

**転出届 (郵送届出用)** (兼 国民健康保険被保険者資格喪失届・後期高齢者医療連絡票)

太ワクのなかをボールペンでお書きください。

TEL 090-xxxx-xxxx	1 届出人の本人確認書類のコピー
	2 返信用封筒 ※国外転出、特例転出の方は不要です。
1	460
2	110
3	
4	
5	

記入しないでください。

# Nerima - 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 &amp; Dates



1 記入例 [記入例]

2 住定日 年 月 日 Date of residence establishment \_\_\_\_year \_\_\_\_month \_\_\_\_day

Enter the date you officially established residence at this address (usually your move-in date)

3 転出届 (郵送届出用) Moving Out Notification (For Mail-in Submission)

Use this form when moving out of the municipality and submitting by mail rather than in person

4 (兼 国民健康保険被保険者資格喪失届・後期高齢者医療連絡票)

(Also serves as National Health Insurance Policyholder Qualification Loss Notification / Elderly Medical Care Liaison Form)

5 練馬区長宛 To the Mayor of Nerima Ward

6 下記のとおり届けます。 I hereby notify/report as follows.

This is standard form language that appears before the details section – no action needed from you as it's just instructional text.

## 届出人情報 - Who Is Filing

The form includes fields for personal information, address details, and a date section. Red numbers 1 through 15 are overlaid on the form to correspond with the numbered instructions below.

**1 届出日令和〇年△月□日転出(予定)年月日令和** Date of filing / Moving out

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

**2 □年△月○日国民健康保険入力・未入力** [□年△月○日国民健康保険入力・未入力]

**3 国保証記号・番号** National Health Insurance Card Symbol/Number

Enter the symbol and number from your National Health Insurance card if you have one; leave blank if not enrolled

**4 ネリマ タロウ** [ネリマ タロウ]

**5 フリガナ** Phonetic reading (katakana)

Write the katakana reading of your name. For foreign names, this IS your name in katakana.

**6 豊玉北 6** [豊玉北 6]

**7 12 12**

**8 練馬区** Nerima Ward

This indicates the municipal jurisdiction - if you live in Nerima Ward, this form is for you

**9 ワ今まで** Previous/Until now

This appears to be a section header for information about your previous residence - fill in details about where you lived before your current address.

**10 丁目** Block/District Number

Enter the numbered district section of your address (e.g., if your address is "1-2-3 Shibuya", enter "1" for 1-chome)

**11 号世** Household Number

Enter the household number assigned to your residence (found on your residence certificate or previous registration documents)

**12 喪失年月日** Date of Loss

Enter the date you lost your previous status or registration (format: year/month/day using Japanese calendar or Western calendar as specified)

**13 練馬 太郎** [練馬 太郎]

**14 クの住所(建物名と部屋番号)** Address

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

**15 区役所マンション101** [区役所マンション101]

## 住所 - Addresses (Part 1/4)

**1 なか新 し住い所 東京口都口 マ○ン○シ区ヨ ン△1△01町 1-2-3**  
 [なか新 し住い所 東京口都口 マ○ン○シ区ヨ ン△1△01町 1-2-3]

**2 後期負担区 Late-stage burden category**

This refers to healthcare cost burden classification for those 75+ enrolled in the Late-stage Elderly Healthcare System – leave blank if under 75

**3 介護住所介護 Address**

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

**4 国保住所資・知高齢証 Address**

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

**5 印登 錄鑑証 Seal (inkan / hanko)**

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

**6 個住 力力 Individual Residence – Head of Household**

Check the box if you are registering as an individual resident and head of your household

**7 地証 Address certificate**

This likely refers to documentation proving your address – prepare utility bills, lease agreement, or other address verification documents

**8 高証 Senior citizen certificate**

Check this box if you hold a senior citizen certificate (高齢者証明書) or similar elderly identification document

**9 保特回 Special Protection Return**

N/A – this appears to be a system code or administrative marking rather than a field requiring input

**10 資特 Special Status**

Leave blank unless you have special residential status circumstances that need to be noted by the municipal office

**11 性続 柄 Gender and Relationship**

Fill in your gender (male/female) and relationship to the head of household (e.g., head, spouse, child, etc.)

**12 登回 Registration/Return**

This likely refers to registering a return to a previous address or re-registering after temporary absence – check the appropriate box if this applies to your situation.

**13 登回 Registration/Return**

This likely refers to registering a return to a previous address or re-registering after temporary absence – check the appropriate box if this applies to your situation.

