

To the Mayor of Minato City

Notification on Change of Address

Date of Notification	Date of Moving in/out				
Year	Month	Day	Year	Month	Day

We have confirmed that there are no errors in the following content and attached documents. *If there are errors in the printed items, please correct them with double lines.

受付番号

move in move in (INC) move in from overseas (date of entry-return: year month day)
move in by Item46 of Article30 Eligibility of MTL Resident move out move out (INC) move out of Japan move
※Person who has an Individual Number Card will be applicable of exception of the Moving In Notification requirement.

Name of Notifier

受取者

New address		附図確認	Name of new Householder		Notifier classification	<input type="checkbox"/> Householder <input type="checkbox"/> Household members				
						Telephone number	Tel			
Old address				Agent address [Not required if same household at new address]						
No.	"katakana" to indicate pronunciation Name of person who moves in/out	Date of Birth	Sex	Relationship Individual Number Card	National Health Type of National Pension	Late Elderly Basic Pension Number	Long-term Care Insurance Child Allowance	カ申 有 無 無	在力 有 無 無	優先 英 漢 通
1		Year /Month /Day	M. F.	Householder Return/(Change of Resistered	Yes No First grade/Voluntary	Yes No Yes No	Yes No Yes No			
2		Year /Month /Day	M. F.		Yes No First grade/Voluntary	Yes No Yes No	Yes No Yes No			
3		Year /Month /Day	M. F.		Yes No First grade/Voluntary	Yes No Yes No	Yes No Yes No			
4		Year /Month /Day	M. F.		Yes No First grade/Voluntary	Yes No Yes No	Yes No Yes No			
5		Year /Month /Day	M. F.		Yes No First grade/Voluntary	Yes No Yes No	Yes No Yes No			

※Reason why person who has an Individual Number Card needs the issuance of a Moving Out Certificate.

個人番号カード運用状況	確認時間	確認者	個人番号カード運用状況	確認時間	確認者
1 有⇒運用中・一時停止 無⇒廃止等	:		4 有⇒運用中・一時停止 無⇒廃止等	:	
2 個人番号カード運用状況 有⇒運用中・一時停止 無⇒廃止等	確認時間	確認者	5 個人番号カード運用状況 有⇒運用中・一時停止 無⇒廃止等	確認時間	確認者
3 個人番号カード運用状況 有⇒運用中・一時停止 無⇒廃止等	確認時間	確認者	世帯主住定日	年 月 日	
			受付	入力	審査 最終確認

備考欄

本人確認書類 1号書類 <input type="checkbox"/> 個人番号カード等 <input type="checkbox"/> 運転免許証 <input type="checkbox"/> 旅券 <input type="checkbox"/> 在留カード等 <input type="checkbox"/> 身分証明書

2号書類 <input type="checkbox"/> 健康保険証 <input type="checkbox"/> 年金手帳等 <input type="checkbox"/> その他 () <input type="checkbox"/> 委任状

□学校 <input type="checkbox"/> 児童手当 <input type="checkbox"/> 署名用電子証明書 <input type="checkbox"/> 住民票・印鑑登録 <input type="checkbox"/> 日本籍地確認 <input type="checkbox"/> その他 () <input type="checkbox"/> 証明書発行履歴
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Minato – 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 To the Mayor of Minato City	² Notification on Change of Address	³ 受付番号 We have confirmed that there are no errors in the following
⁴ Date of Notification	⁵ Date of Moving in/out	

1 To the Mayor of Minato City [To the Mayor of Minato City]

2 Notification on Change of Address [Notification on Change of Address]

3 受付番号 Reception Number

4 Date of Notification [Date of Notification]

5 Date of Moving in/out [Date of Moving in/out]

届出人情報 - Who Is Filing

Date of NOTIFICATION Year <input type="text"/> Month <input type="text"/> Day ③	Date of MOVING IN/OUT Year <input type="text"/> Month <input type="text"/> Day ④	① We have confirmed that there are no errors in the following content and attached documents. ※If there are errors in the printed items, please correct them with double lines. ② Name of Notifier ⑩ 受取者		
<input type="checkbox"/> move in <input type="checkbox"/> move in (INC) <input type="checkbox"/> move in from overseas (date of entry·return: year month day) <input type="checkbox"/> move in by Item46 of Article30 <input type="checkbox"/> Eligibility of MTL Resident <input type="checkbox"/> move out <input type="checkbox"/> move out (INC) <input type="checkbox"/> move out of Japan <input type="checkbox"/> move				
<small>*Person who has an Individual Number Card will be applicable of exception of the Moving In Notification requirement.</small>				
		Notifier	<input type="checkbox"/> Householder	<input type="checkbox"/> Household members

