete your address registration at the same time as other moving procedures. This is typically recommended for foreign residents as it streamlines the process and reduces the number of separate visits to government offices.

住所 – Addresses (Part 1/2)



1 生年月日 Date of birth

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

2 性別 Gender

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

3 続柄 Relationship to head of household

See relationship terms table.

4 バーカード My Number Card

Check this box if you have a My Number Card (個人番号カード) that needs to be updated with your new address information.

5 使った特例転入を希望 Moving in (from another municipality or abroad)

Check this box if you want to use the special moving-in procedure that allows you to complete address registration at your new municipality without first completing moving-out procedures at your previous address.

6 ※通称がある外国人の方は通称も記入してください。

※Foreign nationals who have a common name (tsūshō), please also fill in your common name.

If you use a Japanese alias/common name in daily life, write it in addition to your legal name.

7 の有無 Presence or absence of

Check the appropriate box to indicate whether you have/possess the item mentioned in the preceding field or not.

8 明 大 昭 平 令 Meiji, Taisho, Showa, Heisei, Reiwa (Japanese era names)

Circle the era corresponding to your birth year, then write the year within that era (e.g., if born in 1990, circle 平 for Heisei and write year 2)

9 フリガナ Phonetic reading (katakana)

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

10 男世帯主 妻 夫 Male head of household Wife Husband

Select the appropriate relationship option - check 男 (male) if you're a male head of household, 世帯主 if you're the household head regardless of gender, 妻 (wife) if you're the wife, or 夫 (husband) if you're the husband.

11 する to do

Check this box to indicate 'yes' or that you want to proceed with the special moving-in procedure mentioned in field 5.

12 (氏名) Full name

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

13 子 父 母有 ・ 無 Child - Father - Mother Present/Absent

Circle 有 (present) or 無 (absent) to indicate whether the child's father and mother are living/registered at this address.

14 本人※届出人本人が異動される場合はチェックをしてください。 Applicant / Person filing the form

The person physically submitting the form. Usually yourself.

15 女 ( ) Female ( )

Check this box if the person's gender is female

住所 – Addresses (Part 2/2)

1 **(異動日から14日を経過した場合** Date of move / change

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

2 **年 月 日** Year Month Day

Fill in the date using the Japanese calendar year (e.g., Reiwa 6 for 2024) or Western year as accepted by your municipality

3 **はできません)** is not possible)

This is informational text stating that certain services are not available – no action required from you.

4 **明 大 昭 平 令** Meiji, Taisho, Showa, Heisei, Reiwa (Japanese era names)

Circle the era corresponding to your birth year, then write the year within that era (e.g., if born in 1990, circle 平 for Heisei and write year 2)

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 **・転出証明書は発行されません。** Moving out

This is a notice that a moving-out certificate will not be issued – this is informational only, no input needed.

7 **男世帯主 妻 夫** Male head of household Wife Husband

Check the appropriate box for your relationship status: 男 (male), 世帯主 (head of household), 妻 (wife), or 夫 (husband).

8 **※返信用封筒は不要です** ※Return envelope is not required

This notice states that a return envelope is not required – no action needed from you.

9 **(氏名)** Full name

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

10 **子 父 母有 ・ 無・転出手続き終了後に電話で連絡** Moving out

Check 有 (yes) or 無 (no) regarding children/parents, and note that you'll be contacted by phone after moving-out procedures are complete.

11 **をいたします。転入先ではカードを提** Moving in (from another municipality or abroad)

This is informational text about the moving process – it explains that you'll need to present your card at your new location.

12 **女 ( ) Female ( )**

Check this box if the person's gender is female

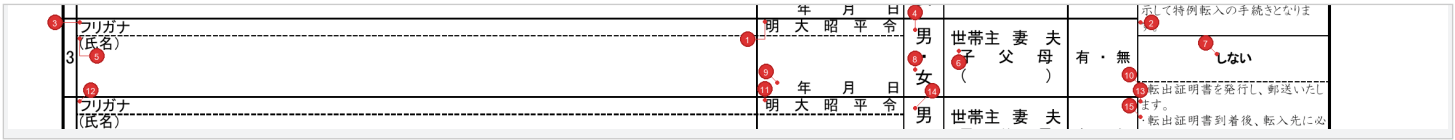
13 **年 月 日** Year Month Day

Fill in the date using the Japanese calendar year (e.g., Reiwa 6 for 2024) or Western year as accepted by your municipality

14 **示して特例転入の手続きとなりま** Moving in (from another municipality or abroad)

This describes the special moving-in procedure you'll need to follow at your destination – informational only, no input required.

