

記入例 転出届 郵送届出用

届出日 令和〇年△月□日 転出(予定)年月日 令和〇年△月〇日
 練馬区長宛 兼 国民健康保険被保険者資格喪失届(後期高齢者医療連絡票)
 下記のとおり届けます。

届出日 令和〇年△月□日		転出(予定)年月日 令和〇年△月〇日		国保証記号・番号		
今までの住所 (建物名と部屋番号) 練馬区 豊玉北6 丁目12番1号		フリガナ ネリマ タロウ		喪失年月日		
新しい住所 東京都〇〇区△△町1-2-3 □□マンション101		世帯主 練馬 太郎				
転出する人全員の氏名(フリガナ)		生年月日	性別	統柄	備考	
1	ネリマ タロウ	明大昭平令西暦60年12月25日	男	世帯主	特例転出のご案内】 マイナンバーカードまたは住基カードをお持ちの方は特例の転出届をすることになります。 特例転出をするには転出証明書を交付しないため、返信用封筒の同封が不要になります。 特例転出を希望する方は、チェックをしてください。 □特例転出	
2	練馬 太郎	明大昭平令西暦63年3月30日	女	妻		
3	ネリマ ハナコ	明大昭平令西暦63年3月30日	男	子		
4	練馬 花子	明大昭平令西暦22年2月22日	女	子		
5	ネリマ カズコ	明大昭平令西暦1年11月11日	男	子		
届出人 本人または同一世帯の方 ※署名してください。		封する書類のご案内】 1届出人の本人確認書類のコピー マイナンバーカードのおもて面、運転免許証、在留カード 健康保険の資格確認書(保険者番号と被保険者番号をマスキングなど) 2返信用封筒(※国外転出、特例転出の方は不要です) 転出証明書(返送用)宛先を記入し、切手を貼付してください。 切手の額(簡易書留 普通)400円分または普通郵便110円分				
届出人	氏名 練馬 太郎					
TEL 090-××××-×××						
日中連絡が取れる連絡先を必ずご記入ください。						
世帯主転出に伴う統柄変更(新続柄) 世帯主が転出され同一世帯の方が残る場合、 残る方の氏名と新続柄を記入してください。						
1	世帯主					
2						
3						
4						
5						

太っ腹のなかをボールペンでお書きください。

本人確認

□免許 □保険
 □個カード □年金
 □旅券 □後期
 □障害手帳 □介護
 □特永 □生保
 □在留 ()

□乳・子 □児童手当
 □学校 □国保
 □個人番号カード
 □通知カード □在留カード等
 □選挙 □国外継続
 □その他 ()

記入欄

届出日 令和〇年△月□日 転出(予定)年月日 令和〇年△月〇日
 国民健康保険 入力・未入力

記入欄

届出日 令和〇年△月□日 転出(予定)年月日 令和〇年△月〇日
 国保証記号・番号

記入欄

届出日 令和〇年△月□日 転出(予定)年月日 令和〇年△月〇日
 国民健康保険 入力・未入力

記入欄

届出日 令和〇年△月□日 転出(予定)年月日 令和〇年△月〇日
 国保証記号・番号

Nerima — 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

The form is titled '記入例 転出届 郵送届出用' (Moving Out Notification (For Mail-in Submission)). It includes fields for '住定日 年月日' (Date of residence establishment), '届出日 年月日' (Date of filing / Moving out), '練馬区長宛' (To the Mayor of Nerima Ward), and '国保証記号・番号' (National Health Insurance Card Symbol/Number). There is also a note: '(兼 国民健康保険被保険者資格喪失届・後期高齢者医療連絡票)' (Also serves as National Health Insurance Policyholder Qualification Loss Notification / Elderly Medical Care Liaison Form). A red box highlights the instruction '下記のとおり届けます。' (I hereby notify/report as follows).

1 記入例 Example of how to fill in

Sample form showing how to complete each field. Study this before filling your own form.

