

(注意)

- ・**郵送等での手続きはできません。**
- ・ 転入・転居の届出は、窓口でのみ受付をしております。
- ・ 届書は、自署してください。
(ワープロ不可)

※届書（印刷用）は、6枚目を印刷してください。

記載例（転入）

世田谷区長あて 住民異動届 兼 職権記録書

【注意】異動者全員分の通知カードまたは個人番号カード、住民基本台帳カード、外国人の方は在留カードまたは特別永住者証明書等を少くとも提出してください。ヨーロッパ製の万能ボールペンは使用しないでください。

届出人	代理入住所	氏名	世田谷 太郎	生年月日	(平成2年9月11日生)	本人との関係	④世帯主 その他()	異動日(実際に引越しました(する)日)	平成31年2月15日
申出人	新住所及び世帯主	電話番号(自宅・携帯)	090-XXXX-△△△△	届出(申出)日	平成31年2月28日				
	東京都 世田谷区 世田谷 4丁目 21番 27号 (アパート等の名称)								
	旧住所及び世帯主	フリガナ	トウキョウト セタガヤ タロウ	世帯主	世田谷 太郎				
	東京都 世田谷区 世田谷 4丁目 21番 27号 (アパート等の名称)	漢字氏名	世田谷 太郎	個人番号	セタガヤ タロウ				
	本籍及び筆頭者	フリガナ	トウキョウト セタガヤ タロウ	世帯主	世田谷 太郎				
	東京都 世田谷区 世田谷 4丁目 21番 27号	漢字氏名	世田谷 太郎	個人番号	セタガヤ タロウ				
<p>太棒の中を ご記入ください。</p> <p>※鉛筆・消せるボールペンは 使用しないでください。</p>									
<p>異動日=引越しをした日</p> <p>※転入・転居は 予定では受付できません。 引越しを済ませてから届出 してください。</p>									
<p>個人番号、住民票コードは、 転出証明書に記載されてい る番号を記入してください。</p>									
<p>転入・転居の場合、 郵送等での手続き はできません。</p>									

* 個人番号は、人を識別するための氏名(カバネ)等であります。また、住民票の異動時に伴う後刷高齢・国民健康保険の手続のために記入していただきます。

* 届出人、申出人、代理入住所の住所等で複数ある場合は、複数の印鑑を捺印してください。

* 取扱い(変更、移入、移出)に利用する印鑑は、必ず公的認証印(行政機関の印鑑)を用いてください。

【注意】異動者全員分の通知カードまたは個人番号カード、住民基本台帳カード、外国人の方は在留カードまたは特別永住者証明書等を必ずご提出ください。提出いただいたカードは、コピーを取らせていただきます。

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2023 RELEASE UNDER E.O. 14176

