

住民異動届

Resident Transfer Notification

REGISTRO DE MUDANÇA DE ENDEREÇO

※代理人は委任状が必要です。(裏面)

Letter of Proxy needed if proxy applying. (rev. side)

O documento de Procuração (vide verso) será necessário

para o trâmite através de representante.

受付

本人確認

- | | | |
|---------|----------|---------|
| 1 運転免許証 | 2 在留カード等 | 3 番号カード |
| 4 住基カード | 5 パスポート | 6 保険証 |
| 7 委任状 | 8 その他() | |

※外国籍の方は在留カード又は特別永住者証明書を必ず提示してください。

Foreign nationals need to show Resident "Zairyu" Card or Special Permanent Resident Certificate.

A pessoa de nacionalidade estrangeira necessitará apresentar seu cartão de permanência.

Cartão de Permanência ou o Certificado de Residente Permanente Especial.

(宛先)太田市長

※個人番号カード又は住民基本台帳カードを

お持ちの方は必ず申し出て下さい。

Please show your Individual Number Card or Basic Resident Register Card if you have one.

Informe se tem falta quando algum membro familiar possuir o cartão My Number ou do registro básico de residente "juki card".

Ota — 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

セクション 1 — Section 1 (Part 1/2)

住民異動届 <small>① Resident Transfer Notification REGISTRO DE MUDANÇA DE ENDEREÇO para o trâmite através de representante.</small>		<small>代理人へは委任状が必要です。(裏面) Letter of Proxy needed if proxy applying. (rev. side) O documento de Procuração (vide verso) será necessário para o trâmite através de representante.</small>	
<small>※外国籍の方は在留カード又は特別永住者証明書を必ず提示してください。 Foreign nationals need to show Resident "Zairyu" Card or Special Permanent Resident Certificate. ② A pessoa de nacionalidade estrangeira necessitará apresentar sem falta o Cartão de Permanência ou o Certificado de Residente Permanente Especial. (宛先) 太田市長</small>		<small>※個人番号カード又は住民基本台帳カードをお持ちの方は必ず申し出て下さい。③ Please show your Individual Number Card or Basic Resident Register Card if you have one. Informe sem falta quando algum membro familiar possuir o cartão My Number ou do registro básico de residente "juki card".</small>	
<small>届出年月日・Notification Date・Data de Notificação (ano/mês/dia) (y/m/d) 年 月 日 届</small>		<small>(Applicant・Requerente)氏 名・Full Name・Nome Completo 住所・Address・Endereço (代理人は記入) A. 全部 B. 一部 C. 新世帯 卑 1. 転入 2. 転居 3. 転出 4. 世帯合併・分離</small>	

1 住民異動届 Resident Registration Change Notification

This is the form title - you'll need to fill out this form when moving, changing address, or updating household composition in Japan.

2 本人確認 [本人確認]

O documento de Procuração (vide verso) será necessário [O documento de Procuração (vide verso) será necessário]

4 REGISTRO DE MUDANÇA DE ENDEREÇO para o trâmite através de representante.

[REGISTRO DE MUDANÇA DE ENDEREÇO para o trâmite através de representante.]

5 1 運転免許証 2 在留カード等 3 番号カード Residence Card / Driver's license

ID card for foreign residents with mid- to long-term visas. Issued at the airport or immigration office. Must carry at all times. Bring your physical driver's license as identification

6 7 委任状 8 その他 () Other (/ Letter of proxy / Power of attorney / Other

Use this field for any information that doesn't fit in the standard categories above Required if someone else is filing on your behalf.

7 Foreign nationals need to show Resident "Zairyu" Card or Special Permanent Resident Certificate.

[Foreign nationals need to show Resident "Zairyu" Card or Special Permanent Resident Certificate.]

8 A pessoa de nacionalidade estrangeira necessitará apresentar sem falta o

[A pessoa de nacionalidade estrangeira necessitará apresentar sem falta o]

9 お持ちの方は必ず申し出て下さい。Please show your Individual Number Card or Basic Resident Register Card if you have one.