2 住定日 年 月 日 Date of residence establishment ____year ____month ____day

Enter the date you officially established residence at this address (usually your move-in date)

3 転出届 (郵送届出用) Moving Out Notification (For Mail-in Submission)

Use this form when moving out of the municipality and submitting by mail rather than in person

4 (兼 国民健康保険被保険者資格喪失届・後期高齢者医療連絡票)

(Also serves as National Health Insurance Policyholder Qualification Loss Notification / Elderly Medical Care Liaison Form)

5 練馬区長宛 To the Mayor of Nerima Ward

6 下記のとおり届けます。 I hereby notify/report as follows.

This is standard form language that appears before the details section - no action needed from you as it's just instructional text.

7 届出日令和○年△月□日転出(予定)年月日令和 Date of filing / Moving out

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

8 ○年△月○日国民健康保険入力・未入力 National Health Insurance entry: entered/not entered

Staff use only - do not fill in

9 国保証記号・番号 National Health Insurance Card Symbol/Number

Enter the symbol and number from your National Health Insurance card if you have one; leave blank if not enrolled



Form p.1

届出人情報 — Who Is Filing (Part 1/2)

①届出日	令和〇年△月□日	転出(予定)年月日	令和〇年△月〇日	国民健康保険	入力・未入力	②国保証記号・番号
太 ワ ク の か	練馬区 豊玉北6 丁目12番 1 号	フリガナ ネリマ タロウ	記	喪失年月日	印鑑	伊 後 負 介 住 介 国 資 高
今までの住所 (建物名と部屋番号)	区役所マンション101	世帯主				
新しい	東京都〇〇区△△町 1-2-3					

1 届出日 令和〇年△月□日 転出(予定)年月日 Date of filing / Moving out

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

2 ○年△月○日 国民健康保険入力・未入力 National Health Insurance entry: entered/not entered

Staff use only - do not fill in

3 国保証記号・番号 National Health Insurance Card Symbol/Number

Enter the symbol and number from your National Health Insurance card if you have one; leave blank if not enrolled

4 ネリマ タロウ NERIMA TAROU

This appears to be an example name showing katakana format - enter your name in katakana characters as it appears on your residence card.

5 フリガナ Phonetic reading (katakana)

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

6 豊玉北6 Toyotamakita 6

This is a specific address in Nerima Ward, Tokyo - write exactly as shown if this is your location

7 12 12

8 練馬区 Nerima Ward

This indicates the municipal jurisdiction - if you live in Nerima Ward, this form is for you

9 丁目 Block/District Number

Enter the numbered district section of your address (e.g., if your address is "1-2-3 Shibuya", enter "1" for 1-chome)

10 喪失年月日 Date of Loss

Enter the date you lost your previous status or registration (format: year/month/day using Japanese calendar or Western calendar as specified)

11 練馬 太郎 Nerima Taro

This is a sample name showing the format (last name first, then first name) - replace with your actual name in this order.

12 クの住所(建物名と部屋番号) Address

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

13 区役所マンション101 Ward Office Mansion 101

This appears to be a sample address showing format: building name + room number

14 なか新 し住い所 東京□都□マ○ン○シ区ヨン△1△01町 1-2-3

New address: Tokyo Prefecture, Mansion District, 1-2-3, Apartment 101

Write your new address in Japan using the standard format: Prefecture, City/Ward, District/Town, Block-Building-Unit numbers, Apartment number

15 後期負担区 Late-stage burden category

This refers to healthcare cost burden classification for those 75+ enrolled in the Late-stage Elderly Healthcare System - leave blank if under 75



届出人情報 — Who Is Filing (Part 2/2)

の な	新しい 住所	東京都 ○○区 △△町 1-2-3 □□マンション101	印鑑登録 申請書	後 付 申 請 書	介 護 住 所 登 記 書	国 籍 登 記 書	資 ・ 高 齢
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1 介護住所介護 Address

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

2 国保住所資・知高齡証 Address

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

3 印登 錄鑑証 Seal (inkan / hanko)

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

4 個住 力力 Individual Residence - Head of Household

Check the box if you are registering as an individual resident and head of your household



Form p.1

住所 — Addresses (Part 1/3) (continued)

備 考 Remarks

14 Use this section for any additional notes or special circumstances regarding your address change that don't fit in other fields.

