

住民運動局

区長 あて

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)

The image shows the top section of a Japanese residence registration form. It includes the title '住民異動届' (Residence Registration Form) and '区長 あて' (To the Ward Mayor). Below this are several groups of checkboxes labeled 1 through 15, each with a specific instruction. To the right of these labels are small diagrams or icons.

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)

Check this box if you are moving into this municipality from another city/town in Japan or from abroad. You'll need to submit this within 14 days of moving to your new address.

4 転出 Moving out

Check this box if you are moving out of this municipality to another location. Submit this before you move or within 14 days after 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)

Check this box for changes within your household such as changing the head of household, combining households, or splitting into separate households. This doesn't involve moving addresses but changes the household composition.

7 職権記載 Official entry by authority

N/A (this is filled by municipal office staff, not by applicants)

8 世帯コード Household Code

This field is typically filled in by city hall staff - leave blank unless you have a pre-assigned household number from previous registration.

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 residences, changing household composition, or updating registration details with your municipal office.

10 区長 あて To the Ward Mayor

N/A - this is just the addressee designation on the form header

11 職記 Employment Record

Enter your current job title or occupation (e.g., "company employee," "student," "self-employed")

12 全一国外 All/Entire Country Abroad

This likely refers to moving abroad entirely - check this option if relocating outside Japan completely rather than to a specific foreign address

13 全一職修 Complete Professional Training

N/A - this appears to be a category label or section header rather than a field requiring input

14 →全一→全分離かた書部部職消

Complete → All Complete → All Separation Method Writing Department Department Occupation Erasure

N/A (appears to be fragmented/corrupted form layout text - consult municipal office staff for clarification)

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.



セクション 1 — Section 1 (Part 2/2)

届出日 令和 年 月 日	郵便番号 郵便局名	部 全部	部 一部	部 全部	部 一部	部 全部
旧	-	○ 国外 住所設定 登録取消 30条の46	○ 転居主	○ 全⇒ 全⇒ 全⇒ 全⇒ 全⇒ 全⇒ 世帯 分離 合併	○ かた全 30条の48	○ 籍書 全⇒ 全⇒ 全⇒ 全⇒ 全⇒ 全⇒ 籍回 30条の47

- 一転主変→→→一合併30条の48 Transfer/Main Change → → Merger Article 30-48

N/A (this appears to be a form section header with legal reference - likely refers to address changes due to municipal mergers under Article 30-48 of relevant housing registration law)

- ## 30職条の回47 Article 30, Section 47

N/A - this appears to be a reference number or legal citation on the form rather than a field to fill out.

- 転30出条取の消46 Transfer Article 30, Removal, Article 46 Cancellation

N/A - this is a reference code indicating legal articles related to residence transfer and removal procedures.

- 杖（届出日目）合和 年 月 日 署動日平合成和 年 月 日 Date of move / change

The date you actually moved into your new address — NOT your arrival date in Japan if different.



Form p.1

セクション 2 — Section 2

届出日 (今日)	令和 <input type="text" value="年"/> 月 <input type="text" value="日"/> (M) (D)	異動日 平成 令和 <input type="text" value="年"/> 月 <input type="text" value="日"/> (Y) (M) (D)	旧 <input type="text"/> - <input type="text"/>	② 部 <input type="text"/> 部 <input type="text"/> ③ 住所設定 転出取消 30条の46	部 <input type="text"/> 部 <input type="text"/> ④ 転主変更 ⑤ →全 →一 →全 →一 分離合併 ⑥ かつて 30条の48	部 <input type="text"/> 部 <input type="text"/> ⑦ 撤消 競合 47条の47
⑧ これ から 住所 内を示す	⑧ これからのお世帯名 (マンション・アパート名、部屋番号等)			⑨ お世帯変更による納税修正 新世帯 氏名 <input type="text"/> 納税 <input type="text"/> ⑩ 旧世帯 氏名 <input type="text"/> 納税 <input type="text"/>	1	1

- 1** →全→全分離かた書部部職消
Complete → All Complete → All Separation Method Writing Department Department Occupation Erasure
N/A (appears to be fragmented/corrupted form layout text - consult municipal office staff for clarification)

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→→→合併30条の48 Transfer/Main Change → → Merger Article 30-48
N/A (this appears to be a form section header with legal reference - likely refers to address changes due to municipal mergers under Article 30-48 of relevant housing registration law)

4 30職条の回47 Article 30, Section 47
N/A - this appears to be a reference number or legal citation on the form rather than a field to fill out

5 転30出条取の消46 Transfer Article 30, Removal, Article 46 Cancellation
N/A - this is a reference code indicating legal articles related to residence transfer and removal procedures

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

7 (Y)(M)(D) (Y)(M)(D)
Enter dates in Year-Month-Day format using the Japanese calendar system (e.g., Reiwa 5年 for 2023)

8 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.

9 これから世帯主氏名 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.

