

Shinjuku – 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 (Part 1/2)

1 住民異動届 Resident Registration Change Notification

This is the main form title – you'll need to complete this form when moving to a new address, changing household composition, or other residence-related changes.

2 新宿区長宛て To: Mayor of Shinjuku City To: Mayor of Shinjuku City

3 世帯主・世帯員 Head of household · Household members

Check the appropriate box – “世帯主” if you're the head of household, “世帯員” if you're a household member

4 代理人 Representative/Agent

Fill in the name and details of the person submitting the form on your behalf if you cannot submit it yourself

5 本人 Self (head of household)

6 通知書 通知書 Notification of Change in Residence

7 (新) (New)

This indicates a field for your new address information when moving residences.

8 □ 再転入 Moving in (from another municipality or abroad)

9 告示欄：来庁者ご本人様が必ず自署してください Signature

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

10 転出取消回復入国等中長期転出カード転出国外転出職 Moving out

11 転居 Moving within the same municipality

12 帯世世世転続 Household head succession/continuation

Check this if you are taking over as the new household head due to the previous head moving away or other circumstances

13 転入カード転入 Moving in (from another municipality or abroad)

14 来庁者ご本人様の手書きによる氏名 Visitor's Full Name by handwriting

15 主帯帯出柄 Head of household relationship

Write your relationship to the head of household (e.g., “head”, “spouse”, “child”, “parent”, etc.)

タイトル・届出日 - Header & Dates (Part 2/2)

③ 世帯											Visitor's Full Name by handwriting	
④ 名前											① 著名 Name/Signature	
⑤ 姓氏											② 消費者登録番号 Consumer Registration Number	
⑥ 性別											③ 会員登録番号 Member Registration Number	
⑦ 年齢											④ 申込番号 Application Number	
⑧ 誕生日											⑤ 連絡先登録番号 Contact Registration Number	
⑨ 郵便番号											⑥ 連絡先登録番号 Contact Registration Number	
⑩ 住所											⑦ 連絡先登録番号 Contact Registration Number	
⑪ 電話番号											⑧ 連絡先登録番号 Contact Registration Number	
⑫ メールアドレス											⑨ 連絡先登録番号 Contact Registration Number	

- 1 署名 Signature
Sign your name. Foreigners can use a written signature instead of a seal (inkan).
 - 2 全全一一 All All One One
N/A - This appears to be layout/formatting text or placeholder characters rather than a field to be filled out
 - 3 世帯 Household
Write the name of the head of household (usually yourself if living alone, or the primary resident if in a family)
 - 4 分合変 Division/merger/change
Check this box if your address change is due to municipal boundary changes, town mergers, or administrative redistricting rather than a physical move

届出人情報 – Who Is Filing (Part 1/2)

- 1 全一全—全—全—全—全—全—全—全—転→→→→変離併更証Name/Signature**
Full/All One Transfer→→→→Ch

2 出全—全—更 Complete departure – Complete – Complete – Change

3 番号 Number
Enter your residence card number or other identifying number as specified in the form instructions.

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

5 PhoneNumber Phone Number
Enter your current phone number where you can be contacted regarding this registration.

6 届出年月日Date of Notification異動年月日Date of Change Date of Notification / Date of Change
Enter the date you're submitting this form under "Date of Notification" and the actual date your residence changed under "Date of Change"

7 代理人の場合は以下もご記入ください。 If using a representative, please also fill out the following.
This section is only needed if someone else is submitting the form on your behalf – you can skip it if filing yourself.

8 If you are proxy, please write your address and relation to the applicant
If you are proxy, please write your address and relation to the applicant

9 代Pr理ox人yaのdd住re所ss Address of proxy/representative
Enter the full address of the person filling out this form on your behalf (if applicable)

10 (Y) (M) (D) □住定日確認済 (Y) (M) (D) □Residence establishment date confirmed
This is a checkbox for municipal staff to mark when they've verified your move-in date – you don't need to fill this part.

11 (Y) (M) (D) (Y) (M) (D)
Fill in Year, Month, and Day – use Western calendar format (e.g., 2024/03/15)

12 ※別世帯の方の届出には委任状が必要です。 Letter of proxy / Power of attorney
Required if someone else is filing on your behalf.

13 異動者との関係 Relationship to the person moving
Select your relationship to the person whose residence is being registered/changed (e.g., self, spouse, child, parent, etc.)

14 新住所 New address
The address you are moving TO.

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)

新住所	新世帯主	異動者との関係 Relation to the applicant
-----	------	--------------------------------------

1 Relation to the applicant Relation to the applicant

Write your relationship to the person whose registration is being changed (e.g., "self", "spouse", "child", "parent", etc.)