[お持ちの方は必ず申し出て下さい。Please show your Individual Number Card or Basic Resident Register Card if you have one.]

10 (宛先) 太田市長 Cartão de Permanência ou o Certificado de Residente Permanente Especial.

[(宛先) 太田市長 Cartão de Permanência ou o Certificado de Residente Permanente Especial.]

11 Informe sem falta quando algum membro familiar possuir o cartão My Number ou do registro básico de residente "juki card".

[Informe sem falta quando algum membro familiar possuir o cartão My Number ou do registro básico de residente "juki card".]

12 (Applicant・Requerente)氏 名・Full Name・Nome Completo 住所・Address・Endereço (代理人は記入) Address

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

13 A. 全部 B. 一部 C. 新世帯 All / Partial

Select this option when requesting all records or information available Used when making changes to only some family members or partial updates to registration

14 届出年月日・Notification Date・Data de Notificação (ano/mês/dia)

[届出年月日・Notification Date・Data de Notificação (ano/mês/dia)]

15 (y/m/d) 年 月 日 [(y/m/d) 年 月 日]



セクション 1 — Section 1 (Part 2/2)

提出年月日・Notification Date・Data de notificação (ano/mês/dia)	申請者・Requerente (P) [Applicant] 姓・Name Surname	住所・Endereço para fins de registo	八・主印・印・Seal
(y/m/d) 年 月 日	届出人	TEL/FAX・Número de telefone/fax	1. 転入 2. 転居 3. 転出 4. 世帯合併・分離
異動年月日・Date of Change・Data de Mudança (ano/mês/dia)	本人・世帯主・代理人()	電話番号・Tel. No. • No. Tel.	5. 世帯員変更 6. 世帯主変更 7. 続柄変更
(y/m/d) 年 月 日		()	8. 30条の46転入(中長期在留者等が国外転入)

1. 転入 2. 転居 3. 転出 4. 世帯合併・分離

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

5. 世帯員変更 6. 世帯主変更 7. 続柄変更 Head of household / Relationship to head of household / Change

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

異動年月日・Date of Change・Data de Mudança (ano/mês/dia)人

[異動年月日・Date of Change・Data de Mudança (ano/mês/dia)人]

本人・世帯主・代理人() Head of household

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

() ()

6 (y/m/d) 年 月 日 [(y/m/d) 年 月 日]



セクション 2 — Section 2 (Part 1/2)

① 異動年月日 - Date of Change - Data de Mudança (ano/mês/dia) y/m/d	年 月 日	人 本 人・世帯主・代理人() Tel. No. • No. Tel.	電話番号 Tel. No. • No. Tel.	()	異動事由 5. 世帯員変更 6. 世帯主変更 7. 続柄変更 8. 30条の46転入(中長期在留者等が国外転入) 9. 30条の47届出(中長期在留者等となった場合) 10. その他()
新住所 ② New address Endereço Novo		新世帯主 ⑩ New Household Head Novo Chefe de Família		世 ⑪ Old Household Head Chefe de Família Anterior	行 先世 ⑫ 区名 区名
旧住所 ③ Old address Endereço Anterior		旧世帯主 ⑪ Old Household Head Chefe de Família Anterior			
フリガナ		生年月日	性別	続柄	国保
					個人番号カード

1 動 5. 世帯員変更 6. 世帯主変更 7. 続柄変更 Head of household / Relationship to head of household / Change

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

2 異動年月日・ Date of Change・ Data de Mudança (ano/mês/dia)人

[異動年月日・ Date of Change・ Data de Mudança (ano/mês/dia)人]

3 本人・世帯主・代理人() Head of household

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

4 () ()

5 (y/m/d) 年 月 日 [(y/m/d) 年 月 日]

6 Tel. No.・No. Tel. [Tel. No.・No. Tel.]

7 9. 30条の47届出(中長期在留者等となった場合) [9. 30条の47届出(中長期在留者等となった場合)]

