

※Please read carefully and follow the instructions

- The delegator himself/herself must fill in all the items on this form before handing it to the agent.
(DO NOT write in pencil nor pen with erasable ink.)
- <For those who delegate updating the address on the My Number Card to the agent>
- Please fill in the PIN below and enclose this form in an envelope. The envelope MUST be sealed.
 - The card cannot be updated if the PIN is wrong, the card has been locked or the card's IC chip is not functioning properly.
 - If the agent is a member of the same household as the delegator and this form is submitted on the same day as the notification of change of address, the electronic certificate can also be updated with the new address. In that case, the agent is required to present his/her valid identification card with photograph issued by the Japanese government or municipal office, e.g., Residence Card, My Number Card, and Japanese driving license.

Power of attorney (For change of resident registration)

To the Mayor of Koto City

Form completion date: YYYY / MM / DD

<Delegator(person making the request)>

Address Koto City

Name _____

Date of birth YYYY / MM / DD Telephone number _____

I hereby appoint the below-mentioned person to be my agent with regard to the following matter(s) with the box(es) with check.

- ☐ Notification of moving-in from another municipality (or from a foreign country) to Koto City
- ※Including updating the address on the My Number Card, if applicable
- ☐ Notification of moving within Koto City
- ※Including updating the address on the My Number Card, if applicable
- ☐ Notification of moving-out from Koto City to another municipality (or to a foreign country)
- ☐ Notification of change of household structure
- ☐ Other procedures for updating resident registration (To be specific, _____.)

<Agent (Person who will appear at the counter)>

Address _____

Name _____

Date of birth YYYY / MM / DD

PIN(4 characters) Numbers only

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Electronic certificate of user identification

--	--	--	--

※In case you have set different PIN for each application, please fill in these boxes.

The basic resident registration application

--	--	--	--

※The part of this form with the PIN/ Password under the dotted line will be shredded when the procedures are completed.

To prevent the card from being locked by entering the wrong password due to misreading of alphabet/number (e.g."O"[ou]or[zero], "I"[ai]or[one]), please indicate whether it is an alphabet or a number by circling A (alphabet) or N(number) above each character.

Please write alphabets in BLOCK CAPITALS.

Alphanumeric password (6~16 characters) for the electronic certificate of the bearer's signature																	
Circle	Alphabet	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
	Number	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
Password																	

Koto — 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

2

3

※Please read carefully and follow the instructions

• The delegator himself/herself must fill in all the items on this form before handing it to the agent.

(DO NOT write in pencil nor pen with erasable ink.)

- 1

※Please read carefully and follow the instructions

※Please read carefully and follow the instructions

This is an instruction header - you don't need to write anything here. Simply read and understand that you must carefully follow all the form instructions.
- 2

• The delegator himself/herself must fill in all the items on this form before handing it to the agent.

The delegator himself/herself must fill in all the items on this form before handing it to the agent.

If someone else is submitting this form for you, you must complete all sections yourself first before giving it to them
- 3

(DO NOT write in pencil nor pen with erasable ink.)

(DO NOT write in pencil nor pen with erasable ink.)

This is also an instruction - don't write anything in this field. Use only permanent ink (ballpoint pen or felt-tip pen) when filling out the entire form, as pencil or erasable ink is not accepted.



届出人情報 — Who Is Filing

1

2

3

4

5

6

(DO NOT write in pencil nor pen with erasable ink.)

<For those who delegate updating the address on the My Number Card to the agent>

- Please fill in the PIN below and enclose this form in an envelope. The envelope MUST be sealed.
- The card cannot be updated if the PIN is wrong, the card has been locked or the card's IC chip is not functioning properly.

If the agent is a member of the same household as the delegator and this form is submitted on the same day as the notification of change of address, the electronic certificate can also be updated with the new address. In that case, the agent

- 1

(DO NOT write in pencil nor pen with erasable ink.) (DO NOT write in pencil nor pen with erasable ink.)