格例回 収 Document retrieval/collection

15 This likely refers to collecting or retrieving official documents - follow staff instructions for any required document pickup.

住所 — Addresses (Part 2/3)

転出する人全員の氏名（フリガナ） 1 ネリマ タロウ 練馬 太郎 ネリマ ハナコ	生年月日 明大昭平令西暦 60年12月25日	性別 男 女	備 考	
	登録回収登録回収	高齢者登録回収	保険特例回収	
	有無未済済済済	有無未済済済済	受有無未済済済済	
	有無未済済済済	有無未済済済済	受有無未済済済済	

1 齢発行 Age issuance

N/A - this appears to be a partial label or system text, likely part of a larger field name

2 ネリマ タロウ NERIMA TAROU

This appears to be an example name showing katakana format - enter your name in katakana characters as it appears on your residence card.

3 明大昭平令西暦男 Meiji, Taisho, Showa, Heisei, Reiwa, Western Calendar, Male

These are era options for dates and gender - select the appropriate Japanese era (or Western Calendar) for birth date, and check "男" if male

4 受有済 Already received

This is typically a checkbox or status field that office staff will mark - leave blank as an applicant

5 有済 Completed/Settled

This likely indicates a status checkbox - mark if applicable fees or requirements have been completed/settled.

6 有済 Completed/Settled

This likely indicates a status checkbox - mark if applicable fees or requirements have been completed/settled.

7 有有 Yes/Yes

This appears to be a checkbox or selection field - mark "Yes" for applicable items or questions on the form.

8 有有済済 Completed/Processed (status indicators)

N/A - this appears to be administrative status marking fields that office staff would fill out

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 練馬 太郎 Nerima Taro

This is a sample name showing the format (last name first, then first name) - replace with your actual name in this order.

11 60 60

12 12

13 25 25

14 無無未 None/None/Not yet

These likely refer to checkbox options for "無" (none/not applicable) and "未" (not yet/未定) - select the appropriate option based on your situation for each field.

15 ネリマ ハナコ NERIMA HANAKO

This appears to be an example name showing the katakana format required for foreign names on the form.



住所 — Addresses (Part 3/3)

ル ペ ン	ネリマ ハナコ	明 大 昭 平 令 西暦 男	63 年 3 月 30 日	妻
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なは

1 明大昭平令西暦男 Meiji, Taisho, Showa, Heisei, Reiwa, Western Calendar, Male

These are era options for dates and gender - select the appropriate Japanese era (or Western Calendar) for birth date, and check "男" if male

2 受有済 Already received

This is typically a checkbox or status field that office staff will mark - leave blank as an applicant

3 有済 Completed/Settled

This likely indicates a status checkbox - mark if applicable fees or requirements have been completed/settled.

4 有済 Completed/Settled

This likely indicates a status checkbox - mark if applicable fees or requirements have been completed/settled.

5 有有 Yes/Yes

This appears to be a checkbox or selection field - mark "Yes" for applicable items or questions on the form.

6 有有済済 Completed/Processed (status indicators)

N/A - this appears to be administrative status marking fields that office staff would fill out

7 練馬 花子 Nerima Hanako

This appears to be an example name - replace with your actual name in the same format (surname first, given name second)

8 63

9 30

10 無未 None/Not applicable

This typically appears as a checkbox option meaning you have no unmarried minor children to register or report changes for.