住所 – Addresses (Part 1/2)

③ New Address	② Head of Household	④ Head of Household	⑤ Information to the applicant
① 旧住所	⑥ 既存	⑦ 旧世帯主	⑧ 持出確認要 <input type="checkbox"/> 特出確認要 <input type="checkbox"/> 住居表示係要
⑩ 本籍地	⑨ 新規	⑪ 書類	

- 1 本人確認①運転免許証・旅券・個力・住力（写付）・在留カード等**
 Identity verification ① Driver's license, passport, individual number card, residence card (with photo), residence card, etc.
 Bring one of these photo ID documents to prove your identity when submitting the form.
- 2 Head of Household**
- 3 New Address**
- 4 Household**
- Enter your household composition details – typically the head of household and all family members living at the same address.
- 5 ②健保・年金手帳・社員証・学生証・介護/ききとり**
 ②Health insurance · pension handbook · employee ID · student ID · nursing care/interview
 Bring relevant documents from this list that apply to you (health insurance card, pension book, work/school ID, nursing care documents) or be prepared for an interview if you don't have them.
- 6 既存 Existing**
 This refers to existing/current information already on record – you typically don't need to fill this section as it shows your current registration details.
- 7 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
- 8 旧住所 Previous address**
 If coming from abroad, write your country name (e.g. アメリカ合衆国).
- 9 HHoeuasdeh oofld N/A** – This appears to be garbled/corrupted text, not valid Japanese
- 10 方枝号 Branch/Subdivision Number**
 Enter the subdivision or branch number of your address if applicable (often used for large apartment complexes or housing developments)
- 11 Previous Address** Previous Address
 Write your complete previous address including apartment/room number, city, prefecture, and postal code exactly as it appeared on official documents.
- 12 □特出確認要 Special departure confirmation required**
 Check this box if you need confirmation for special circumstances when moving out of the municipality
- 13 新規 New registration**
 Check this box if you're registering your residence in Japan for the first time at this municipality
- 14 本籍地 Registered domicile**
 Write your permanent legal domicile address as recorded in your family register (koseki), which may differ from your current residence address.
- 15 □住居表示係要 Housing address numbering system required**
 Check this box if your address uses the housing address numbering system (住居表示) rather than the traditional lot numbering system

住所 – Addresses (Part 2/2)

The screenshot shows the 'Addresses' section of the Shinjuku residence registration form. It includes fields for the household head's name (筆頭者), building name/room number (特別方書確認要), Japanese nationals only status (日本人の方のみ), and a map reference code (地図 (P・一) 付定図). There are also checkboxes for 'new registration' (新規登録) and 'special document confirmation' (特別方書確認要).

1 筆頭者 Head of household

Enter the name of the primary person listed on your family register (koseki) – usually the father or eldest family member

2 □特別方書確認要 Building name / room number

Apartment/mansion name and room number. e.g. ○○マンション 301号室

3 (日本人の方のみ) (Japanese nationals only)

4 なし None/Nothing

Check this option or write "なし" when the question doesn't apply to you or you have nothing to report for that field

5 地図 (P・一) 付定図 Map (P・一) attached fixed diagram

N/A – this is a reference code for the official zoning/address map that municipal staff use for verification

6 異フ動リ者ガ氏ナ名FuFullr iNgaanma e Person Moving – Full Name

Write your complete legal name as it appears on your residence card or passport.

異動者 – Person Table (Part 1/5)

- 1** Maideフニリヤムガ氏e/Aナリtern通aFtiuve称 ingaamne a(alias)D a生te年 of月 B日ir th 性Gen別de rRHeeo続l uaHst
Former Name/Alternative Name (alias), Date of Birth, Gender, Relationship to Head of Household ※For foreign residents: Residence Card
Foreign residents should fill in their residence card number and status of
residence information in the designated foreign resident section.

2 異フ動リ者ガ氏ナ名FuFullr iNgaamma e Person Moving – Full Name
Write your complete legal name as it appears on your residence card or passport.

3 No No

4 個力 Individual/Personal
This appears to be a checkbox option – check if applying as an individual person
rather than as a household or family unit.

5 医小学 Medical Elementary School

6 大・昭・平・令・西暦男 Taishō・Shōwa・Heisei・Reiwa・Western calendar Male
Select the appropriate era (Taishō/Shōwa/Heisei/Reiwa) or Western calendar for
your birth date, and circle "男" if you are male

7 有回 Available/Present
This likely indicates availability or presence status – check the appropriate
box based on your current situation or document availability.

8 認定 Certification/Approval
This section is typically filled out by municipal office staff, not by you as
the applicant.