This is an instruction, not a field to fill. Use only permanent ink (ballpoint pen or marker) - never pencil or erasable ink when completing this form.
- 2

<For those who delegate updating the address on the My Number Card to the agent>

For those who delegate updating the address on the My Number Card to the agent

This section is only for people who are having someone else (an agent) update their My Number Card address instead of doing it themselves.
- 3

- Please fill in the PIN below and enclose this form in an envelope. The envelope MUST be sealed.

Please fill in the PIN below and enclose this form in an envelope. The envelope MUST be sealed.

If using an agent, write your My Number Card PIN in the designated space below this text, then put this form in a sealed envelope for security.
- 4

- The card cannot be updated if the PIN is wrong, the card has been locked or the card's IC chip is not functioning properly.

The card cannot be updated if the PIN is wrong, the card has been locked or the card's IC chip is not functioning properly.

This is an informational notice about My Number card issues that may prevent electronic updates
- 5

- If the agent is a member of the same household as the delegator and this form is submitted on the same day as the

If the agent is a member of the same household as the delegator and this form is submitted on the same day as the

This appears to be an incomplete sentence describing conditions for proxy submission
- 6

notification of change of address, the electronic certificate can also be updated with the new address. In that case, the agent

notification of change of address, the electronic certificate can also be updated with the new address. In that case, the agent

This explains that if your agent submits this form on the same day you file your address change notification, your electronic certificate can also be updated simultaneously.



住所 — Addresses

1

2

3

4

5

6

7

If the agent is a member of the same household as the delegator and this form is submitted on the same day as the notification of change of address, the electronic certificate can also be updated with the new address. In that case, the agent is required to present his/her valid identification card with photograph issued by the Japanese government or municipal office, e.g., Residence Card, My Number Card, and Japanese driving license.

Power of attorney (For change of resident registration)

To the Mayor of Koto City

Form completion date: YYYY / MM / DD

- 1

• If the agent is a member of the same household as the delegator and this form is submitted on the same day as the

If the agent is a member of the same household as the delegator and this form is submitted on the same day as the

This appears to be an incomplete sentence describing conditions for proxy submission
- 2

notification of change of address, the electronic certificate can also be updated with the new address. In that case, the agent

notification of change of address, the electronic certificate can also be updated with the new address. In that case, the agent

This is informational text explaining that if an agent (someone acting on your behalf) submits this form on the same day as a change of address notification, your electronic certificate can be updated simultaneously. No action needed - this is just explaining the process.
- 3

is required to present his/her valid identification card with photograph issued by the Japanese government or municipal

is required to present his/her valid identification card with photograph issued by the Japanese government or municipal

This continues the explanation that any agent acting on your behalf must bring valid photo ID issued by Japanese government or municipal authorities. No writing required - this is instructional text about required documentation.
- 4

office, e.g., Residence Card, My Number Card, and Japanese driving license.

office, e.g., Residence Card, My Number Card, and Japanese driving license.

This completes the list of acceptable ID documents for agents: Residence Card, My Number Card, or Japanese driving license. No input needed - this is just clarifying what types of ID are acceptable.
- 5

Power of attorney (For change of resident registration) Power of attorney (For change of resident registration)

This is the form title indicating this document grants power of attorney specifically for changing resident registration. No writing needed in this field - it's just the form header.
- 6

To the Mayor of Koto City To the Mayor of Koto City

This shows the form is addressed to the Mayor of Koto City and indicates this form is for use in Koto City specifically. No action required - this is pre-printed addressing information.
- 7

Form completion date: YYYY / MM / DD Form completion date: YYYY / MM / DD

Write the date you are filling out and submitting this form (not your move-in date).



異動者 — Person Table

Form completion date: YYYY / MM / DD

<Delegator(person making the request)>

Address

Koto City

Name

Date of birth

YYYY / MM / DD

Telephone number

— —

I hereby appoint the below-mentioned person to be my agent with regard to the following matter(s) with the box(es) with check.

