

てんしゅつしょうめいしょこうふしんせいしょ ゆうそうよう
転出証明書交付申請書(郵送用)
Moving-out Certificate Request Form by Mail

SAMPLE

しんせいにな 申請人 Applicant	しめい 氏名 Name	Elizabeth Turner			ひるま えんらく でんわばんごう Daytime Phone No. TEL 090 — 0000 — 0000
あたらしい 新しい じゅうしょ 住所 New Address	Prefecture 都道 Gunma 府県	City 市区 Maebashi 町村	Town / Street No. Ohte-machi 1-1		
	アパート名など Bldg./Room No.	Maebashi Apartment 101			
	あたらしい 新しい じゅうしょ 住所 すはじ 始めた日 Moving Date	あたらしい 新しい せたいぬし 世帯主 Name of New Householder			
	(Y) 2021 (M) 4 (D) 1	Elizabeth Turner			
いままでの 住所 Previous Address	たかさきし 高崎市	いままでの 世帯主 Name of Previous Householder			
	Takamatsu-cho 1-1 Takasaki Apartment 101		Elizabeth Turner		
いどう 異動 する人 Person(s) moving out (Include the applicant)	しめい 氏名 Name	せいねんがっぴ 生年月日 Date of Birth	せいべつ 性別 Sex	ぞくがら 続柄 Relation to Previous Householder	
	Elizabeth Turner	(Y) (M) (D) 1990 1 1	男(M) 女(F)	Honnin (Self)	
		(Y) (M) (D)	男(M) 女(F)		
		(Y) (M) (D)	男(M) 女(F)		
		(Y) (M) (D)	男(M) 女(F)		

[住基カードもしくは個人番号カードをお持ちの方] Those who have a My Number Card:

とく
特例の転出を(希望する・希望しない)

I will use my My Number Card to submit a Moving-in Notification. (YES / NO)

- ※ 新 しい 住 所 に 住 み 始 め た 日 から 14 日 以 内 に カ ー ド を 持 っ て 新 しい 住 所 地 で 転 入 届 を し て く だ さ い (4 桁 の 暗 証 番 号 が 必 要 で す) 。 特 例 の 転 出 は 転 出 証 明 書 が 郵 送 さ れ な い の で 返 信 用 封 筒 は 不 要 で す 。
- ※ Please submit your moving-in notification with your card within 14 days of your moving date. (Your four digit password will be required.) If you use your My Number Card for this procedure, a Moving-out Certificate won't be sent by mail. (It is unnecessary to enclose a return envelope.)

(あて先) 高崎市長
To the Mayor of Takasaki

きにゅうび
記入日
Request Date (Y) (M) (D)

Takasaki — 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)

1 てんしゅつしょうめいしよこうふしんせいしよ ゆうそうよう
 2 転出証明書交付申請書(郵送用)
 3 Moving-out Certificate Request Form by Mail

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- 1 でんしゅつしょうめいしょこうふしんせいしょゆうそうよう [でんしゅつしょうめいしょこうふしんせいしょゆうそうよう]
 - 2 転出証明書 交付申請書 (郵送用) Certificate of Moving Out / Moving out
Document issued by your previous ward when you move out. Required when registering at your new ward (転入届).
 - 3 SAMPLE [SAMPLE]
 - 4 Moving-out Certificate Request Form by Mail [Moving-out Certificate Request Form by Mail]
 - 5 でんわばんごう [でんわばんごう]
 - 6 しんせいにん [しんせいにん]
 - 7 Elizabeth Turner [Elizabeth Turner]
 - 8 Applicant [Applicant]
 - 9 Name [Name]
 - 10 TEL 090 - 0000 - 0000 [TEL 090 - 0000 - 0000]
 - 11 あ新たらしい [あ新たらしい]
 - 12 Prefecture 都道 City 市区 Town / Street No. [Prefecture 都道 City 市区 Town / Street No.]
 - 13 Gunma 府県 Maebashi 町村 Ohte-machi 1-1 [Gunma 府県 Maebashi 町村 Ohte-machi 1-1]
 - 14 じゅうしょ [じゅうしょ]
 - 15 アパート名など [アパート名など]



セクション 1 — Section 1 (Part 2/2)

1 New Address	2 Bldg./Room No.	3 Maebashi Apartment 101
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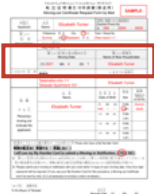
- 1
New Address [New Address]
- 2
Maebashi Apartment 101 [Maebashi Apartment 101]
- 3
Bldg./Room No. [Bldg./Room No.]