1 We have confirmed that there are no errors in the following
[We have confirmed that there are no errors in the following]

2 content and attached documents. ※If there are errors in the [content and attached documents. ※If there are errors in the]

3 Year [Year]

4 Month [Month]

5 Day [Day]

6 Year [Year]

7 Month [Month]

8 Day [Day]

9 printed items, please correct them with double lines. [printed items, please correct them with double lines.]

10 受取者 Recipient

Write the name of the person who will receive the residence certificate or documents related to this registration change.

11 Name of Notifier [Name of Notifier]

12 move in move in (INC) move in from overseas (date of entry·return: year month day)
[move in move in (INC) move in from overseas (date of entry·return: year month day)]

13 move in by Item46 of Article30 Eligibility of MTL Resident move out move out (INC) move out of Japan move
[move in by Item46 of Article30 Eligibility of MTL Resident move out move out (INC) move out of Japan move]

14 ※Person who has an Individual Number Card will be applicable of exception of the Moving In Notification requirement.
[※Person who has an Individual Number Card will be applicable of exception of the Moving In Notification requirement.]

住所 - Addresses (Part 1/2)

<input type="checkbox"/> 5 New address	<input type="checkbox"/> 2 附図確認	<input type="checkbox"/> 3 Name of new Householder	<input type="checkbox"/> 4 Classifier classification	<input type="checkbox"/> Householder	<input type="checkbox"/> Household members
<input type="checkbox"/> 12 Old address	10 Agent address [Not required if same household at new address]				<input type="checkbox"/> Agent
		15 Relation: <input type="checkbox"/> Individual <input type="checkbox"/> National Health <input type="checkbox"/> Late Elderly <input type="checkbox"/> Long-term Care <input type="checkbox"/> Child Allowance <input type="checkbox"/> 児童手当 <input type="checkbox"/> 老人手当 <input type="checkbox"/> 介護手当 <input type="checkbox"/> 保育手当 <input type="checkbox"/> 給付金 <input type="checkbox"/> 在留カード等			
"katakana" to indicate pronunciation					

- 6 本人確認書類
- 7 1号書類
- 8 個人番号カード等
- 9 運転免許証
- 10 旅券
- 11 在留カード等

1 Ncloatsisiiiefication HAoguesnetholder Household members
[Ncloatsisiiiefication HAoguesnetholder Household members]

2 附図確認 Attached Map Confirmation

Check this box if you've confirmed the attached residential map/diagram showing your new address location

3 Nnaewm eH ouufse- [Nnaewm eH ouufse-]

4 本人確認書類 Personal identification documents

Bring valid ID like passport, residence card, or driver's license to verify your identity

5 New address [New address]

6 1号書類 Document No. 1

7 holder [holder]

8 Telephone numberTel [Telephone numberTel]

9 個人番号カード等 My Number (Individual Number)

12-digit number. Leave blank on first registration – it will be mailed to you after.

10 Agent address [Not required if same household at new address]

[Agent address [Not required if same household at new address]]

11 運転免許証 Driver's license

Check this box if you're providing your driver's license as identification

12 Old address [Old address]

13 旅券 Passport

Check this box if the registration change is related to passport matters or if you need to update passport information in your residence record.

14 在身留分力証一明ド書等 [在身留分力証一明ド書等]

15 Relsahtiipon-NIunmdbievri dCuaarIdNTaytipoen alo fH eNalaththionLaalt eP EelndseriloynLonBigna-sstuierrcamn cPCeaernesicohnil dN uAlml

住所 - Addresses (Part 2/2)

② No.	① "katakana" to indicate pronunciation Name of person who moves in/out	④ Date of Birth Year /Month /Day	③ Sex M.	Relation- ship Householder	Individual Number Card Return/() Change of	National Health Type of National Pension	Late Elderly	Long-term Care Insurance	Child Allowance	力申 在力	優先	⑩ □在留カード等 □身分証明書
1												⑪ 2号書類 二種類別登録

