

## 転出届出書

目黒区長あて

届出日 年 月 日

異動日（新住所に住み始める日）		届出人	届出する方の住所	届出する方の氏名（*必ず自筆でご署名ください）
年 月 日			アパート・マンション名	昼間連絡のつく電話番号 （ ） - 国外転出の方はメールアドレス
新住所	〒			世帯主 (ふりがな)
	アパート・マンション名			
旧住所	〒			世帯主 (ふりがな)
	アパート・マンション名			

\* 転出する方全員の氏名を書いてください。（転出する方と届出する方が同じでも氏名を書いてください。）

転出する方の氏名 (省略しないでご記入ください)		生年月日	転出する方の氏名 (省略しないでご記入ください)		生年月日
1	(ふりがな)	年 月 日	(ふりがな)		年 月 日
2	(ふりがな)	年 月 日	(ふりがな)		年 月 日
3	(ふりがな)	年 月 日	(ふりがな)		年 月 日

\*同封するものチェック

 届出する方の身分証明書コピー 収信用封筒（切手貼・宛先記入・宛名記入）

# Meguro - 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 &amp; Dates

② 目黒区長あて	① 転出届出書	③ 届出日 年 月 日
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## 1 転出届出書 Moving Out Notification Form

Submit this form when moving out of the municipality to cancel your residence registration at your current address.

## 2 目黒区長あて To the Mayor of Meguro Ward

N/A (this is a pre-printed header indicating the form's recipient)

## 3 届出日 年 月 日 Date of filing

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

## 届出人情報 - Who Is Filing

<b>③</b> 異動日（新住所に住み始める日）	<b>①</b> 届出する方の住所 届 出	<b>②</b> 届出する方の氏名（*必ず自筆でご署名ください） ⑦ 昼間連絡のつく電話番号 ( )
⑥ 年 月 日	⑤ アパート・マンション名	⑥ ( )

**1 届出する方の住所 Address**

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

**2 届出する方の氏名 (\*必ず自筆でご署名ください) Full name / Signature**

Write in katakana for foreign names. Some forms accept romaji. Sign your name. Foreigners can use a written signature instead of a seal (inkan).

**3 異動日（新住所に住み始める日） New address / Date of move / change / Address**

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

**4 昼間連絡のつく電話番号 Phone number**

Japanese mobile number preferred. Some forms accept overseas numbers.

**5 アパート・マンション名 Apartment/Mansion Name**

Write the name of your apartment building or condominium if applicable; leave blank if living in a house

**6 年 月 日 Year \_\_\_\_ Month \_\_\_\_ Day \_\_\_\_**

Write the date in Japanese calendar format (e.g., Reiwa 6年 for 2024) or Western calendar – check which system the form requires

**7 ( ) — ( ) —**

This appears to be a blank formatting template for phone number entry – fill in area code in parentheses, followed by the main number with a dash separator.

## 住所 - Addresses

① 年 月 日	人	② ( ) 国外転出の方はメールアドレス
新住所 ⑥ アパート・マンション名		④ ⑤ 世帯主 (ふりがな) (kanji)
〒		〒

1 年 月 日 Year \_\_\_\_ Month \_\_\_\_ Day \_\_\_\_

Write the date in Japanese calendar format (e.g., Reiwa 6年 for 2024) or Western calendar – check which system the form requires

2 ( ) — ( ) —

This appears to be a blank formatting template for phone number entry – fill in area code in parentheses, followed by the main number with a dash separator.

3 国外転出の方はメールアドレス Moving out

If you are moving out of Japan (overseas transfer), write your email address here. This allows the municipal office to contact you regarding any remaining administrative matters after you leave the country.

4 (ふりがな) (phonetic reading)

Write the pronunciation of your name in hiragana or katakana above where you'll write your name in kanji/Roman letters

5 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

6 アパート・マンション名 Apartment/Mansion Name

Write the name of your apartment building or condominium if applicable; leave blank if living in a house

## 異動者 - Person Table (Part 1/2)

④ 旧住所 <small>アパート・マンション名</small>	① 世帯主 <small>(ふりがな)</small>		
<small>* 転出する方全員の氏名を書いてください。 (転出する方と届出する方が同じでも氏名を書いてください。)</small>			
⑤ 転出する方の氏名 <small>(省略しないでご記入ください)</small>	⑦ 生年月日	⑥ 転出する方の氏名 <small>(省略しないでご記入ください)</small>	⑧ 生年月日
⑪ (ふりがな) 1	年    月    日	⑫ (ふりがな) 4	⑯ 年    月    日
⑬ (ふりがな)		(ふりがな)	

1 (ふりがな) (phonetic reading)

Write the pronunciation of your name in hiragana or katakana above where you'll write your name in kanji/Roman letters

2 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

3 アパート・マンション名 Apartment/Mansion Name

Write the name of your apartment building or condominium if applicable; leave blank if living in a house

4 \* 転出する方全員の氏名を書いてください。 (転出する方と届出する方が同じでも氏名を書いてください。)

Full name / Moving out

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

5 転出する方の氏名 Full name / Moving out

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

6 転出する方の氏名 Full name / Moving out

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

7 生年月日 Date of birth

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

8 生年月日 Date of birth

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

9 (省略しないでご記入ください) (Please fill in without abbreviation)

Write out names and addresses in full – don't use shortened versions or abbreviations

10 (省略しないでご記入ください) (Please fill in without abbreviation)

Write out names and addresses in full – don't use shortened versions or abbreviations

11 (ふりがな) (phonetic reading)

Write the pronunciation of your name in hiragana or katakana above where you'll write your name in kanji/Roman letters

12 (ふりがな) (phonetic reading)

Write the pronunciation of your name in hiragana or katakana above where you'll write your name in kanji/Roman letters

13 年    月    日 4 Year    Month    Day 4

Write the date in Japanese format (year/month/day) – the "4" likely indicates this is the 4th date field on the form

## 異動者 - Person Table (Part 1/2) (continued)

14 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.

15 (ふりがな) (phonetic reading)

Write the pronunciation of your name in hiragana or katakana above where you'll write your name in kanji/Roman letters

## 異動者 - Person Table (Part 2/2)

2 <small>(ふりがな)</small>	② 年      月      日 5	③ (ふりがな)	④ (ふりがな)	⑤ (ふりがな)	⑥ (ふりがな)
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1 (ふりがな) (phonetic reading)

Write the pronunciation of your name in hiragana or katakana above where you'll write your name in kanji/Roman letters

2 年      月      日 5 Year \_\_\_\_ Month \_\_\_\_ Day \_\_\_\_

Write the date in Japanese format (year/month/day using Arabic numerals)

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 (ふりがな) (phonetic reading)

Write the pronunciation of your name in hiragana or katakana above where you'll write your name in kanji/Roman letters

5 (ふりがな) (phonetic reading)

Write the pronunciation of your name in hiragana or katakana above where you'll write your name in kanji/Roman letters

## 職員記入欄 - Staff Section

3	(ふりがな)	年 月 日	6	(ふりがな)	年 月 日
<input checked="" type="checkbox"/> *同封するものチェック <input type="checkbox"/> 届出する方の身分証明書コピー <input type="checkbox"/> 返信用封筒（切手貼・宛先記入・宛名記入）					

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?