

異動届出書（Notification of Move）

Please fill in the space within the bold line frame

(宛先) 中央区長 (To : Mayor of Chuo City)			The "Name of Person Filing Notice" section must be signed by the individual themselves.										
異動日 (新住所に住み始めた日) 変更日期 (Move Date)	Year	Month	Date	届出日 (区の窓口に届け出た日) 申报日期 (Filing Date)			Year	Month	Date				
	年	月	日				年	月	日				
異動事由 (转让原因) (該当の事由に□をしてください。) (Please check the appropriate box. □)				届出人氏名 申報人姓名 Name of Person Filing Notice									
<input type="checkbox"/> 転入 (迁入) (Moved into Chuo City from another part of Japan) <input type="checkbox"/> 転居 (搬迁) (Changed residences with in Chuo City) <input type="checkbox"/> 転出 (外出) (Moved out of Chuo City to another part of Japan or to another country) <input type="checkbox"/> 外国人新規国外転入 (新的入日本) (New arrival Japan) <input type="checkbox"/> 外国人新規中長期在留資格取得 (新的在留资格获得) (Visa status changed to mid to long term) <input type="checkbox"/> その他 (世帯主変更など) (其他的) (others) ()				<input type="checkbox"/> 連絡先 (聯絡方式) Phone No. <input type="checkbox"/> 異動者との関係 与受让人关系 Relationship to Person Moving									
				<input type="checkbox"/> 世帯主 (戸主) (Head of Household) <input type="checkbox"/> 世帯員 (Member of the Household) (家庭成员) <input type="checkbox"/> 代理人 (Agent) <input type="checkbox"/> 本人 (Principal)									
新住所 (新地址) New Address					世帯主名 (戸主) Head of Household								
旧住所 (旧地址) Previous Address		<input type="checkbox"/> 転出証明書と同じ (与转让证明相同) (Same as the moving out certificate)			世帯主名 (戸主) Head of Household								
異動区分 <input type="checkbox"/> 全部 <input type="checkbox"/> 転居 <input type="checkbox"/> 転出 <input type="checkbox"/> 転出(本人希望) <input type="checkbox"/> 特例转入 <input type="checkbox"/> 特例转出 <input type="checkbox"/> 特例转出 (転出証明書交付希望) <input type="checkbox"/> 外国人新規国外転入 <input type="checkbox"/> 外国人新規中長期在留資格取得 <input type="checkbox"/> その他 ()													
本人・代理人確認欄 (本人 <input type="checkbox"/> 代理人 <--> <input type="checkbox"/> 連転免許証 <input type="checkbox"/> 個人番号カード <input type="checkbox"/> 健康保険 <input type="checkbox"/> パスポート <input type="checkbox"/> 在留カード <input type="checkbox"/> その他 ()													
新・旧世帯 氏名 新続柄 旧続柄													

異動者氏名等(受讓人姓名) Name of Person Who Moved					個別事項(区職員が記載します)(请不要写在这里) Please don't fill in these columns								
No	フリガナ(漢字注假名)(kana) 氏名(全名)(Name)	生年月日(出生日期) Date of Birth	性別 Sex	続柄(关系) Relationship	その他(在留资格等) (其他的)(others)	在力	優先	国保	児童	個力	個力 申	住力	その他
1	大・昭・平・令・西曆 Year Month date 年 月 日	男・女 M・F			<input type="checkbox"/> 同在留カード(与在留卡相同) Same as the residence card <input type="checkbox"/> 同転出証明書(与转让证明相同) Same as the moving out certificate	有 無	英 漢 通	有 無	有 無	有 無	有 無	住コ: <input type="checkbox"/> 新規 <input type="checkbox"/> 附番有 (個番: <input type="checkbox"/> 新規 <input type="checkbox"/> 附番有 ()	
2	大・昭・平・令・西曆 Year Month date 年 月 日	男・女 M・F			<input type="checkbox"/> 同在留カード(与在留卡相同) Same as the residence card <input type="checkbox"/> 同転出証明書(与转让证明相同) Same as the moving out certificate	有 無	英 漢 通	有 無	有 無	有 無	有 無	住コ: <input type="checkbox"/> 新規 <input type="checkbox"/> 附番有 (個番: <input type="checkbox"/> 新規 <input type="checkbox"/> 附番有 ()	
3	大・昭・平・令・西曆 Year Month date 年 月 日	男・女 M・F			<input type="checkbox"/> 同在留カード(与在留卡相同) Same as the residence card <input type="checkbox"/> 同転出証明書(与转让证明相同) Same as the moving out certificate	有 無	英 漢 通	有 無	有 無	有 無	有 無	住コ: <input type="checkbox"/> 新規 <input type="checkbox"/> 附番有 (個番: <input type="checkbox"/> 新規 <input type="checkbox"/> 附番有 ()	
4	大・昭・平・令・西曆 Year Month date 年 月 日	男・女 M・F			<input type="checkbox"/> 同在留カード(与在留卡相同) Same as the residence card <input type="checkbox"/> 同転出証明書(与转让证明相同) Same as the moving out certificate	有 無	英 漢 通	有 無	有 無	有 無	有 無	住コ: <input type="checkbox"/> 新規 <input type="checkbox"/> 附番有 (個番: <input type="checkbox"/> 新規 <input type="checkbox"/> 附番有 ()	