10 新世帯 New household
Check this box if you're establishing a completely new household at the address (not joining an existing one)

11 旧世帯 Former/Previous Household
Enter information about your previous household registration if you're moving from another address or changing household composition.

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

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

14 を所か(マンション・アパート名、部屋番号等) (強・申)
Address details (apartment/condominium name, room number, etc.) (Required/Optional)
Include your full apartment or condominium name and room number if applicable



セクション 3 — Section 3

- 1** **を所か(マンション・アパート名、部屋番号等)** **(強・申)**
Address details (apartment/condominium name, room number, etc.) (Required/Optional)
Include your full apartment or condominium name and room number if applicable
 - 2** **い今までの世帯主氏名** 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)** (Mansion/apartment name, room number, etc.)
Write your building name and room/unit number if you live in an apartment, mansion, or other multi-unit building.
 - 4** **記号** Symbol/Code
Leave blank unless you have a specific code assigned by your employer or institution
 - 5** **番号** Number
Enter your residence card number or other relevant identification number as specified on the form.
 - 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
This appears to be an incomplete or unclear field label - consult the municipal office staff for clarification on what information is required here.
 - 8** **(精算納付書)** (Settlement Payment Slip)
N/A - this is a label for a document section, not a field to fill out
 - 9** **全一部部 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



セクション 4 — Section 4

籍	異動される方全員の氏名	性別	生年月日	統柄	住民票コード (※転入の方のみ)	旧	付与	* 部分離合併	MPN	未納行
1 この届 1	ふりがな 名	男	明・大・昭・平・令			国民健康保険	基礎年金番号	資格	資格	資格
		有	有	有	有	取得年月日	退職	新証	認定	証明
		無	無	無	無	通知力	職業	旧資格	資格	資格
		無	無	無	無	手帳	種別	新資格	資格	資格
		無	無	無	無	本扶	窓郵	強任	資格	資格
		無	無	無	無	郵回	郵回	無	資格	資格
		無	無	無	無	未	未	未	資格	資格

1 全一部部 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) 児手小・ 通知個力住力資取得国 年民月健日康保退險職新旧資種國基民礎年年金番号 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 permanent residency status (format: YYYY/MM/DD)

8 被保険者番号 Insured Person Number

Enter your health insurance member ID number from your insurance card

9 被保険者番号 Insured Person Number

Enter your health insurance member ID number from your 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

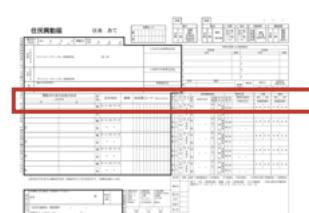
12 の届けこ1 Notification of 1

This appears to be a checkbox or indicator field related to a notification type. Check the appropriate box or mark according to the specific notification you are submitting.

13 有無有 無有 無保 資 Yes/No Yes/No Yes/No Insurance/Qualifications

Check appropriate boxes for insurance enrollment and qualification status - typically refers to national health insurance, pension, and other municipal services eligibility.

14 .. These are separator dots or formatting elements in a date or code field. Enter the appropriate numbers or characters in the spaces between the dots, likely following a specific format like MM· DD or similar.



セクション 5 — Section 5 (Part 1/2)

1	氏名	別	性別	年齢	取扱印	種類	証明	格別	取扱年月日	被保険者番号	被保険者番号
2	この届け出は	1	男	明・大・昭・平・令	有無	本扶	窓郵	有強任			
3	十四日以内に届け出	2	女	・	有無未	未	郵回未	任			
4		3	男	明・大・昭・平・令	有無	一本扶	窓郵	有強任			
5			女	・	有無未	未	郵回未	任			
6			男	明・大・昭・平・令	有無	一本扶	窓郵	有強任			
7			女	・	有無未	未	郵回未	任			
8			男	明・大・昭・平・令	有無	窓郵	有強任	保資			
9			女	・	有無	未	郵回未	任			
10			男	明・大・昭・平・令	有無	窓郵	有強任	保資			
11			女	・	有無	未	郵回未	任			
12			男	明・大・昭・平・令	有無	窓郵	有強任	保資			
13			女	・	有無	未	郵回未	任			
14			男	明・大・昭・平・令	有無	窓郵	有強任	保資			
15			女	・	有無	未	郵回未	任			

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 男・女明・大・・昭・・平・令 Male・Female

Circle or check the appropriate gender

3 の届け出 1 Notification of 1

4 ..

5 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)

6 出は十2 , departure is 12th

This appears to be partial text indicating a departure date of the 12th - ensure you write the complete date when filling out departure information.

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/Qualifications

Check appropriate boxes for insurance enrollment and qualification status -

typically refers to national health insurance, pension, and other municipal services eligibility.

9 ..

10 日以内に3 within 3 days

This refers to the deadline for submitting the form - you must file within 3 days of moving/changing residence.