1 Nam “ek aotafk anpae” r stoo nin dwichaote mproovnuensci aitino/nout
[Nam “ek aotafk anpae” r stoo nin dwichaote mproovnuensci aitino/nout]

2 No. No.

3 Sex [Sex]

4 Date of Birth [Date of Birth]

5 Yes No 有有英 [Yes No 有有英]

6 Year /Month /Day [Year /Month /Day]

7 M. [M.]

8 Return/() Yes No [Return/() Yes No]

9 Yes No [Yes No]

10 Yes No [Yes No]

11 2号書類 Document No. 2

12 Householder [Householder]

異動者 - Person Table (Part 1/6)

1	Year /Month /Day	M. F.	Householder Resistered	Return/(Change of Registered)	Yes No	Yes No	Yes No	Yes No	有無 有無	2号書類 □健康保険証 □年金手帳等 □その他
	Year /Month /Day	M.		Return/()	Yes No	Yes No	Yes No	Yes No	有無 有無	英

1 Householder [Householder]

2 Change of [Change of]

3 □健康保険証 Health insurance card

Japanese health insurance card. Can serve as secondary ID at some banks.

4 無無通 None/None/Notification

This appears to be a checkbox or field code – likely leave blank or check “none” if you don’t have the applicable documentation or notifications.

5 F. [F.]

6 First grade/Voluntary [First grade/Voluntary]

7 Resistered [Resistered]

8 □年金手帳等 □ Pension handbook, etc.

Check this box and bring your pension handbook (年金手帳) or other pension-related documents if you have them

9 Yes No有有英 [Yes No有有英]

10 □その他 □ Other

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

11 M. [M.]

12 Year /Month /Day [Year /Month /Day]

13 Return/() Yes No [Return/() Yes No]

14 Yes No [Yes No]

15 Yes No [Yes No]

異動者 - Person Table (Part 2/6)

2	Year /Month /Day	M. F.	Return/(Change of Resistered) Yes No	有 無	有 無	漢通 英漢	□委任状 □学校				
3	Year /Month /Day	M. n	Return/(Change of)	Yes No	Yes No	Yes No	Yes No	有 無	有 無	漢通 英漢	

1 () (blank field for writing)

2 Change of [Change of]

3 無無通 None/None/Notification

This appears to be a checkbox or field code – likely leave blank or check “none” if you don’t have the applicable documentation or notifications.

4 F. [F.]

5 First grade/Voluntary [First grade/Voluntary]

6 Resistered [Resistered]

7 □委任状 Letter of proxy / Power of attorney

Required if someone else is filing on your behalf.

8 Yes No 有有英 [Yes No 有有英]

9 M. [M.]

10 Year /Month /Day [Year /Month /Day]

11 Return/() Yes No [Return/() Yes No]

12 Yes No [Yes No]

13 Yes No [Yes No]

14 Change of [Change of]

15 □学校 □School

Check this box if the move involves a school-age child who needs school transfer procedures

異動者 - Person Table (Part 3/6)

3			F.		④ Change of Registered	③ First grade/Voluntary		① 無 無通	漢 通	⑤ 学校 □
4		⑨ Year /Month /Day	M.		⑩ Return/(Change of Registered	Yes No	⑪ Yes No	⑫ Yes No	英 漢 通	⑥ 児童手当 □
			F.			⑬ Yes No	⑭ Yes No	⑮ Yes No		⑯ 署名用電子証明書 □
										⑰ 住民票・印鑑登録 □
										⑱ 本籍地確認 □

1 無無通 None/None/Notification

This appears to be a checkbox or field code – likely leave blank or check “none” if you don’t have the applicable documentation or notifications.

2 F. [F.]

3 First grade/Voluntary [First grade/Voluntary]

4 Registered [Registered]

5 □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

6 □署名用電子証明書 Signature

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

7 Yes No 有有英 [Yes No 有有英]

8 M. [M.]

9 Year /Month /Day [Year /Month /Day]

10 Return/() Yes No [Return/() Yes No]

11 Yes No [Yes No]

12 Yes No [Yes No]

13 □住民票・印鑑登録 Seal (inkan / hanko)

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

14 Change of [Change of]

15 無無通 None/None/Notification

This appears to be a checkbox or field code – likely leave blank or check “none” if you don’t have the applicable documentation or notifications.

