

[illegible]

# Chiba 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

セクション 1 — Section 1 (Part 1/2)

住民異動届

区長 あて

新	世帯コード

特例

転入

特例

転出

区間

区内

世帯変更

職権記載

全部

一部

未届国外住所設定転出取消

全部

一部

国外

全⇒全

全⇒全

全⇒全

全⇒全

主妻世帯分離

錯誤

30条の48

全部

一部

職記職修職消職留

- 1 特例 Special provision  
Check this box if special circumstances apply to your registration
- 2 特例 Special provision  
Check this box if special circumstances apply to your registration
- 3 転入 Moving in (from another municipality or abroad)
- 4 転出 Moving out
- 5 区内 Within the ward  
Check this box if you're moving within the same ward/district, leave unchecked if moving from outside the ward
- 6 世帯変更 Change of household (head of household change, merge, split)
- 7 職権記載 Official entry/notation by authority  
N/A (this indicates information filled in by municipal office staff, not by applicants)
- 8 世帯コード Household Code  
This field is typically filled in by municipal office staff - leave blank when submitting your form
- 9 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.
- 10 区長 あて To the Ward Mayor
- 11 職記 Employment Record  
Write your current job title or occupation; if unemployed, write "無職" (unemployed)
- 12 全一国外 All within one country abroad  
This likely refers to moves between addresses within the same foreign country - check this option if you moved from one address to another within the same country outside Japan.
- 13 全一職修 Complete one occupation/job training  
N/A - this appears to be a form section header or formatting text rather than a fillable field
- 14 一⇒全一⇒全分離かた書部部職消 Single⇒All Single⇒All Separation Method Writing Section Section Position Elimination  
N/A (appears to be fragmented form layout/formatting text rather than a field to complete)
- 15 部部住所設定 Address  
Write in kanji if possible. Ward office staff can help you look up the correct kanji for your address.

住民異動届

区長 あて

新	世帯コード

特例

転入

特例

転出

区間

区内

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職権記載

全部

一部

未届国外住所設定転出取消

全部

一部

国外

全⇒全

全⇒全

全⇒全

全⇒全

主妻世帯分離

錯誤

30条の48

全部

一部

職記職修職消職留



1 →全→全分離かた書部部職消 Single⇒All Single⇒All Separation Method Writing Section Section Position Elimination  
N/A (appears to be fragmented form layout/formatting text rather than a field to complete)

2 部部住所設定 Address  
Write in kanji if possible. Ward office staff can help you look up the correct kanji for your address.

3 一転主変→→→一合併30条の48 Transfer principal change → → Merger Article 30-48  
N/A (this appears to be reference text indicating form sections and legal article numbers)

4 30職条の回47 Article 30, Section 47  
N/A - this appears to be a reference number or legal citation for administrative purposes

5 転30出条取の消46 Transfer Article 30, Withdrawal, Acquisition, Cancellation Article 46  
N/A - this appears to be administrative reference codes for different types of residence registration procedures

6 ○太(届今出日日)令和 年 月 日異動日平令和 年 月 日 Date of move / change  
The date you actually moved into your new address — NOT your arrival date in Japan if different.  
( Y ) ( M ) ( D ) [ ( Y ) ( M ) ( D ) ]

7 世帯主変更による続柄修正 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.

8 これからの世帯主氏名 Head of household name / Head of household / Full name  
If you live alone, YOU are the head of household — write your own name. The primary person in a household for registration purposes. If you live alone, you are the head of household.

9 新世帯 New household  
Check this box if you're establishing a new household (e.g., moving out from family to live alone or starting a new family unit)

10 旧世帯 Former/Previous Household  
Enter information about your previous household before the move or change in household composition.

11 続柄 Relationship to head of household  
See relationship terms table.

12 続柄 Relationship to head of household  
See relationship terms table.