**14 転出する人全員の氏名 (フリガナ) Phonetic reading (katakana) / Full name / Moving out**

Write the katakana reading of your name. For foreign names, this IS your name in katakana. Write in katakana for foreign names. Some forms accept romaji.

## 住所 – Addresses (Part 1/4) (continued)

**15 生年月日 Date of birth**

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

## 住所 - Addresses (Part 2/4)



## 1 備考 Remarks

Use this section for any additional notes or special circumstances regarding your address change that don't fit in other fields.

## 2 格例回収 Document retrieval/collection

This likely refers to collecting or retrieving official documents – follow staff instructions for any required document pickup.

## 3 齢発行 Age issuance

N/A – this appears to be a partial label or system text, likely part of a larger field name

## 4 陰例収 Insurance enrollment

Check the box if you need to enroll in National Health Insurance (required for most foreign residents without employer insurance)

## 5 録収 Receipt/Recording

N/A – this is likely a header or administrative marking on the form

## 6 録収 Receipt/Recording

N/A – this is likely a header or administrative marking on the form

## 7 ネリマ タロウ [ネリマ タロウ]

## 8 明大昭平令西暦男 Meiji, Taisho, Showa, Heisei, Reiwa, Western Calendar, Male

These are era options for dates and gender – select the appropriate Japanese era (or Western Calendar) for birth date, and check "男" if male

## 9 受有済 Already received

This is typically a checkbox or status field that office staff will mark – leave blank as an applicant

## 10 有済 Completed/Settled

This likely indicates a status checkbox – mark if applicable fees or requirements have been completed/settled.

## 11 有済 Completed/Settled

This likely indicates a status checkbox – mark if applicable fees or requirements have been completed/settled.

## 12 有有 Yes/Yes

This appears to be a checkbox or selection field – mark "Yes" for applicable items or questions on the form.

## 13 有有済済 Completed/Processed (status indicators)

N/A – this appears to be administrative status marking fields that office staff would fill out

## 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 練馬 太郎 [練馬 太郎]

## 住所 - Addresses (Part 3/4)



1 60 60

2 12 12

3 25 25

4 無未 None/Not applicable

This typically appears as a checkbox option meaning you have no unmarried minor children to register or report changes for.

5 無未 None/Not applicable

This typically appears as a checkbox option meaning you have no unmarried minor children to register or report changes for.

6 無無 None/None

This likely indicates "none" for two related fields – leave blank or check "none" if you don't have the requested information for either category.

7 無無未 None/None/Not yet

These likely refer to checkbox options for "無" (none/not applicable) and "未" (not yet/未定) – select the appropriate option based on your situation for each field.

8 無無未未 None/None/Not yet/Not yet

These appear to be checkbox or field options – select "無" (none) if something doesn't apply to you, or "未" (not yet) for pending/incomplete items

9 ネリマ ハナコ [ネリマ ハナコ]

10 明大昭平令西暦男 Meiji, Taisho, Showa, Heisei, Reiwa, Western Calendar, Male

These are era options for dates and gender – select the appropriate Japanese era (or Western Calendar) for birth date, and check "男" if male

11 受有済 Already received

This is typically a checkbox or status field that office staff will mark – leave blank as an applicant

12 有済 Completed/Settled

This likely indicates a status checkbox – mark if applicable fees or requirements have been completed/settled.

13 有済 Completed/Settled

This likely indicates a status checkbox – mark if applicable fees or requirements have been completed/settled.

14 有有 Yes/Yes

This appears to be a checkbox or selection field – mark "Yes" for applicable items or questions on the form.

15 有有済済 Completed/Processed (status indicators)

N/A – this appears to be administrative status marking fields that office staff would fill out

## 住所 - Addresses (Part 4/4)

1 練馬 花子 [練馬 花子]

2 63 63

3 30 30

4 無未 None/Not applicable

This typically appears as a checkbox option meaning you have no unmarried minor children to register or report changes for.

5 無未 None/Not applicable

This typically appears as a checkbox option meaning you have no unmarried minor children to register or report changes for.

6 無無 None/None

This likely indicates "none" for two related fields - leave blank or check "none" if you don't have the requested information for either category.

7 無未 None/Not applicable

This typically appears as a checkbox option meaning you have no unmarried minor children to register or report changes for.

8 無無未未 None/None/Not yet/Not yet

These appear to be checkbox or field options - select "無" (none) if something doesn't apply to you, or "未" (not yet) for pending/incomplete items

## 異動者 - Person Table (Part 1/7)

**1 無未** None/Not applicable

This typically appears as a checkbox option meaning you have no unmarried minor children to register or report changes for.

**2 無未** None/Not applicable

This typically appears as a checkbox option meaning you have no unmarried minor children to register or report changes for.

