

転出届

郵送用

記入日	年月日	異動年月日 (引越しした日、または 引越し予定日)	年月日
太転 枠出 のす 中の を方 ご全 記員 入の くだ だい。 なさ い。記 入くだ さい。		氏名	
①			生年月日
②			年月日
③			年月日
④			年月日
これまでの 住所	東京都中野区		これまでの世帯主 <input type="checkbox"/> 本人
新しい住所 ※国外転出の 場合国名のみ	〒 一		これからの世帯主 <input type="checkbox"/> 本人
連絡先電話番号 (昼間連絡可能な番号)	() 自宅・勤務先・携帯・その他【】		申請者 (世帯主 または 世帯員)
★世帯主が転出する場合は新しい世帯主をお書きください。 (15歳以上の方がお2人以上残られる場合に限ります) → 【新世帯主】			

マイナンバーカードまたは住民基本台帳カードをお持ちの方は、異動日より14日以上経過した場合、転出先で継続利用ができる可能性がありますのでご注意ください。

◆中野区の国民健康保険に加入されていたかたへ◆

異動年月日の前日(国外転出の場合は異動年月日)をもって、中野区の国民健康保険の資格はなくなり
保険証は使用できなくなります。

【お願い】郵便を出す前にもう一度ご確認ください！

中野区にお送りいただく書類等に、不足はございませんか？(不足の場合手続きが遅れることがあります。)

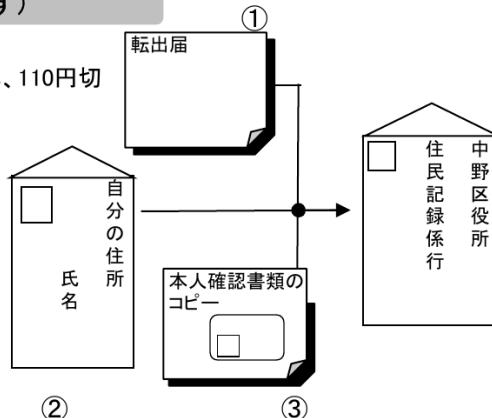
- 転出届 ※本紙のことです。
- 返信用封筒(切手の貼り忘れ、宛先の記入漏れはありませんか？)
(宛先は中野区の住所か新しい住所のいずれかにしか送られません。勤務先などに送付することはできません)
- ご本人確認書類のコピー
- 国民健康保険証(加入者のみ) ※異動年月日(引越し日)が先の方は同封不要です。

郵便による転出証明書の請求方法(国外転出の場合は②は不要です)

- ① 転出届(※本紙のことです)を記入する。
- ② 返信用封筒に住所(中野区の住所か新しい住所のいずれか)と氏名を記入し、110円切手を貼る。
※ お急ぎの場合は速達分300円を足して貼ってください。(合計410円)
※ 簡易書留を希望の場合は書留分350円を足して貼ってください。(合計460円)
※ 速達+簡易書留を希望の場合650円を足して貼ってください。(合計760円)
- ③ 本人確認書類(運転免許証、パスポート、健康保険証、年金手帳など)をコピーする。
- ④ 上記①～③を下記の送付先に送る。

[送付先]

〒164-8501
中野区中野4丁目11番19号 中野区役所 住民記録係
TEL 03-3228-5500(直通)



Nakano — 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 "転出届" (Moving Out Notification) at the top center. It features a horizontal line with seven numbered circles (1 through 7) pointing to specific fields. From left to right, the fields are: 1. 転出届 (Title), 2. 郵送用 (Mailing), 3. 異動年月日 (Date of Change), 4. 年月日 (Year Month Day), 5. 記入日 (Date of entry), 6. 年月日 (Year Month Day), and 7. (引越しした日、または (Date of moving, or).

1 転出届 Moving Out Notification

Submit this form when moving out of the municipality to officially deregister your residence

2 郵送用 For mailing

3 異動年月日 Date of Change

Enter the date you moved/changed residence in YYYY/MM/DD format

4 年 月 日 Year Month Day

Fill in the date using the Japanese calendar year (e.g., Reiwa 6 for 2024) or Western calendar year as accepted by your municipality

5 記入日 Date of entry

Write the date you are filling out this form (not your move date or birth date)

6 年 月 日 Year Month Day

Fill in the date using the Japanese calendar year (e.g., Reiwa 6 for 2024) or Western calendar year as accepted by your municipality

7 (引越しした日、または (Date of moving, or

Enter the actual date you physically moved to your new address, not the date you're filing this form.



