

Moving-Out Notification (Request for Issue of Moving-out Certificate)

転出届(転出証明書送付願)

\* 太枠内を自筆ですべてご記入ください。Please complete the section within the bolded lines below.

1. 中野での住所と世帯主 Address and Head of household in Nakano

住所 Address:

建物名・部屋番号 Bldg./Room No.:

世帯主の氏名 Head of household:

2. 新しい住所(日本国外の場合は国名) New address (name of country if outside of Japan)

住所 Address:

建物名・部屋番号 Bldg./Room No.:

3. 異動年月日(引越した年月日、または引越予定年月日) Moving date (Date of move or Scheduled move)

(Year) (Month) (Date)

4. 引っ越しする人全員の氏名と生年月日 Name and date of birth of all p ersons moving:

① 氏名 Full name: 生年月日 Date of birth: (Y) (M) (D)

② 氏名 Full name: 生年月日 Date of birth: (Y) (M) (D)

③ 氏名 Full name: 生年月日 Date of birth: (Y) (M) (D)

④ 氏名 Full name: 生年月日 Date of birth: (Y) (M) (D)

5. 世帯主が転出された世帯に、15歳以上の方が2名以上残られる場合は、新しい世帯主を決めてください。  
If two or more persons 15 years of age or older remain in the household after the head of the household moves out, please file a notification.

世帯主の氏名 Head of household:

6. この書類をお書きになった方の氏名 Please write the name of the person who completed this form.

氏名 Full name:

7. 日中連絡がとれる電話番号 Please write a telephone number where you can be reached during the day.

電話番号 Telephone number:

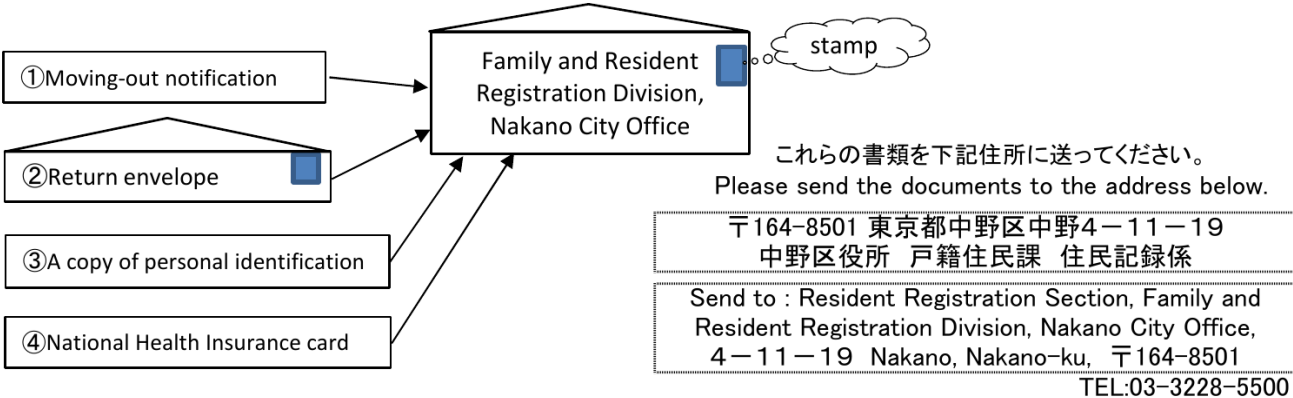
◆ To Those Enrolled in National Health Insurance (NHI) in Nakano City

You will become ineligible for NHI membership in Nakano City as of the day before your moving date (or the moving date if you are leaving Japan). Please note that you will no longer be able to use your health insurance card.

CAUTION ! Please check one more time !

Please make sure you have sent all the necessary documents to the Nakano City Office. (Failure to do so may delay procedures.)