11 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)

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/Qualifications

Check appropriate boxes for insurance enrollment and qualification status -

typically refers to national health insurance, pension, and other municipal services eligibility.

14 ..

15 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)



セクション 5 — Section 5 (Part 2/2)

届け出者	男 明・大・昭・平・令	未 木 無	一本 窓 無	未 木 無	有 無 保 資
		有 田 有	本 窓 有	未 窓 有	
		小 有	扶 面 有	木 強	

1 出けをし4 Moving out date

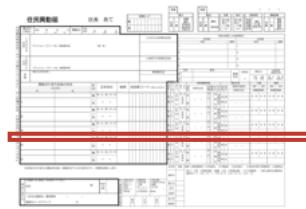
Enter the date you moved out of your previous address in YYYY/MM/DD format

2 男・女 明・大・昭・平・令 Male・Female

Circle or check the appropriate gender

3 有 無 有 無 保 資 Yes/No Yes/No Insurance/Qualifications

Check appropriate boxes for insurance enrollment and qualification status - typically refers to national health insurance, pension, and other municipal services eligibility.



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セクション 6 — Section 6 (Part 1/2)

届け出をして下さい。	性別	男 明・大・昭・平・令	有無	未	本・扶	窓郵	窓郵回未有無強任	有無	保資
4	・	・	有無	未	本・扶	窓郵	窓郵回未有無強任	有無	保資
5	女	・	有無	未	本・扶	窓郵	窓郵回未有無強任	有無	保資
<small>(※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。)</small>									
<input type="checkbox"/> 交付物 <input type="checkbox"/> 部数 <input type="checkbox"/> 備考 繰柄確認済 (□本籍地TEL □戸籍端末 □住記端末) <input type="checkbox"/> 世帯主同居了解確認済 <input type="checkbox"/> 通常転出 <input type="checkbox"/> 【住コ □有 □新規付番】 <input type="checkbox"/> 【個番 □有 □新規付番】 <input type="checkbox"/> CS確認済 <input type="checkbox"/> 個人番号生成要求済 <input type="checkbox"/> 通知力									

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 Moving out date

Enter the date you moved out of your previous address in YYYY/MM/DD format

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/Qualifications

Check appropriate boxes for insurance enrollment and qualification status - typically refers to national health insurance, pension, and other municipal services eligibility.

5 Enter the day portion of a date using two digits (01-31). This appears to be part of a date field where you write the specific day.

6)未 Not yet

Check this box if something has not yet occurred or been completed. This is typically used for pending status or future events that haven't happened 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 an address component - likely a district/area name followed by a number. Copy exactly as shown if this matches your address.

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/Qualifications

Check appropriate boxes for insurance enrollment and qualification status - typically refers to national health insurance, pension, and other municipal services eligibility.

11 Enter the day portion of another date using two digits (01-31). This is likely for a different date field than #5, possibly an end date or separate event date.

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 【住コ □有 □新規付番】 【個番 □有 □新規付番】 □CS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.



セクション 6 — Section 6 (Part 1/2) (continued)

通知力 Notification Card

15

This refers to your My Number notification card - provide the card number if you have one, or write "none" if you don't have it yet.

セクション 6 — Section 6 (Part 2/2)

届 氏名	※ 世帯主 との 関係	<input type="checkbox"/> 印鑑免許証 <input type="checkbox"/> 健康保険 <input type="checkbox"/> 預金通帳 <input type="checkbox"/> 印鑑 <input type="checkbox"/> 銀行カード <input type="checkbox"/> 預金手続 ・ <input type="checkbox"/> 社会保険 <input type="checkbox"/> 学生証 <input type="checkbox"/> 登録 <input type="checkbox"/> パスポート <input type="checkbox"/> ハガキの印	<input type="checkbox"/> 個人用
---------	----------------------	---	--

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□□□□□住個旅在特力力券力永一一証ドドド□ □ □クキ生年証レヤ保金書ジッ受手カシ給帳ーユ証・ド・明□□□ (委社聴そ)

Personal identification documents □□□□□ residence card, passport, residence certificate for special permanent residents, credit card, driver's license, certificate. Check the boxes next to the identification documents you're presenting with your application form.

3 世と統帯の柄主 Head of household and relationship

Write the name of the household head and your relationship to them (e.g., "spouse," "child," "self" if you are the head)



Form p.1

セクション 7 — Section 7

- 1** 人確認書□□□□□住個旅在特力カ券力永———証ドドドロ □ □クキ生年証レヤ保金書ジッ受手カシ給帳一ユ証・ド・明□□□ (委社聴そ
Personal identification documents □□□□□ residence card, passport, residence certificate for special permanent residents, credit card, driver's license, cer
Check the boxes next to the identification documents you're presenting with your
application form.
 - 2** 世と続帶の柄主 Head of household and relationship
Write the name of the household head and your relationship to them (e.g.,
"spouse," "child," "self" if you are the head)
 - 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



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?