

【記入例】他の市町村から相模原市内へ転入したとき

届出人（窓口に来た方）の本人確認書類を添えて、窓口へお持ちください。

※「転入届の特例」により転出証明書の交付を受けていない方は、個人番号カード・住民基本台帳カード。

住民異動届

相模原市所管区長 あて

Sagamihara Minami — 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) (continued)

【記入例】他の市町村から相模原市内へ転入したとき

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※※「転入届の特例」により転出証明書の交付を受けていない方は、個人番号カード・住民基本台帳カード。

相模原市所管区長 あて

住民異動届

サガミハラシ チュウオウク チュウオウ SAGAMIHARA CITY CHUO WARD CHUO

14 This appears to be an address example - write your address in katakana using the same all-caps format if this section requires katakana input.

世帯主変更による続柄修正 ※該当する場合のみ Head of household / Relationship to head of household / Change

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

セクション 1 — Section 1 (Part 2/2)

新 記入 所	(フリカナ) サガミハラシ チュウオウク チュウオウ	新 世帯主	サカミ タロウ	世帯 相模 太郎	窓口に来た方の署名 (又は 印)
	相模原市 中央区 中央2丁目11番15号 中央ハイツ101				

1 入住 Move-in

Check this if you are moving into a new residence

2 窓口氏に 来名の方の署名 (続又柄は新続柄) Relationship to head of household / Signature

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

3 相模 太郎 Sagami Taro

This appears to be a sample name showing the format - write your full name in katakana or the script specified on the form.

4 相模原市 中央区 中央2丁目11番15号 中央ハイツ101 Block number

Part of Japanese address system - the district block number (e.g., 1-chome, 2-chome)



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セクション 2 — Section 2 (Part 1/2)

1 記入ください。	新住所 (フリガナ) サガミハラシ チュウオウケ チュウオウ 相模原市 中央区 中央2丁目11番15号 中央ハイツ101	新世帯主	サガミ タロウ 相模 太郎	世帯	窓口に来た方の署名（又は記名押印）をお願いします。 （本人及び世帯員以外の方は、委任状が必要です。）
2 旧住所	(フリガナ) ○○ケン ○○シ ○○ ○○県 ○○市 ○○ 1丁目1番1号	旧世帯主	サガミ タロウ 相模 太郎		
3 本	(フリガナ) サガミハラシ ミドリク ハシモト	筆	サガミ タロウ		

1 入住 Move-in

Check this if you are moving into a new residence

2 窓口氏に 来名た方の署名旧 (続又柄は新続柄) Relationship to head of household / Signature

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

3 相模 太郎 Sagami Taro

This appears to be a sample name showing the format - write your full name in katakana or the script specified on the form.

4 相模原市 中央区 中央2丁目11番15号 中央ハイツ101 Block number

Part of Japanese address system - the district block number (e.g., 1-chome, 2-chome)

5 記名押印) をお願いします。 . / Seal (inkan / hanko)

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

6 さ旧(フリガナ)○○ケン ○○シ ○○ Phonetic reading (katakana)

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

7 サガミ タロウ SAGAMI TAROU

This appears to be an example name shown in katakana - replace with your own name written in katakana characters.

8 (本人及び世帯員以外の方は、 (For non-household members,

This indicates start of instructions for proxy applicants (non-family members)

9 帯主 Head of household

The person registered as the primary member/leader of the household unit

10 所 Address

This appears to be a truncated form of 住所 (address). Write your full address including postal code.

11 ○○県 ○○市 ○○ 1丁目1番1号 Block number

Part of Japanese address system - the district block number (e.g., 1-chome, 2-chome)

12 相模 太郎 Sagami Taro

This appears to be a sample name showing the format - write your full name in katakana or the script specified on the form.

13 委任状が必要です。) Letter of proxy / Power of attorney / .

Required if someone else is filing on your behalf.

14 個本(フリガナ) Phonetic reading (katakana)

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

15 サガミ タロウ SAGAMI TAROU

This appears to be an example name shown in katakana - replace with your own name written in katakana characters.



