

転居届記載例（文京区で引っ越しするときの申請書）※太枠内を届出人が記入してください。	
<p>届出人 (本人・代理人(本人との関係:) いずれかに○をしてください。) 保険証(新)発行一覧・未(1・2・3・4)</p> <p>氏名 文京 太郎 連絡先 電話番号 080(1234)5678 代理人の場合のみ記入してください。 住所</p> <p>窓口に来て手続きする人(届出人)の氏名を記載してください。</p> <p>届出(受付)年月日 引越(異動)年月日 異動事由 令和〇〇・〇・〇 令和〇〇・〇・〇</p> <p>新住所に住み始めた日 (実際に住み始めていないと受付できません)</p> <p>新住所 ※国外の場合は国名のみ フリガナ 東京 都道府県 文京区春日1丁目16番21号 シビックアパート101</p> <p>旧住所 ※国外の場合は国名のみ 東京 都道府県 文京区小石川1丁目1番1-1001号</p>	
<p>個別住民票コード</p> <p>新世帯主 ブンキョウ タロウ 新世帯主 文京 太郎</p> <p>住民票コード</p> <p>新住所での世帯主との続柄 立成</p> <p>本籍 (在留期間 在留期間の満了日 法第30条の45に規定する区分 在留資格 在留カードの番号)</p> <p>住民票コード</p> <p>住民票コード</p> <p>住民票コード</p> <p>★記入する際の注意点★</p> <ul style="list-style-type: none"> ・住民異動届書の裏面の記載は不要です。 ・消せるボールペンで記入しないでください。 ・A4サイズ(両面短辺どじ)に印刷し持参してください。 	
<p>個別申請 総・更 1 2 3 4 後 日 1 2 3 4 再 交 付 1 2 3 4 返 納 1 2 3 4 外 返 1 2 3 4</p> <p>ID 1 2 3 4 ID郵送 1 2 3 4 白紙済 1 2 3 4</p> <p>照合 照合 CS確認</p> <p>在留情報変更 旧氏有 期間経過 同居人承認 同席電話 証明書・電話 転証希望 顧客・住A・住B有</p> <p>申込書 6.9条2項 届 7.</p>	
<p>FAX 国保 後期 年金 介護 学務 障福</p>	

Bunkyo — 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

転居届記載例（文京区で引っ越しするときの申請書）※太枠内を届出人が記入してください。

- 1 受付旧氏 Reception former surname**
Staff use only - do not fill in
- 2 住民異動届書（職権処理書）種 Processing**
Staff use - processing status. Do not fill in.
- 3 在力 特 濟 Visa status**
Check appropriate box for your current residence status/visa type
- 4 通力 濟 Notification completed**
Staff use only - do not fill in
- 5 □国保証郵送対応 National health insurance card mail delivery support**
Check this box if you need your national health insurance card mailed to you
- 6 職 業 Occupation**
Write your job title or profession (e.g., "Teacher," "Engineer," "Student," "Company Employee")
- 7 転居届記載例（文京区で引っ越しするときの申請書）※太枠□国内保証を11階窓口で出差替人が記入してください。**
Example of address change notification / Moving within the same municipality / To do/perform
This is a sample form showing how to fill out the address change notification.
This is typically part of a longer phrase on forms - look for the complete text before filling
- 8 確 1点個別・住力写・免・経歴・バ・官身・在力・特・他 ()**
Identity verification documents: 1 item - Individual Number Card, Residence Card copy, Driver's License, Career History, Passport, Official ID, Residence Card
You need to provide one form of identification from the listed options (Individual Number Card, Residence Card, driver's license, passport, etc.) and check the appropriate box.
- 9 住所変 1 2 3 4 外返納 1 2 3 4 Address change 1 2 3 4 External Return 1 2 3 4**
Staff use only - do not fill in
- 10 文京区長 殿 To the Mayor of Bunkyo Ward**
- 11 入力入力 Input**
Staff use only - do not fill in