異動者 - Person Table (Part 4/6)

4			F.		④ Change of Registered	⑤ First grade/Voluntary				無	無	漢通	□在住表示・印鑑登録
5		⑥ Year /Month /Day	M.		⑦ Return/()	Yes No	⑧ Yes No	⑨ Yes No	⑩ Yes No	⑪ Yes No	⑫ Yes No	英漢通	⑬ その他 □()
			F.		⑬ Change of Registered	First grade/Voluntary				有	有		□証明書発行履歴

F. [F.]

 本籍地確認 [日本籍地確認]

First grade/Voluntary [First grade/Voluntary]

Resistered [Resistered]

 その他 Other

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

Yes No 有有英 [Yes No 有有英]

M. [M.]

Year /Month /Day [Year /Month /Day]

Return/() Yes No [Return/() Yes No]

Yes No [Yes No]

Yes No [Yes No]

() (blank field for writing)

Change of [Change of]

無無通 None/None/Notification

This appears to be a checkbox or field code - likely leave blank or check "none" if you don't have the applicable documentation or notifications.

F. [F.]

異動者 - Person Table (Part 5/6)

5	個人番号カード運用状況	6 確認時間	7 確認者	F.	8 Change of Registered	9 First grade/Voluntary	無	無	漢通	10 証明書発行履歴
11 有⇒運用中・一時停止	12 無⇒廃止等	13 有⇒運用中・一時停止	14 無⇒廃止等	15 確認時間	確認者	個人番号カード運用状況	確認時間	確認者		※Reason why person who has an Individual Number Card needs the issuance of a Moving Out Certificate.
										備考欄

1 First grade/Voluntary [First grade/Voluntary]

2 □証明書発行履歴 Certificate issuance history

3 Registered [Registered]

4 ※Reason why person who has an Individual Number Card needs the issuance of a Moving Out Certificate.

[※Reason why person who has an Individual Number Card needs the issuance of a Moving Out Certificate.]

5 確認時間 Confirmation Time

6 確認者 Confirming Officer

7 確認時間 Confirmation Time

8 確認者 Confirming Officer

9 個人番号カード運用状況 My Number (Individual Number)

12-digit number. Leave blank on first registration – it will be mailed to you after.

10 個人番号カード運用状況 My Number (Individual Number)

12-digit number. Leave blank on first registration – it will be mailed to you after.

11 1有⇒運用中・一時停止 1 Yes ⇒ In use · Temporarily suspended

12 4有⇒運用中・一時停止 4 Available ⇒ In use · Temporarily suspended

13 無⇒廃止等 None⇒Abolished/etc.

Select this if your previous address had no house number or if the address system was abolished/changed

14 無⇒廃止等 None⇒Abolished/etc.

Select this if your previous address had no house number or if the address system was abolished/changed

15 確認時間 Confirmation Time

異動者 - Person Table (Part 6/6)

1 2	個人番号カード運用状況 有⇒運用中・一時停止	確認時間 1	確認者 3	個人番号カード運用状況 有⇒運用中・一時停止	確認時間 5	確認者 3	備考欄 6
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1 確認者 Confirming Officer

2 確認時間 Confirmation Time

3 確認者 Confirming Officer

4 個人番号カード運用状況 My Number (Individual Number)

12-digit number. Leave blank on first registration – it will be mailed to you after.

5 個人番号カード運用状況 My Number (Individual Number)

12-digit number. Leave blank on first registration – it will be mailed to you after.

6 備考欄 Remarks column

Leave blank unless you have special circumstances to note – municipal staff will fill this if needed

7 2有⇒運用中・一時停止 2 Available⇒In operation · Temporarily suspended

8 5有⇒運用中・一時停止 5 Available ⇒ In Use · Temporarily Suspended

職員記入欄 - Staff Section

②	無⇒廃止等 個人番号カード運用状況	:	③ 確認時間	④ 確認者				
⑤ 有⇒運用中・一時停止	無⇒廃止等	:					最終確認	
			⑥ 世帯主住定日	⑦ 年	月	日		

DO NOT FILL IN – Office use only (職員記入欄)

This section is completed by ward office staff after you submit the form.

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?