セクション 2 — Section 2 (Part 2/2)

番号 ※個人番号	本 (フリガナ) ①サガミハラシ ミドリク ハシモト	筆頭者 ②相模原市 緑区 橋本6丁目2番 ※日本人の方のみ	氏 サガミ タロウ ③相模 太郎	注記 居住状が必要です。)
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1 サガミハラシ ミドリク ハシモト Sagamihara City, Midori Ward, Hashimoto

Write your address in katakana following the order: City, Ward/District, Area/Neighborhood

2 相模 太郎 Sagami Taro

This appears to be a sample name showing the format - write your full name in katakana or the script specified on the form.

3 相模原市 緑区 橋本6丁目2番 Sagamihara City, Midori Ward, Hashimoto 6-chome 2-ban

Write your address using the Japanese format: City, Ward, District, Block number

4 号籍※日本人の方のみ Family register number ※Japanese citizens only

Leave blank - this field is only for Japanese citizens



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セクション3 — Section 3 (Part 1/2)

個人番号カードをお持ちの方 籍 異	相模原市 緑区 橋本6丁目2番					筆頭者 相模 太郎			
	(フリガナ) 氏名 サガミ タロウ	生年月日 明・大・昭・平・令 ○・○・○	性別 男・女 ○・○・○	世帯主との続柄 本人	国籍・地域 ※外国人の方のみ □()		法第30条の45に規定する区分 □中長期在留者 □特別永住者 □()	在留資格 在留カード等番号 年 月	在留期間等 在留期間満了日 ・

1 相模 太郎 Sagami Taro

This appears to be a sample name showing the format - write your full name in katakana or the script specified on the form.

2 相模原市 緑区 橋本6丁目2番 Sagamihara City, Midori Ward, Hashimoto 6-chome 2-ban

Write your address using the Japanese format: City, Ward, District, Block number

3 号籍※日本人の方のみ Family register number ※Japanese citizens only

Leave blank - this field is only for Japanese citizens

4 性別世帯続主柄との国籍・ 地域法規第3す0条の4分5に在留在留ード資等格番号 Nationality / Region / Gender

Write your country of nationality. For Taiwan, write 台湾. 男 (otoko) = Male, 女 (onna) = Female. Circle the appropriate one.

5 在留期間期満間了等日 Period of stay

e.g. 1年, 3年, 5年. As shown on your Residence Card.

6 氏(フ リガ ナ名) Name (Furigana)

Write your family name in katakana phonetic characters above, then your given name in the parentheses

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 サガミ タロウ SAGAMI TAROU

This appears to be an example name shown in katakana - replace with your own name written in katakana characters.

9 □中長期在留者 Mid-to-long term resident

Check this box if you hold a residence card with a visa status allowing stays over 3 months

10 明・大・昭・平・令 Era abbreviations (Meiji/Taisho>Showa/Heisei/Reiwa)

Circle the era corresponding to your birth year: 明=Meiji (1868-1912), 大=Taisho (1912-1926), 昭>Showa (1926-1989), 平=Heisei (1989-2019), 令=Reiwa (2019-present)

11 年 月 Year Month

Fill in the year and month using the Japanese calendar year (Reiwa era) or Western calendar year as specified on the form

12 本人 Self (head of household)

13 相模 太郎 Sagami Taro

This appears to be a sample name showing the format - write your full name in katakana or the script specified on the form.

14 ○・○・○ Circle one

Mark the circle (○) next to your applicable choice

15 □() □()



セクション 3 — Section 3 (Part 2/2)

ち の 方	異	性別	男	女	<input checked="" type="checkbox"/> 外国人の方のみ	()	.	.
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1

※外国人の方のみ ※Foreign nationals only

This section or field applies only to non-Japanese citizens



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セクション 4 — Section 4

① の方は 愛付窓 に者	異 動	サガミ ハナコ		男 妻 子	※外国人の方のみ ○中長期在留者 ○特別永住者 ※外国人の方のみ ○新世帯主からみた続柄を記入します。	年 月
		相模 花子	明・大昭平令 ○○○			
		サガミ イチロウ	明・大昭平令 ○○○			

1 () ()

2 ※外国人の方のみ ※Foreign nationals only

This section or field applies only to non-Japanese citizens

3 方は Person who

This is typically followed by additional text specifying which person or category of person the section applies to

4 サガミ ハナコ SAGAMI HANAKO

This is an example of how to write a Japanese name in katakana - write your own name in katakana characters in the designated field.