備考欄

※ 異動年月日・新住所・新世帯主 はこの届出が正しい
事務処理欄

受付	入力	確認

Chuo - 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 異動届出書 (Notification of Move) [太線]の中をご記入ください。(仅在粗线内填写) 届出人の氏名欄は必ずご本人様がご署名ください。(签名必須由当事人本人签字)
(宛先) 中央区長 (To : Mayor of Chuo City)
Please fill in the space within the bold line frame.
The "Name of Person Filing Notice" section must be signed by the individual themselves.

- 1 異動届出書 (Notification of Move) 太線の中をご記入ください。(在粗内填写) 届出人の氏名欄は必ずご本人様がご署名ください
Applicant / Person filing the form / Full name / Signature
The person physically submitting the form. Usually yourself. Write in katakana for foreign names. Some forms accept romaji.
- 2 Please fill in the space within the bold line frame. [Please fill in the space within the bold line frame.]
- 3 (宛先) 中央区長 (To : Mayor of Chuo City) [(宛先) 中央区長 (To : Mayor of Chuo City)]
- 4 The "Name of Person Filing Notice" section must be signed by the individual themselves.
[The "Name of Person Filing Notice" section must be signed by the individual themselves.]

届出人情報 - Who Is Filing (Part 1/2)

① 異動日（新住所に住み始めた日） 変更日期 (Date of Move)	② Year 年	③ Month 月	④ Date 日	⑤ 届出日（区の窓口に届け出た日） 申报日期 (Filing Date)	⑥ Year 年	⑦ Month 月	⑧ Date 日	⑨ 異動区分 [異動区分]			
								<input checked="" type="checkbox"/> 新入	<input type="checkbox"/> 新居	<input type="checkbox"/> 転出	<input checked="" type="checkbox"/> 転出(本人希望)

- 1 Year [Year]
- 2 Month [Month]
- 3 Date [Date]
- 4 Year [Year]
- 5 Month [Month]
- 6 Date [Date]
- 7 異動区分 [異動区分]
- 8 異動日（新住所に住み始めた日） New address / Date of move / change / Address
The address you are moving TO. The date you actually moved into your new address
– NOT your arrival date in Japan if different.
- 9 届出日（区の窓口に届け出た日） Date of filing
Today's date. Use Japanese calendar or Western calendar.
- 10 全部 [全部]
- 11 一部 [一部]
- 12 更日期 (Date of Move) [更日期 (Date of Move)]
- 13 申日期 (Filing Date) [申日期 (Filing Date)]
- 14 転出(本人希望) Moving out
- 15 転入 Moving in (from another municipality or abroad)

届出人情報 - Who Is Filing (Part 2/2)

変更日期 (Date of Move) [Reason for Move]	年 月 日	申报日期 (Filing Date) [Reason for Move]	年 月 日	<input checked="" type="checkbox"/> 転入 <input checked="" type="checkbox"/> 転居 <input type="checkbox"/> 転出 <input type="checkbox"/> 転出(本人希望)
		届出人氏名 [Reporting Person Name]	<input checked="" type="checkbox"/> 特例転入 <input type="checkbox"/> 特例転出 <input type="checkbox"/> 特例転出(転出証明書交付希望)	

1 転居 Moving within the same municipality

2 転出 Moving out

3 異動事由 (原因) (該当の事由に☑をしてください。) (勾相的框)
[異動事由 (原因) (該当の事由に☑をしてください。) (勾相的框)]

4 届出人氏名 Applicant / Person filing the form / Full name

The person physically submitting the form. Usually yourself. Write in katakana for foreign names. Some forms accept romaji.