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世田谷区長 氏名 住民異動届 兼 職権記録書 申出書												* この届書は、個人番号カード、住民基本台帳カードの記載変更も兼ねますので、異動者全員分のカードをご提出ください。 また、外国人の方は在留カード、特別永住者証明書等をご提出ください。なお、提出いただいたカードはコピーを取させていただきます。		
												鉛筆・消せるボールペンは 使用しないでください。		
届出・申出人	氏名 生年月日 (年 月 日生)		本人との関係 本人・世帯主 その他		本人確認欄		異動日(住み始めた(始める)日) 年 月 日		届出(申出)日 年 月 日		記事		異動区分	
新住所及び 世帯主 所	住所 フリガナ 〒 (アパート等の名称)		世帯主		個人番号欄		フリガナ		フリガナ		口 同居住所別世帯(無・有)		全部・一部	
旧住所及び 世帯主 所	住所 フリガナ 〒 (アパート等の名称)		世帯主		個人番号欄		フリガナ		フリガナ		児童手当 有・無 前往者 有・無		一般・特例	
本籍及び 筆頭者 所	住所 フリガナ		筆頭者		個人番号欄		フリガナ		フリガナ		高齢者証 有・無 前往者 有・無		転居	
本籍	住所 フリガナ		筆頭者		個人番号欄		フリガナ		記事 口期日訂正 口封筒渡		国外転出		国外転出	
異動した(する)人全員を記入してください。※この項目は、外国人の方のみ記入してください。(ピンク色の枠内)	生年月日 明・大・昭・平・令・西暦		統柄		住民票コード		就学		後期資格 有・無 後期資格 有・無		不修正		合併履歴	
1 ※アルファベット氏名 漢字氏名	※区からのお手紙 等で優先する氏名		□アルファベット氏名 □漢字氏名 □通称		印鑑登録欄		※在留期間等		※在留期間満了日 年 月 日		國民年金 有・無 介護認定 有・無		異動取消(増・減)	
2 ※アルファベット氏名 漢字氏名	※区からのお手紙 等で優先する氏名		□アルファベット氏名 □漢字氏名 □通称		印鑑登録欄		※在留期間等		※在留期間満了日 年 月 日		個人番号カード 未提示・提示・未交付・提示不要		優先氏名申出	
3 ※アルファベット氏名 漢字氏名	※区からのお手紙 等で優先する氏名		□アルファベット氏名 □漢字氏名 □通称		印鑑登録欄		※在留期間等		※在留期間満了日 年 月 日		マイバ保険証 有・無 お知らせ・資格確認書		氏名のカタカナ表記	
4 ※アルファベット氏名 漢字氏名	※区からのお手紙 等で優先する氏名		□アルファベット氏名 □漢字氏名 □通称		印鑑登録欄		※在留期間等		※在留期間満了日 年 月 日		在留カード等 有・無 記載		入管庁通知(申出)	
※この届書は、個人番号カード、住民基本台帳カードの記載変更も兼ねますので、異動者全員分のカードをご提出ください。 また、外国人の方は在留カード、特別永住者証明書等をご提出ください。なお、提出いただいたカードはコピーを取させていただきます。												記載欄		

Setagaya — 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 (Part 1/2)

世田谷区長 あて 住民異動届 兼 職権記録書
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記載例 (転入)

世田谷区長 あて 住民異動届 兼 職権記録書
【注意】異動者全員分の通知カードまたは個人番号カード、住民基本台帳カード、外国人の方は在留カードまたは特別永住者証明書等を必ずご提出ください。提出いただいたカードは、コピーを取らせていただきます。
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記載例 (転入)

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印筆・消せるボールペンは使用しないでください。

1 記載例 Example of how to fill out

This is just an example label showing how to fill out the form - no action needed from you.

2 記載例 (区内転居) Moving within the same municipality

This indicates an example for moving within the same city/ward - reference this section if you're moving within your current municipality.

3 記載例 Example of how to fill out

Another example label for reference - no action needed from you.

4 記載例 (外国人) Example Entry (Foreigners)

This shows examples specifically for foreign residents - refer to this section as it will have relevant examples for your situation.

5 転入 Moving in (from another municipality or abroad)

Check this box if you're moving INTO this municipality from another city or from abroad.

6 複数国籍世帯 Multiple nationality household

Check this if your household includes members with dual/multiple citizenships or mixed nationalities

7 住民異動届 Resident Registration Change Notification

This is the main form title - you'll need to complete this form when moving to a new address, changing household composition, or other residence-related changes.

8 住民異動届 Resident Registration Change Notification

This is the main form title - you'll need to complete this form when moving to a new address, changing household composition, or other residence-related changes.

9 転出 Moving out

Check this box if you're moving OUT of this municipality to another location.

10 転居 Moving within the same municipality

Check this box if you're moving to a new address within the same municipality (staying in the same city/ward).

11 転入 Moving in (from another municipality or abroad)

Check this box if you're moving INTO this municipality from another city or from abroad - same as field 5.

12 届出人 Applicant / Person filing the form

The person physically submitting the form. Usually yourself.

13 氏名 Full name

Write in katakana for foreign names. Some forms accept romaji.

14 生年月日 Date of birth

Format: 年(year) 月(month) 日(day). Use Japanese calendar (令和/平成) or Western year.

15 届出日 Date of filing

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

タイトル・届出日 — Header & Dates (Part 2/2)

The screenshot shows the top portion of the form. It features a header in Japanese and English. Below the header are several input fields. The first field is for the household head's name, which is filled with "世田谷 太郎". There are also fields for relationship ("本人との関係") and residence permit status ("口座転免許証 ロバスト"). At the bottom right of the form area, there are two red circular icons.