9 有般郵済 Regular mail completed
N/A (this is an administrative marking indicating postal processing status)

10 (電証有無) (Electronic certificate availability)
Check if you have an electronic certificate (マイナンバーカード with IC chip
functionality) – mark accordingly

11 中学 Middle school
Enter the name of the middle school if this section applies to a student aged
12-15

12 • (M) • (M)

13 強制：任意 Mandatory: Optional
This indicates whether each field is required (強制) or optional (任意) – fill out
all mandatory fields completely.

14 • • (ellipsis/continuation marks)

15 在住力カ無特し永無高窓未 Residence status/visa type checkboxes (text appears corrupted or poorly scanned)

異動者 – Person Table (Part 2/5)

1		年(Y)・月(M)・日(D) 年(Y)・月(M)・日(D)	女 男	-	-	-	□在カ □特永 □住カ □無し	無 高 窓 未	-	□区分未 □個力 □電証有無	有 般 郵 済	有 回 区 本	強制 任意 有 認定 強制:任意 有 医 保	児 年生 小学 中学
2		大・昭・平・令・西暦男 大・昭・平・令・西暦男	男 女				□在カ □特永 □住カ □無し	無 高 窓 未	-					

1 年(Y)・月(M)・日(D) 女(F) Year (Y) · Month (M) · Day (D) Female (F)

This shows the date format and gender designation – enter your birthdate as YYYY/MM/DD and mark F if female

2 区分未 Classification/Category Not Yet Determined

This likely indicates a field where the classification hasn't been filled in yet – check with municipal staff about what category applies to your situation.

3 - 児年生 - year student

Enter the school grade level of the child (e.g., 1st year, 2nd year, etc.)

4 住特 Special Resident

Check this box if you are a foreign national with special permanent resident status in Japan

5 医小中学 学 Medical Elementary Middle School School

N/A – This appears to be corrupted or incomplete text, possibly indicating sections for medical facilities and schools, but would need clarification from municipal office staff.

6 大・昭・平・令・西暦男 Taishō・Shōwa・Heisei・Reiwa・Western calendar Male

Select the appropriate era (Taishō/Shōwa/Heisei/Reiwa) or Western calendar for your birth date, and circle "男" if you are male

7 □個力 Individual/Personal

This appears to be a checkbox option – check if applying as an individual person rather than as a household or family unit.

8 有 般 郵 済 有回 Yes Regular Mail Completed Yes Return

These appear to be checkbox options for mail delivery preferences – check the appropriate boxes for your postal service needs.

9 認定 Certification/Approval

This section is typically filled out by municipal office staff, not by you as the applicant.

10 • (M) • (M)

11 (電証有無) (Electronic certificate: Yes/No)

Circle "有" (Yes) if you have an electronic certificate for digital services, or "無" (No) if you don't have one.

12 強制:任意 Mandatory: Optional

This indicates whether each field is required (強制) or optional (任意) – fill out all mandatory fields completely.

13 22 22

14 • • (ellipsis/continuation marks)

15 □在カ □特永 □無高窓未 □Foreign resident □Special permanent resident □No □Elderly □At counter □Minor

Check the appropriate boxes that apply to your status and situation when submitting the form.

異動者 – Person Table (Part 3/5)

- 区未** Ward/District Not Yet [Determined/Registered]
This likely indicates a field where the ward/district hasn't been filled in yet – ensure you write your complete address including the ward (区) name.
 - 児** -child
This indicates a section for listing children/dependents in your household registration.
 - 住特** Special Resident
Check this box if you are a foreign national with special permanent resident status in Japan
 - 年(Y)・月(M)・日(D)(F)** Year (Y) · Month (M) · Day (D) (F)
Enter dates in YYYY/MM/DD format; the (F) likely indicates foreign date format or a specific field designation
 - 住力** **無し** **With housing card** **Without housing card**
Check the appropriate box based on whether you have a jūminhyō (resident registration card) from your previous address
 - 年生** Year/Grade
 - 医小中学学** Medical Elementary Middle School School
N/A – This appears to be corrupted or incomplete text, possibly indicating sections for medical facilities and schools, but would need clarification from municipal office staff.
 - 大・昭・平・令・西暦男** Taishō · Shōwa · Heisei · Reiwa · Western calendar M
Select the appropriate era (Taishō/Shōwa/Heisei/Reiwa) or Western calendar for your birth date, and circle "男" if you are male
 - 個力** Individual/Personal
This appears to be a checkbox option – check if applying as an individual person rather than as a household or family unit.
 - 有般郵済 有回** Yes Regular Mail Completed Yes Return
These appear to be checkbox options for mail delivery preferences – check the appropriate boxes for your postal service needs.
 - 認定** Certification/Approval
This section is typically filled out by municipal office staff, not by you as the applicant.
 - (電証有無)** (Electronic certificate: Yes/No)
Circle "有" (Yes) if you have an electronic certificate for digital services, or "無" (No) if you don't have one.
 - 強制：任意** Mandatory: Optional
This indicates whether each field is required (強制) or optional (任意) – fill out all mandatory fields completely.
 - ・(M)** **・(M)**
 - ・・** (ellipsis/continuation marks)

