

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

記入する前に必ずお読みください

- 委任者が全て記入し、代理人にお渡しください。（鉛筆を含む字の消えるペンは不可）

ノフメナハバ ハ ドのハセヒサホニナズカヘ

1

- 委任者が全て記入し、代理人にお渡しください。（鉛筆を含む字の消えるペンは不可）
The delegator must fill out everything and give it to the proxy. (Pencils and erasable pens are not allowed)
If someone else is submitting your form, you must complete all sections yourself
in permanent ink before giving it to them.

届出人情報 - Who Is Filing

1 <マイナンバーカードの住所等を変更する方>

- 2 • 点線以下に暗証番号を記入のうえ、必ず封入・封緘してください。
3 暗証番号が誤っている/カードにロックがかかっている/ICチップ不具合の場合は、手続きがで
きません。
- 4 • 電子証明書の発行申請は、同一世帯員が自身の官公署発行の写真付証明書（運転免許証/旅券
etc）を持っておらず、また戸籍上に登録されていない場合は、手続きがで

- 1 • 点線以下に暗証番号を記入のうえ、必ず封入・封緘してください。 PIN (4-digit personal identification number)

Choose a 4-digit PIN for your cash card. Avoid birthdays – banks may reject obvious numbers.

- 2 • 暗証番号が誤っている/カードにロックがかかっている/ICチップ不具合の場合は、手続きがで

PIN (4-digit personal identification number)

Choose a 4-digit PIN for your cash card. Avoid birthdays – banks may reject obvious numbers.

- 3 できません。 cannot/is not possible

N/A – this appears to be a fragment of instructional text, likely part of a longer sentence explaining what cannot be done or is not permitted

- 4 • 電子証明書の発行申請は、同一世帯員が自身の官公署発行の写真付証明書（運転免許証/旅券

etc）を持っておらず、また戸籍上に登録されていない場合は、手続きがで

You must personally apply with your own photo ID – other household members cannot apply on your behalf for electronic certificates.

住所 - Addresses

①等)を持参して、転入/転居/国外転出手続きを同日に行う場合に限り可能です。

②委任状(住民異動用)

③江東区長殿

④(記入日)令和 年 月 日

⑤<委任者(依頼する方)>

1 等)を持参して、転入/転居/国外転出手続きを同日に行う場合に限り可能です。

Moving in (from another municipality or abroad) / Moving out / Moving within the same municipality

This is informational text explaining that address change procedures can only be done on the same day when bringing required documents for moving in/out/within municipalities. No writing required in this field.

2 委任状(住民異動用) Power of Attorney (for Residential Change Registration)

This form allows someone else to submit your residence registration on your behalf – complete if you cannot go to city hall yourself

3 江東区長殿 To the Mayor of Koto Ward

This is a pre-printed header addressing the form to the Mayor of Koto Ward. No writing required – it's already filled in as the official recipient of your application.

4 (記入日)令和 年 月 日 (Date of Entry) Reiwa ___ Year ___ Month ___ Day

Write the date you're filling out this form using the Japanese Reiwa era calendar (Reiwa 1 = 2019, Reiwa 2 = 2020, etc.)

5 <委任者(依頼する方)> Delegator (Person making the request)

Fill in your information here if you're authorizing someone else to submit this residence registration form on your behalf

異動者 - Person Table

① <委任者(依頼する方)>

住 所 江東区

氏 名 _____

③ 生年月日 _____ 年 _____ 月 _____ 日 連絡先 _____ — —

④ 私は、下記の者を代理人と定め、次の権限を委任します。

⑤ 転入届···他区市町村(国外含む)から江東区へのお引越し

⑥ ※マイナンバーカードの継続利用を含む。

⑦ 転居届···江東区内でのお引越し

⑧ ※マイナンバーカードの券面記載事項変更を含む。

⑨ 転出届···江東区から他区市町村(国外含む)へのお引越し

※マイナンバーカードの券面記載事項変更を含む。

1 <委任者(依頼する方)> Delegator (Person making the request)

Fill in your information here if you're authorizing someone else to submit this residence registration form on your behalf

2 江東区 Koto Ward

This indicates the municipal ward – leave as-is if you're registering in Koto Ward, Tokyo

3 生年月日 年 月 日 連絡先 — — Date of birth

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

4 私は、下記の者を代理人と定め、次の権限を委任します。

I hereby designate the person listed below as my representative and delegate the following authority.

This section is for appointing someone to submit the form on your behalf – only fill out if you cannot go to city hall yourself.

5 口転入届···他区市町村(国外含む)から江東区へのお引越し Moving in (from another municipality or abroad)

Check this box if you are moving TO Koto Ward from another city, municipality, or from overseas. This is the most common option for new residents.

6 ※マイナンバーカードの継続利用を含む。 *Including continued use of My Number Card.

This note means if you already have a My Number Card from your previous address, you can continue using it after updating your registration.

7 口転居届···江東区内でのお引越し Moving within the same municipality

Check this box only if you are moving within Koto Ward itself (from one address to another address still within the same ward).

8 ※マイナンバーカードの券面記載事項変更を含む。

*Including changes to information recorded on the face of the My Number Card.

This note means your My Number Card will need to have its address information updated to reflect your new address within the ward.

9 口転出届···江東区から他区市町村(国外含む)へのお引越し Moving out

Check this box if you are moving OUT of Koto Ward to another city, municipality, or overseas. You would typically fill this out before moving.

職員記入欄 - Staff Section

①※マイナンバーカードの国外転出継続利用を含む。

②□世帯変更届・・・・世帯や世帯主の変更

③□()に関する手続き

④<代理人(窓口に来る方)>

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?