1 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

2 届出人 Applicant / Person filing the form

The person physically submitting the form. Usually yourself.

3 住民異動届 Resident Registration Change Notification

This is the main form title - you'll need to complete this form when moving to a new address, changing household composition, or other residence-related changes.

4 記事 Remarks

Leave blank unless municipal office staff need to add special notes about your registration change.

届出人情報 — Who Is Filing (Part 1/3)

(注意)

- 1 届出人 Applicant / Person filing the form
The person physically submitting the form. Usually yourself.
- 2 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
- 3 届出人 Applicant / Person filing the form
The person physically submitting the form. Usually yourself.
- 4 氏名 Full name
Write in katakana for foreign names. Some forms accept romaji.
- 5 住民異動届 Resident Registration Change Notification
This is the main form title - you'll need to complete this form when moving to a new address, changing household composition, or other residence-related changes.
- 6 生年月日 Date of birth
Format: 年(year) 月(month) 日(day). Use Japanese calendar (令和/平成) or Western year.
- 7 届出日 Date of filing
Today's date. Use Japanese calendar or Western calendar.
- 8 記事 Remarks
Leave blank unless municipal office staff need to add special notes about your registration change.
- 9 氏名 Full name
Write in katakana for foreign names. Some forms accept romaji.
- 10 届出人 Applicant / Person filing the form
The person physically submitting the form. Usually yourself.
- 11 電話番号 Phone number
Japanese mobile number preferred. Some forms accept overseas numbers.
- 12 注意 Notice
This is a notice section providing important instructions or warnings about the form - read carefully but no input required from you.
- 13 異動区分 Type of address change
Circle the type of move: 転入 (moving in), 転出 (moving out), 転居 (within municipality).
- 14 生年月日 Date of birth
Format: 年(year) 月(month) 日(day). Use Japanese calendar (令和/平成) or Western year.
- 15 転出 Moving out
Check this box or fill this section if you are moving out of your current municipality to register your departure with the local government office.

届出人情報 — Who Is Filing (Part 2/3)

The form is a standard Japanese residence registration document. It includes fields for:

- 申出人 (Applicant): Name and address.
- 電話番号 (Phone Number): 03-XXXX-XXXX.
- 届出(提出)日 (Date of Submission): 平成31年2月28日 (February 28, 2019).
- 新住所及び世帯主 (New Address and Household Head): 〒154-8504 東京都世田谷区世田谷4丁目21番27号 (Shibuya-ku, Tokyo, Japan).
- フリガナ (Katakana): セタガヤ タロウ (Setagaya Tarou).
- 備考 (Remarks): None.

1 氏名 Full name

Write in katakana for foreign names. Some forms accept romaji.

2 申請日 Application Date

Write the date you are submitting this form (typically today's date in YYYY/MM/DD format)

3 全部 All

Select this option when requesting all records or information available

4 一部 Partial

Used when making changes to only some family members or partial updates to registration

5 新住所及び New address / Address

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

6 住所 Address

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

7 生年月日 Date of birth

Format: 年(year) 月(month) 日(day). Use Japanese calendar (令和/平成) or Western year.

8 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

9 一般 General

This is likely a category selection - choose this for standard residence registration changes (as opposed to special circumstances)

10 印鑑 Seal (inkan / hanko)

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

11 特例 Special provision

Check this box if special circumstances apply to your registration

12 職権 Official authority/Ex officio

N/A - this indicates the form was processed by municipal authority rather than filed by you

13 住基 Resident Registration System

This refers to Japan's computerized resident registry - you don't need to fill anything here as it's just a system reference/header.

14 旧住所及び Previous address / Address

If coming from abroad, write your country name (e.g. アメリカ合衆国). Write in kanji if possible. Ward office staff can help you look up the correct kanji for your address.

15 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

入力欄の下を
ご記入ください。※鉛筆・消せるボールペンは
使用しないでください。

届出人情報 — Who Is Filing (Part 3/3)

印鑑	新住所及び 世帯主の 名前 (アパート等の名称) 所	東京都 世田谷区 世田谷 4丁目 21番 27号 (アパート等の名称) 世田谷マンション 501	届主 個人番号	世田谷 大即 門 開放登録番号/番・古 中長期在留者資格取得 転居
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1 新住所又は世帯主 New address / Head of household / Address

The address you are moving TO. The primary person in a household for registration purposes. If you live alone, you are the head of household.