13 を所か(マンション・アパート名、部屋番号等) ( 強・ 申 )  
Location details (apartment/condominium name, room number, etc.) (Required・ Application)  
Write your apartment or condominium name and room number in this field - this is a required field as indicated by ( 強 )

セクション 3 — Section 3

を 本 ポ ー ル 本 で 記 入 し て く だ さ い	所 か の （マンション・アパート名、部屋番号等） （強・申）	1	1		
	いままでの世帯主氏名	2	2		
	（マンション・アパート名、部屋番号等） （転入の方のみ）	3	3		
	筆頭者氏名	4	4		
新 旧	新番 付与	被保証	異動区分	未納税額 （精算納付書）	
		*	全部 一部 分離 合併	銀 行 M P N	郵 便 未 納 な し

- 1を所か(マンション・ アパート名、部屋番号等) (強・ 申 )  
Location details (apartment/condominium name, room number, etc.) (Required・ Application)  
Write your apartment or condominium name and room number in this field - this is a required field as indicated by (強)
- 2いままでの世帯主氏名 Head of household name / Head of household / Full name  
If you live alone, YOU are the head of household — write your own name. The primary person in a household for registration purposes. If you live alone, you are the head of household.
- 3の(マンション・ アパート名、部屋番号等) [(マンション・ アパート名、部屋番号等)]
- 4記号 Symbol/Code  
Leave blank unless you have a specific identification symbol or code number assigned by the municipality
- 5番号 Number  
Enter your residence card number or other relevant identification number as specified in the form instructions.
- 6筆頭者氏名 Head of family register / Full name  
First person listed in the family register. For foreigners, this field is often N/A. Write in katakana for foreign names. Some forms accept romaji.
- 7新番被保証 New number guaranteed person  
N/A - this appears to be a form field label rather than something you would fill out
- 8( 精算納付書 ) (Settlement Payment Notice)  
N/A - this is a reference to a separate document for tax/fee payments
- 9全一部部 分分離併M銀P N行 未郵納 な便し Partial  
Used when making changes to only some family members or partial updates to registration



セクション 4 — Section 4

Form header and top section with fields for registration type, date, and personal information. Red circles 1-14 mark specific fields.

- 1

全一全部 分合離併M銀P N行 未郵納 な便し Partial  
Used when making changes to only some family members or partial updates to registration
- 2

続柄住民票コード ( ※ 転入の方のみ ) 見手小・ 通知個力住力資取得国 年民月健日康保退険職新旧資種国基民礎年年金番号  
Resident Registry Code / Relationship to head of household / Moving in (from another municipality or abroad)  
11-digit code assigned to each resident. Different from My Number. Usually not needed by applicants. See relationship terms table.
- 3

資格介護認定資格後期証明 Qualification  
Refers to your legal status or eligibility (e.g., resident status, insurance qualification)
- 4

異動されるふり方が全な員の氏名 Full name  
Write in katakana for foreign names. Some forms accept romaji.
- 5

性別生年月日 Date of birth / Gender  
Format: 年(year) 月(month) 日(day). Use Japanese calendar (令和/平成) or Western year.  
男 (otoko) = Male, 女 (onna) = Female. Circle the appropriate one.
- 6

職業証証格別 Occupation  
e.g. 会社員 (company employee), 自営業 (self-employed), 学生 (student)
- 7

取得年月日 Date of acquisition  
Enter the date you obtained Japanese nationality or status (format: year/month/day)
- 8

被保険者番号 Insured Person Number  
Enter your health insurance member number found on your insurance card (国民健康保険証 or employee insurance card)
- 9

被保険者番号 Insured Person Number  
Enter your health insurance member number found on your insurance card (国民健康保険証 or employee insurance card)
- 10

有無小・ 中有無済未 個有無未 住有 無・ (本・ 扶 窓郵未 窓郵回未有無強任 Yes/No/Unknown  
Select one option: Yes (有), No (無), or Unknown/Not yet determined (未)
- 11

男・ 女明・ 大・ ・ 昭 ・ ・ 平・ 令 Male・ Female  
Circle or check the appropriate gender
- 12

の届けこ1 Notification No. 1  
N/A (this is a form number/identifier, not a field to fill)
- 13

有 無有 無有 無保 資 Yes No Yes No Yes No Insurance Qualification  
Check boxes to indicate whether you have various insurance qualifications (likely health insurance, pension, etc.) - consult the full form context to determine which specific insurances are being asked about.
- 14

・ ・ ・ (bullet points/list markers)



1 有無小· 中有無濟未 個有無未 住有 無· · (本· 扶 窓郵未 窓郵回未 有無強任 Yes/No/Unknown  
Select one option: Yes (有), No (無), or Unknown/Not yet determined (未)

2 男・女 明・大・昭・平・令 Male・Female  
Circle or check the appropriate gender

3 の届けこ1 Notification No. 1  
N/A (this is a form number/identifier, not a field to fill)

- (bullet points/list markers)

5 有無小・中有無濟 個有無未 住有 無・ ) (本・扶 窓郵 窓郵回未有無強任 Yes/No/Unknown  
Select one option: Yes (有), No (無), or Unknown/Not yet determined (未)

6 、 出は十2 , departure is 12th  
This appears to be a partial date or reference number - you may need to see the full context or adjacent fields to complete this entry properly.