5 明・大・昭・平・令 Era abbreviations (Meiji/Taisho/Showa/Heisei/Reiwa)

Circle the era corresponding to your birth year: 明=Meiji (1868-1912), 大=Taisho (1912-1926), 昭=Showa (1926-1989), 平=Heisei (1989-2019), 令=Reiwa (2019-present)

6 年 月 Year Month

Fill in the year and month using the Japanese calendar year (Reiwa era) or Western calendar year as specified on the form

7 相模 花子 Sagami Hanako

This appears to be an example name - replace with your actual name in Japanese characters (katakana for foreign names)

8 ○・○・○ Circle one

Mark the circle (○) next to your applicable choice

9 ※外国人の方のみ ※Foreign nationals only

This section or field applies only to non-Japanese citizens

10 サガミ イチロウ SAGAMI ICHIRO

This is an example name shown in katakana - replace with your own name written in katakana characters.

11 ○新中長世期帶在主留者からみた続柄を記入しま年す。月 Relationship to head of household / From

See relationship terms table. Used to indicate the starting point (previous address, etc.)

12 明・大・昭・平・令 Era abbreviations (Meiji/Taisho/Showa/Heisei/Reiwa)

Circle the era corresponding to your birth year: 明=Meiji (1868-1912), 大=Taisho (1912-1926), 昭=Showa (1926-1989), 平=Heisei (1989-2019), 令=Reiwa (2019-present)

13 に者3 Person 3

Third person listed on the form (if registering multiple people)

14 相模 一郎 Sagami Ichiro

This appears to be a sample name showing the format - write your full name in katakana or the characters you use for official registration.

15 ○・○・○ Circle one

Mark the circle (○) next to your applicable choice



セクション 5 — Section 5

① にその旨お伝えく 者	3	相模 一郎		○・○・○	女	子	○() ※外国人の方のみ	□() 中長期在留者	□() 特別永住者	□() ※外国人の方のみ	年 月
		サガミ	男								
	4	相模 みどり		○・○・○	女	子					

1 に者3 Person 3

Third person listed on the form (if registering multiple people)

2 相模 一郎 Sagami Ichiro

This appears to be a sample name showing the format - write your full name in katakana or the characters you use for official registration.

○・○・○ Circle one

Mark the circle (○) next to your applicable choice

□() □()

5 ※外国人の方のみ ※Foreign nationals only

This section or field applies only to non-Japanese citizens

6 明・大・昭・平・令 Era abbreviations (Meiji/Taisho>Showa/Heisei/Reiwa)

Circle the era corresponding to your birth year: 明=Meiji (1868-1912), 大=Taisho (1912-1926), 昭>Showa (1926-1989), 平=Heisei (1989-2019), 令=Reiwa (2019-present)

7 年 月 Year Month

Fill in the year and month using the Japanese calendar year (Reiwa era) or Western calendar year as specified on the form

8 相模 みどり Sagami Midori

This appears to be a sample name showing the format (surname in kanji + given name in hiragana/katakana). Write your own name following this example format.

○・○・○ Circle one

Mark the circle (○) next to your applicable choice

□() □()

11 ※外国人の方のみ ※Foreign nationals only

This section or field applies only to non-Japanese citizens



セクション 6 — Section 6

相模 みどり Sagami Midori

This appears to be a sample name showing the format (surname in kanji + given name in hiragana/katakana). Write your own name following this example format.

○ • ○ • ○ Circle one

Mark the circle (○) next to your applicable choice

$\square(\quad)$ $\square(\quad)$

※外国人の方のみ

This section or field applies only to non-Japanese citizens



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？

Kin'yū 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?