2 住所 Address

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

3 氏名 Full name

Write in katakana for foreign names. Some forms accept romaji.

4 届出日 Date of filing

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

住所 — Addresses (Part 1/3)



郵便局での手続はござません。
■ 転入・転居の届け出 空口でのみ

1 旧住所及び 旧住所又は世帯主 Previous address / Address

If coming from abroad, write your country name (e.g. アメリカ合衆国). Write in kanji if possible. Ward office staff can help you look up the correct kanji for your address.

2 新住所又は世帯主 New address / Head of household / Address

The address you are moving TO. The primary person in a household for registration purposes. If you live alone, you are the head of household.

3 住所 Address

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

4 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

5 氏名 Full name

Write in katakana for foreign names. Some forms accept romaji.

6 届出日 Date of filing

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

7 本籍及び 本籍 Registered domicile (family register location)

Where your family register (戸籍) is kept. For foreigners, write your nationality instead.

8 旧住所又は世帯主 Previous address / Head of household / Address

If coming from abroad, write your country name (e.g. アメリカ合衆国). The primary person in a household for registration purposes. If you live alone, you are the head of household.

9 転出先住所 Address / Moving out

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

10 筆頭者 Head of household

Enter the name of the primary person listed on your family register (koseki) - usually the father or eldest family member

11 転出予定日 Moving out

Write the date you plan to move out of your current address in Japanese date format (year/month/day). If you're uncertain of the exact date, provide your best estimate as this helps the municipal office plan for your departure.

12 受付印 Reception / Received / Seal (inkan / hanko)

Staff use - indicates form was received. Do not fill in. Personal seal stamp. Most ward offices accept a written signature for foreigners instead.

13 本籍及び筆頭者 Head of family register / Registered domicile (family register location)

First person listed in the family register. For foreigners, this field is often N/A. Where your family register (戸籍) is kept. For foreigners, write your nationality instead.

住所 — Addresses (Part 1/3) (continued)

14 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

15 郵送等での手続きはできません Cannot/Not possible

This typically appears as a status or instruction indicating something cannot be done or is not applicable

住所 — Addresses (Part 2/3)

The form shows the following details:

本籍及び筆頭者	所 (アパート等の名称)	個人番号
本籍	東京都世田谷区世田谷1丁目1番地	フリガナ セタガヤ タカウ
	筆頭者 世田谷 太郎	
異動した(ける)人全員を記入してください。※この項目は、外国人の方のみ記入してください。(ピンク色の枠内)		
フリガナ セタガヤ タカウ	生年 明治・昭和・西暦	統柄
筆頭者 世田谷 太郎	年 月 日	個人番号 <input checked="" type="checkbox"/> 男 <input type="checkbox"/> 女

**※転入・転居は
予定では受付できません。
引越しを済ませてから届出**

1 住所 Address

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

2 転出先住所 Address / Moving out

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

3 漢字氏名 Full name

Write in katakana for foreign names. Some forms accept romaji.

4 転居先住所 Address / Moving within the same municipality

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

5 続柄 Relationship to head of household

See relationship terms table.

6 氏名 Full name

Write in katakana for foreign names. Some forms accept romaji.

7 生年月日 Date of birth

Format: 年(year) 月(month) 日(day). Use Japanese calendar (令和/平成) or Western year.

8 続柄 Relationship to head of household

See relationship terms table.

9 性別 Gender

男 (otoko) = Male, 女 (onna) = Female. Circle the appropriate one.

10 性別 Gender

男 (otoko) = Male, 女 (onna) = Female. Circle the appropriate one.

11 世帯主の氏名 Full name

Write in katakana for foreign names. Some forms accept romaji.

12 国籍 Nationality / Region

Write your country of nationality. For Taiwan, write 台湾.

13 (ピンク色の枠内) (Within the pink-colored frame)

Fill in information only within the pink-colored sections of the form. These pink sections are designated for specific types of applicants or situations, so only complete these fields if they apply to your particular case.

14 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

15 ※アルファベット表記 ※Alphabetic notation

Fill in your name using Roman letters (A-Z) as it appears on your passport or official documents.

