

※在填写之前，请确认以下注意事项

- 全部内容必须由委托人亲自书写后交给代理人。（所有可以擦掉字迹的铅笔，圆珠笔均不可使用）
- 〈需要更新个人编号卡住所的居民请注意〉
- 请在虚线以下空格内填入密码后、装入信封并封口。
- 若所填密码有误，卡被锁住或 IC 芯片有故障等就无法办理手续。
- 若代理人为同一家庭成员，在提交住所变更申请的同时亦可以使用此委托书完成个人编号卡电子功能的更新。这种情况下，代理人需提供日本政府机关发行的带照片的有效身份证件。如在留卡，个人编号卡，驾照等。

委 托 书 （住所变更等）

致江东区长

(填写日期) 年 月 日

〈委托人〉

住 所 江東区

姓 名

出生年月日 年 月 日 联系电话 — —

我指定以下人士为我的代理人，并授予其以下权限。

- ☐ 迁入申报・・・从其他区市村等(包括国外)迁入江东区
- ※包括更新个人编号卡的住所。
- ☐ 迁居申报・・・在江东区内更换住所
- ※包括更新个人编号卡的住所。
- ☐ 迁出申报・・・从江东区迁出至其他区市村等(包括国外)
- ☐ 户口内容，结构变更申报・・・户主，户内成员登录内容以及成员结构等变更
- ☐ () 相关手续

〈代理人(前来窗口办事人员)〉

住 所

姓 名

出生年月日 年 月 日

四位数通用密码			

利用者用電子証明書			

住民基本台帳用			

※密码处理业务完成之后，
虚线以下纸条会被投入碎纸机粉碎。

为了防止因英文字母和数字的误读而造成输入错误后引起卡被锁住现象，请圈选各框上部的英文字母或数字，以明示其为英文字母或数字。英文字母请用印刷体大写填写。（例）英0/数0，英I/数1等

用于电子署名的密码。请设置6-16位英文大写字母和数字的混合码。																	
圈选	英 数	英 数	英 数	英 数	英 数	英 数	英 数	英 数	英 数	英 数	英 数	英 数	英 数	英 数	英 数	英 数	英 数
密码																	

Koto — 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

1

※在填写之前，请确认以下注意事项

2

・ 全部内容必须由委托人亲自书写后交给代理人。（所有可以擦掉字迹的铅笔，圆珠笔均不可使用）

3

<需要更新个人编号卡住所的居民请注意>

- 1

※在填写之前，请确认以下注意事项

※Please confirm the following precautions before filling out

This is Chinese text (not Japanese) instructing you to read the precautions carefully before completing the form
- 2

・ 全部内容必须由委托人亲自书写后交给代理人。（ 所有可以擦掉字迹的铅笔，圆珠笔均不可使用 ）

All

Select this option when requesting all records or information available
- 3

<需要更新个人编号卡住所的居民请注意>

Address

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



届出人情報 — Who Is Filing

1

2

3

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5

<需要更新个人编号卡住所的居民请注意>

- 请在虚线以下空格内填入密码后、装入信封并封口。
- 若所填密码有误，卡被锁住或 IC 芯片有故障等就无法办理手续。
- 若代理人为同一家庭成员，在提交住所变更申请的同时亦可以使用此委托书完成个人编号卡电子功能的更新。这种情况下，代理人需提供日本政府机关发行的带照片的有效身份证件。如在留

- 1

<需要更新个人编号卡住所的居民请注意> Address

Write in kanji if possible. Ward office staff can help you look up the correct kanji for your address.
- 2

- 请在虚线以下空格内填入密码后、装入信封并封口。

Please fill in the password in the space below the dotted line, then put it in an envelope and seal it.

This appears to be for a confidential PIN or password - fill it out privately and seal as instructed to protect your information.
- 3

- 若所填密码有误，卡被锁住或IC芯片有故障等就无法办理手续。

If the entered password is incorrect, the card is locked, or the IC chip is malfunctioning, procedures cannot be completed.

