

# ご存じですか？

2023年2月6日スタート！

マイナンバーカードをお持ちの方は、  
マイナポータルから**転出届**を  
オンラインで提出できます！



## 今まで



(原則)対面で  
転出届を提出



これまでの住所の  
市区町村窓口

対面で  
転入届を提出



引越し先の市区町村窓口

引越し前後で  
両方の窓口に  
行くのは大変…



マイナポータルを利用すれば…

## これから



転出届は  
マイナポータルから



転入届のため  
窓口へ

オンライン※で  
転出届を提出



これまでの住所の  
市区町村窓口

※届出内容に不備がある場合等、  
来庁が必要となる場合があります

対面で  
転入届を提出



引越し先の市区町村窓口

引越し先の  
窓口だけに  
行けばOK！



マイナポータルへの  
アクセスはこちら→  
(ご利用には別途マイナポータル  
アプリのダウンロードが必要です)



デジタル庁

# Suita — 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.

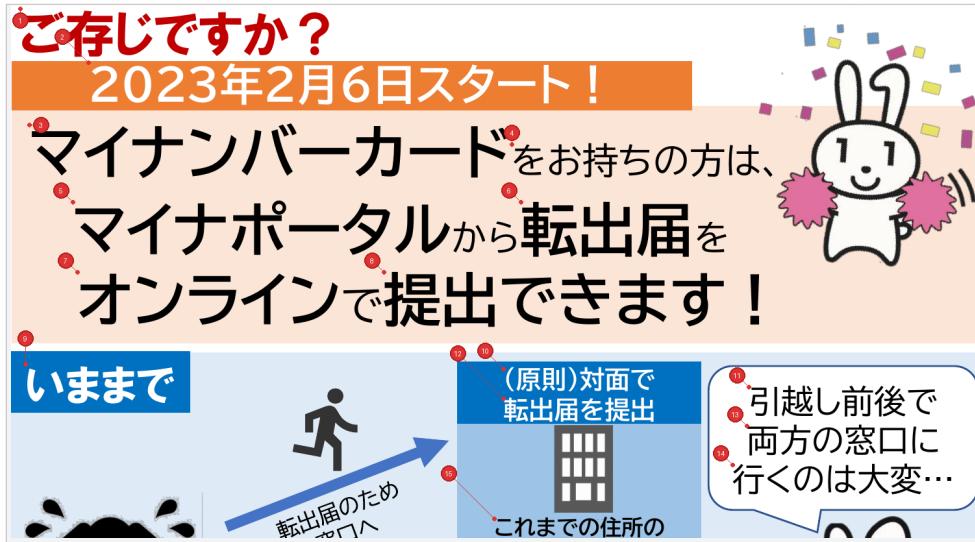
### X Forgetting Japanese translations of certificates

-> 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

## セクション 1 — Section 1 (Part 1/2)



1 ご存じですか？ Do you know?

This is typically followed by information or instructions - read the following text carefully

2 2023年2月6日スタート！ Starting February 6, 2023!

3 マイナンバーカード My Number Card

Plastic IC card with your 12-digit Individual Number. Can be used as primary ID.  
Apply at your ward office after receiving the notification letter.

4 をお持ちの方は、 Those who have

This phrase typically precedes instructions for people who possess certain documents or cards

5 マイナポータル My Number Portal

Official government online service portal using your My Number card

6 転出届 Moving out

7 オンライン Online

Indicates this form can be submitted online or relates to online services

8 提出できます！ Can be submitted!

9 今まで [今まで]

10 (原則) 対面で (In principle) in person

This indicates the procedure should normally be done by visiting the office in person

11 引越し前後で Before and after moving

This refers to information comparison between your old and new living situations

12 転出届を提出 Moving out

13 両方の窓口に At both counters

14 行くのは大変... It's difficult to go...

15 これまでの住所の Address

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



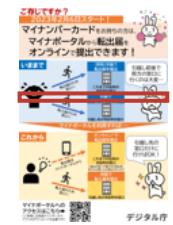
## セクション 1 — Section 1 (Part 2/2)



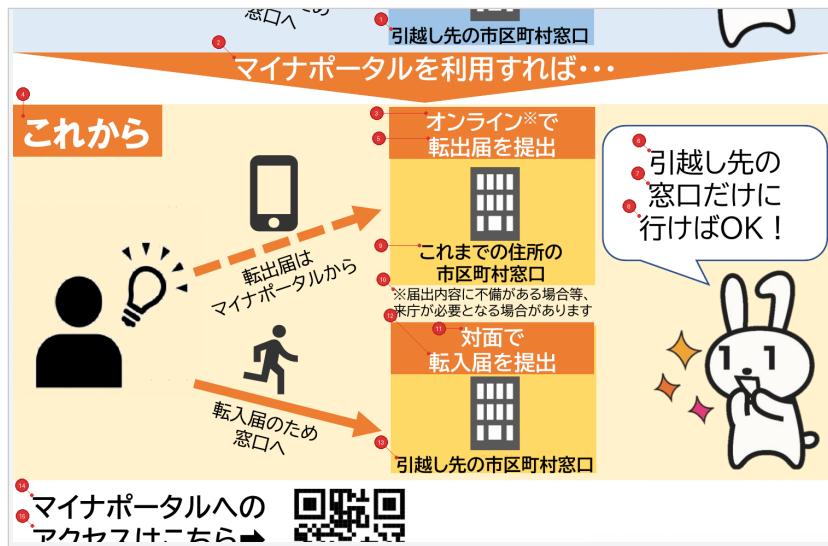
1 対面で In person

Indicates you are submitting the form by visiting the office in person

2 転入届を提出 Moving in (from another municipality or abroad)



## セクション 2 — Section 2 (Part 1/2)



- 1 引越し先の市区町村窓口 Municipal office at destination  
The city/ward/town/village office where you need to register after moving
- 2 マイナポータルを利用すれば… If you use MynaPortal...  
This refers to the government's digital service portal accessible with your My Number card
- 3 オンライン※で Online※  
This indicates an online application option - check if applying via internet
- 4 これから From  
Used to indicate the starting point (previous address, etc.)
- 5 転出届を提出 Moving out
- 6 引越し先の Moving destination  
This refers to your new address where you are moving to
- 7 窓口だけに [窓口だけに]
- 8 行けばOK! [行けばOK!]
- 9 これまでの住所の Address  
Write in kanji if possible. Ward office staff can help you look up the correct kanji for your address.
- 10 ※届出内容に不備がある場合等、 [※届出内容に不備がある場合等、 ]
- 11 対面で In person  
Indicates you are submitting the form by visiting the office in person
- 12 転入届を提出 Moving in (from another municipality or abroad)
- 13 引越し先の市区町村窓口 Municipal office at destination  
The city/ward/town/village office where you need to register after moving
- 14 マイナポータルへの My Number Portal  
Official government online service portal using your My Number card
- 15 アクセスはこちら➡ [アクセスはこちら➡]



Form p.1

## セクション 2 — Section 2 (Part 2/2)

①(ご利用には別途マイナポータル  
アプリのダウンロードが必要です)



デジタル厅

1 アプリのダウンロードが必要です) [アプリのダウンロードが必要です)]



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?