7 男・女明・大・・昭・・平・令 Male・Female  
Circle or check the appropriate gender

8 有 無有 無有 無保 資 Yes No Yes No Yes No Insurance Qualification

Check boxes to indicate whether you have various insurance qualifications (likely health insurance, pension, etc.) - consult the full form context to determine which specific insurances are being asked about.

- (bullet points/list markers)

10 日以内に3 within 3 days  
This refers to the deadline - you must submit this form within 3 days of moving/changing residence.

11 有無小· 中有無濟 個有無未 住有 無· · (本· 扶 窓郵 窓郵回未有無強任 Yes/No/Unknown  
Select one option: Yes (有), No (無), or Unknown/Not yet determined (未)

12 男・女明・大・・昭・・平・令 Male・Female  
Circle or check the appropriate gender

13 有 無有 無有 無保 資 Yes No Yes No Yes No Insurance Qualification

Check boxes to indicate whether you have various insurance qualifications (likely health insurance, pension, etc.) - consult the full form context to determine which specific insurances are being asked about.

- (bullet points/list markers)

15 有無小・中有無濟 個有無未 住有 無・ (本・扶 窓郵 窓郵回未有無強任 Yes/No/Unknown  
Select one option: Yes (有), No (無), or Unknown/Not yet determined (未)

The image shows a '仕度調動簿' (Job Transfer Record) form. The form is divided into several sections. The top section contains personal information like name, date of birth, and address. The middle section is a large table with columns for '勤務先' (Workplace), '勤務日' (Work Date), '勤務時間' (Work Time), and '勤務内容' (Work Content). The bottom section contains a summary of the record. A red rectangle highlights the '勤務先' (Workplace) column, which lists various departments and their corresponding work dates.



## セクション 5 — Section 5 (Part 2/2)

[illegible]

- 1 **Departure (moved out)**  
Check this box if you are moving out of this municipality to register your departure from the current address
  - 2 **男・女・大・・昭・・平・令**      Male・ Female  
Circle or check the appropriate gender
  - 3 **有 無有 無有 無保 資**      Yes No Yes No Yes No Insurance Qualification  
Check boxes to indicate whether you have various insurance qualifications (likely health insurance, pension, etc.) - consult the full form context to determine which specific insurances are being asked about.

The screenshot displays a complex accounting software interface. On the left, a sidebar contains a tree view with categories like '仕入調書' (Purchase Statement) and '仕入明細' (Purchase Details). The main window shows a detailed ledger with multiple columns for dates, descriptions, and monetary values. A prominent red horizontal line is drawn across the middle of the ledger, likely to highlight a specific entry or section. The interface is in Japanese, with various labels and data points visible throughout the tables and forms.

セクション 6 — Section 6 (Part 1/2)