Ensure your residence card's IC chip is working and you know the correct PIN before visiting the municipal office.
- 4

- 若代理人为同一家庭成员，在提交住所变更申请的同时亦可以使用此委托书完成个人编号卡电子 Address

Write in kanji if possible. Ward office staff can help you look up the correct kanji for your address.
- 5

功能的更新。这种情况下，代理人需提供日本政府机关发行的带照片的有效身份证件。如在留

Functional update. In this case, the agent must provide valid photo identification issued by a Japanese government agency. Such as residence

This explains that if a family member is acting as your agent to update your residence card, they must bring valid photo ID issued by Japanese government agencies (like a residence card, driver's license, or passport with residence status). Make sure your agent has their official photo ID ready before going to the immigration office on your behalf.



住所 — Addresses

1
2

功能的更新。这种情况下，代理人需提供日本政府机关发行的带照片的有效身份证件。如在留卡，个人编号卡，驾照等。

3

委托书（住所变更等）

4

致江东区长

5

(填写日期) 年 月 日

- 1

功能的更新。这种情况下，代理人需提供日本政府机关发行的带照片的有效身份证件。如在留卡，个人编号卡，驾照等。

Functional update. In this case, the agent must provide valid photo identification issued by a Japanese government agency. Such as residence card, personal number card, driver's license, etc.

This is explanatory text about functional updates requiring photo ID from Japanese government agencies like residence cards, individual number cards, or driver's licenses. No action needed - this is just informational text explaining documentation requirements.
- 2

卡，个人编号卡，驾照等。

Card, personal number card, driver's license, etc.

Bring your residence card (zairyu card), My Number card, and/or driver's license as identification when submitting this form.
- 3

委托书 (住所变更等)

Address

Write in kanji if possible. Ward office staff can help you look up the correct kanji for your address.
- 4

致江东区长

To the Mayor of Koto Ward

This is the formal addressee line - leave as is, no filling required
- 5

(填写日期) 年 月 日

(Date filled out) Year Month Day

Write the date you are completing this form in Japanese format (year/month/day)



- 1 (填写日期) 年 月 日 (Date filled out) Year Month Day
Write the date you are completing this form in Japanese format (year/month/day)
- 2 <委托人> Proxy/Representative
Person authorized to submit the form on your behalf - only fill if someone else is handling your paperwork
- 3 所 江東区 Address: Koto Ward
This shows the municipal jurisdiction (Koto Ward) - you don't need to fill this part as it's pre-printed location information.
- 4 姓 名 Family Name Given Name
Write your family name (surname) in the left box and given name (first name) in the right box, matching your residence card
- 5 出生年月日 年 月 日 联系电话 - - Date of birth
Format: 年(year) 月(month) 日(day). Use Japanese calendar (令和/平成) or Western year.
- 6 我指定以下人士为我的代理人，并授予其以下权限。
I designate the following person as my representative and grant them the following authority.
This section is for appointing someone to handle the residence registration on your behalf - fill in their details and specify what they're authorized to do if you cannot submit the form yourself.
- 7 ☐ 迁入申报・・・从其他区市村等(包括国外)迁入江东区
☐ Move-in notification・・・Moving into Koto Ward from another ward/city/village, etc. (including from overseas)
Check this box if you're moving to Koto Ward from another location in Japan or from abroad
- 8 ※包括更新个人编号卡的住所。 Address
Write in kanji if possible. Ward office staff can help you look up the correct kanji for your address.
- 9 ☐ 迁居申报・・・在江东区区内更换住所 Address
Write in kanji if possible. Ward office staff can help you look up the correct kanji for your address.
- 10 ※包括更新个人编号卡的住所。 Address
Write in kanji if possible. Ward office staff can help you look up the correct kanji for your address.

Form p.1

本人確認書類 — ID & Documents

1

☐ 迁出申报・・・从江东区迁出至其他区市村等(包括国外)

2

☐ 户口内容，结构变更申报・・・户主，户内成员登录内容以及成员结构等变更

3

☐ () 相关手续

4

<代理人(前来窗口办事人员)>

5

住 所 _____

6

姓 名 _____

- 1

☐ 迁出申报・・・从江东区迁出至其他区市村等(包括国外)
☐ Move-out notification... Moving out from Koto Ward to other wards, cities, towns, villages, etc. (including overseas)
Check this box if you're moving away from Koto Ward to anywhere else, including abroad
- 2

☐ 户口内容，结构变更申报・・・户主，户内成员登录内容以及成员结构等变更
Household composition/structure change notification - Changes to head of household, household member registration details, and member structure
Check this box when reporting changes within your household such as new head of household or changes in family member composition
- 3