8 10. その他() Other (/ Other)

Use this field for any information that doesn't fit in the standard categories above Use this section for any additional information not covered in other fields

9 Endereço Novo [Endereço Novo]

10 Novo Chefe de Família [Novo Chefe de Família]

11 先世 [先世]

12 区名 [区名]

13 Endereço Anterior [Endereço Anterior]

14 Chefe de Família Anterior [Chefe de Família Anterior]

15 フリガナ FURIGANA

Write the phonetic reading of your name in katakana characters in the spaces above your actual name



セクション 2 — Section 2 (Part 2/2)

Endereço Anterior 前住所 Endereço anterior	フリガナ 姓 氏名(異動する人) Name (moving person)	生年月日 Date of Birth (y/m/d)	性別 Sex	続柄 Relationship	国保 National Health Insurance	個人番号カード My Number Card	住民票コード Resident Registry Code	備考 Remarks / Notes
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1 国保 National Health Insurance

Japan's public health insurance for self-employed, unemployed, and those not covered by employer insurance. Enrollment is mandatory.

2 個人番号カード My Number Card

Plastic IC card with your 12-digit Individual Number. Can be used as primary ID. Apply at your ward office after receiving the notification letter.

3 氏名(異動する人) To do/perform

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

4 備考 Remarks / Notes

Space for additional information or special circumstances. Usually optional.

5 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.



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セクション3 — Section 3 (Part 1/2)

① フリガナ 氏名(異動する人) Full Name (of person undergoing transfer/change) Nome Completo (da pessoa que está mudando/alterando)	生年月日 Date of Birth (y/m/d) Data de Nasc.(ano/mês/dia)	性別 Sex Sexo	続柄 Relationship Relação Familiar	国保 Kokuho	② 住民票コード ・ 住基カード	個人番号カード ・ 住基カード	備考
1 大昭平令 西暦 Male/Female Masc. / Fem.	男・女 Male/Female Masc. / Fem.	世帯主・夫・妻・子 Household Head / Husband / Wife / Child Chefe de Família / Marido / Esposa / Filho	有・無 Yes / No Possui / Não Possui		有・無 券面事項変更 返納	有・無 券面事項変更	<input type="checkbox"/> 方書一覧 <input type="checkbox"/> 親権・続柄 <input type="checkbox"/> CS・附票 <input type="checkbox"/> 特例処理 <input type="checkbox"/> 生成要求 □ お問い合わせ
2 大昭平令 西暦 Male/Female Masc. / Fem.	男・女 Male/Female Masc. / Fem.	世帯主・夫・妻・子 Household Head / Husband / Wife / Child Chefe de Família / Marido / Esposa / Filho	有・無 Yes / No Possui / Não Possui				

1 氏名(異動する人) To do/perform

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

2 備考 Remarks / Notes

Space for additional information or special circumstances. Usually optional.

3 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.

4 Relação Familiar [Relação Familiar]

5 Kokuho [Kokuho]

6 Data de Nasc.(ano/mês/dia)Sexo [Data de Nasc.(ano/mês/dia)Sexo]

7 住基カード [住基カード]

8 Nome Completo (da pessoa que está mudando/alterando) [Nome Completo (da pessoa que está mudando/alterando)]

9 親CS権・附・続票柄 [input type="checkbox"/> 親CS権・附・続票柄]10 Male/FemaleHCohuesfee hdoe IdF aHmeíaliad // MHauridboa n/ dE s/ pWoisfea // FCihlhilodYes / No
[Male/FemaleHCohuesfee hdoe IdF aHmeíaliad // MHauridboa n/ dE s/ pWoisfea // FCihlhilodYes / No]

11 券面事項変更 Change

Check this box if you are making changes to existing information

12 Masc. / Fem. () Possui / Não Possui [Masc. / Fem. () Possui / Não Possui]

13 特例処理 Processing / Special provision

Staff use - processing status. Do not fill in. Check this box if special circumstances apply to your registration

