

(注意)

- ・これは窓口で手続きする場合の届書の記載見本です。
- ・転出は郵送でもお手続きできます。
詳しくは郵送による転出の届出のページをご覧ください。
- ・届書は自署してください。 (ワープロ不可)
※届書（印刷用）は3枚目を印刷し、ご利用ください。

Setagaya — 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



記載例 (転出届)

1 記載例 Example of how to fill out

2 転出届 Moving out

3 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.

届出人情報 — Who Is Filing (Part 1/2)

(汪意)

- これは窓口で手続きする場合の届書の記載見本

1 注意 Notice

これは窓口で手続きする場合の届書の記載見本です。 / To do/perform

This is typically part of a longer phrase on forms - look for the complete text before filling

届出人情報 — Who Is Filing (Part 2/2)

世田谷区長あて 住民異動届 記載例 (転出届)

世田谷区長あて 住民異動届 記載例 (転出届) *この届書は、個人番号カード、住民基本台帳カードの記載変更も兼ねますので、異動者全員分のカードをご提出ください。
また、担当者のだけが在籍カード、特別な住者登録認定書で提出ください。なお、提出いただいたカードはコピーを取させていただきます。

| | | | |
|-------------------------|-------------------|------------------|-----------------|
| 氏名 | 世田谷 太郎 | 本人との関係 | 記入不要 |
| 生年月日 | (令和4 年 1 月 5 日) | 異動日(住み始めた(始める)日) | 記入不要 |
| 電話番号 | 080-XXXX-XXXX | 届出(申出)日 | 令和3 年 12 月 22 日 |
| 代理人住所 | フリガナ | フリガナ | 世田谷 公一郎 |
| 住所又は 新住所及び 代理者の名前 | フリガナ | 記入不要 | 異動日には、引越しを予定して |

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 記入不要 Do not fill in

Leave this section blank - it's for official use only

3 届出日 Date of filing

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

4 令和 Reiwa

This refers to the current Japanese era name (started May 1, 2019) - leave blank as it's typically pre-printed on forms or will be filled by office staff

5 氏名 Full name

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

6 生年月日 Date of birth

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

7 電話番号 Phone number

Japanese mobile number preferred. Some forms accept overseas numbers.

8 住所又は Address

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

9 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

10 異動日には、引越しを予定している日にちをご記入ください Date of move / change / Moving/Relocation

The date you actually moved into your new address — NOT your arrival date in Japan if different. Check this if you are moving to a new address

住所 — Addresses (Part 1/3)

- ・ これは窓口で手続きする場合の届書の記載見本です。
- ・ 転出は郵送でもお手続きできます。

1 これは窓口で手続きする場合の届書の記載見本です。 / To do/perform

This is typically part of a longer phrase on forms - look for the complete text before filling

2 転出は郵送でもお手続きできます。 polite verb ending / Moving out / .

This is informational text stating that moving out procedures can also be completed by mail - no action needed from you.

3 詳しくは郵送による転出の届出のページをご覧ください。 Moving out

This is a reference note directing you to check a webpage for detailed information about mail-in moving out procedures - no input required here.

住所 — Addresses (Part 2/3)

The screenshot shows the Japanese side of the residence registration form. It includes fields for address, household head name, date of birth, gender, nationality, and other personal details. A callout box highlights the '異動日' (move date) field, which is circled in red. The note inside the box reads: '異動日には、引越しを予定している日にちをご記入ください。※概ね引越しの2週間前からお届けできます。' (Please enter the date you plan to move. Delivery can begin approximately 2 weeks before the move date.)

1 住所又は Address

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

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 異動日には、引越しを予定している日にちをご記入ください Date of move / change / Moving/Relocation

The date you actually moved into your new address — NOT your arrival date in Japan if different. Check this if you are moving to a new address

4 住所又は Address

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

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 転出先住所 Address / Moving out

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

7 氏名 Full name

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

8 世帯主との続柄 Head of household / Relationship to head of household

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

9 生年月日 Date of birth

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

10 性別 Gender

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

11 国籍 Nationality / Region

Write your country of nationality. For Taiwan, write 台湾.

12 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

13 渋谷番号・地域 Shibuya Number/Area

This appears to be a local administrative code specific to Shibuya ward - leave blank unless specifically instructed by ward office staff, as it's typically filled by officials.

14 渋谷番号カードの番号 My Number Card Number

Enter the 12-digit number printed on your My Number Card (individual number card)

住所 — Addresses (Part 3/3)

| | | | | | | | | | | | |
|--|-------------|---------------|----------|----|----|----|----|----|----|----|----|
| 登録 | 番号 | 登録 | 登録 | 登録 | 登録 | 登録 | 登録 | 登録 | 登録 | 登録 | 登録 |
| 異動した(する)人全員を記入してください。※の項目は、外国人の方のみ記入してください。(ピンク色の枠内) | | | | | | | | | | | |
| 後期 介護 登録 | 資格書等 保険証 | 窓・郵・回・未 記番 | 変更 登録 | 登録 |
| 登録 | 登録 | 登録 | 登録 | 登録 | 登録 | 登録 | 登録 | 登録 | 登録 | 登録 | 登録 |

1

(ピンク色の枠内) (Within the pink-colored frame)

異動者 — Person Table (Part 1/2)

ください。

・届書は自署してください。 (ワープロ不可)

1 届書は自署してください。 Please sign your name

Write your signature by hand in your usual style

2 ワープロ不可 Word processor not allowed

This section must be handwritten - do not use a computer or typewriter to fill it out.

3 届書(印刷用)は3枚目を印刷し、ご利用ください。 Seal (inkan / hanko)

Personal seal stamp. Most ward offices accept a written signature for foreigners instead.

異動者 — Person Table (Part 2/2)

記入不要

太枠内のみご記入ください。
※鉛筆、シャープペン、消せるボールペンは使用しないでください。

転出のお届出は、郵送でもお手続きできます。
郵送による転出届出のページをご覧ください。

1 渋谷番号・地域 Shibuya Number/Area

This appears to be a local administrative code specific to Shibuya ward - leave blank unless specifically instructed by ward office staff, as it's typically filled by officials.

2 渋谷番号カードの番号 My Number Card Number

Enter the 12-digit number printed on your My Number Card (individual number card)

3 氏名 Full name

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

4 世帯主との続柄 Head of household / Relationship to head of household

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

5 生年月日 Date of birth

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

6 性別 Gender

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

7 国籍 Nationality / Region

Write your country of nationality. For Taiwan, write 台湾.

8 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

9 記入不要 Do not fill in

Leave this section blank - it's for official use only

10 渋谷番号・地域 Shibuya Number/Area

This appears to be a local administrative code specific to Shibuya ward - leave blank unless specifically instructed by ward office staff, as it's typically filled by officials.

11 渋谷番号カードの番号 My Number Card Number

Enter the 12-digit number printed on your My Number Card (individual number card)

12 太枠内のみご記入ください Please fill in only within the thick-lined boxes

Only write information inside the bold/thick border sections of the form

13 転出のお届出は、郵送でもお手続きできます Moving out

This is an informational notice stating that moving-out notifications can be processed by mail. No action needed - this is just informing you of an alternative to in-person submission.

異動者 — Person Table (Part 2/2) (continued)

14

郵送による転出届出のページをご覧ください Moving out

This directs you to check a separate page for mail-in moving-out procedures. If you prefer to handle your move-out notification by mail instead of visiting the office in person, refer to the postal submission guidelines page mentioned here.

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?