届出人情報 — Who Is Filing (Part 1/2)

転居届記載例 (文京区で引っ越しするときの申請書) ※太枠内を届出人が記入してください。

届出人 【本人・代理人(本人との関係)】 いざれかに○をしてください。 保険証(新)発行済・未(1・2・3・4)
 氏名 文京 太郎 窓口に来て手続きする人(届出人)の

個 住力 済	個力申請
緒・更 1 2 3 4	ID 1 2 3 4 照合
後 日 1 2 3 4	ID郵送 1 2 3 4 照合
再 交付 1 2 3 4	白紙済 1 2 3 4 照合
ICS確認	

1 転居届記載例 (文京区で引っ越しするときの申請書) ※太枠□国内保証を11階届窓口で出差替人が記入してください。

Example of address change notification / Moving within the same municipality / To do/perform

This is a sample form showing how to fill out the address change notification.

This is typically part of a longer phrase on forms - look for the complete text before filling

2 確1点個力・住力写・免・経歴・バ・官身・在力・特・他 ()

Identity verification documents: 1 item - Individual Number Card, Residence Card copy, Driver's License, Career History, Passport, Official ID, Residence

You need to provide one form of identification from the listed options

(Individual Number Card, Residence Card, driver's license, passport, etc.) and check the appropriate box.

3 住所変 1 2 3 4 外返納 1 2 3 4 Address change 1 2 3 4 External Return 1 2 3 4

Staff use only - do not fill in

4 文京区長 殿 To the Mayor of Bunkyo Ward

5 入力入力 Input

Staff use only - do not fill in

6 個 住力 済個力申請 Individual Residence Card Already Obtained Individual Card Application

Check this if you already have a residence card and are applying for an individual number card (My Number card)

7 届出人 【本人・代理人(本人との関係)】 いざれかに○をしてください。】

Applicant / Person filing the form

The person physically submitting the form. Usually yourself.

8 保険証(新)発行・済・未(1・2・3・4) Health insurance card

Japanese health insurance card. Can serve as secondary ID at some banks.

9 繙・更 1 2 3 4 ID 1 2 3 4 Continuation/Renewal 1 2 3 4 ID 1 2 3 4

10 照合照合 Verification

Staff use only - do not fill in

11 文京 太郎 Bunkyo Taro

This appears to be an example name showing the format (surname first, then given name) - replace with your actual name in this order.

12 窓口に来て手続きする人(届出人)の Applicant / Person filing the form / To do/perform

The person physically submitting the form. Usually yourself. This is typically part of a longer phrase on forms - look for the complete text before filling

13 保険証(旧)回収・済・未(1・2・3・4) □返信用封筒渡し済 Health insurance card

Japanese health insurance card. Can serve as secondary ID at some banks.

14 氏名 Full name

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

15 再交付 1 2 3 4 白紙済 1 2 3 4 Reissue 1 2 3 4 Blank Complete 1 2 3 4

Staff use only - do not fill in



届出人情報 — Who Is Filing (Part 2/2)

①	氏名 又京 太郎	連絡先 電話番号 080(1234)5678	1 携帯 2 自宅	意図に来て手続きする人(届出人)の 氏名を記載してください。			再交付 1 2 3 4	白紙済 1 2 3 4	CS確認
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1 CS確認 CS confirmation

Staff use only - do not fill in

2 の連絡先 電話番号 080 (1 2 3 4) 5 6 7 8

Phone number / Mobile phone / Home address

Japanese mobile number preferred. Some forms accept overseas numbers. Enter your mobile/cell phone number including area code

3 外返納 1 2 3 4 Return foreign resident card 1 2 3 4

Staff use only - do not fill in



Form p.1

住所 — Addresses (Part 1/2)

The form includes fields for name, phone number, address, and relationship to head of household. A note in a blue box states: "新住所に住み始めた日 (実際に住み始めていないと受付できません)" (The day you moved to the new address (you cannot submit if you have not actually moved)). There are also checkboxes for various administrative options.