異動者 – Person Table (Part 1/3)



1 **明 大 昭 平 令** Meiji, Taisho, Showa, Heisei, Reiwa (Japanese era names)
Circle the era corresponding to your birth year, then write the year within that era (e.g., if born in 1990, circle 平 for Heisei and write year 2)

2 **す。** (incomplete text fragment – appears to be the end of a sentence ending with the polite form "desu")
This appears to be the end of an incomplete sentence fragment. You likely don't need to fill anything in this field as it seems to be part of printed instructions.

3 **フリガナ** Phonetic reading (katakana)
Write the katakana reading of your name. For foreign names, this IS your name in katakana.

4 **男世帯主 妻 夫** Male head of household Wife Husband
Select your relationship to the head of household by circling the appropriate option: 世帯主 (head of household), 妻 (wife), or 夫 (husband).

5 **(氏名)** Full name
Write in katakana for foreign names. Some forms accept romaji.

6 **子 父 母有 ・ 無** Child – Father – Mother Present/Absent
Circle 有 (present) or 無 (absent) to indicate whether the child's father and mother are living/registered at this address.

7 **しない** Will not do/No
This is typically a checkbox option indicating you will NOT do something specified in the form – read the associated question carefully before selecting.

8 **女 ( )** Female ( )
Check this box if the person's gender is female

9 **年 月 日** Year Month Day
Fill in the date using the Japanese calendar year (e.g., Reiwa 6 for 2024) or Western year as accepted by your municipality

10 **・転出証明書を発行し、郵送いたし** Moving out
This is printed instruction text about issuing and mailing a certificate of moving out. No action required from you – this explains what the office will do.

11 **明 大 昭 平 令** Meiji, Taisho, Showa, Heisei, Reiwa (Japanese era names)
Circle the era corresponding to your birth year, then write the year within that era (e.g., if born in 1990, circle 平 for Heisei and write year 2)

12 **フリガナ** Phonetic reading (katakana)
Write the katakana reading of your name. For foreign names, this IS your name in katakana.

13 **ます。** (This appears to be an incomplete fragment – likely the end of a sentence ending with the polite form "masu")
This appears to be the end of an incomplete instruction sentence. You don't need to write anything here as it's part of the printed form text.

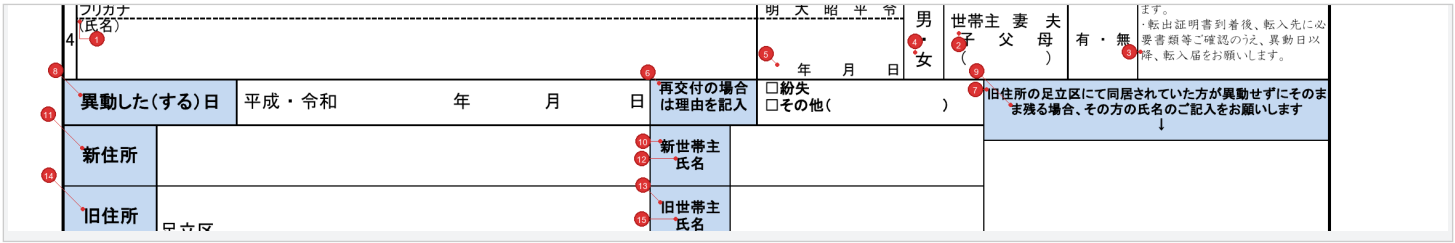
14 **男世帯主 妻 夫** Male head of household Wife Husband
Circle your relationship to the head of household: 世帯主 (head of household), 妻 (wife), or 夫 (husband). This may be for a different family member if this is a multi-person form.

異動者 － Person Table (Part 1/3) (continued)

15 **・転出証明書到着後、転入先に必** Moving in (from another municipality or abroad) / Moving out

This is printed instruction text about the moving-in process after receiving the certificate. No input required - it's explaining the procedure you'll need to follow.

異動者 – Person Table (Part 2/3)



1 （氏名） Full name

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

2 子 父 母有 ・ 無要書類等ご確認のうえ、異動日以 Date of move / change

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

3 降、転入届をお願いします。 Moving in (from another municipality or abroad)

This is informational text explaining that if you are moving from another municipality or from abroad, you need to submit a moving-in notification (転入届). No action is required in this specific field – it's just instructions for foreign residents about the required procedure.

4 女（ ） Female（ ）

Check this box if the person's gender is female

5 年 月 日 Year Month Day

Fill in the date using the Japanese calendar year (e.g., Reiwa 6 for 2024) or Western year as accepted by your municipality

6 再交付の場合 □紛失 In case of reissuance □ Lost

Check this box if you lost your residence certificate and need a replacement issued

7 旧住所の足立区にて同居されていた方が異動せずにそのま Previous address / Address

If coming from abroad, write your country name (e.g. アメリカ合衆国). Write in kanji if possible. Ward office staff can help you look up the correct kanji for your address.

