

## japan-forms · Bilingual Guide

別添第1号様式 (第4条関係) **Notification of Change in Residence** ※When applied by proxy, a Letter of Proxy is required. **Complete the section framed in black below**

To the Mayor of Itabashi City □転入 □特別 □再出 □特別 □転居 □世帯変更(合併) 分離 □世帯構成 □世帯主変更 □修正 □その他

In case of move-out by holders of "My Number Card" (Basic Resident Registration Card), Move-out Certificate information is sent via the Basic Resident Registration Network. Please show your Card when submitting your Move-In form. Entry of your PIN is required

Date of transfer (Y) (M) (D)				Date of submission (Y) (M) (D)				Details of Applicant (proxy) Name <input type="checkbox"/> Same as new household head / <input type="checkbox"/> Same as previous household head			
New address Postcode				Name of new household head				Address Postcode <input type="checkbox"/> Same as a new address <input type="checkbox"/> Same as a previous address			
<input type="checkbox"/> 自世帯のみ <input type="checkbox"/> 方書略				Date of Birth (Y) (M) (D)							
Previous address Postcode				Name of previous household head <input type="checkbox"/> tick if same as above				Tel. No			
The person who has My Number Card and Notification Card. <input type="checkbox"/> Alteration of registered matters / <input type="checkbox"/> Return								Relationship to transferee <input type="checkbox"/> Transferee/household member <input type="checkbox"/> Proxy			
Please fill in for all members who have transferred. ※NHI (National Health Insurance)								区記入欄			
No.	Furigana Name	Date of birth	Gen der	Relation to household head	My Number Card registered as NHI Card?	児 手 医 案	再転 入 新 住 民	住 未	<input type="checkbox"/> 期間経過 <input type="checkbox"/> 免許証・経歴 <input type="checkbox"/> パスポート <input type="checkbox"/> 個人番号カード (住基カードB) <input type="checkbox"/> 特永・在留外 (外登) <input type="checkbox"/> 身障手帳 <input type="checkbox"/> 保険証 <input type="checkbox"/> 資格確認書 <input type="checkbox"/> 診療券 <input type="checkbox"/> カード等 <input type="checkbox"/> その他 <input type="checkbox"/> 聴聞 ( ) 異動年月日 <input type="checkbox"/> 届出日をいれた <input type="checkbox"/> 代理人が届けた <input type="checkbox"/> 様と同居世帯 <input type="checkbox"/> 台帳確認済 <input type="checkbox"/> 戸建旧名称 <input type="checkbox"/> 電子証明書失効説明済 <input type="checkbox"/> 継続処理後裏書 <input type="checkbox"/> 裏面要フェック		
1		(Y) (M) (D)	M/F		YES・NO	国 社 交 互 資 通 高 状 書 回 封 案 介 認 交 互 書 回 封 案 年 案 後 案 印 回 処 在 住 A B 個 (署) 旧	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
2		(Y) (M) (D)	M/F		YES・NO	国 社 交 互 資 通 高 状 書 回 封 案 介 認 交 互 書 回 封 案 年 案 後 案 印 回 処 在 住 A B 個 (署) 旧	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
3		(Y) (M) (D)	M/F		YES・NO	国 社 交 互 資 通 高 状 書 回 封 案 介 認 交 互 書 回 封 案 年 案 後 案 印 回 処 在 住 A B 個 (署) 旧	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
4		(Y) (M) (D)	M/F		YES・NO	国 社 交 互 資 通 高 状 書 回 封 案 介 認 交 互 書 回 封 案 年 案 後 案 印 回 処 在 住 A B 個 (署) 旧	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	受付 入力 照合 裏書		
5		(Y) (M) (D)	M/F		YES・NO	国 社 交 互 資 通 高 状 書 回 封 案 介 認 交 互 書 回 封 案 年 案 後 案 印 回 処 在 住 A B 個 (署) 旧	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	交付 <div>受付No.</div>		

Application Form for Residence Certificate If you wish to apply for Residence Certificate, please fill in below as well. If the applicant /proxy is not a member of the same household, a Letter of Proxy is required.