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

※お名前のわかるもの(運転免許証等)を確認させていただきますので、ご用意をお願いします。

【住口 有 新規付番】 【個番 有 新規付番】 □C S 確認済 □個人番号生成要求済

【通知カード 〇〇-2-1 〇〇-2-0 〇〇-0-0 〇〇-1】

- 1 有無小・中有無済 個有無未 住有 無・ (本・扶 窓郵 窓郵回未有無強任 Yes/No/Unknown  
Select one option: Yes (有), No (無), or Unknown/Not yet determined (未)
- 2 出けをし4 Departure (moved out)  
Check this box if you are moving out of this municipality to register your departure from the current address
- 3 男・女明・大・昭 ・平・令 Male・Female  
Circle or check the appropriate gender
- 4 有 無有 無有 無保 資 Yes No Yes No Yes No Insurance Qualification  
Check boxes to indicate whether you have various insurance qualifications (likely health insurance, pension, etc.) - consult the full form context to determine which specific insurances are being asked about.
- 5 ・ ・ ・ (bullet points/list markers)
- 6 )未 ) Not yet
- 7 有無小・中有無済 個有無未 住有 無・ (本・扶 窓郵 窓郵回未有無強任 Yes/No/Unknown  
Select one option: Yes (有), No (無), or Unknown/Not yet determined (未)
- 8 いださく5 Idasaku 5  
This appears to be a pre-printed address part (likely "Idasaku district/area, house number 5") - you would typically circle or check this if it matches your address, or cross it out if it doesn't apply to you.
- 9 男・女明・大・昭 ・平・令 Male・Female  
Circle or check the appropriate gender
- 10 有 無有 無有 無保 資 Yes No Yes No Yes No Insurance Qualification  
Check boxes to indicate whether you have various insurance qualifications (likely health insurance, pension, etc.) - consult the full form context to determine which specific insurances are being asked about.
- 11 ・ ・ ・ (bullet points/list markers)
- 12 交付物部数備考□続柄確認済 ( □本籍地 TEL □戸籍端末 □住記端末 ) □世帯主同居了解確認済 □通常転出  
Head of household / Relationship to head of household / Moving out  
The primary person in a household for registration purposes. If you live alone, you are the head of household. See relationship terms table.
- 13 ※お名前のわかるもの(運転免許証等)を確認させていただきますので、ご用意をお願いします。 Driver's license / .  
Bring your physical driver's license as identification
- 14 【住口 有 新規付番】 【個番 有 新規付番】 □C S 確認済 □個人番号生成要求済  
My Number (Individual Number)  
12-digit number. Leave blank on first registration — it will be mailed to you after.
- 15 通知力 Notification Card  
This refers to the residence notification card (jūminhyō) - check this box or fill in details if you need to receive/update your residence certificate card.



## セクション 6 — Section 6 (Part 2/2)

申込者 氏名	※	代表主 の印	本人印	<input type="checkbox"/> 運転免許証 <input type="checkbox"/> 健康保険証 <input type="checkbox"/> 年金手帳・ <input type="checkbox"/> 勤労カード <input type="checkbox"/> 印鑑 <input type="checkbox"/> 印鑑	<input type="checkbox"/> 預金通帳 <input type="checkbox"/> 社員証・学生証 <input type="checkbox"/> 納税 <input type="checkbox"/> 母子手帳	役人員

\*記載しない場合は、記名押印してください。

- 1 ※手書きしない場合は、記名押印してください。 Do not / Seal (inkan / hanko)  
This typically appears before other text to indicate something should not be done or does not apply Personal seal stamp. Most ward offices accept a written signature for foreigners instead.
  - 2 人確認書□□□□住個旅在特力カ券力永——証ドドド□ □ □クキ生年証レヤ保金書ジツ受手カシ給帳—ユ証・ド・明□□□ ( 委社聴そ  
[人確認書□□□□住個旅在特力カ券力永——証ドドド□ □ □クキ生年証レヤ保金書ジツ受手カシ給帳—ユ証・ド・明□□□ ( 委社聴そ 任員聞の 状証他 □
  - 3 世と続帯の柄主 [世と続帯の柄主]

The screenshot shows the 'Personnel Information' (住民票) page from the 2014 Japanese Census. The page is divided into sections for household information, individual details, and a large table for family members. The header includes 'Household Information' (世帯員情報) and 'Individual Information' (個人情報). The table lists names, birth dates, and other details for each person in the household.

## セクション 7 — Section 7

出 来 方	氏名	この 結構	認 書 類 □在券 □在カード □特永証	□キャッシュ・ クレジットカード □生保等給付証	□その他 (委任状)	住力 在留力 転入学 留保証
	(日中の連絡先) 電話番号 連絡先メールアドレス			受付 入力 照合		

- 1** 人確認書□□□□住個旅在特力カ券力永——証ドド□ □ □クキ生年証レハ保金書ジツ受手カシ給帳—ュ証・ド・明□□□(委社聴そ  
[人確認書□□□□住個旅在特力カ券力永——証ドド□ □ □クキ生年証レハ保金書ジツ受手カシ給帳—ュ証・ド・明□□□(委社聴そ 任員聞の 状証他 □)]
  - 2** 世と続帯の柄主 [世と続帯の柄主]
  - 3** 在留力 Residence Card  
Enter your residence card number if you are a foreign national
  - 4** た(日中の連絡先)電話番号 - Phone number  
Japanese mobile number preferred. Some forms accept overseas numbers.
  - 5** 連絡先メールアドレス @ Email address  
Enter a valid email address where you can receive communications from the municipal office
  - 6** 国保証 National Health Insurance Card  
Bring your national health insurance card if you have one, or indicate if you need to enroll in the system

[illegible]

## 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?