14 大昭平令 西暦 Western calendar

Use Gregorian calendar years (e.g., 2024) instead of Japanese era years

15 Male/FemaleHCohuesfee hdoe IdF aHmeíaliad // MHauridboa n/ dE s/ pWoisfea // FCihlhilodYes / No
[Male/FemaleHCohuesfee hdoe IdF aHmeíaliad // MHauridboa n/ dE s/ pWoisfea // FCihlhilodYes / No]

セクション 3 — Section 3 (Part 2/2)

2	八 品 千 九 百 四 十	男・女	世帯主・夫・妻・子	有・無	□ 同 票 券面事項変更	□ 生成要求 □ 送付先有
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1 券面事項変更 Change

Check this box if you are making changes to existing information



Form p.1

セクション 4 — Section 4

2	大昭平令西暦	男・女 Male/Female Masc. / Fem.	世帯主・夫・妻・子 Household Head / Husband / Wife / Child Chefe de Família / Mando / Esposo / Filho (Possui / Não Possui Yes / No	有・無 Yes / No	③ 有・無 券面事項変更 返納 Yes / No	□ 生成要求 □ 送付先有 □ ID入申請 □ 住宅公社
3	大昭平令西暦	男・女 Male/Female Masc. / Fem.	世帯主・夫・妻・子 Household Head / Husband / Wife / Child Chefe de Família / Mando / Esposo / Filho (Possui / Não Possui Yes / No	有・無 Yes / No	④ 有・無 券面事項変更 返納 Yes / No	
4	大昭平令西暦	男・女 Male/Female Masc. / Fem.	世帯主・夫・妻・子 Household Head / Husband / Wife / Child Chefe de Família / Mando / Esposo / Filho (Possui / Não Possui Yes / No	有・無 Yes / No	⑤ 有・無 券面事項変更 返納 Yes / No	

1 大昭平令西暦 Western calendar

Use Gregorian calendar years (e.g., 2024) instead of Japanese era years

2 Male/FemaleHCohuesfee hdoe IdF aHmeíaliad // MHaur sidboa n/ dE s/ pWoisfea // FCihl hilod Yes / No
[Male/FemaleHCohuesfee hdoe IdF aHmeíaliad // MHaur sidboa n/ dE s/ pWoisfea // FCihl hilod Yes / No]

3 券面事項変更 Change

Check this box if you are making changes to existing information

4 Masc. / Fem. () Possui / Não Possui [Masc. / Fem. () Possui / Não Possui]

5 □ ID入申請 [□ ID入申請]

6 大昭平令西暦 Western calendar

Use Gregorian calendar years (e.g., 2024) instead of Japanese era years

7 Male/FemaleHCohuesfee hdoe IdF aHmeíaliad // MHaur sidboa n/ dE s/ pWoisfea // FCihl hilod Yes / No
[Male/FemaleHCohuesfee hdoe IdF aHmeíaliad // MHaur sidboa n/ dE s/ pWoisfea // FCihl hilod Yes / No]

8 券面事項変更 Change

Check this box if you are making changes to existing information

9 Masc. / Fem. () Possui / Não Possui [Masc. / Fem. () Possui / Não Possui]

10 大昭平令西暦 Western calendar

Use Gregorian calendar years (e.g., 2024) instead of Japanese era years

11 Male/FemaleHCohuesfee hdoe IdF aHmeíaliad // MHaur sidboa n/ dE s/ pWoisfea // FCihl hilod Yes / No
[Male/FemaleHCohuesfee hdoe IdF aHmeíaliad // MHaur sidboa n/ dE s/ pWoisfea // FCihl hilod Yes / No]