- 1 の連絡先 電話番号** 0 8 0 (1 2 3 4) 5 6 7 8 1 携帯 2 自宅 3 勤務氏先名を記社保載・共し
Phone number / Mobile phone / Home address
Japanese mobile number preferred. Some forms accept overseas numbers. Enter your mobile/cell phone number including area code
- 2 外返納 1 2 3 4** Return foreign resident card 1 2 3 4
Staff use only - do not fill in
- 3 住口通知** Resident code notification
Staff use only - do not fill in
- 4 住所** Address
Write in kanji if possible. Ward office staff can help you look up the correct kanji for your address.
- 5 FAX** FAX
Enter your fax number if you have one; leave blank if not applicable
- 6 □/パ() 続柄確認済 [証明係・電話]** 同居人了承 [同席・電話] 転証希望 [個力・住A・住B] 有
Relationship to head of household
See relationship terms table.
- 7 国保** National Health Insurance
Check this box if you need to enroll in or make changes to Japan's National Health Insurance (kokumin kenkou hoken)
- 8 新住所に住み始め備考た日 (実際に住み始めてない)** New address / Address / Remarks / Notes
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.
- 9 異動事由** Reason for change / Type of move
Why you are filing this notification (moving in, moving out, address change within municipality).
- 10 処理区分** Processing classification
Staff use only - do not fill in
- 11 届出 (受付) 年月日引越 (異動) 年月日** Application (reception) date / Moving (change) date
Enter the date you're submitting this form and the actual date you moved
- 12 全な部・い全部と受付届出できません** Entire section/All items (cannot be accepted/processed if incomplete)
Staff use only - do not fill in
- 13 後期** Late-stage elderly (75+)
Medical insurance category for those 75 and older. Different system from regular National Health Insurance.
- 14 て令和 ○○・3・1 令和 ○○・3・1** From Reiwa ○○/3/1 Reiwa ○○/3/1
Fill in the year (replace ○○ with actual year numbers) for the start and end dates of your residence period, both showing March 1st of the Reiwa era years.
- 15 特例** Special provision
Check this box if special circumstances apply to your registration



住所 — Addresses (Part 2/2)

The screenshot shows a horizontal form with five input fields. From left to right: 1. 新住所 (New Address) with a note: ※国外の場合は国名のみ (Only country name for abroad). 2. フリガナ (Katakana reading) with a note: ブンキョウ タロウ (BUNKYOU TAROU). 3. 年金 (Pension) with a note: 4. 新世帯主 (Head of Household) with a note: ※国外の場合は不要 (Not required for abroad).

1 新住所 ※国外の場合は国名のみ 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.

2 ブンキョウ タロウ BUNKYOU TAROU

This appears to be a sample name written in katakana - replace with your own name in katakana characters.

3 フリガナ Phonetic reading (katakana)

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

4 年金 Pension

Select your pension type (National Pension, Employee Pension, etc.)

5 新世帯主 ※国外の場合は不要 Head of household

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



Form p.1

異動者 — Person Table (Part 1/5)

新住所 ※国外の場合は国名のみ 東京 都道府県 文京区春日1丁目16番21号 シビックアパート101	フリガナ ブンキョウ タロウ ※国外の場合は不要 文京 太郎
旧住所 ※国外の場合は国名のみ 東京 都道府県 文京区小石川1丁目1番1-1001号	旧世帯主 <input checked="" type="checkbox"/> 同上
異動される方全員の氏名(通称)	生年月日 性別 続柄 住定年日口 国民年金 国保 介護 住コ 個番 再転入

1 年金 Pension

Select your pension type (National Pension, Employee Pension, etc.)

2 新世帯主 ※国外の場合は不要 Head of household

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

3 都道府県 文京区春日1丁目16番21号 シビックアパート101 Prefecture

Select your prefecture from the dropdown or write the full prefecture name

4 介護 Long-term Care Insurance

Insurance for elderly care services. Mandatory for residents 40+. Premiums deducted with health insurance.