Form p.1

異動者 — Person Table (Part 1/5)

1 ペンでお	トワマ ハブコ 練馬 花子 ネリマ カズコ 練馬 一子	2 明治平令西暦 63年3月30日 明大昭平令西暦 22年2月22日	3 男 女 男 女	妻 子	4 有無 済未 済未 済未 済未	5 有無 済未 済未 済未 済未	6 有無 済未 済未 済未 済未	7 有無 済未 済未 済未 済未	8 有無 済未 済未 済未 済未	9 有無 済未 済未 済未 済未	10 有無 済未 済未 済未 済未	11 有無 済未 済未 済未 済未	12 有無 済未 済未 済未 済未	13 有無 済未 済未 済未 済未	14 有無 済未 済未 済未 済未	15 有無 済未 済未 済未 済未
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[特例転出のご案内]
マイナンバーカードまたは住基カードをお持ちの方は特例の転出登録が可能になります。

1 練馬 花子 Nerima Hanako

This appears to be an example name - replace with your actual name in the same format (surname first, given name second)

2 63 63

3 30 30

4 無未 None/Not applicable

This typically appears as a checkbox option meaning you have no unmarried minor children to register or report changes for.

5 ネリマ カズコ NERIMA KAZUKO

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

6 明大昭平令西暦男 Meiji, Taisho, Showa, Heisei, Reiwa, Western Calendar, Male

These are era options for dates and gender - select the appropriate Japanese era (or Western Calendar) for birth date, and check "男" if male

7 受有済 Already received

This is typically a checkbox or status field that office staff will mark - leave blank as an applicant

8 有済 Completed/Settled

This likely indicates a status checkbox - mark if applicable fees or requirements have been completed/settled.

9 有済 Completed/Settled

This likely indicates a status checkbox - mark if applicable fees or requirements have been completed/settled.

10 有有 Yes/Yes

This appears to be a checkbox or selection field - mark "Yes" for applicable items or questions on the form.

11 有有済済 Completed/Processed (status indicators)

N/A - this appears to be administrative status marking fields that office staff would fill out

12 マイナンバーカードまたは住基 My Number Card or Basic Resident Register

Provide your My Number Card if you have one, or your Basic Resident Register Card (Juki Card) as identification

13 お3 Child 3

Write the name of your third child if applicable, or leave blank if you have fewer than 3 children.

14 練馬 一子 Nerima Ichiko

This appears to be a sample name - replace with your actual full name in katakana or kanji

15 22 22



異動者 — Person Table (Part 3/5)

Red circled numbers 1-14 point to the following fields:

- 1 受有済 Already received
- 2 有済 Completed/Settled
- 3 有済 Completed/Settled
- 4 有有 Yes/Yes
- 5 有有済済 Completed/Processed (status indicators)
- 6 さ5 Sa5
- 7 特例転出 Moving out / Special provision
- 8 本人または同一世帯の方 ※署名してください。 Signature
- 9 届出の区分 Type of notification
- 10 証回収 Certificate collection/retrieval
- 11 練馬 太郎 Nerima Taro
- 12 届氏名 Full name
- 13 健康保険の資格確認書 (保険者番号と被保険者番号をマスキング) など全一特 Health insurance qualification confirmation document (with insurer number and insured person number masked) etc., all unified special
- 14 自 宅 2 返信用封筒 ※国外転出、特例転出の方は不要です。 Moving out



異動者 — Person Table (Part 3/5) (continued)

15

TEL090-xxxx-xxxx TEL090-xxxx-xxxx

Enter your mobile phone number in the format shown (090 is a common Japanese mobile prefix)

異動者 — Person Table (Part 4/5)

The screenshot shows the 'Person Table' section of the residence registration form. It includes fields for:

- Mobile number (携帯): TEL 090-xxxx-xxxx
- Relationship to head of household (世帯主): Head of household (世帯主)
- Document checkboxes (切手の額):
 - Postage amount: Simple registered mail (recommended) 460 yen or regular mail 110 yen
 - Other options: License, Insurance, My Number Card/Pension, Disability Certificate/Care, Notification Card, etc.
- Other checkboxes (e.g., 免許, 保険, 個人カード, 年金, 旅券, 後期, 介護, 通知カード, 在留カード等)
- Stamp area (受付): A large red stamp placeholder with the characters 'た' and 'ま'.
- Input area (入力): A row of buttons for stamping (受付), entering (入力), and other actions (発行, 証回収, 審査, 照合).