住所 — Addresses (Part 3/3)

① 携て名 手だて名 漢字氏名	フリガナ セタケ 太郎	生年月 明・大・昭 西暦 2.9.11	性別 男・女	続柄 世帯本 生年月	就学 小・中	国民年金 有・無	後期資格 有・無	介護認定 有・無	処理停止・解除 優先氏名申出
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1 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

2 国籍・地域 Nationality / Region

Write your country of nationality. For Taiwan, write 台湾.

3 続柄 Relationship to head of household

See relationship terms table.

異動者 — Person Table (Part 1/5)

受付をしております。

1 ※アルファベット表記 ※Alphabetic notation

Fill in your name using Roman letters (A-Z) as it appears on your passport or official documents.

2 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

3 国籍・地域 Nationality / Region

Write your country of nationality. For Taiwan, write 台湾.

4 続柄 Relationship to head of household

See relationship terms table.

5 転居及び転出 Moving out / Moving within the same municipality

Check the appropriate box for your type of move - 転居 for moving within the same city/ward, or 転出 for moving to a different municipality. This determines which procedures you need to follow.

6 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

7 続柄 Relationship to head of household

See relationship terms table.

8 在留カードの番号 Residence Card

ID card for foreign residents with mid- to long-term visas. Issued at the airport or immigration office. Must carry at all times.

9 転入・転居の届出は、窓口でのみ受付をしております

Moving in (from another municipality or abroad) / Moving within the same municipality / Reception / Received
Staff use - indicates form was received. Do not fill in.

10 転出理由 Moving out

Write a brief reason for your move such as job transfer (転勤), marriage (結婚), or family reasons (家族の都合). Keep it simple - detailed explanations are not required.

11 漢字氏名 Full name

Write in katakana for foreign names. Some forms accept romaji.

12 在留資格 Residence status / Visa type

e.g. 技術・人文知識・国際業務, 日本人の配偶者等, 留学, 永住者

13 続柄 Relationship to head of household

See relationship terms table.

14 性別 Gender

男 (otoko) = Male, 女 (onna) = Female. Circle the appropriate one.

15 国籍 Nationality / Region

Write your country of nationality. For Taiwan, write 台湾.

異動者 — Person Table (Part 2/5)

届書は、自署してください。

1 生年月日 Date of birth

Format: 年(year) 月(month) 日(day). Use Japanese calendar (令和/平成) or Western year.

2 在留期間 Period of stay

e.g. 1年, 3年, 5年. As shown on your Residence Card.

3 在留期間満了日 Period of stay

e.g. 1年, 3年, 5年. As shown on your Residence Card.

4 新住所 New address

The address you are moving TO.

5 異動した者の氏名を記入してください Full name

Write in katakana for foreign names. Some forms accept romaji.

6 ※アルファベット表記 ※Alphabetic notation

Fill in your name using Roman letters (A-Z) as it appears on your passport or official documents.

7 国籍・地域 Nationality / Region

Write your country of nationality. For Taiwan, write 台湾.

8 続柄 Relationship to head of household

See relationship terms table.

9 生年月日 Date of birth

Format: 年(year) 月(month) 日(day). Use Japanese calendar (令和/平成) or Western year.

10 漢字氏名 Full name

Write in katakana for foreign names. Some forms accept romaji.

11 ※住所 Address

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

12 地域 Region/Area

Enter your local district or neighborhood name within the municipality

13 ※アルファベット氏名 Full name

Write in katakana for foreign names. Some forms accept romaji.

14 届書は、自署してください Please sign the notification form in your own handwriting

You must personally sign the form with your actual signature - stamps or printed names are not acceptable

15 転入・転居の場合 Moving in (from another municipality or abroad) / Moving within the same municipality

This section is for people who are moving into the municipality from another city/prefecture or from abroad, or moving to a new address within the same municipality. If this applies to you, provide details about your previous address and the date of your move - leave blank if you're not moving.

異動者 — Person Table (Part 3/5)

(ワープロ不可)

1 在留資格 Residence status / Visa type

e.g. 技術・人文知識・国際業務, 日本人の配偶者等, 留学, 永住者

2 ※在留カードの番号 Residence Card

ID card for foreign residents with mid- to long-term visas. Issued at the airport or immigration office. Must carry at all times.