**3 無無** None/None

This likely indicates "none" for two related fields – leave blank or check "none" if you don't have the requested information for either category.

**4 無未** None/Not applicable

This typically appears as a checkbox option meaning you have no unmarried minor children to register or report changes for.

**5 無無未未** None/None/Not yet/Not yet

These appear to be checkbox or field options – select "無" (none) if something doesn't apply to you, or "未" (not yet) for pending/incomplete items

**6 ネリマ カズコ** [ネリマ カズコ]**7 【特例転出のご案内】** Moving out**8 明大昭平令西暦男** Meiji, Taisho, Showa, Heisei, Reiwa, Western Calendar, Male

These are era options for dates and gender – select the appropriate Japanese era (or Western Calendar) for birth date, and check "男" if male

**9 受有済** Already received

This is typically a checkbox or status field that office staff will mark – leave blank as an applicant

**10 有済** Completed/Settled

This likely indicates a status checkbox – mark if applicable fees or requirements have been completed/settled.

**11 有済** Completed/Settled

This likely indicates a status checkbox – mark if applicable fees or requirements have been completed/settled.

**12 有有** Yes/Yes

This appears to be a checkbox or selection field – mark "Yes" for applicable items or questions on the form.

**13 有有済済** Completed/Processed (status indicators)

N/A – this appears to be administrative status marking fields that office staff would fill out

**14 マイナンバーカードまたは住基** My Number Card or Basic Resident Register

Provide your My Number Card if you have one, or your Basic Resident Register Card (Juki Card) as identification

**15 お3** Child 3

Write the name of your third child if applicable, or leave blank if you have fewer than 3 children.

## 異動者 - Person Table (Part 2/7)

1 練馬 一子 [練馬 一子]

2 22

3 22 22

4 カードをお持ちの方は特例の転 If you have a card, special transfer

This refers to having a My Number card or residence card – check this section if you have either card for streamlined transfer procedures

5 無未 None/Not applicable

This typically appears as a checkbox option meaning you have no unmarried minor children to register or report changes for.

6 無未 None/Not applicable

This typically appears as a checkbox option meaning you have no unmarried minor children to register or report changes for.

7 無無 None/None

This likely indicates "none" for two related fields – leave blank or check "none" if you don't have the requested information for either category.

8 無未 None/Not applicable

This typically appears as a checkbox option meaning you have no unmarried minor children to register or report changes for.

9 無無未未 None/None/Not yet/Not yet

These appear to be checkbox or field options – select "無" (none) if something doesn't apply to you, or "未" (not yet) for pending/incomplete items

10 出届をすることができます。 You can submit a departure notification.

File this form when moving out of the municipality or leaving Japan to update your residence status.

11 ネリマ ジロウ [ネリマ ジロウ]

12 明大昭平令西暦男 Meiji, Taisho, Showa, Heisei, Reiwa, Western Calendar, Male

These are era options for dates and gender – select the appropriate Japanese era (or Western Calendar) for birth date, and check "男" if male

13 受有済 Already received

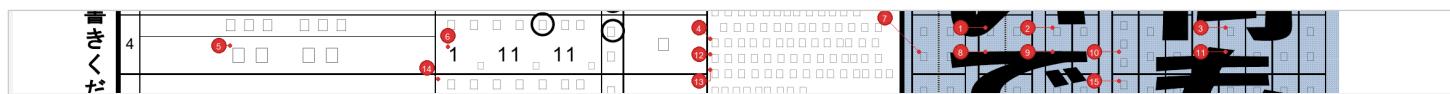
This is typically a checkbox or status field that office staff will mark – leave blank as an applicant

14 特例転出をする方には転出証 Moving out

15 有済 Completed/Settled

This likely indicates a status checkbox – mark if applicable fees or requirements have been completed/settled.

## 異動者 - Person Table (Part 3/7)

**1 有済** Completed/Settled

This likely indicates a status checkbox – mark if applicable fees or requirements have been completed/settled.

**2 有有** Yes/Yes

This appears to be a checkbox or selection field – mark “Yes” for applicable items or questions on the form.

**3 有有済済** Completed/Processed (status indicators)

N/A – this appears to be administrative status marking fields that office staff would fill out

**4 明書を交付しないため、返信用** Because a certificate will not be issued, for return mail

This appears to be part of instructions about return postage – likely indicating when you don't need to provide return postage because no certificate will be mailed back to you.

**5 練馬 二郎 [練馬 二郎]****6 1年11月11日女 [1年11月11日女]****7 無未** None/Not applicable

This typically appears as a checkbox option meaning you have no unmarried minor children to register or report changes for.