Type/No. of copies	1 All household members	copies	2 Some household members*	copies	※Names of list		Name of household head/List family relationships?	Yes・No
[Foreign applicants only] Circle any items you <b>do not</b> wish to be shown on your Certificate of Residence. Please inquire if you require other items to be shown. Katakana notation of name    Nationality/region    Article 30, Clause 45 classification    Resident Card etc. number    Residence status/residence period/expiry date							[Japanese applicants only] List legal domicile/family head?	Yes・No
You agree "My Number" (Individual Number)	To be indicated in the Certificate/Not to be indicated in the Certificate	Purpose of Use	Personal/Submit to Employer/		Submit to:			

備考欄 ☐ CS ☐ 本籍・筆頭・最終住所地 (担当 ) 住C ☐ 変更なし

# Itabashi — 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

別記第1号様式 (第4条関係) Notification of Change in Residence ※When applied by proxy, a Letter of Proxy is required. Complete the section framed in black below

To the Mayor of Itabashi City ☐転入 (○ 特例) ☐転出 (○ 特例) ☐転居 ☐世帯変更(合併 分離 世帯構成 世帯主変更) ☐修正( ) ☐その他( )

In case of move-out by holders of "My Number Card" (Basic Resident Registration Card), Move-out Certificate information is sent via the Basic Resident Register Network. Please show your Card when submitting your Move-in Form. Entry of your PIN is required

Date of transfer

Date of submission

Name

☐ Same as new household head / ☐ Same as previous household head

Details of Applicant(proxy)

- 1別記第1号様式 (第4条関係) Notification of Change in Residence ※When applied by proxy, a Letter of Proxy is required. Complete the Form No. 1 (Article 4) Notification of Change in Residence ※When applied by proxy, a Letter of Proxy is required. Complete the This is the header explaining the form requirements. You only need to fill in the black-framed sections below.
- 2In case of move-out by holders of "My Number Card" (Basic Resident Registration Card), Move-out Certificate information is sent via the In case of move-out by holders of "My Number Card" (Basic Resident Registration Card), Move-out Certificate information is sent via the Basic Resident If you have a My Number Card, bring it when submitting your move-in form at your new city office and be prepared to enter your 4-digit PIN.
- 3Details of Applicant(proxy) Details of Applicant (proxy) This section is for proxy information - only fill this out if someone else is submitting this form on your behalf. If you're filing the form yourself, leave this section blank.
- 4Name ☐ Same as new household head / ☐ Same as previous household head Name ☐ Same as new household head / ☐ Same as previous household head Write the full name of the person moving residence. Use the checkboxes if this person's name is the same as either the new or previous household head to avoid writing it twice.
- 5認 ( Y ) ( M ) ( D ) Approved (Y) (M) (D) This section is for official use only - municipal staff will fill in the approval date when processing your form



届出人情報 — Who Is Filing

Date of transfer (Y) (M) (D)		Date of submission (Y) (M) (D)		Details of Applicant(proxy)	
New address Postcode		Name of new household head		Name <input type="checkbox"/> Same as new household head / <input type="checkbox"/> Same as previous household head	
<input type="checkbox"/> 全有 <input type="checkbox"/> 自世帯のみ <input type="checkbox"/> 方書略		Date of Birth (Y) (M) (D)		Address Postcode <input type="checkbox"/> Same as a new address <input type="checkbox"/> Same as a previous address	
Previous address Postcode		Name of previous household head <input type="checkbox"/> Tick if same as above		Tel. No.	