- ① Moving-out notification (Request for Issue of Moving-out Certificate) (This document)
- ② Return envelope with a ¥110 stamp affixed (Not required for applicants moving abroad)  
If you are in a hurry , please affix a ¥410 stamp. If you prefer registered mail , please affix a ¥460 stamp.
- ③ A copy of personal identification (such as residence card/special permanent resident certificate)
- ④ National Health Insurance card (enrolled members only) Note: You do not need to enclose this if you have not moved yet.



# Nakano — 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

Moving-Out Notification (Request for Issue of Moving-out Certificate)

2

転出届 (転出証明書送付願)

- 1

Moving-Out Notification (Request for Issue of Moving-out Certificate)

Moving-Out Notification (Request for Issue of Moving-out Certificate)
- 2

転出届 ( 転出証明書送付願 )

Certificate of Moving Out / Moving out

Document issued by your previous ward when you move out. Required when registering at your new ward (転入届).



届出人情報 — Who Is Filing

1

2

3

4

5

1

1. 中野での住所と世帯主 Address and Head of household in Nakano

住所 Address:

建物名・部屋番号 Bldg./Room No.:

世帯主の氏名 Head of household:

- 1

転出届 ( 転出証明書送付願 ) Certificate of Moving Out / Moving out

Document issued by your previous ward when you move out. Required when registering at your new ward ( 転入届 ).
- 2

\* 太枠内を自筆ですべてご記入ください。 Please complete the section within the bolded lines below.

Please write everything by hand within the thick-bordered sections.

Use black or blue pen to handwrite all information in the sections marked with thick borders. Do not use pencil or type.
- 3

1 . 中野での住所と世帯主 Address and Head of household in Nakano Head of household / Address

The primary person in a household for registration purposes. If you live alone, you are the head of household. Write in kanji if possible. Ward office staff can help you look up the correct kanji for your address.
- 4

建物名・ 部屋番号 Bldg./Room No. : Building Name・ Room Number Bldg./Room No. :

Write your apartment/building name and room number (e.g., "Sakura Mansion 201" or just "201" if no building name)
- 5

世帯主の氏名 Head of household : Head of household / Full name

The primary person in a household for registration purposes. If you live alone, you are the head of household. Write in katakana for foreign names. Some forms accept romaji.



住所 — Addresses

1

世帯主の氏名 Head of household:

2

新しい住所(日本国外の場合は国名) New address (name of country if outside of Japan)

3

住所 Address:

4

建物名・部屋番号 Bldg./Room No.:

5

3 異動年月日(引越した年月日、または引越予定年月日) Moving date (Date of move or Scheduled move)

6

(Year)

7

(Month)

8

(Date)

9

4. 引っ越しする人全員の氏名と生年月日 Name and date of birth of all persons moving:

- 1

世帯主の氏名 Head of household : Head of household / Full name

The primary person in a household for registration purposes. If you live alone, you are the head of household. Write in katakana for foreign names. Some forms accept romaji.
- 2

2 . 新しい住所 ( 日本国外の場合は国名 ) New address (name of country if outside of Japan) Address

Write in kanji if possible. Ward office staff can help you look up the correct kanji for your address.
- 3

住所 Address : Address

Write in kanji if possible. Ward office staff can help you look up the correct kanji for your address.
- 4

建物名・部屋番号 Bldg./Room No. : Building Name・ Room Number Bldg./Room No. :

Write your apartment/building name and room number (e.g., "Sakura Mansion 201" or just "201" if no building name)
- 5

3 . 異動年月日 ( 引越した年月日、または引越予定年月日 ) Moving date (Date of move or Scheduled move)

Moving/Relocation

Check this if you are moving to a new address
- 6

( Year ) (Year)
- 7

( Month ) (Month)
- 8

( Date ) (Date)
- 9

4 . 引っ越しする人全員の氏名と生年月日 Name and date of birth of all persons moving:

Date of birth / Full name / To do/perfrom

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

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



異動者 — Person Table (Part 1/2)

1

2

3

4

5

6

7

8

9

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11

12

13

14

15

4. 引っ越しする人全員の氏名と生年月日

Name and date of birth of all p ersons moving:

① 氏名 Full name : 生年月日 Date of birth: (Y) (M) (D)

② 氏名 Full name : 生年月日 Date of birth: (Y) (M) (D)

③ 氏名 Full name : 生年月日 Date of birth: (Y) (M) (D)

④ 氏名 Full name : 生年月日 Date of birth: (Y) (M) (D)

- 1

4 . 引っ越しする人全員の氏名と生年月日

Name and date of birth of all persons moving:

Date of birth / Full name / To do/perform

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

Write in katakana for foreign names. Some forms accept romaji.
- 2

①氏名 Full name :

Full name

Write in katakana for foreign names. Some forms accept romaji.
- 3

生年月日 Date of birth : ( Y )

Date of birth

Format: 年(year) 月(month) 日(day). Use Japanese calendar (令和/平成) or Western year.
- 4

( M )

(M)
- 5

( D )

(D)
- 6

②氏名 Full name :

Full name

Write in katakana for foreign names. Some forms accept romaji.
- 7

生年月日 Date of birth : ( Y )

Date of birth

Format: 年(year) 月(month) 日(day). Use Japanese calendar (令和/平成) or Western year.
- 8

( M )

(M)
- 9

( D )

(D)
- 10

③氏名 Full name :

Full name

Write in katakana for foreign names. Some forms accept romaji.
- 11

生年月日 Date of birth : ( Y )

Date of birth

Format: 年(year) 月(month) 日(day). Use Japanese calendar (令和/平成) or Western year.
- 12

( M )

(M)
- 13

( D )

(D)
- 14

④氏名 Full name :

Full name

Write in katakana for foreign names. Some forms accept romaji.
- 15

生年月日 Date of birth : ( Y )

Date of birth

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



異動者 — Person Table (Part 2/2)

④ 氏名 Full name:

生年月日 Date of birth: (Y) (M) (D)

5 世帯主が転出された世帯に、15歳以上の方が2名以上残られる場合は、新しい世帯主を決めてください。  
If two or more persons 15 years of age or older remain in the household after the head of the household moves out, please file a notification.

世帯主の氏名 Head of household:

6 この書類をお書きになった方の氏名 Please write the name of the person who completed this form.

氏名 Full name:

7 日中連絡がとれる電話番号 Please write a telephone number where you can be reached during the day.

電話番号 Telephone number:

- 1 ( M ) (M)
- 2 ( D ) (D)
- 3 If two or more persons 15 years of age or older remain in the household after the head of the household moves  
If two or more persons 15 years of age or older remain in the household after the head of the household moves  
If this applies to your situation, you'll need to designate a new head of household from among the remaining adults.
- 4 世帯主の氏名 Head of household : Head of household / Full name  
The primary person in a household for registration purposes. If you live alone, you are the head of household. Write in katakana for foreign names. Some forms accept romaji.
- 5 6 . この書類をお書きになった方の氏名 Please write the name of the person who completed this form. Full name  
Write in katakana for foreign names. Some forms accept romaji.
- 6 氏名 Full name : Full name  
Write in katakana for foreign names. Some forms accept romaji.
- 7 7 . 日中連絡がとれる電話番号 Please write a telephone number where you can be reached during the day.  
Daytime contact number / Phone number  
Provide a phone number where you can be reached during business hours (9 AM - 5 PM) Japanese mobile number preferred. Some forms accept overseas numbers.
- 8 電話番号 Telephone number : Phone number  
Japanese mobile number preferred. Some forms accept overseas numbers.