**8 無未** None/Not applicable

This typically appears as a checkbox option meaning you have no unmarried minor children to register or report changes for.

**9 無無** None/None

This likely indicates “none” for two related fields – leave blank or check “none” if you don't have the requested information for either category.

**10 無無未** None/None/Not yet

These likely refer to checkbox options for “無” (none/not applicable) and “未” (not yet/未定) – select the appropriate option based on your situation for each field.

**11 無無未未** None/None/Not yet/Not yet

These appear to be checkbox or field options – select “無” (none) if something doesn't apply to you, or “未” (not yet) for pending/incomplete items

**12 封筒の同封が不要になります。** An envelope for enclosure will not be necessary.

This is informational text indicating you don't need to include a return envelope with your submission.

**13 特例転出を希望する方は、チェック** Moving out**14 明 大 昭 平 令 西暦男** Meiji, Taisho, Showa, Heisei, Western Calendar, Male

These are era options for dates and gender – select the appropriate Japanese era (or Western Calendar) for birth date, and check “男” if male

**15 受有済** Already received

This is typically a checkbox or status field that office staff will mark – leave blank as an applicant

## 異動者 - Person Table (Part 4/7)

The form includes sections for personal information, address details, and administrative markings. Red numbered callouts point to specific fields: 1 points to a signature area; 2 and 3 point to 'Completed' status checkboxes; 4 points to a 'Yes' checkbox; 5 points to administrative status fields; 6 points to a section identifier; 7 points to a 'None' checkbox; 8 points to a 'Moving out' checkbox; 9 and 10 point to 'None' checkboxes for unmarried minor children; 11 points to a 'None' checkbox for two related fields; 12 points to 'None/Not yet' checkboxes; 13 points to a 'Guide to Documents to be Enclosed' section; 14 points to a 'Signature' field; and 15 points to a 'Type of notification' section.

**1 クをしてください。** Please mark/check.

Use a checkmark (✓) or fill in the circle/box completely as indicated on the form.

**2 有済 Completed/Settled**

This likely indicates a status checkbox – mark if applicable fees or requirements have been completed/settled.

**3 有済 Completed/Settled**

This likely indicates a status checkbox – mark if applicable fees or requirements have been completed/settled.

**4 有有 Yes/Yes**

This appears to be a checkbox or selection field – mark “Yes” for applicable items or questions on the form.

**5 有有済済 Completed/Processed (status indicators)**

N/A – this appears to be administrative status marking fields that office staff would fill out

**6 さ5 Sa5**

This appears to be a form section identifier or reference number – leave blank as it's likely for administrative use only.

**7 有無未 [有無未]**

特例転出 Moving out

**8 無未 None/Not applicable**

This typically appears as a checkbox option meaning you have no unmarried minor children to register or report changes for.

**9 無未 None/Not applicable**

This typically appears as a checkbox option meaning you have no unmarried minor children to register or report changes for.

**10 無無 None/None**

This likely indicates “none” for two related fields – leave blank or check “none” if you don't have the requested information for either category.

**11 無無未未 None/None/Not yet/Not yet**

These appear to be checkbox or field options – select “無” (none) if something doesn't apply to you, or “未” (not yet) for pending/incomplete items

**12 【同封する書類のご案内】 [Guide to Documents to be Enclosed]**

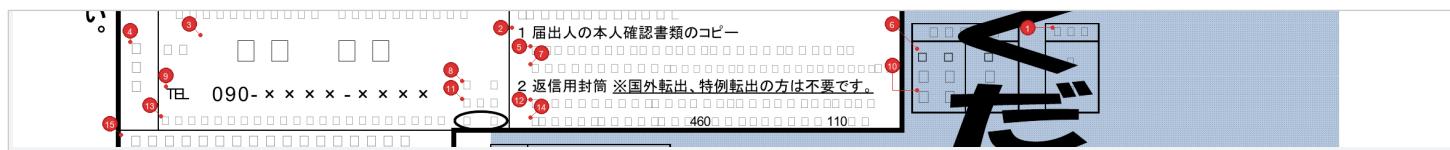
**13 本人または同一世帯の方 ※署名してください。 Signature**

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

**14 届出の区分 Type of notification**

Check the appropriate box for your situation (moving in, moving out, address change within city, etc.)

## 異動者 - Person Table (Part 5/7)



## 1 証回収 Certificate collection/retrieval

This likely refers to collecting or returning official certificates – check with municipal staff about which documents you need to submit or retrieve

## 2 1 届出人の本人確認書類のコピー Applicant / Person filing the form

The person physically submitting the form. Usually yourself.