- 1

Details of Applicant(proxy)

Details of Applicant (proxy)

This section is for when someone else is filing the form on your behalf as a proxy/representative. If you're filing for yourself, you can leave this blank.
- 2

Name ☐ Same as new household head / ☐ Same as previous household head

Name ☐ Same as new household head / ☐ Same as previous household head

Write your full name here. If your name is the same as either the new or previous household head mentioned elsewhere on the form, you can check the appropriate box instead of writing it out again.
- 3

認 ( Y ) ( M ) ( D ) Approved (Y) (M) (D)

This section is for official use only - municipal staff will fill in the approval date when processing your form
- 4

Name of new household head

Name of new household head

Write the full name of the person who will be the new head of household in katakana or kanji
- 5

全有 ☐ 自世帯のみ All/Entire household only

Check this box if registering changes for your entire household rather than individual members
- 6

Address Postcode ☐ Same as a new address

Same as new address

Check this box if your postcode matches your new registered address postcode
- 7

☐ Same as a previous address

Same as a previous address

Check this box if your address is the same as a previous address already written elsewhere on this form. This saves you from having to write out the full address again.
- 8

一無 ☐ 方書略 Building name / room number

Apartment/mansion name and room number. e.g. ○○マンション 301号室
- 9

Name of previous household head ☐ Tick if same as above

Name of previous household head ☐ Tick if same as above

If you were previously registered at another address in Japan, write the name of the household head from your previous registration. Check the box if it's the same person as mentioned above.
- 10

全 Previous address Postcode

Previous address postcode

Enter the postal code of your address before moving
- 11

Tel.No

Telephone Number

Enter your phone number including area code (e.g., 03-1234-5678 for landline or 090-1234-5678 for mobile)



Form p.1

住所 — Addresses (Part 1/2) (continued)

- 13

☐ 特永・在留力 ( 外登 )

☐ 身障手帳

☐ Special Permanent Resident/Residence Card (Foreign Registration)

☐ Disability Handbook

Check the first box if you have special permanent resident status or a residence card; check the second box if you have a disability handbook
- 14

国 社 交 下 資 通 高 状 書 回 封 案

Country Social Insurance Number Postal Code Assets Transportation Education Status Documents Return Envelope Reference

Check the boxes for any relevant documents you're submitting, such as social insurance cards, postal savings books, or other identification documents. Most foreign residents should check the passport and residence card boxes.
- 15

(Y)    M/F    (Y)    M/F

Write your birth year in the parentheses and circle either M (male) or F (female) to indicate your gender.

住所 — Addresses (Part 2/2)

1		(Y) (M) (D)	M/F	YES・NO	国 社 交 工 賃 通 高 状 書 回 封 案 介 認 交 工 書 回 封 案 年 案 後 案 印 回 処 在 住 A B 個 (署) 旧	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> 保険証 <input type="checkbox"/> 資格確認書 <input type="checkbox"/> 診察券 <input type="checkbox"/> カード等 <input type="checkbox"/> その他 <input type="checkbox"/> 聴聞
---	--	----------------	-----	--------	---	--	---

1 YES・NO 介 認 交 工 書 回 封 案 年 案 後 案 ☐ ☐ カード等 ☐ その他 Other  
Use this section for any additional information not covered in other fields

2 印 回 処 在 住 A B 個 (署) 旧 Seal (inkan / hanko)  
Personal seal stamp. Most ward offices accept a written signature for foreigners instead.



## 異動者 — Person Table (Part 1/3)

1	(Y) (M) (D)	M/F	YES・NO	国 社 交 工 資 通 高 状 書 回 封 案 介 認 交 工 書 回 封 案 年 案 後 案 印 回 処 在 住 A B 個 (署) 旧	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> 保険証 <input type="checkbox"/> 資格確認書 <input type="checkbox"/> 診察券 <input type="checkbox"/> カード等 <input type="checkbox"/> その他 <input type="checkbox"/> 聴聞
2	(Y) (M) (D)	M/F	YES・NO	国 社 交 工 資 通 高 状 書 回 封 案 介 認 交 工 書 回 封 案 年 案 後 案 印 回 処 在 住 A B 個 (署) 旧	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	異動年月日 <input type="checkbox"/> 届出日をいれた <input type="checkbox"/> 代理人が届けた 様と同住所別世帯
3	(Y) (M) (D)	M/F	YES・NO	国 社 交 工 資 通 高 状 書 回 封 案 介 認 交 工 書 回 封 案 年 案 後 案 印 回 処 在 住 A B 個 (署) 旧	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> 台帳確認済 <input type="checkbox"/> 新旧名称 <input type="checkbox"/> 電子証明書失効説明済 <input type="checkbox"/> 継続処理後裏書 <input type="checkbox"/> 裏面要フタ

