

§ 1   届出の種類   —   Type of Notification

Japanese	Reading	English	Req	Tip / Notes
転入	Tennyu	Moving in (from another municipalit...	✓	
転居	Tenkyo	Moving within the same municipality	✓	
転出	Tenshutsu	Moving out	✓	
世帯変更	Setai henkō	Change of household (head of househ...		

§ 2   届出日・異動日   —   Filing Date & Move Date

Japanese	Reading	English	Req	Tip / Notes
届出日	Todokede-bi	Date of filing	✓	Today's date. Use Japanese calendar or Weste...
異動日	Idō-bi	Date of move / change	✓	The date you actually moved into your new ad...

§ 3   新住所   —   New Address

Japanese	Reading	English	Req	Tip / Notes
新住所	Shin-jūsho	New address	✓	The address you are moving TO.
方書	Katagaki	Building name / room number		Apartment/mansion name and room number. e.g....
世帯主氏名	Setainushi shimei	Head of household name	✓	If you live alone, YOU are the head of house...
続柄	Tsuzukigara	Relationship to head of household	✓	See relationship terms table.

§ 4   旧住所（前住所）   —   Previous Address

Japanese	Reading	English	Req	Tip / Notes
旧住所	Kyū-jūsho	Previous address	✓	If coming from abroad, write your country na...

§ 5   異動者   —   Person(s) Moving

Japanese	Reading	English	Req	Tip / Notes
氏名	Shimei	Full name	✓	Write in katakana for foreign names. Some fo...
フリガナ	Furigana	Phonetic reading (katakana)	✓	Write the katakana reading of your name. For...
生年月日	Seinengappi	Date of birth	✓	Format: 年(year) 月(month) 日(day). Use Japanes...
性別	Seibetsu	Gender	✓	男 (otoko) = Male, 女 (onna) = Female. Circle ...
続柄	Tsuzukigara	Relationship to head of household	✓	See relationship terms table.
国籍・地域	Kokuseki / Chiiki	Nationality / Region	✓	Write your country of nationality. For Taiwa...
在留カード番号	Zairyū kâdo bangō	Residence Card number	✓	Alphanumeric code on the front of your Resid...
在留資格	Zairyū shikaku	Residence status / Visa type	✓	e.g. 技術・人文知識・国際業務, 日本人の配偶者等, 留学, 永住者
在留期間	Zairyū kikan	Period of stay	✓	e.g. 1年, 3年, 5年. As shown on your Residence ...
個人番号	Kojin bangō	My Number (Individual Number)		Leave blank on first registration

§ 6   届出人   —   Applicant (Person Filing)

Japanese	Reading	English	Req	Tip / Notes
氏名	Shimei	Applicant Name	✓	Write in katakana for foreign names. Some fo...
住所	Jūsho	Applicant Address	✓	Write in kanji if possible. Ward office staf...
電話番号	Denwa bangō	Phone number	✓	Japanese mobile number preferred. Some forms...
署名	Shomei	Signature	✓	Sign your name. Foreigners can use a written...

Useful Phrases — Print & bring to the ward office

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?