セクション 2 — Section 2 (Part 1/2)

New Address	1 アパート名など Bldg./Room No. Maebashi Apartment 101	
	4 あたら じゅうしょ す はじ ひ 新しい住所に住み始めた日 Moving Date	5 あたら せたいぬし 新しい世帯主 Name of New Householder
	6 (Y) 2021 (M) 4 (D) 1	8 Elizabeth Turner
11 いままでの住所 Previous Address	14 かきし 高崎市	10 せたいぬし いままでの世帯主 Name of Previous Householder

- 1 Bldg./Room No. [Bldg./Room No.]
- 2 じゅうしょすはじ [じゅうしょすはじ]
- 3 せたいぬし [せたいぬし]
- 4 新しい住所に住み始めた日 Address
Write in kanji if possible. Ward office staff can help you look up the correct kanji for your address.
- 5 新しい世帯主 Head of household
The primary person in a household for registration purposes. If you live alone, you are the head of household.
- 6 Moving Date [Moving Date]
- 7 Name of New Householder [Name of New Householder]
- 8 (Y) 2021 (M) 4 (D) 1 [(Y) 2021 (M) 4 (D) 1]
- 9 Elizabeth Turner [Elizabeth Turner]
- 10 せたいぬし [せたいぬし]
- 11 じゅうしょ [じゅうしょ]
- 12 いままでの住所たかさきし Address
Write your complete residential address including postal code, prefecture, city, and building details
- 13 いままでの世帯主 Head of household
The primary person in a household for registration purposes. If you live alone, you are the head of household.
- 14 高崎市 [高崎市]
- 15 Name of Previous Householder [Name of Previous Householder]



セクション 2 — Section 2 (Part 2/2)

<div>いままでの住所</div> <div>Previous Address</div>	<div>だかさきし</div> <div>高崎市</div>	<div>いままでの世帯主</div> <div>Name of Previous Householder</div>
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1

Previous Address

[Previous Address]



セクション 3 — Section 3 (Part 1/2)

1 いままでの住所 Previous Address	2 かきし 高崎市	3 いままでの世帯主 Name of Previous Householder		
	4 Takamatsu-cho 1-1 Takasaki Apartment 101	5 Elizabeth Turner		
15 い 異動	9 し 氏名 Name	10 せいねんがっぴ 生年月日 Date of Birth	8 せいべつ 性別 Sex	7 ぞくがら 続柄 Relation to Previous Householder

- 1高崎市 [高崎市]
- 2Name of Previous Householder [Name of Previous Householder]
- 3Previous Address [Previous Address]
- 4Takamatsu-cho 1-1 [Takamatsu-cho 1-1]
- 5Elizabeth Turner [Elizabeth Turner]
- 6Takasaki Apartment 101 [Takasaki Apartment 101]
- 7続ぞく柄がら [続ぞく柄がら]
- 8せ性いべ別つ [せ性いべ別つ]
- 9氏名 Full name
Write your full legal name as it appears on your residence card or passport
- 10生年月日 Date of birth
Write in format: Year/Month/Day (YYYY/MM/DD) using Western calendar
- 11Relation to [Relation to]
- 12Name [Name]
- 13Date of Birth [Date of Birth]
- 14Householder [Householder]
- 15異動 [異動]



セクション 3 — Section 3 (Part 2/2)

異動 するひと	Elizabeth Turner	(Y) (M) (D) 1990 1 1	男(M) 女(F)	Honnin (Self)
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- 1 男(M) [男(M)]
- 2 Honnin [Honnin]
- 3 (Y) (M) (D) [(Y) (M) (D)]
- 4 Elizabeth Turner [Elizabeth Turner]
- 5 するひと To do/perform
- 6 女(F) [女(F)]
- 7 (Self) [(Self)]
- 8 1990 1 1 1990 1 1



