

ご存じですか？

2023年2月6日スタート！

マイナンバーカードをお持ちの方は、
マイナポータルから**転出届**を
オンラインで提出できます！



いままで



引越し前後で
両方の窓口に行くのは大変…



マイナポータルを利用すれば…

これから



引越し先の
窓口だけに行けばOK！



マイナポータルへの
アクセスはこちら➡
(ご利用には別途マイナポータル
アプリのダウンロードが必要です)



デジタル庁

Suita — 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)

ご存じですか？
2023年2月6日スタート！
 マイナンバーカードをお持ちの方は、
 マイナポータルから**転出届**を
オンラインで**提出**できます！

いまままで

(原則)対面で
転出届を提出

引越し前後で
両方の窓口に
行くのは大変...

転出届のため
窓口へ

これまでの住所の

- 1 ご存じですか？ Do you know?
This is typically followed by information or instructions - read the following text carefully
- 2 2023年2月6日スタート！ Starting February 6, 2023!
- 3 マイナンバーカード 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.
- 4をお持ちの方は、 Those who have
This phrase typically precedes instructions for people who possess certain documents or cards
- 5 マイナポータル My Number Portal
Official government online service portal using your My Number card
- 6 転出届 Moving out
- 7 オンライン Online
Indicates this form can be submitted online or relates to online services
- 8 提出できます！ Can be submitted!
- 9 いまままで [いまままで]
- 10 (原則) 対面で (In principle) in person
This indicates the procedure should normally be done by visiting the office in person
- 11 引越し前後で Before and after moving
This refers to information comparison between your old and new living situations
- 12 転出届を提出 Moving out
- 13 両方の窓口 At both counters
- 14 行くのは大変... It's difficult to go...
- 15 これまでの住所の Address
Write in kanji if possible. Ward office staff can help you look up the correct kanji for your address.



セクション 1 — Section 1 (Part 2/2)



- 1

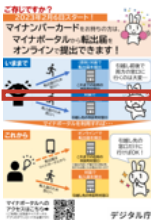
対面で

In person

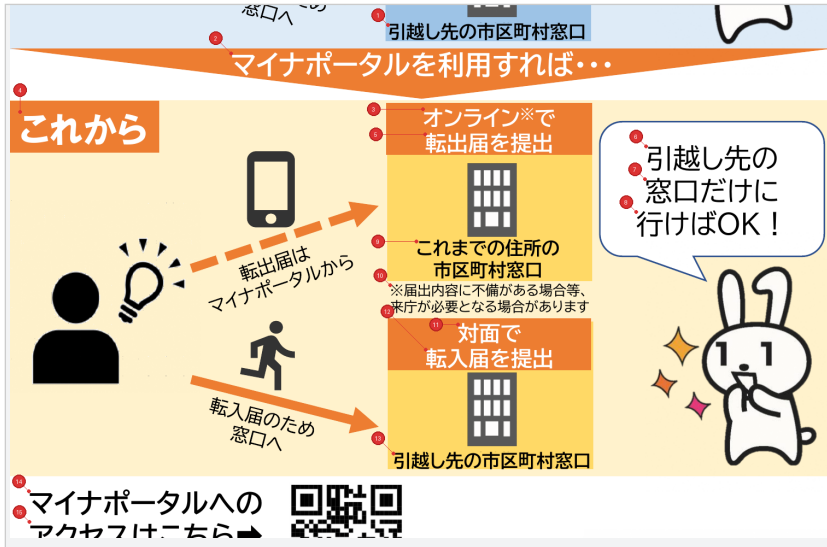
Indicates you are submitting the form by visiting the office in person
- 2

転入届を提出

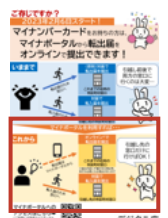
Moving in (from another municipality or abroad)



セクション 2 — Section 2 (Part 1/2)



- 1 引越し先の市区町村窓口 Municipal office at destination
The city/ward/town/village office where you need to register after moving
- 2 マイナポータルを利用すれば... If you use MynaPortal...
This refers to the government's digital service portal accessible with your My Number card
- 3 オンライン※で Online※
This indicates an online application option - check if applying via internet
- 4 これから From
Used to indicate the starting point (previous address, etc.)
- 5 転出届を提出 Moving out
- 6 引越し先の Moving destination
This refers to your new address where you are moving to
- 7 窓口だけに [窓口だけに]
- 8 行けばOK! [行けばOK!]
- 9 これまでの住所の Address
Write in kanji if possible. Ward office staff can help you look up the correct kanji for your address.
- 10 ※届出内容に不備がある場合等、 [※届出内容に不備がある場合等、]
- 11 対面で In person
Indicates you are submitting the form by visiting the office in person
- 12 転入届を提出 Moving in (from another municipality or abroad)
- 13 引越し先の市区町村窓口 Municipal office at destination
The city/ward/town/village office where you need to register after moving
- 14 マイナポータルへの My Number Portal
Official government online service portal using your My Number card
- 15 アクセスはこちら➡ [アクセスはこちら➡]



セクション 2 — Section 2 (Part 2/2)

1 (ご利用には別途マイナポータル
アプリのダウンロードが必要です)



デジタル庁

1 アプリのダウンロードが必要です) [アプリのダウンロードが必要です]]



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?