☐ Notification of moving-in from another municipality (or from a foreign country) to Koto City

※Including updating the address on the My Number Card, if applicable

☐ Notification of moving within Koto City

※Including updating the address on the My Number Card, if applicable

☐ Notification of moving-out from Koto City to another municipality (or to a foreign country)

- 1

Form completion date: YYYY / MM / DD Form completion date: YYYY / MM / DD

Write the date you are filling out and submitting this form (not your move-in date).
- 2

<Delegator(person making the request)> Delegator (person making the request)

This section is for the person who is delegating authority to someone else. If you are giving someone permission to handle your moving notification, your information goes here.
- 3

Koto City Koto City

This is pre-filled with 'Koto City' indicating this form is specifically for Koto City ward in Tokyo. No need to change this unless you're in a different municipality.
- 4

Address Address

Write your complete current residential address in Japan, including postal code, prefecture, city/ward, and apartment/building details if applicable.
- 5

Name Name

Write your full legal name as it appears on your residence card or passport using Roman letters.
- 6

Date of birth YYYY / MM / DD Telephone number — — Date of birth YYYY / MM / DD Telephone number — —

Enter your date of birth in year/month/day format (e.g., 1990/03/15) and your phone number with area code, using the dashes as separators.
- 7

I hereby appoint the below-mentioned person to be my agent with regard to the following matter(s) with the

I hereby appoint the below-mentioned person to be my agent with regard to the following matter(s) with the

This is explanatory text stating that you're appointing someone as your agent. The actual agent's information would be filled in a section below (not shown in this image).
- 8

box(es) with check. Check the applicable box(es).

This instruction tells you to check the appropriate boxes below to indicate which type of moving notification your agent can handle on your behalf.
- 9

☐ Notification of moving-in from another municipality (or from a foreign country) to Koto City

☐ Notification of moving-in from another municipality (or from a foreign country) to Koto City

Check this box if you're moving to Koto City from another Japanese city or from overseas



異動者 — Person Table (continued)

- 10

※Including updating the address on the My Number Card, if applicable

※Including updating the address on the My Number Card, if applicable

This note reminds you that if you have a My Number Card, the address update on that card is included in this moving notification service.
- 11

☐ Notification of moving within Koto City ☐ Notification of moving within Koto City

Check this box if you're moving to a new address within Koto City and want your agent to handle the notification.
- 12

※Including updating the address on the My Number Card, if applicable

※Including updating the address on the My Number Card, if applicable

Same as field 10 - this is a reminder that My Number Card address updates are included in the within-city moving notification.
- 13

☐ Notification of moving-out from Koto City to another municipality (or to a foreign country)

☐ Notification of moving-out from Koto City to another municipality (or to a foreign country)

Check this box if you're moving out of Koto City to another area in Japan or to a foreign country and want your agent to handle the moving-out notification.

本人確認書類 — ID & Documents

1

☐ Notification of moving-out from Koto City to another municipality (or to a foreign country)

2

☐ Notification of change of household structure

3

☐ Other procedures for updating resident registration (To be specific,_____.)

4

<Agent (Person who will appear at the counter)>

5

Address _____

6

Name _____

- 1

☐ Notification of moving-out from Koto City to another municipality (or to a foreign country)

☐ Notification of moving-out from Koto City to another municipality (or to a foreign country)

Check this box if you are moving out of Koto City to another city in Japan or to a foreign country. This is the most common option for foreign residents who are relocating.
- 2

☐ Notification of change of household structure

☐ Notification of change of household structure

Check this box if you are staying in Koto City but your household composition is changing (someone moving in/out of your current address, marriage, divorce, etc.). Only select this if you're not changing your address but the people living at your residence are changing.
- 3

☐ Other procedures for updating resident registration (To be specific, _____.)

Other procedures for updating resident registration (To be specific, .)

Check this box and specify any additional procedures you need (e.g., updating insurance, pension, or voter registration) when moving.
- 4

<Agent (Person who will appear at the counter)>

Agent (Person who will appear at the counter)

If someone else is submitting the form on your behalf, write their information here; otherwise, write your own details as you're the one appearing at the counter.
- 5

Address

Address

Write your complete current residential address in Japan, including postal code, prefecture, city/ward, and apartment/building details if applicable.
- 6

Name

Name

Write your full legal name as it appears on your residence card or passport using Roman letters.



記入方法・注意事項 — Instructions

1

Date of birth

YYYY / MM / DD

3

PIN(4 characters) Numbers only

4

Electronic certificate of user identification

※In case you have set different PIN for each application, please fill in these boxes.