セクション 4 — Section 4 (Part 1/2)

<div>2 するひと Person(s) moving out Include the applicant)</div>	1 Elizabeth Turner	5 (Y) 1990	6 (M) 1	7 (D) 1	3 男(M) 女(F)	4 Honnin (Self)
		7 (Y)	8 (M)	9 (D)	6 男(M) 女(F)	
		12 (Y)	13 (M)	14 (D)	11 男(M) 女(F)	

- 1 Elizabeth Turner [Elizabeth Turner]
- 2 するひと To do/perform
- 3 女(F) [女(F)]
- 4 (Self) [(Self)]
- 5 1990 1 1 1990 1 1
- 6 男(M) [男(M)]
- 7 (Y) (M) (D) [(Y) (M) (D)]
- 8 Person(s) [Person(s)]
- 9 女(F) [女(F)]
- 10 moving out [moving out]
- 11 男(M) [男(M)]
- 12 (Y) (M) (D) [(Y) (M) (D)]
- 13 (Include the [(Include the]
- 14 女(F) [女(F)]
- 15 applicant) [applicant)]



セクション 4 — Section 4 (Part 2/2)

applicant)		 (Y) (M) (D)	 男(M)
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1 男(M) [男(M)]

2 (Y) (M) (D) [(Y) (M) (D)]



		(Y) (M) (D)	男(M) 女(F)
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[住基カードもしくは個人番号カードをお持ちの方] Those who have a My Number Card:

特例の転出を(希望する・希望しない)

I will use my My Number Card to submit a Moving-in Notification. (YES / NO)

新しい住所に住み始めた日から14日以内にカードを持って新しい住所地で転入届をしてください (4月14日以前に転入届を提出してください)

- [illegible]

セクション 6 — Section 6

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あんしょうばんごう
ひつよう
1
とくれい
てんしゅつ
てんしゅつしょうめいしよ
ゆうそう
2
へんしんようふうとう
ふよう

桁の暗証番号が必要です)。特例の転出は転出証明書が郵送されないので返信用封筒は不要です。

※ Please submit your moving-in notification with your card within 14 days of your moving date. (Your four digit password will be required.) If you use your My Number Card for this procedure, a Moving-out Certificate won't be sent by mail. (It is unnecessary to enclose a return envelope.)

さき
たかさきしちょう
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き
にゅうび
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(あて先) 高崎市長
To the Mayor of Takasaki
記入日
Request Date (Y) (M) (D)

- 1 とくれいてんしゅつてんしゅつしょうめいしよゆうそう [とくれいてんしゅつてんしゅつしょうめいしよゆうそう]
- 2 へんしんようふうとうふよう [へんしんようふうとうふよう]
- 3 桁の暗証番号が必要です)。特例の転出は転出証明書が郵送されないので返信用封筒は不要です。
Certificate of Moving Out / PIN (4-digit personal identification number) / Moving out
Document issued by your previous ward when you move out. Required when registering at your new ward (転入届). Choose a 4-digit PIN for your cash card.
Avoid birthdays — banks may reject obvious numbers.
- 4 ※ Please submit your moving-in notification with your card within 14 days of your moving date. (Your four digit [※ Please submit your moving-in notification with your card within 14 days of your moving date. (Your four digit]
- 5 password will be required.) If you use your My Number Card for this procedure, a Moving-out Certificate [password will be required.) If you use your My Number Card for this procedure, a Moving-out Certificate]
- 6 won't be sent by mail. (It is unnecessary to enclose a return envelope.)
[won't be sent by mail. (It is unnecessary to enclose a return envelope.)]
- 7 たかさきしちょう [たかさきしちょう]
- 8 (あて先) 高崎市長 [(あて先) 高崎市長]
- 9 きにゅうび [きにゅうび]
- 10 To the Mayor of Takasaki 記入日 [To the Mayor of Takasaki 記入日]
- 11 Request Date (Y) (M) (D) [Request Date (Y) (M) (D)]



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?