Form p.1

届出人情報 — Who Is Filing

③ 記入日	④ 年 月 日	⑤ ① 異動年月日 (引越しした日、または ⑥ 引越し予定日)	② 年 月 日	⑧ 経過した場合、 イナバード
⑦ 太転 枠出 のす 中る を方 ①	⑨ 氏 名	⑩ 生年月日	⑫ 年 月 日	

1 異動年月日 Date of Change

Enter the date you moved/changed residence in YYYY/MM/DD format

2 年 月 日 Year Month Day

Fill in the date using the Japanese calendar year (e.g., Reiwa 6 for 2024) or Western calendar year as accepted by your municipality

3 記入日 Date of entry

Write the date you are filling out this form (not your move date or birth date)

4 年 月 日 Year Month Day

Fill in the date using the Japanese calendar year (e.g., Reiwa 6 for 2024) or Western calendar year as accepted by your municipality

5 (引越しした日、または) (Date of moving, or

Enter the actual date you physically moved to your new address, not the date you're filing this form.

6 引越し予定日) Planned moving date)

Enter the date you plan to complete your move to the new address

7 太転 Major transfer

Check this box if you're moving from one prefecture to another or making a significant residential move (as opposed to a minor address change within the same area)

8 場一 Location/Place -

This appears to be an incomplete field label, likely part of a longer field name that may have been cut off or abbreviated.

9 氏 名 Name

Write your full name as it appears on your residence card or passport

10 生年月日 Date of Birth

Enter your birth date in the Japanese format: year/month/day (often using the Japanese calendar era system like Reiwa, Heisei, etc.)

11 中る① Hit/Apply ①

This appears to be a checkbox or selection indicator - mark this option if it applies to your situation (specific meaning depends on surrounding context on the form)

12 年 月 日 Year ____ Month ____ Day ____

Write the date in Japanese format (year/month/day) using Western numerals - this is typically when you're submitting the form or when the address change takes effect.



住所 — Addresses

① 中る ② を方 ③ ご全 ④ 記員 ⑤ 入の ⑥ くお ⑦ だ名 ⑧ さ前 ⑨ いを 記入	① 年 ② 月 ③ 日	④ 年 ⑤ 月 ⑥ 日	⑦ 年 ⑧ 月 ⑨ 日	⑩ 転出先では継続利用ができる力
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1 中る① Hit/Apply ①

This appears to be a checkbox or selection indicator - mark this option if it applies to your situation (specific meaning depends on surrounding context on the form)

2 年 月 日 Year ____ Month ____ Day ____

Write the date in Japanese format (year/month/day) using Western numerals - this is typically when you're submitting the form or when the address change takes effect.

3 ご全 Family/Household

This section is for listing all family members or household members who are part of this residence registration change.

4 入の② Moving in ②

This refers to the second person moving into the residence - fill out their information in this section if multiple people are registering.

5 年 月 日 Year ____ Month ____ Day ____

Write the date in Japanese format (year/month/day) using Western numerals - this is typically when you're submitting the form or when the address change takes effect.

6 だ名 Name

Write your full name as it appears on your residence card or passport

7 が本 subject/person in question

This typically precedes a field where you write the name of the person whose registration is being changed

8 いを③ Rank/Order ③

This appears to be a numbering or ranking field - fill in the appropriate number if multiple entries are being made on the form.

9 年 月 日 Year ____ Month ____ Day ____

Write the date in Japanese format (year/month/day) using Western numerals - this is typically when you're submitting the form or when the address change takes effect.



Form p.1

異動者 — Person Table (Part 1/2)

④ 此入ください。	① 年 ② 月 ③ 日	⑤ これまでの世帯主	⑥ カードをお持ちの方は、異動日より1ヶ月以内に提出が可能です。
⑦ これまでの住所 ⑧ 東京都中野区	⑨ 〒	⑩ □ 本人 これまでの世帯主	⑪ □ 本人 これからの方
⑫ 新しい住所 ※国外転出の場合国名のみ	⑬ () 自宅・勤務先・携帯・その他【	⑭ 申請者 ※世帯主または監督	⑮
⑯ 連絡先電話番号 ※昼間連絡可能な番号			

1 年 月 日 Year ___ Month ___ Day ___

Write the date in Japanese format (year/month/day) using Western numerals - this is typically when you're submitting the form or when the address change takes effect.

2 これまでの世帯主 Previous head of household

Enter the name of the person who was the head of household at your previous address, if different from current

3 東京都中野区 Tokyo Metropolis, Nakano Ward

This indicates the municipal jurisdiction - if this is pre-printed, it confirms you're filing in Nakano Ward; if it's a field to fill, enter your current ward/city name

4 いこれまでの Previous/Former

This appears to be part of a larger field label asking for your previous address or residence information.