5

The basic resident registration application

2

※The part of this form with the PIN/ Password under the dotted line will be shredded when the procedures are completed.

10

To prevent the card from being locked by entering the wrong password due to misreading of alphabet/number (e.g."O"[ou]or[zero],

- 1

Date of birth YYYY / MM / DD

Date of birth YYYY / MM / DD

Enter your date of birth in the format YYYY/MM/DD (year/month/day). For example, if you were born on March 15, 1990, write 1990/03/15.
- 2

※The part of this form with the PIN/

※The part of this form with the PIN/

This is an informational note explaining that the PIN/password section below will be securely destroyed after processing. No action needed from you.
- 3

PIN(4 characters) Numbers only

PIN (4 characters) Numbers only

Enter your 4-digit Personal Identification Number using only numerical digits 0-9
- 4

Electronic certificate of user identification

Electronic certificate of user identification

Enter your 4-digit PIN for the electronic certificate if you have one set up. Leave blank if you haven't established this certificate yet.
- 5

The basic resident registration application

The basic resident registration application

Enter your 4-digit PIN for basic resident registration services. This is typically the same PIN you use at city hall for official procedures.
- 6

Password under the dotted line will be

Password under the dotted line will be

This continues the security notice from field 2 - no action required. It's explaining the form handling process.
- 7

shredded when the procedures are

shredded when the procedures are

This completes the security notice about shredding. No input needed from you.
- 8

※In case you have set different PIN for each application, please fill in these boxes.

※In case you have set different PIN for each application, please fill in these boxes.

This note applies if you've set different PINs for different services - fill in the separate boxes above if your PINs are different. If they're the same, you can leave the individual boxes empty.
- 9

completed.

completed.

This completes the sentence about when shredding occurs. No action needed from you.
- 10

"I"[ai]or[one]), please indicate whether it is an alphabet or a number by circling A (alphabet) or N(number) above each character.

For characters that could be mistaken for either letters or numbers (such as "l", "I", "1", "O", "0"), please indicate whether it is an alphabet letter or a number.

When writing your name or address, circle "A" above any ambiguous characters that are letters, and "N" above any that are numbers to help officials read your form correctly.



備考・その他 — Footer & Notes

1

To prevent the card from being locked by entering the wrong password due to misreading of alphabet/number (e.g. "O"[ou]or[zero], "I"[ai]or[one]), please indicate whether it is an alphabet or a number by circling A (alphabet) or N(number) above each character.

2

Please write alphabets in BLOCK CAPITALS.

3

Alphanumeric password (6~16 characters) for the electronic certificate of the bearer's signature

Circle	Alphabet	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
Number	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
Password																

6

R8. 1

- 1

"I"[ai]or[one]), please indicate whether it is an alphabet or a number by circling A (alphabet) or N(number) above each character.
For characters that could be mistaken for either letters or numbers (such as "I", "l", "1", "O", "0"), please indicate whether it is an alphabet letter or a number.
When writing your name or address, circle "A" above any ambiguous characters that are letters, and "N" above any that are numbers to help officials read your form correctly.
- 2

Alphanumeric password (6~16 characters) for the electronic certificate of the bearer's signature
Alphanumeric password (6~16 characters) for the electronic certificate of the bearer's signature
Create a secure password between 6-16 characters using a mix of letters and numbers for your digital signature certificate. This password will be used to authenticate your electronic signature on official documents.
- 3

AlphabetA AlphabetA
For each character in your password above, circle 'A' if it's a letter or 'N' if it's a number to help prevent confusion (like mistaking 'O' for '0'). Write all letters in BLOCK CAPITALS in the password field.
- 4

Circle Circle
Use the circle indicators above each character position to mark whether that character is an alphabet letter (A) or number (N). This prevents misreading ambiguous characters when your password is processed.
- 5

Password Password
Enter the password you created when setting up your MyNumber card or municipal services account
- 6

R8.1 R8.1
This appears to be a form reference number (R8.1) - you typically don't need to fill this in as it's pre-printed for administrative purposes.



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?