5 特例転入 Moving in (from another municipality or abroad)

6 特例転出 Moving out

7 Reason for Move (Please check the appropriate box.)
[Reason for Move (Please check the appropriate box.)]

8 特例転出 (転出証明書交付希望) Moving out

9 申人姓名 [申人姓名]

住所 – Addresses (Part 1/2)

<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	転入（遷入）(Moved into Chuo City from another part of Japan)	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	転居（搬迁）(Changed residences with in Chuo City)	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	転出（外出）(Moved out of Chuo City to another part of Japan or to another country)
			外国人新規国外転入（新的进入日本）(New arrival Japan)		
			外国人新規中長期在留許認証（新的在留资格证）(Visa status changed to mid to long term)		

- 1 転入（迁入） (Moved into Chuo City from another part of Japan) Moving in (from another municipality or abroad)

2 Name of Person Filling Notice [Name of Person Filling Notice]

3 外国人新規国外転入 Moving in (from another municipality or abroad)

4 転居（搬迁） (Changed residences within Chuo City) Moving within the same municipality

5 連絡先（聯絡方式） [連絡先（聯絡方式）]

6 外国人新規中長期在留資格取得 Residence status / Visa type
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 () [()]

8 転出（外出） (Moved out of Chuo City to another part of Japan or to another country) Moving out

9 Phone No. [Phone No.]

10 その他 () [その他 ()]

11 本人・代理人確認欄 (本人 代理人) [本人・代理人確認欄 (本人 代理人)]

12 外国人新規国外転入（新的入日本） (New arrival Japan) Moving in (from another municipality or abroad)

13 世帯主（主） (Head of Household) [世帯主（主） (Head of Household)]

14 異動者との関係 Relationship to the person moving
Select your relationship to the person whose residence is being registered/changed (e.g., self, spouse, child, parent, etc.)

15 世帯員（Member of the Household） [世帯員（Member of the Household）]

住所 - Addresses (Part 2/2)

<input type="checkbox"/> 外国人新規中長期在留資格取得（新的在留资格获得） (Visa status changed to mid to long term)	<input type="radio"/> 与受人的关系 Relationship to Person Moving	<input type="checkbox"/> 世帯員 (Member of the Household) (家庭成员)	<input type="checkbox"/> 運転免許証 Driver's License	<input type="checkbox"/> 個人番号カード My Number Card
<input type="checkbox"/> その他（世帯主変更など）（其他的）(others) ()	<input type="radio"/> 代理人 (Agent)	<input type="checkbox"/> 健康保険証 Health Insurance Card	<input type="checkbox"/> パスポート Passport	<input type="checkbox"/> 在留カード Residence Card
	<input type="radio"/> 本人 (Principal)	<input type="checkbox"/> 新・旧世帯 New/Old Household	<input type="checkbox"/> エスポート Espouse	<input type="checkbox"/> その他（ ） Others ()

1 運転免許証 [運転免許証]

2 個人番号カード My Number (Individual Number)

12-digit number. Leave blank on first registration – it will be mailed to you after.

3 外国人新規中長期在留資格取得（新的在留格得） (Visa status changed to mid to long term)
Residence status / Visa type

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

4 与受人的关系 [与受人的关系]

5 健康保険証 Health insurance card

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

6 パスポート [パスポート]

7 (家庭成) [(家庭成)]

8 その他（世帯主変更など）（其他的）(others) ()
[その他（世帯主変更など）（其他的）(others) ()]

9 与受人的关系 [Relationship to Person Moving]

10 代理人 (Agent) [代理人 (Agent)]

11 在留カード [在留カード]

12 その他 () [その他 ()]

13 本人(Principal) [本人(Principal)]

14 新・旧世帯 [新・旧世帯]

異動者 - Person Table (Part 1/4)

新住所 (新地址) New Address	<input type="checkbox"/> 転出証明書と同じ (与轉让证明相同) (Same as the moving out certificate)	世帯主名 (戸主) Head of Household	氏名 Name
旧住所 (旧地址) Previous Address		世帯主名 (戸主) Head of Household	新続柄 New relationship term
N 異動者氏名等 (受让人姓名) Name of Person Who Moved	個別事項 (区職員が記載します) (Please don't fill in these columns) Please don't fill in these columns		

1 新住所 (新地址) 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 世帯主名 (主) [世帯主名 (主)]

3 氏名 Full name
Write in katakana for foreign names. Some forms accept romaji.

4 新続柄 Relationship to head of household

See relationship terms table.

5 旧続柄 Relationship to head of household

See relationship terms table.

6 New Address New Address

7 Head of Household [Head of Household]

8 転出証明書と同じ (与明相同) (Same as the moving out certificate) Moving out

9 旧住所 (旧地址) 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.

10 世帯主名 (主) [世帯主名 (主)]

11 Previous Address Previous Address

Write your complete previous address including apartment/room number, city, prefecture, and postal code exactly as it appeared on official documents.