- 1 (Y) M/F (Y) M/F  
Circle M for male or F for female to indicate your gender. This is a standard demographic field required on most Japanese government forms.
  - 2 YES・NO 介 認 交 ㊦ 書 回 封 案 年 案 後 案 ☐ ☐ ☐ カード等 ☐ その他 Other  
Use this section for any additional information not covered in other fields
  - 3 印 回 処 在 住 A B 個 (署) 旧 Seal (inkan / hanko)  
Personal seal stamp. Most ward offices accept a written signature for foreigners instead.
  - 4 ( ) (blank field for additional information)  
Leave blank unless you need to add supplementary details about your registration change
  - 5 国 社 交 ㊦ 資 通 高 状 書 回 封 案  
Country Social Insurance Number Postal Code Assets Transportation Education Status Documents Return Envelope Reference  
Check the boxes that apply to your documentation needs - this appears to be a checklist for various government services like social insurance enrollment, address registration, or document requests. Foreign residents should check boxes relevant to their visa status and required services.
  - 6 (Y) M/F (Y) M/F  
Circle M for male or F for female to indicate your gender. This appears to be for a second person if filling out a family or household form.
  - 7 YES・NO 介 認 交 ㊦ 書 回 封 案 年 案 後 案 ☐ ☐  
YES・NO Care Recognition Transportation ㊦ Document Return Envelope Plan Year Plan After Plan ☐ ☐  
N/A - This appears to be fragmented administrative coding or layout elements rather than a complete form field requiring input.
  - 8 ☐ 代理人が届けた ☐ Filed by agent/representative  
Check this box if someone other than you (like a family member or authorized representative) is submitting this form on your behalf
  - 9 様と同居所別世帯 Address  
Write in kanji if possible. Ward office staff can help you look up the correct kanji for your address.
  - 10 印 回 処 在 住 A B 個 (署) 旧 ☐ Seal (inkan / hanko)  
Personal seal stamp. Most ward offices accept a written signature for foreigners instead.
  - 11 国 社 交 ㊦ 資 通 高 状 書 回 封 案  
Country Social Insurance Number Postal Code Assets Transportation Education Status Documents Return Envelope Reference  
Check the boxes that apply to your documentation needs - this is another service checklist section. Select services you need such as residence card updates, tax documentation, or other administrative procedures.
  - 12 戸建旧名称 Former name of detached house  
Enter the previous name/address of your house if it was recently renamed or renumbered

U.S. CUSTOMS AND BORDER PROTECTION  
Form 101  
Import Declaration

Shipment Date: 08/15/2015  
Harmonized System Nomenclature (HSN) Code: 8712.30.00  
Country of Origin: China  
Value: \$1,000.00

Particulars of Goods:

Quantity	Description of Goods	Value	Weight	Volume	Other
1	Bicycle	\$1,000.00	15.00	0.00	

U.S. CUSTOMS AND BORDER PROTECTION  
Form 101  
Import Declaration

Shipment Date: 08/15/2015  
Harmonized System Nomenclature (HSN) Code: 8712.30.00  
Country of Origin: China  
Value: \$1,000.00

Particulars of Goods:

Quantity	Description of Goods	Value	Weight	Volume	Other
1	Bicycle	\$1,000.00	15.00	0.00	

U.S. CUSTOMS AND BORDER PROTECTION  
Form 101  
Import Declaration

Shipment Date: 08/15/2015  
Harmonized System Nomenclature (HSN) Code: 8712.30.00  
Country of Origin: China  
Value: \$1,000.00

Particulars of Goods:

Quantity	Description of Goods	Value	Weight	Volume	Other
1	Bicycle	\$1,000.00	15.00	0.00	



異動者 — Person Table (Part 1/3) (continued)

- 13

(Y) M/F (Y) M/F

Circle M for male or F for female to indicate your gender. This would be for a third person listed on the form, likely for family applications.
- 14