5 住所 Address

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

6 あち Address

Write your current residential address in Japan using the Japanese format (largest to smallest administrative divisions)

7 □ 本人 □ Applicant/Person in question

Check this box if you are filling out the form for yourself (not on behalf of someone else)

8 これから世帯主 New head of household

Write the name of the person who will be the head of household at your new address (usually yourself if living alone, or the primary resident if joining a household)

9 〒 - Postal code

Enter your 7-digit Japanese postal code in the format #### ####

10 ※国外転出の Moving out

11 □ 本人 □ Applicant/Person in question

Check this box if you are filling out the form for yourself (not on behalf of someone else)

12 () (blank field/parentheses for filling in information)



異動者 — Person Table (Part 1/2) (continued)

13 意り Reason

Write the reason for your address change (e.g., "moving," "marriage," "job transfer")

14 (世帯主) (Head of Household)

Write the full name of the person who is registered as the head of your household

15 (昼間連絡可能な番号) (Daytime contact number)

Enter a phone number where you can be reached during business hours (9 AM - 5 PM), such as your work number or mobile phone.

異動者 — Person Table (Part 2/2)

連絡先電話番号 (昼間連絡可能な番号)	自宅・勤務先・携帯・その他【	】	(世帯主 または 世帯員)	【新世帯主】	心り ぐく ださ い。 以 上
① ★世帯主が転出する場合は新しい世帯主をお書きください。 (15歳以上の方がお2人以上残られる場合に限ります) →					
◆中野区の国民健康保険に加入されていたかたへ◆					

1 自宅・勤務先・携帯・その他【 Place of employment / Employer

Company name and address. Some forms also ask for 勤務先電話番号 (employer phone number).

2 世帯員) Household Members)

List all family members living at the same address, including their relationship to the head of household

3 【新世帯主】 New Head of Household

Fill in the name of the person who will be the new head of household after the residential change

4 (15歳以上の方がお 2 人以上残られる場合に限ります) →

(Limited to cases where 2 or more persons aged 15 and above will remain) →

This condition applies when multiple adults will still be registered at the address after your move - follow the arrow for additional requirements.

5 ◆中野区の国民健康保険に加入されていたかたへ◆ ♦For those who were enrolled in Nakano Ward's National Health Insurance♦



Form p.1

本人確認書類 — ID & Documents

◆◆中野区の国民健康保険に加入されていたかたへ◆◆

② 異動年月日の前日(国外転出の場合は異動年月日)をもって、中野区の国民健康保険の資格はなくなり
保険証は使用できなくなります。

【お願い】郵便を出す前にもう一度ご確認ください！

③ 中野区にお送りいただく書類等に、不足はございませんか？(不足の場合手続きが遅れることがございます。)

④ □ 転出届 ※本紙のことです。

□ 返信用封筒(切手の貼り忘れ、宛先の記入漏れはありませんか？)
(宛先は中野区の住所か新しい住所のいずれかにしか送れません。勤務先などに送付することはできません)

□ ご本人確認書類のコピー

□ 国民健康保険証(加入者のみ) ※異動年月日(引越し日)が先の方は同封不要です。

郵便による転出証明書の請求方法(国外転出の場合は②は不要です)

①

⑧

1 ◆中野区の国民健康保険に加入されていたかたへ◆ ◆For those who were enrolled in Nakano Ward's National Health Insurance◆

2 異動年月日の前日(国外転出の場合は異動年月日)をもって、中野区の国民健康保険の資格はなくなり Moving out

3 中野区にお送りいただく書類等に、不足はございませんか？(不足の場合手続きが遅れることがございます。)

Are there any missing documents that you need to send to Nakano Ward? (If documents are missing, processing may be delayed.)

Double-check you have all required documents before submitting to avoid delays
in your residence registration process.

4 □ 返信用封筒(切手の貼り忘れ、宛先の記入漏れはありませんか？)

□ Return envelope (Have you forgotten to affix postage or failed to write the destination address?)

5 (宛先は中野区の住所か新しい住所のいずれかにしか送れません。勤務先などに送付することはできません)

Place of employment / Employer / Address

Company name and address. Some forms also ask for 勤務先電話番号 (employer phone number). Write in kanji if possible. Ward office staff can help you look up the correct kanji for your address.

6 □ 国民健康保険証(加入者のみ) ※異動年月日(引越し日)が先の方は同封不要です。

National Health Insurance / Health insurance card / Moving/Relocation

Japan's public health insurance for self-employed, unemployed, and those not covered by employer insurance. Enrollment is mandatory. Japanese health insurance card. Can serve as secondary ID at some banks.