5 東京 Tokyo

Write the full name of Tokyo prefecture or specific Tokyo ward/city

6 文京 太郎 Bunkyo Taro

This appears to be an example name showing the format (surname first, then given name) - replace with your actual name in this order.

7 旧住所 ※国外の場合は国名のみ 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.

8 旧世帯主 同上 Head of household

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

9 学務 School affairs

Related to school enrollment. Staff will update school district records if you have children.

10 都道 文京区小石川1丁目1番1-1001号 Prefecture

Select your prefecture from the dropdown or write the full prefecture name

11 東京 Tokyo

Write the full name of Tokyo prefecture or specific Tokyo ward/city

12 障福 Disability welfare

Abbreviation for 障害者福祉 (disability welfare). Staff use for updating disability services records.

13 国保介護 National Health Insurance and Long-term Care

Checkbox for services requiring notification of address change

14 異動される方全員の氏名 (通称) Full name / Person who

Write in katakana for foreign names. Some forms accept romaji. This appears to be part of a longer phrase - look for the complete text starting with the preceding characters

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.



異動者 — Person Table (Part 2/5)

異動される方全員の氏名(通称)	生年月日	性別	続柄	住定年日口	国民年金	国保	介護	住コ	個番	再転入
フリガナ 氏名 文京 太郎	大・昭・平・令・西暦 1900-01-01	男	世帯主	新住所での世帯主との続柄	有	有	新	新	する	
			夫・妻・子		無	無	無	再	しない	
			その他		A	任				

1 続柄 Relationship to head of household

See relationship terms table.

2 住コ個番再転入 Moving in (from another municipality or abroad)

Check this box if you are moving into this municipality from another city/town in Japan or from abroad. This indicates you are registering as a new resident rather than updating existing registration.

3 資格 Qualification

Refers to your legal status or eligibility (e.g., resident status, insurance qualification)

4 基礎年金番号 Basic Pension Number

Enter your Japanese pension number if you have one; leave blank if you haven't enrolled in the pension system yet

5 平成 新令住所での世帯-主との続柄 Relationship to head of household

See relationship terms table.

6 ブンキヨウ タロウ BUNKYOU TAROU

This appears to be a sample name written in katakana - replace with your own name in katakana characters.

7 大・昭・平・令・西暦 Taishō・Shōwa・Heisei・Reiwa・Western calendar

Select the era type for your date of birth or other dates on the form

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 フリガナ Phonetic reading (katakana)

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

10 有有有新 Yes Yes Yes New

This appears to be a data entry error or test text - consult staff if this appears on your form

11 する To do/perform

Check this box to confirm you want to proceed with or perform the registration action indicated in the form. This is typically a confirmation checkbox.

12 夫・妻・子 Husband/Wife/Child

Select your relationship to the head of household

13 1A 任得 1A Optional/Discretionary

Staff use only - do not fill in

14 文京 太郎 Bunkyo Taro

This appears to be an example name showing the format (surname first, then given name) - replace with your actual name in this order.

15 (bullet points/list markers)

These are bullet point markers for a list - you don't need to write anything here. They indicate list items or options that follow in the form structure.



異動者 — Person Table (Part 3/5)

氏名	文京 太郎	夫・妻・子 女・その他	1・1・1	無 1 A 任 2 () 責	無 無 無 再 再	しない	住民票コード
フリガナ	トモエ タロウ						
氏名	トモエ タロウ	夫・妻・子 女・その他	1・1・1	無 1 A 任 2 () 責	無 無 無 再 再	しない	住民票コード
本籍 (在留期間 在留期間の満了日 法第30条の45に規定する区分 在留資格 在留カードの番号)							
転居される方全員の氏名を記入してください。本籍・筆頭者				住民票コードの記載は必要ありません。			
トモエ タロウ				有 有 有 新 新 する			

1. (bullet points/list markers)

These are bullet point markers for listing family members who are moving. Write the full names of all people being added to this household registration.