1 部部例 Section/Department Example

N/A - this is likely a header or example text showing format for department/section fields

2 日中連絡が取れる連絡先を必ずご記入ください。携 帯

Please be sure to fill in a contact number where you can be reached during the day. Mobile
Write your mobile phone number where you can be contacted during daytime hours
(9 AM - 5 PM).

3 (切手の額) 簡易書留 (推奨) 460円分または普通郵便110円分

(Postage amount) Simple registered mail (recommended) 460 yen or regular mail 110 yen
Choose registered mail (460 yen) for important documents to ensure delivery confirmation, or regular mail (110 yen) for basic delivery.

4 世帯主転出に伴う続柄変更 (新続柄) Relationship to head of household / Moving out

See relationship terms table.

5 □免許□保険 □License □Insurance

Check these boxes to indicate which documents (driver's license, insurance cards, etc.) need address updates due to your residence change.

6 □乳・子 □ Infant/Child

Check this box if the person being registered is an infant or child (likely under a certain age threshold defined by the municipality)

7 □児童手当 □ Child Allowance

Check this box if you're applying for or need to update child allowance benefits for dependent children under 15

8 世帯主が転出され同一世帯の方が残る場合、 Moving out

9 本□個力ード□年 金 My Number Card/Pension

Check the box if you have a My Number Card and/or need to update pension information due to your address change.

10 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

11 確□障 手□介 護 Disability Certificate / Care

Check the boxes if you have a disability certificate or need long-term care services

12 □通知カード□在留カード等 □Notification Card □Residence Card, etc.

Check the box for whichever card type you possess - foreign residents should typically check "Residence Card, etc."

13 受 付 Reception/Received

N/A - this is an office use only section where municipal staff will stamp or write when they receive your form

14 入 力 Input/Entry



異動者 — Person Table (Part 4/5) (continued)

15 証発行 Certificate issuance

Check this box if you need official certificates (like residence certificate) issued along with your registration change

異動者 — Person Table (Part 5/5)

1	世帯主	人 確認	<input type="checkbox"/> 旅 券	<input type="checkbox"/> 後 期	<input type="checkbox"/> 個人番号カード	受 付	入 力	証 発行	1 証 回 收	審 査	照 合
2			<input type="checkbox"/> 障 手	<input type="checkbox"/> 介 護	<input type="checkbox"/> 通知カード等						
			<input type="checkbox"/> 特 永	<input type="checkbox"/> 生 保	<input type="checkbox"/> 在留	<input type="checkbox"/> 選 舉	<input type="checkbox"/> 在留カード等	<input type="checkbox"/> 国外継続			
					<input type="checkbox"/> その他						

1 証回収 Certificate collection/retrieval

This likely refers to collecting or returning official certificates - check with municipal staff about which documents you need to submit or retrieve

2 審 査 Review/Examination

N/A - this is a section header for municipal office use only

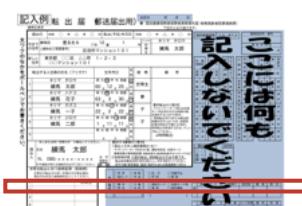
3 照 合 Verification/Cross-reference

4 国外継続 Continued residence abroad

Check this box if you are continuing to live outside Japan (e.g., extending an overseas stay)

5 その他 Other

Check this box if your situation doesn't fit the other provided categories on the form.



Form p.1

本人確認書類 — ID & Documents

① 国外継続 Continued residence abroad

Check this box if you are continuing to live outside Japan (e.g., extending an overseas stay)

② その他 Other

Check this box if your situation doesn't fit the other provided categories on the form.

③ () () () () ()

④ 受付 Reception/Received

N/A - this is an office use only section where municipal staff will stamp or write when they receive your form

⑤ 入力 Input/Entry

⑥ 審査カード処理通知 Examination Card Processing Notification

N/A if it's just instructions/layout text

⑦ 所長 Director

N/A (this is a title/header field, not for you to fill out)



Form p.1

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?