☐ () 相关手续 ☐ () Related procedures
Check the box and write any additional procedures you need to complete along with your residence registration (e.g., national health insurance, pension enrollment, etc.)
- 4

<代理人(前来窗口办事人员)> Representative (Person who came to the window to handle the procedure)
Fill in if someone else is submitting this form on your behalf - include their name and relationship to you
- 5

住 所 Address
Write your current registered address in Japan exactly as it appears on your residence card or other official documents.
- 6

姓 名 Family Name Given Name
Write your family name (surname) in the left box and given name (first name) in the right box, matching your residence card



記入方法・注意事項 — Instructions

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出生年月日 年 月 日

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※需要单独设置密码，可以填在以上空格内。

※密码处理业务完成之后，
虚线以下纸条会被投入碎纸机粉碎。

- 1 姓 名 Family Name Given Name
Write your family name (surname) in the left box and given name (first name) in the right box, matching your residence card
- 2 出生年月日 年 月 日 Date of birth
Format: 年(year) 月(month) 日(day). Use Japanese calendar (令和/平成) or Western year.
- 3 四位数通用密码 Four-digit universal password
Enter a 4-digit numeric code that will be used for accessing various municipal services and verifying your identity for administrative procedures.
- 4 利用者用電子証明書 User Electronic Certificate
This refers to the digital certificate on your My Number card - check this if you want to use online government services
- 5 住民基本台帳用 For Basic Resident Register
N/A - this is a form section header indicating the portion used for the official resident registry system
- 6 ※密码处理业务完成之后， ※After password processing operations are completed,
This is an informational notice, not a field to fill out. It explains that after password processing is complete, you don't need to do anything - it's just letting you know what happens next in the process.
- 7 虚线以下纸条会被投入碎纸机粉碎。 The paper strip below the dotted line will be fed into a shredder and destroyed.
This is also informational text, not a field to fill out. It's explaining that the paper portion below the dotted line will be automatically destroyed by shredding for security purposes after processing.
- 8 ※需要单独设置密码，可以填在以上空格内。 ※A separate password needs to be set, which can be filled in the above blank space.
N/A (this appears to be Chinese text, not Japanese, and may be an error or mixed language form)
- 9 为了防止因英文字母和数字的误读而造成输入错误后引起卡被锁住现象，请圈选各框上部的英文字母或数字，
To prevent the card from being locked due to input errors caused by misreading English letters and numbers, please circle the English letters or numbers
Circle the correct letters/numbers clearly in the designated boxes to avoid card lockout issues when the form is processed.

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備考・その他 — Footer & Notes

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※需要单独设置密码，可以填在以上空格内。

※A separate password needs to be set, which can be filled in the above blank space.

N/A (this appears to be Chinese text, not Japanese, and may be an error or mixed language form)

为了防止因英文字母和数字的误读而造成输入错误后引起卡被锁住现象，请圈选各框上部的英文字母或数字，以明示其为英文字母或数字。英文字母请用印刷体大写填写。（例）英0/数0，英1/数1等

用于电子署名的密码。请设置6-16位英文大写字母和数字的混合码。

圈选	英	英	英	英	英	英	英	英	英	英	英	英	英	英	英	英	英
密码	数	数	数	数	数	数	数	数	数	数	数	数	数	数	数	数	数

R8. 1

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- ※需要单独设置密码，可以填在以上空格内。

※A separate password needs to be set, which can be filled in the above blank space.

N/A (this appears to be Chinese text, not Japanese, and may be an error or mixed language form)

为了防止因英文字母和数字的误读而造成输入错误后引起卡被锁住现象，请圈选各框上部的英文字母或数字，

To prevent the card from being locked due to input errors caused by misreading English letters and numbers, please circle the English letters or numbers

Circle the correct letters/numbers clearly in the designated boxes to avoid card lockout issues when the form is processed.

用于电子署名的密码。请设置6-16位英文大写字母和数字的混合码。

Signature

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

圈选

Circle/Select

Circle or mark the appropriate option among the choices provided

密码

Password

Enter your password for accessing the online municipal services system, if applicable to your registration process.

R8.1

R8.1



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

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?