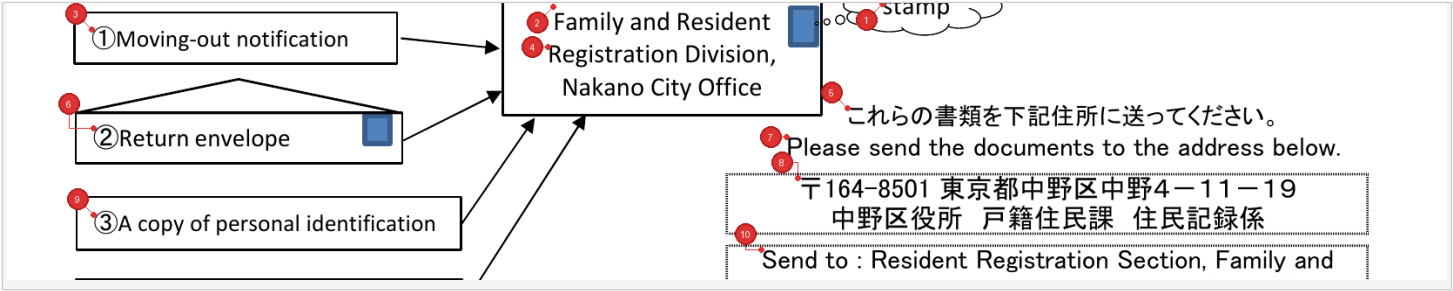


- 1 You will become ineligible for NHI membership in Nakano City as of the day before your moving date (or the moving date if you are  
You will become ineligible for NHI membership in Nakano City as of the day before your moving date (or the moving date if you are
- 2 Please make sure you have sent all the necessary documents to the Nakano City Office. (Failure to do so may delay procedures. )  
Please make sure you have sent all the necessary documents to the Nakano City Office. (Failure to do so may delay procedures.)
- 3 If you are in a hurry , please affix a ¥410 stamp. If you prefer registered mail , please affix a ¥460 stamp.  
If you are in a hurry, please affix a ¥410 stamp. If you prefer registered mail, please affix a ¥460 stamp.  
This refers to return postage for receiving documents by mail - affix the  
appropriate stamp amount based on your delivery preference.
- 4 ④National Health Insurance card (enrolled members only) Note: You do not need to enclose this if you have not moved yet.  
④National Health Insurance card (enrolled members only) Note: You do not need to enclose this if you have not moved yet.  
Bring your National Health Insurance card if you're enrolled in the system; skip  
this if you haven't physically moved to your new address yet.
- 5 stamp stamp
- 6 Famil y a n d R esident Family and Resident
- 7 ①Moving-out notification ①Moving-out notification





記入方法・注意事項 — Instructions



- 1 stamp stamp
- 2 Famil y a n d R esident Family and Resident
- 3 ①Moving-out notification ①Moving-out notification
- 4 Registration Division, Registration Division
- 5 これらの書類を下記住所に送ってください。 Address  
Write in kanji if possible. Ward office staff can help you look up the correct kanji for your address.
- 6 ②Return envelope Return envelope
- 7 Please send the documents to the address below. Please send the documents to the address below.
- 8 〒164-8501 東京都中野区中野4 - 1 1 - 1 9 Tokyo  
Write the full name of Tokyo prefecture or specific Tokyo ward/city
- 9 ③A copy of personal identification ③A copy of personal identification  
Attach a photocopy of your passport, residence card, or driver's license as ID verification.
- 10 Send to : Resident Registration Section, Family and Send to : Resident Registration Section, Family and



備考・その他 — Footer & Notes

④National Health Insurance card

1

Send to : Resident Registration Section, Family and Resident Registration Division, Nakano City Office,  

3

4-11-19 Nakano, Nakano-ku,

4

〒164-8501  
TEL:03-3228-5500

- 1

Send to : Resident Registration Section, Family and  

2

④National Health Insurance card      National Health Insurance card  
Bring your National Health Insurance card if you have one, as it may need to be updated with your new address information.
- 3

4 - 1 1 - 1 9 Nakano, Nakano-ku, 〒164-8501      4-11-19 Nakano, Nakano-ku, Tokyo 〒164-8501
- 4

TEL:03-3228-5500      TEL:03-3228-5500



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?