8 異動した（する）日平成 ・ 令和 年 月 日は理由を記入 □その他（

Date of change (completed/to be completed): Heisei · Reiwa ___ year ___ month ___ day – fill in reason □ Other ( )

Enter the date you moved using Japanese calendar era (Reiwa for recent dates), and check "Other" box if your reason doesn't fit standard categories.

9 ま残る場合、その方の氏名のご記入をお願いします Full name

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

10 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

11 新住所 New address

The address you are moving TO.

12 氏名 Full name

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

13 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

14 旧住所 Previous address

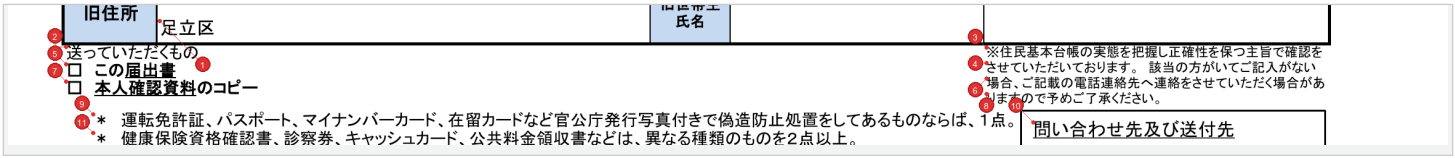
If coming from abroad, write your country name (e.g. アメリカ合衆国).

異動者 － Person Table (Part 2/3) (continued)

15 **氏名** Full name

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

異動者 － Person Table (Part 3/3)



1 **足立区** Adachi Ward

This indicates the municipal jurisdiction - if you live in Adachi Ward, Tokyo, this form is for you.

2 **送っていただくもの** Items to be sent/submitted

This section lists the documents you need to provide with your residence registration form

3 **※住民基本台帳の実態を把握し正確性を保つ主旨で確認を**

※For the purpose of understanding the actual situation of the Basic Resident Register and maintaining its accuracy, confirmation of

This is an informational notice explaining that the government may verify information to maintain accurate resident records. No action needed - this is just explaining their verification process.

4 **させていただいております。 該当の方がいてご記入がない**

we are doing/implementing. If there are applicable persons and no entry has been made

This appears to be partial text warning about incomplete information - ensure all applicable family members are listed if this section appears incomplete

5 **☐ この届出書** ☐ This notification form

This appears to be a checkbox option related to this notification form. Check this box if it applies to your specific situation or if instructed to do so.

6 **場合、ご記載の電話連絡先へ連絡をさせていただく場合があ**

In such cases, we may contact you at the phone number you have provided

This explains they may contact you by phone for verification purposes. Make sure you've provided a current, reachable phone number elsewhere on the form.

7 **☐ 本人確認資料のコピー** ☐ Copy of identity verification documents

Check this box and attach photocopies of your passport, residence card, or other official ID as required by your municipality.

8 **りますので予めご了承ください。** so please understand this in advance.

This is a standard disclaimer asking for your understanding about potential contact. No action needed - just acknowledgment that they may reach out to you.

9 **＊ 運転免許証、パスポート、マイナンバーカード、在留カードなど官公庁発行写真付きで偽造防止処置をしてあるものならば、１点**

＊ Driver's license, passport, My Number card, residence card, or other photo ID issued by government offices with anti-counterfeiting m

Bring any one of these official photo IDs to satisfy the identification requirement for your residence registration.

10 **問い合わせ先及び送付先** Contact information and mailing address

Provide your phone number and current address where documents should be sent

11 **＊ 健康保険資格確認書、診察券、キャッシュカード、公共料金領収書などは、異なる種類のものを２点以上。**

Cash card (ATM card)

Usually mailed to your registered address 1-2 weeks after opening. Some banks issue on the spot.

職員記入欄 － Staff Section

□ **返信用封筒**に110円切手を貼って宛先(新住所または旧住所に限ります)を記入したもの
＊ 国外転出及び特例転入を希望した届出の時は不要です。
★ 転出証明書にはマイナンバーが記載されています。大切なものですので、簡易書留をご希望の方は、
簡易書留料金の切手を追加で貼付していただきますようお願いいたします。
(□ 国外転出の届出で異動日が過去の日付の場合、出国日のわかるパスポートのコピー)
(□ 足立区で発行した国民健康保険証や印鑑登録証など(転出後は使用できないため))
※再交付の場合お渡しできる証明書は以前の届出と全く同じ内容となります。予めご承知おきください。

〒120－8512
東京都足立区中央本町1－17－1
足立区 戸籍住民課 住民記録係
電話 03(3880)5111(代表)

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?