12 券面事項変更 Change

Check this box if you are making changes to existing information



セクション 5 — Section 5

4	▪ ▪	<input checked="" type="radio"/> Male/Female Household Head / Husband / Wife / Child Masc. / Fem. () Possui / Não Possui	Yes / No	<input checked="" type="radio"/> 券面事項変更返納 有・無 () 方書	
5	▪ ▪	<input checked="" type="radio"/> 男・女 世帯主・夫・妻・子 Household Head / Husband / Wife / Child Masc. / Fem. () Possui / Não Possui	Yes / No	<input checked="" type="radio"/> 券面事項変更返納 有・無 () 住居表示	
<p>※異動する方全員を記入してください。 Please fill in for all that are undergoing transfer / change.</p> <p>※届出後に住民票は必要ですか？ 要・不要 Do you need a Resident Record after submitting your notification? Yes / No Necessitará do Atestado de Residência após esta notificação? Sim / Não</p> <p>※届出後に印鑑登録等は必要ですか？ 要・不要 Is inkan-seal registration, etc. needed after notification submission? Yes / No Necessitará do registro de carimbo e outros após esta notificação? Sim / Não</p>					

1 Male/FemaleHCohuesfee hdoe IdF aHmeíaliad // MHaursidboa n/ dE s/ pWoisfea // FCihlhilodYes / No
[Male/FemaleHCohuesfee hdoe IdF aHmeíaliad // MHaursidboa n/ dE s/ pWoisfea // FCihlhilodYes / No]

2 券面事項変更 Change

Check this box if you are making changes to existing information

3 Masc. / Fem. () Possui / Não Possui [Masc. / Fem. () Possui / Não Possui]

4 大昭平令西暦 Western calendar

Use Gregorian calendar years (e.g., 2024) instead of Japanese era years

5 方書 Building name / room number

Apartment/mansion name and room number. e.g. ○○マンション 301号室

6 券面事項変更住・居 Change

Check this box if you are making changes to existing information

7 Male/FemaleHCohuesfee hdoe IdF aHmeíaliad // MHaursidboa n/ dE s/ pWoisfea // FCihlhilodYes / No
[Male/FemaleHCohuesfee hdoe IdF aHmeíaliad // MHaursidboa n/ dE s/ pWoisfea // FCihlhilodYes / No]

8 表示 [表示]

9 返納 Return/surrender

Used when returning official documents or cards (like residence cards, health insurance cards, etc.)

10 Masc. / Fem. () Possui / Não Possui [Masc. / Fem. () Possui / Não Possui]

11 ※異動する方全員を記入してください。 Please fill in for all that are undergoing transfer / change. To do/perform / Person who

This is typically part of a longer phrase on forms - look for the complete text before filling This appears to be part of a longer phrase - look for the complete text starting with the preceding characters

12 Favor preencher no quadro acima os dados de todos os membros que estão de mudança.

[Favor preencher no quadro acima os dados de todos os membros que estão de mudança.]

13 Is inkan-seal registration, etc. needed after notification submission? Yes / No

[Is inkan-seal registration, etc. needed after notification submission? Yes / No]

14 Do you need a Resident Record after submitting your notification? Yes / No

[Do you need a Resident Record after submitting your notification? Yes / No]



セクション 6 — Section 6

Necessitará do Atestado de Residência após esta notificação? Sim / Não

Necessitará do registro de carimbo e outros após esta notificação? Sim / Não

①※届出後に証明書等が必要な場合はそれぞれの申請用紙も記入してください。※If certification or other documents are required after the notification, please complete the respective application form as well.
※ Preencha também cada formulário correspondente, ao necessitar do atestado e outros após esta notificação.

1. 5版

1 ※届出後に証明書等が必要な場合はそれぞれの申請用紙も記入してください。※If certification or other documents are required after the notification, please complete the respective application form as well.
[※届出後に証明書等が必要な場合はそれぞれの申請用紙も記入してください。※If certification or other documents are required after the notification, please complete the respective application form as well.]

2 1 . 5版 [1 . 5版]

3 ※ Preencha também cada formulário correspondente, ao necessitar do atestado e outros após esta notificação.
[※ Preencha também cada formulário correspondente, ao necessitar do atestado e outros após esta notificação.]

Form p.1

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？

Kin'yū 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?