2. 無無無再 None/None/None/Re

This appears to be a processing code or abbreviation - leave blank unless instructed by staff

3. しない Do not

This typically appears before other text to indicate something should not be done or does not apply

4. 1・1・1女 1・1・1 Female

This appears to be a pre-filled example or code. Check with staff if you need to fill this field.

5. (blank field/parentheses for filling in information)

This appears to be a blank field for additional information or specifications related to the registration. Leave blank unless you have specific instructions from the municipal office.

6. 本籍 (在留期間 在留期間の満了日 法第30条の45に規定する区分 在留資格 在留カードの番号)

Residence Card / Residence status / Visa type / Period of stay

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

7. 筆頭者 (国籍・地域) Nationality / Region / Head of family register

Write your country of nationality. For Taiwan, write 台湾. First person listed in the family register. For foreigners, this field is often N/A.

8. 住民票コード Resident Registry Code

11-digit code assigned to each resident. Different from My Number. Usually not needed by applicants.

9. フリガナ転居される方全員の氏名を記入してください。大本・昭籍・平・令和・西暦者

Phonetic reading (katakana) / Full name / Moving within the same municipality

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.

10. 令和 Reiwa era

Select the appropriate era period for your date entry - Heisei (1989-2019) or Reiwa (2019-present)

11. 住コ個番再転入 Moving in (from another municipality or abroad)

Check this box if you are moving into this municipality from another city/town in Japan or from abroad. This indicates you are registering as a new resident.

12. 男夫・妻・子 Male/Husband・Wife・Child

Select relationship to head of household from the options provided

13. 有有有 Yes/Yes/Yes

This appears to be a checkbox or selection field with three 'Yes' options - check with staff for clarification



異動者 — Person Table (Part 3/5) (continued)

する To do/perform

14 Check or mark this if you are performing/completing this particular action or procedure. This confirms you are carrying out the specified registration process.

その他 Other

15 Use this section for any additional information not covered in other fields

異動者 — Person Table (Part 4/5)

- 1** 1A 任 1A designation
Staff use only - do not fill in

2 は省略で構いません。 May be omitted
This field is optional - you can leave it blank if desired

3 • • • (bullet points/list markers)

4 • • • (bullet points/list markers)

5 無無無 None/Not applicable
This appears to be a placeholder or indicates no entry is required for this field

6 女 () Female ()
Check this box if you are female; the parentheses are for additional notes if needed

7 • • • (bullet points/list markers)

8 しない Do not
This typically appears before other text to indicate something should not be done or does not apply

9 本籍 (在留期間 在留期間の満了日 法第30条の45に規定する区分 在留資格 在留カードの番号)
Residence Card / Residence status / Visa type / Period of stay
ID card for foreign residents with mid- to long-term visas. Issued at the airport or immigration office. Must carry at all times. 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

10 筆頭者 (国籍・地域) Nationality / Region / Head of family register
Write your country of nationality. For Taiwan, write 台湾. First person listed in the family register. For foreigners, this field is often N/A.

11 住民票コード Resident Registry Code
11-digit code assigned to each resident. Different from My Number. Usually not needed by applicants.

12 1と同じ Same as 1
Check this box or write this phrase if your information is identical to what you filled in field #1

13 1と同じ Same as 1
Check this box or write this phrase if your information is identical to what you filled in field #1

14 大・昭・平・令・西暦 Taishō・Shōwa・Heisei・Reiwa・Western calendar
Select the era type for your date of birth or other dates on the form

15 平成・令和 Heisei・Reiwa
Choose the appropriate era name - use "Reiwa" for dates from May 1, 2019 onward, or "Heisei" for earlier dates



異動者 — Person Table (Part 5/5)