異動者 – Person Table (Part 4/5)

The form includes fields for gender (女), age (年(Y)・月(M)・日(D)), and marital status (在カ・口特永・無・高窓・未). There is a section for children (児) and a remarks section (<備考欄>). At the bottom, there are checkboxes for address types (e.g., 有・要・消済) and administrative options (e.g., 統合記載欄編集済).

1 在カ 特永 無 高窓 未 児 未 有・要・消済

Check the appropriate boxes that apply to your status and situation when submitting the form.

2 区未 Ward/District Not Yet [Determined/Registered]

This likely indicates a field where the ward/district hasn't been filled in yet – ensure you write your complete address including the ward (区) name.

3 -児 -child

This indicates a section for listing children/dependents in your household registration.

4 住特 Special Resident

Check this box if you are a foreign national with special permanent resident status in Japan

5 年(Y)・月(M)・日(D)(F) Year(Y)・Month(M)・Day(D)(F)

Enter dates in YYYY/MM/DD format; the (F) likely indicates foreign date format or a specific field designation

6 住カ 無し With housing card Without housing card

Check the appropriate box based on whether you have a jūminhyō (resident registration card) from your previous address

7 年生 Year/Grade

8 <備考欄> <Remarks Section>

9 究名紐付 前住所 本籍 附票 C S Address

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

10 新N-----氏--名-----統--柄--[2備8考]---9---1-通--知----C-S-送--信----1-9---1-通---N備

New N-----Family Name-----Given Name-----Relationship-[28Remarks]---9---1-Notice----CS-Transmission----1-9---1-Notice----N
N/A (this appears to be form layout/formatting text rather than fillable fields)

11 個力説明 (Individual explanation (

This appears to be an incomplete checkbox label – likely for indicating if individual explanation was provided or needed during the registration process.

12 日) 封済 Day) Sealed/Completed

This appears to be a checkbox or field marker indicating completion status – likely for office use only, so you probably don't need to fill this part.

13 個人番号 新規付番 あり My Number (Individual Number)

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

14 統合記載欄編集済 Integrated record section editing completed

N/A (this is an administrative checkbox for office use only)

15 メ有・要・消済 Memo/Notes – Available/Required/Completed

This appears to be administrative checkboxes for office use – you likely don't need to fill this section as an applicant.

異動者 – Person Table (Part 5/5)

旧 世		<input checked="" type="checkbox"/> ① 転入通知入力有		<input checked="" type="checkbox"/> ② 期間経過	<input checked="" type="checkbox"/> ③ 要・済	<input checked="" type="checkbox"/> ④ 有・要・消済	<input checked="" type="checkbox"/> ⑤ 連絡 (③済)		

1 転入通知入力有 Moving in (from another municipality or abroad)

2 モ連絡 (Contact (

3) 済) completed/processed

4 期間経過 Period Elapsed

5 要・済 Required/Completed

Check the appropriate box – “要” (required) if the action is needed, “済” (completed) if already done

6 学 齢 簿作成□国保 4 F School age register creation □ National Health Insurance 4F

N/A (this is administrative routing information indicating which departments need to process your form)

職員記入欄 – Staff Section

番				① 受理通知	② 要・済																							
<table border="1"> <tr> <td>⑨ 受付</td> <td>⑩ C S ①</td> <td>⑪ C S ②</td> <td>⑫ 確認</td> <td>⑬ 入力・仮更新</td> <td>審査・本更新</td> <td>番号記載</td> <td>⑭ 繼続・券面</td> <td>⑮ 審査</td> <td>⑯ 戻却</td> <td>⑰ 完了入力</td> </tr> <tr> <td colspan="8"><input type="checkbox"/>裏面あり</td> <td>□</td> <td>□</td> </tr> </table>								⑨ 受付	⑩ C S ①	⑪ C S ②	⑫ 確認	⑬ 入力・仮更新	審査・本更新	番号記載	⑭ 繼続・券面	⑮ 審査	⑯ 戻却	⑰ 完了入力	<input type="checkbox"/> 裏面あり								□	□
⑨ 受付	⑩ C S ①	⑪ C S ②	⑫ 確認	⑬ 入力・仮更新	審査・本更新	番号記載	⑭ 繼続・券面	⑮ 審査	⑯ 戻却	⑰ 完了入力																		
<input type="checkbox"/> 裏面あり								□	□																			

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?