7 郵便による転出証明書の請求方法(国外転出の場合は②は不要です) Certificate of Moving Out / Moving out

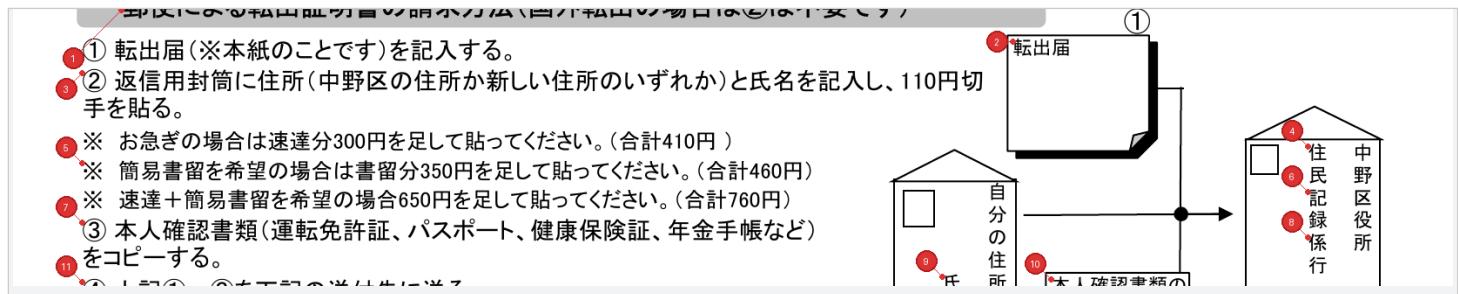
Document issued by your previous ward when you move out. Required when registering at your new ward (転入届).

8 転出届 Moving out



Form p.1

記入方法・注意事項 — Instructions



1 郵便による転出証明書の請求方法 (国外転出の場合は②は不要です)

Document issued by your previous ward when you move out. Required when registering at your new ward (転入届).

Certificate of Moving Out / Moving out

2 転出届 Moving out

3 ② 返信用封筒に住所 (中野区の住所か新しい住所のいずれか)と氏名を記入し、110円切手を貼る。

Write in katakana for foreign names. Some forms accept romaji. Write in kanji if possible. Ward office staff can help you look up the correct kanji for your address.

4 住中 Living in (current residence)

This indicates your current address section - fill in where you currently live

5 ※ 簡易書留を希望の場合は書留分350円を足して貼ってください。 (合計460円)

※ If you wish to use simplified registered mail, please add 350 yen for the registered mail fee and affix stamps. (Total: 460 yen)
This refers to postage for mail-back service - add extra stamps if you want registered mail delivery of documents.

6 記区 Record Section

N/A (this is a form section header for official use)

7 ③ 本人確認書類 (運転免許証、パスポート、健康保険証、年金手帳など)

Identity verification documents / Driver's license / Passport

Documents that prove your identity. Primary: Residence Card, Passport, My Number Card. Secondary: Health Insurance Card, Driver's License. Bring your physical driver's license as identification

8 係所 Section/Department

N/A (this is a form field for internal municipal office use to indicate which department/section is handling your registration)

9 氏所 Name and Address

This is a section header - fill in your full legal name and current address as registered with the municipality

10 本人確認書類の Identity verification documents

Documents that prove your identity. Primary: Residence Card, Passport, My Number Card. Secondary: Health Insurance Card, Driver's License.

11 ④ 上記①～③を下記の送付先に送る。 ④ Send the above ①～③ to the mailing address below.

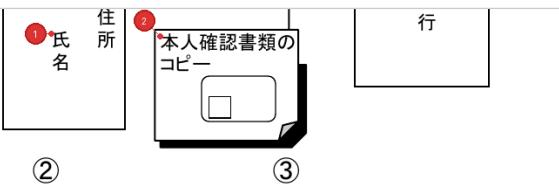


備考・その他 — Footer & Notes

- ③ をコピーする。
④ 上記①～③を下記の送付先に送る。

[送付先]

〒164-8501

中野区中野4丁目11番19号 中野区役所 住民記録係
TEL 03-3228-5500(直通)

1 氏所 Name and Address

This is a section header - fill in your full legal name and current address as registered with the municipality

2 本人確認書類の Identity verification documents

Documents that prove your identity. Primary: Residence Card, Passport, My Number Card. Secondary: Health Insurance Card, Driver's License.

3 ④ 上記①～③を下記の送付先に送る。 ④ Send the above ① ~ ③ to the mailing address below.

4 TEL 0 3 - 3 2 2 8 - 5 5 0 0 (直通) Tel: 03-3228-5500 (direct line)



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?