12 Head of Household [Head of Household]

13 個別事項 (区職員が記載します) (不要写在里) [個別事項 (区職員が記載します) (不要写在里)]

14 異動者氏名等 (受人姓名) Name of Person Who Moved Full name

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

15 Please don't fill in these columns [Please don't fill in these columns]

異動者 - Person Table (Part 2/4)

1 フリガナ (字注假名) (kana) 氏名 (全名) (Name)	2 生年月日 (出生日期) Date of Birth 大・昭・平・令・西暦	3 性別 Sex	4 続柄(关系) Relationship	5 その他 (在留資格等) Other (Visa Type) 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	6 在力 優先 国保 児童 Residence Status / Visa Type [In-Residence Priority National Health Insurance Child]	7 個力 個力申 Individual Power Individual Power Application [Individual Power Individual Power Application]	8 個力 個力申 Individual Power Individual Power Application [Individual Power Individual Power Application]	9 個力 個力申 Individual Power Individual Power Application [Individual Power Individual Power Application]	10 同在留カード (与在留卡相同) [Same Residence Card (Same as Residence Card)]	11 同在留カード (与在留卡相同) [Same Residence Card (Same as Residence Card)]	12 同在留カード (与在留卡相同) [Same Residence Card (Same as Residence Card)]	13 同在留カード (与在留卡相同) [Same Residence Card (Same as Residence Card)]	14 同在留カード (与在留卡相同) [Same Residence Card (Same as Residence Card)]	15 同在留カード (与在留卡相同) [Same Residence Card (Same as Residence Card)]
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1 フリガナ (字注假名) (kana) Phonetic reading (katakana)

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

2 その他 (在留資格等) Residence status / Visa type

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

3 生年月日 (出生日期) Date of birth

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

4 性別 Gender

男 (otoko) = Male, 女 (onna) = Female. Circle the appropriate one.

5 続柄(关系) Relationship to head of household

See relationship terms table.

6 個力個力 [個力個力]

7 在力優先国保児童 [在力優先国保児童]

8 その他 [その他]

9 氏名 (全名) (Name) Full name

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

10 (其他的) (others) [(其他的) (others)]

11 Date of Birth [Date of Birth]

12 Sex [Sex]

13 住力申 [住力申]

14 Relationship [Relationship]

15 同在留カード (与在留卡相同) [同在留カード (与在留卡相同)]

異動者 - Person Table (Part 3/4)

1	大・昭・平・令・西暦 Year Month date 年 月 日	男・女 M・F	<input type="checkbox"/> 同在留カード（与在留卡相同） Same as the residence card <input type="checkbox"/> 同転出証明書（与转让证明相同） Same as the moving out certificate <input type="checkbox"/> 同在留カード（与在留卡相同）	有 無	英 漢 通	有 無	有 無	有 無 後	住コ： <input type="checkbox"/> 新規 <input checked="" type="checkbox"/> 附番有 (個番： <input type="checkbox"/> 新規 <input checked="" type="checkbox"/> 附番有 (住コ： <input type="checkbox"/> 新規 <input checked="" type="checkbox"/> 附番有
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1 大・昭・平・令・西暦 [大・昭・平・令・西暦]

2 住コ： 新規 [住コ： 新規]

3 附番有 [附番有]

4 男・女 [男・女]

5 Year Month date [Year Month date]

6 Same as the residence card [Same as the residence card]

7 有 ()
[有 ()]

8 無個番： 新規 [無個番： 新規]

9 年 月 日 Year Month Day

Write the date in Japanese format (year/month/day) using Arabic numerals,
typically the date you're submitting the form.

10 M・F [M・F]

11 同転出証明書（与明相同） Moving out

12 附番有 [附番有]

13 Same as the moving out certificate [Same as the moving out certificate]

14 ()
[()]

15 同在留カード（与在留卡相同） [同在留カード（与在留卡相同）]

異動者 - Person Table (Part 4/4)

<input type="checkbox"/>	<input checked="" type="checkbox"/> 大・昭・平・令・西暦	<input type="checkbox"/> 同在留カード（与在留卡相同）	<input type="checkbox"/> 住コ : <input type="checkbox"/> 新規	<input checked="" type="checkbox"/> 附番有				
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1 大・昭・平・令・西暦 [大・昭・平・令・西暦]

2 住コ : 新規 [住コ : 新規]

3 附番有 [附番有]

職員記入欄 – Staff Section

2	八 一 月 二 月 三 月 Year Month date 年 月 日	男・女 M・F	同 証 明 書 Same as the residence card <input type="checkbox"/> 同転出証明書（与轉让證明相同） 同 移 出 証 明 書 Same as the moving out certificate <input type="checkbox"/> 同在留カード（与在留卡相同）	有無 英漢通	有無 英	有無 英	有無後 英	有無 英	個番：□新規 () 附番有 ()
	大・昭・平・令・西暦 M・A・P・L・W	男・女 M・F	同 在 留 卡 Same as the residence card <input type="checkbox"/>	英 英	英 英	英 英	英 英	英 英	住コ：□新規 () 附番有 ()

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?