フリガナ 大昭平令西暦 里士事工 平成・令和 = 住コ個番 再転入

- ## 1 フリガナ Phonetic reading (katakana)

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

- ## 2 住戸個番再転入 Moving in (from another municipality or abroad)



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本人確認書類 — ID & Documents (Part 1/3)

フリガナ	大・昭・平・令・西・暦	男	夫・妻・子	その他	平成	令和	有	有	有	正・ヨコ	翻番	再転入
氏名							有	無	無	新	新	する
3					1 A 任	得				再	再	しない

- 1 大・昭・平・令・西暦** Taishō· Shōwa· Heisei· Reiwa· Western calendar
Select the era type for your date of birth or other dates on the form
 - 2 平成 · 令和** Heisei · Reiwa
Choose the appropriate era name - use "Reiwa" for dates from May 1, 2019 onward, or "Heisei" for earlier dates
 - 3 フリガナ** Phonetic reading (katakana)
Write the katakana reading of your name. For foreign names, this IS your name in katakana.
 - 4 住口個番再転入** Moving in (from another municipality or abroad)
Check this box or fill in details if you are moving into this municipality from another city/prefecture in Japan or from overseas. This applies to new residents establishing residency in this area.
 - 5 男夫・妻・子** Male/Husband· Wife· Child
Select relationship to head of household from the options provided
 - 6 有有有** Yes/Yes/Yes
This appears to be a checkbox or selection field with three 'Yes' options - check with staff for clarification
 - 7 する** To do/perform
This appears to be a checkbox or field to confirm an action - select 'する' (to do) if you are proceeding with the registration or application being processed.
 - 8 その他** Other
Use this section for any additional information not covered in other fields
 - 9 1 A 任** 1A designation
Staff use only - do not fill in
 - • • (bullet points/list markers)
 - 10** These are bullet points for listing items or information. Fill in relevant details as requested in the adjacent text fields or leave blank if not applicable to your situation.
 - • • (bullet points/list markers)
 - 11** Another set of bullet points for additional information or documentation. Complete with any supplementary details required for your application or registration.
 - • • (bullet points/list markers)
 - 12 無無無** None/Not applicable
This appears to be a placeholder or indicates no entry is required for this field
 - 13 女()** Female ()
Check this box if you are female; the parentheses are for additional notes if needed
 - • • (bullet points/list markers)
 - 14** Final bullet point section for concluding information or additional remarks. Use this space for any other relevant details not covered in previous sections.



本人確認書類 — ID & Documents (Part 1/3) (continued)

15 しない Do not

This typically appears before other text to indicate something should not be done or does not apply

本人確認書類 — ID & Documents (Part 2/3)

- 1** 本籍 (在留期間 在留期間の満了日 法第30条の45に規定する区分 在留資格★ 在留記入番号) 際1・の2と
Nationality / Region / Residence status / Visa type / Period of stay
Write your country of nationality. For Taiwan, write 台湾. 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** 住民票コード Resident Registry Code
11-digit code assigned to each resident. Different from My Number. Usually not
needed by applicants.
- 3** 1・2と同じ Same as 1 and 2
This indicates you should copy the same information you provided in fields 1 and
2 above
- 4** 大・昭・平・令・西暦 Taishō・Shōwa・Heisei・Reiwa・Western calendar
Select the era type for your date of birth or other dates on the form
- 5** 平成・令和 Heisei・Reiwa
Choose the appropriate era name - use "Reiwa" for dates from May 1, 2019 onward,
or "Heisei" for earlier dates
- 6** フリガナ Phonetic reading (katakana)
Write the katakana reading of your name. For foreign names, this IS your name in
katakana.
- 7** 住口個番再転入 Moving in (from another municipality or abroad)
Check this box if you are moving into this municipality from another city/town
in Japan or from overseas. This applies to foreign residents registering their
address for the first time or transferring from another location.
- 8** 男夫・妻・子 Male/Husband・Wife・Child
Select relationship to head of household from the options provided
- 9** 有有有 Yes/Yes/Yes
This appears to be a checkbox or selection field with three 'Yes' options -
check with staff for clarification
- 10** 住民異動届書の裏面の記載は不要です。
This is an informational note stating that you do not need to fill out the back
side of the resident registration form. You can ignore the reverse side of this
document.
- 11** する To do/perform
This appears to be part of a checkbox or selection where you would mark 'する' (to
do/yes) if the preceding condition applies to your situation. Check this if the
statement above applies to you.
- 12** その他 Other
Use this section for any additional information not covered in other fields
- 13** 1A任 1A designation
Staff use only - do not fill in
- 14** (bullet points/list markers)
These are bullet point markers for a list of instructions or requirements. Read
the text that follows these bullets for specific guidance on completing your
form.