## 3 練馬 太郎 [練馬 太郎]

## 4 届氏名 Full name

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

## 5 マイナンバーカードのおもて面、運転免許証、在留カード、 Front side of My Number Card, driver's license, residence card, Provide one of these ID documents when submitting the form

## 6 □□□ [Checkbox boxes/selection boxes]

## 7 健康保険の資格確認書（保険者番号と被保険者番号をマスキング）など全一特

Health insurance qualification confirmation document (with insurer number and insured person number masked) etc., all unified special  
Provide a copy of your health insurance card or qualification document, but  
black out/cover the insurer and insured person numbers for privacy protection

## 8 自宅 2 返信用封筒 ※国外転出、特例転出の方は不要です。 Moving out

TEL090-××××-×××× [TEL090-××××-××××]

## 9 部部例 Section/Department Example

N/A – this is likely a header or example text showing format for department/section fields

## 10 勤務先 Place of employment / Employer

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

## 11 (転出証明書返送用) 宛先を記入し、切手を貼付してください。 Moving out

## 12 日中連絡が取れる連絡先を必ずご記入ください。携帯

Please be sure to fill in a contact number where you can be reached during the day. Mobile  
Write your mobile phone number where you can be contacted during daytime hours  
(9 AM – 5 PM).

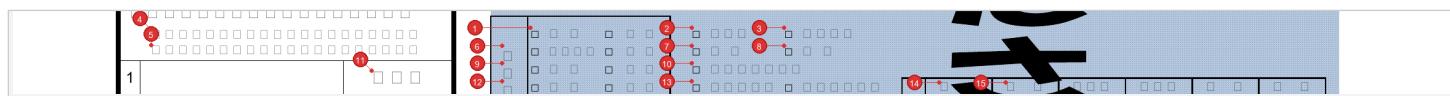
## 13 (切手の額) 簡易書留（推奨）460円分または普通郵便110円分

(Postage amount) Simple registered mail (recommended) 460 yen or regular mail 110 yen  
Choose registered mail (460 yen) for important documents to ensure delivery confirmation, or regular mail (110 yen) for basic delivery.

## 14 世帯主転出に伴う続柄変更（新続柄） Relationship to head of household / Moving out

See relationship terms table.

## 異動者 - Person Table (Part 6/7)

1  免許・保険 License Insurance

Check these boxes to indicate which documents (driver's license, insurance cards, etc.) need address updates due to your residence change.

2  乳・子 Infant/Child

Check this box if the person being registered is an infant or child (likely under a certain age threshold defined by the municipality)

3  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

4  世帯主が転出され同一世帯の方が残る場合、 Moving out5  残る方の氏名と新続柄を記入してください。 Full name / Relationship to head of household

Write in katakana for foreign names. Some forms accept romaji. See relationship terms table.

6  本口個カード口年金 My Number Card/Pension

Check the box if you have a My Number Card and/or need to update pension information due to your address change.

7  学校 School

Check this box if the move involves a school-age child who needs to transfer schools due to the address change.

8  国保 National Health Insurance

Check this box if you need to enroll in or make changes to Japan's National Health Insurance system

9  人口旅券口後期 Passport expiration date

Enter the expiration date printed on your passport

10  個人番号カード My Number (Individual Number)

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

11  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

12  確障手口介護 Disability Certificate / Care

Check the boxes if you have a disability certificate or need long-term care services

13  通知カード口在留カード等 Notification Card Residence Card, etc.

Check the box for whichever card type you possess – foreign residents should typically check "Residence Card, etc."

14  受付 Reception/Received

N/A – this is an office use only section where municipal staff will stamp or write when they receive your form

15  入力 Input/Entry

## 異動者 - Person Table (Part 7/7)

**1 証発行** Certificate issuance

Check this box if you need official certificates (like residence certificate) issued along with your registration change

**2 証回収** Certificate collection/retrieval

This likely refers to collecting or returning official certificates – check with municipal staff about which documents you need to submit or retrieve

**3 審査** Review/Examination

N/A – this is a section header for municipal office use only

**4 照合** Verification/Cross-reference**5 認口特永口生保** Special Permanent Resident

Check this box if you are a special permanent resident (typically applies to long-term Korean/Taiwanese residents and their descendants)

**6 口選挙**  Elections

Check this box if you want to register for voting eligibility (requires Japanese citizenship)

**7 口国外継続**  Continued residence abroad

Check this box if you are continuing to live outside Japan (e.g., extending an overseas stay)

## 職員記入欄 - Staff Section

2			
3			
4			
5			

1	2						

3							

4	5						

6	7						

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?