YES・NO 介認交〒書回封案年案後案☐☐☐電子証明書失効説明済

YES・NO Electronic certificate revocation explained ☐☐☐

This is for city office staff to confirm they've explained that your electronic certificates (like those on your My Number card) will be deactivated due to your address change - no action needed from you.
- 15

☐継続処理後裏書 ☐裏面要印

☐Endorsement after continued processing ☐Back side requires check

N/A - these are administrative checkboxes for office staff use only

3		(Y) (M) (D)	M/F	YES • NO	1 介紹交工書回封套 年案 後案 2 印回處 在 住 A.B 個(署) 旧	<input type="checkbox"/> 電子証明書ダウンロード済 <input type="checkbox"/> 継続処理後裏書 <input type="checkbox"/> 裏面要フタ?
4		(Y) (M) (D)	M/F	YES • NO	1 国社交工資通高状書回封套 2 介認交工書回封套 年案 後案 3 印回處 在 住 A.B 個(署) 旧	<input type="checkbox"/> 受付 <input type="checkbox"/> 入力 <input type="checkbox"/> 照合 <input type="checkbox"/> 裏書
5		(Y) (M) (D)	M/F	YES • NO	1 国社交工資通高状書回封套 2 介認交工書回封套 年案 後案 3 印回處 在 住 A.B 個(署) 旧	<input type="checkbox"/> 交付 <input type="checkbox"/> 受付No.

1 Application Form for Residence Certificate! If you wish to apply for Residence Certificate, please fill in below as well. If the applicant /proxy is not a member of the same household, a Letter of Proxy is required.

Type/No. of copies	1 All household members	copies	2 Some household members*	copies	※Names of list	Name of household head/List family relationships?	Yes • No
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- [illegible]

異動者 — Person Table (Part 2/3) (continued)

- 12

YES・NO 介認交〒書回封案年案後案□□

YES・NO Care Recognition Transportation 〒 Document Return Envelope Plan Year Plan After Plan □□

N/A - This appears to be fragmented administrative coding or layout elements rather than a complete form field requiring input.
- 13

印回処在住A B 個(署)旧 Seal (inkan / hanko)

Personal seal stamp. Most ward offices accept a written signature for foreigners instead.
- 14

Application Form for Residence CertificateIf you wish to apply for Residence Certificate, please fill in below as well. If the applicant /proxy is not a member of the household, please attach a proxy letter.

Application Form for Residence Certificate - If you wish to apply for Residence Certificate, please fill in below as well. If the applicant/proxy is not a member of the household, please attach a proxy letter.

This section is specifically for Residence Certificate applications. Fill this out only if you need a residence certificate, and note that if you're not a household member, you'll need a proxy letter.
- 15

Type/No.of copies 1 All household members copies 2 Some household members※ copies ※Names of list Na m

Type/Number of copies: 1. All household members \_\_ copies 2. Some household members\* \_\_ copies \*List of names \_\_ Name of household head/List fa

Choose option 1 if you need certificates for everyone in your household, or option 2 if only for specific members (then list their names). Check "Yes" if you want family relationships shown on the certificate.

## 異動者 — Person Table (Part 3/3)

(Foreign applicants only) Circle any items you do not wish to be shown on your Certificate of Residence. Please inquire if you require other items to be shown. [Japanese applicants only] Yes - No

Yes· No      Yes· No

Select 'Yes' if you want items like your nationality, visa status, or residence card number to be hidden from your Certificate of Residence, or 'No' if you want all standard information displayed. Most foreign residents choose 'No' unless they have specific privacy concerns about certain personal details being visible on official documents.

**New**

Name: John Doe

Address: 123 Main St

City: New York

State: NY

Zip: 10001

Phone: 212 555 1234

Fax: 212 555 5678

E-mail: john.doe@ny.com

Web: http://www.johndoe.com

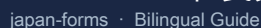
Comments: This is a test record for the New application. It contains some sample data for the form fields.

**Print**

## japan-forms · Bilingual Guide

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- japan-forms · Bilingual Guide



## 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?