本人確認書類 — ID & Documents (Part 2/3) (continued)

15

- • • (bullet points/list markers)

Additional bullet point markers continuing the list of instructions. Follow any specific requirements or provide information as indicated by the text following these markers.

本人確認書類 — ID & Documents (Part 3/3)

4	無 無 本籍 (在留期間 在留期間の満了日)	5	• 住民異動届の裏面の記載は不要です。 • 消せるボールペンで記入しないでください。		
		再	再	再	しない
住民票コード					

1 無無 None/Not applicable

This appears to be a placeholder or indicates no entry is required for this field

2 女 () Female ()

Check this box if you are female; the parentheses are for additional notes if needed

3 • • (bullet points/list markers)

These are bullet points listing form instructions - no input required from you. The instructions state that you don't need to fill in information from the back of your residence card and to use a pen (not pencil) that won't erase.

4 しない Do not

This typically appears before other text to indicate something should not be done or does not apply

5 消せるボールペンで記入しないでください。 Do not

This typically appears before other text to indicate something should not be done or does not apply

6 本籍 (在留期間 在留期間の満了日 法第30条の45に規定する区分 在留資格 在留カードの番号)

Residence Card / Residence status / Visa type / Period of stay

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

7 筆頭者 (国籍・地域) Nationality / Region / Head of family register

Write your country of nationality. For Taiwan, write 台湾. First person listed in the family register. For foreigners, this field is often N/A.

8 住民票コード Resident Registry Code

11-digit code assigned to each resident. Different from My Number. Usually not needed by applicants.

9 1・2・3と同じ Same as 1, 2, and 3

This indicates you should follow the same instructions as items 1, 2, and 3 above. Refer to the earlier sections of the form for the specific formatting or information requirements.

10 1・2・3と同じ Same as 1, 2, and 3

This indicates you should follow the same instructions as items 1, 2, and 3 above. Refer to the earlier sections of the form for the specific formatting or information requirements.



記入方法・注意事項 — Instructions

1 筆頭者 (国籍・地域) Nationality / Region / Head of family register

Write your country of nationality. For Taiwan, write 台湾. First person listed in the family register. For foreigners, this field is often N/A.

2 1・2・3と同じ Same as 1, 2, and 3

3 1・2・3と同じ Same as 1, 2, and 3

4 A4サイズ(両面短辺どじ)に印刷し持参してください。 Seal (inkan / hanko)

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

5 摘要 Remarks

Leave blank unless specifically instructed by city office staff - used for official notes and special circumstances.

6 主・転 (入・居・出)につき → Regarding primary/transfer (moving in/residence/moving out)

Check the appropriate box to indicate your type of residence change (moving in, establishing residence, or moving out)

7 備考追加【世帯主及び続柄変更】 Head of household / Relationship to head of household / Remarks / Notes

The primary person in a household for registration purposes. If you live alone, you are the head of household. See relationship terms table.

8 旧筆頭者・旧氏 Head of family register

First person listed in the family register. For foreigners, this field is often N/A.

9 最終登録地 Last registered address

Enter the address where you were most recently registered in Japan's residence registration system



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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?