3 郵送等での手続きはできません。 Cannot/Not possible / Cannot/Not possible

This typically appears as a response option or error message on forms. This typically appears as a status or instruction indicating something cannot be done or is not applicable

4 漢字氏名 Full name

Write in katakana for foreign names. Some forms accept romaji.

5 在留期間 Period of stay

e.g. 1年, 3年, 5年. As shown on your Residence Card.

6 続柄 Relationship to head of household

See relationship terms table.

7 性別 Gender

男 (otoko) = Male, 女 (onna) = Female. Circle the appropriate one.

8 国籍 Nationality / Region

Write your country of nationality. For Taiwan, write 台湾.

9 ※アルファベット表記 ※Alphabetic notation

Fill in your name using Roman letters (A-Z) as it appears on your passport or official documents.

10 漢字氏名 Full name

Write in katakana for foreign names. Some forms accept romaji.

11 在留カード番号 Residence Card number

Alphanumeric code on the front of your Residence Card (Zairyu Card).

12 続柄 Relationship to head of household

See relationship terms table.

13 ワープロ不可 Word processor not allowed

This section must be handwritten - do not use a computer or typewriter to fill it out.

14 生年月日 Date of birth

Format: 年(year) 月(month) 日(day). Use Japanese calendar (令和/平成) or Western year.

15 転入・転居の場合、郵送等での手続きはできません。

Cannot/Not possible / Cannot/Not possible / Moving in (from another municipality or abroad)

This typically appears as a response option or error message on forms. This typically appears as a status or instruction indicating something cannot be done or is not applicable

異動者 — Person Table (Part 4/5)

※届書（印刷用）は、6枚目を印刷してください。

1 ※住所 Address

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

2 地域 Region/Area

Enter your local district or neighborhood name within the municipality

3 ※アルファベット氏名 Full name

Write in katakana for foreign names. Some forms accept romaji.

4 ※在留カードの番号 Residence Card

ID card for foreign residents with mid- to long-term visas. Issued at the airport or immigration office. Must carry at all times.

5 漢字氏名 Full name

Write in katakana for foreign names. Some forms accept romaji.

6 続柄 Relationship to head of household

See relationship terms table.

7 転入・転居の場合、郵送等での手続きはできません。

Cannot/Not possible / Cannot/Not possible / Moving in (from another municipality or abroad)

This typically appears as a response option or error message on forms. This typically appears as a status or instruction indicating something cannot be done or is not applicable

8 性別 Gender

男 (otoko) = Male, 女 (onna) = Female. Circle the appropriate one.

9 国籍 Nationality / Region

Write your country of nationality. For Taiwan, write 台湾.

10 漢字氏名 Full name

Write in katakana for foreign names. Some forms accept romaji.

11 続柄 Relationship to head of household

See relationship terms table.

12 生年月日 Date of birth

Format: 年(year) 月(month) 日(day). Use Japanese calendar (令和/平成) or Western year.

13 ※アルファベット表記 ※Alphabetic notation

Fill in your name using Roman letters (A-Z) as it appears on your passport or official documents.

14 届書（印刷用）は、6枚目を印刷してください Seal (inkan / hanko)

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

15 ※住所 Address

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

異動者 — Person Table (Part 5/5)

番号 の り ば ご う 	フリガナ ※通称 (あく方のみ)	区からのお手紙等 で領先する氏名	<input type="checkbox"/> アルファベット氏名 <input type="checkbox"/> 漢字氏名 <input type="checkbox"/> 通称	※在留資格	※在留期間等	※在留期間満了日	記載	登録 登録済み
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1 地域 Region/Area

Enter your local district or neighborhood name within the municipality

2 ※アルファベット氏名 Full name

Write in katakana for foreign names. Some forms accept romaji.

本人確認書類 — ID & Documents



1 ※アルファベット表記 ※Alphabetic notation

Fill in your name using Roman letters (A-Z) as it appears on your passport or official documents.

2 届書(印刷用)は、6枚目を印刷してください Seal (inkan / hanko)

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

3 ※住所 Address

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

4 地域 Region/Area

Enter your local district or neighborhood name within the municipality

5 ※アルファベット氏名 Full name

Write in katakana for foreign names. Some forms accept romaji.

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?