

### 郵送による転出届の方法について

この用紙に記入し、次のものを同封の上、引越し前の区役所戸籍課へ郵送してください。

- ① 届出する方の本人確認書類の写し：運転免許証、健康保険証など(住所変更前の住所が記載されているもので可)

※健康保険証の写しを送付いただく際は、保険者番号と被保険者記号・番号の部分を

黒塗りなどにより見えないようにして、送付してください。

- ② 返信用封筒：返信先(「いままでの住所」あるいは「これからのある住所」)を記入し、切手を貼付してください。

※国外へ転出される場合は、転出証明書の発行がありませんので、返信用封筒の送付は不要です。

### 郵送による転出届

(届出先)  
横浜市 区長

届出年月日 (記入した日)	年 月 日
転出年月日	年 月 日

届出人氏名 ※署名してください	
連絡先 ※日中連絡の取れる連絡先を必ず記載してください	
届出人の住所 (※代理人による届出の場合のみ)	

これからの住所

いままでの住所  
横浜市 区

※転出する方全員の名前を記載してください。	フリガナ		生年月日
	氏	名	
1			大正 昭和 平成 令和 西暦 年 月 日
2			大正 昭和 平成 令和 西暦 年 月 日
3			大正 昭和 平成 令和 西暦 年 月 日
4			大正 昭和 平成 令和 西暦 年 月 日
5			大正 昭和 平成 令和 西暦 年 月 日

(注意) ・ この届出書を郵送される場合は、平日の**日中に連絡が取れる連絡先**を必ず記載してください。

- ・ 国民健康保険、国民年金、介護保険、児童手当などの手続きが必要な場合があります。あらかじめご確認ください。

## 送付先一覧

郵便番号	送付先	あて先
〒230-0051	鶴見区鶴見中央三丁目20番1号	鶴見区役所 戸籍課
〒221-0824	神奈川区広台太田町3番地8	神奈川区役所 戸籍課
〒220-0051	西区中央一丁目5番10号	西区役所 戸籍課
〒231-0021	中区日本大通35番地	中区役所 戸籍課
〒232-0024	南区浦舟町2丁目33番地	南区役所 戸籍課
〒233-0003	港南区港南四丁目2番10号	港南区役所 戸籍課
〒240-0001	保土ヶ谷区川辺町2番地9	保土ヶ谷区役所 戸籍課
〒241-0022	旭区鶴ヶ峰一丁目4番地12	旭区役所 戸籍課
〒235-0016	磯子区磯子三丁目5番1号	磯子区役所 戸籍課
〒236-0021	金沢区泥亀二丁目9番1号	金沢区役所 戸籍課
〒222-0032	港北区大豆戸町26番地1	港北区役所 戸籍課
〒226-0013	緑区寺山町118番地	緑区役所 戸籍課
〒225-0024	青葉区市ヶ尾町 31番地4	青葉区役所 戸籍課
〒224-0032	都筑区茅ヶ崎中央32番1号	都筑区役所 戸籍課
〒244-0003	戸塚区戸塚町16番地17	戸塚区役所 戸籍課
〒247-0005	栄区桂町303番地19	栄区役所 戸籍課
〒245-0024	泉区和泉中央北五丁目1番1号	泉区役所 戸籍課
〒246-0021	瀬谷区二ツ橋町190番地	瀬谷区役所 戸籍課

# Yokohama Kohoku — 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)

1.		
2.	郵送による転出届の方法について	
3.	この用紙に記入し、次のものを同封の上、引越し前の区役所戸籍課へ郵送してください。	
4.	① 届出する方の本人確認書類の写し：運転免許証、健康保険証など(住所変更前の住所が記載されているもので可)	
5.	※健康保険証の写しを送付いただく際は、保険者番号と被保険者記号・番号の部分を 黒塗りなどにより見えないようにして、送付してください。	
6.	② 返信用封筒：返信先(「今までの住所」あるいは「これからの住所」)を記入し、切手を貼付してください。 ※国外へ転出される場合は、転出証明書の発行がありませんので、返信用封筒の送付は不要です。	
7.	<b>郵送による転出届</b>	
8.	(届出先) 横浜市 区長	
9.	届出年月日 (記入した日)	年 月 日
10.	届出人氏名 ※署名してください	連 絡 先

## 郵送による転出届の方法について Moving out

This is just a header explaining the method for moving out notification by mail  
- no need to fill anything in this section.

## この用紙に記入し、次のものを同封の上、引越し前の区役所戸籍課へ郵送してください。 Moving/Relocation

Check this if you are moving to a new address

## ①届出する方の本人確認書類の写し：運転免許証、健康保険証など(住所変更前の住所が記載されているもので可)

Identity verification documents / Driver's license / Health insurance card

Documents that prove your identity. Primary: Residence Card, Passport, My Number Card. Secondary: Health Insurance Card, Driver's License. Bring your physical driver's license as identification

## ※健康保険証の写しを送付いただく際は、保険者番号と被保険者記号・番号の部分を

Health insurance card / Copy

Japanese health insurance card. Can serve as secondary ID at some banks. Refers to certified copies of documents that may be required

## 黒塗りなどにより見えないようにして、送付してください。 Please black out or otherwise make it invisible before sending.

This instruction tells you to redact/cover sensitive information on documents before submitting them.

## ②返信用封筒：返信先(「今までの住所」あるいは「これからの住所」)を記入し、切手を貼付してください。

Address / Postage stamp / From

Write in kanji if possible. Ward office staff can help you look up the correct kanji for your address. Staff use only - do not fill in

## ※国外へ転出される場合は、転出証明書の発行がありませんので、返信用封筒の送付は不要です。

Certificate of Moving Out / Moving out / .

Document issued by your previous ward when you move out. Required when registering at your new ward (転入届).

## 郵送による転出届 Moving out

This is the title of the form section for 'Moving Out Notification by Mail' - no action required, just the form header.

横浜市 区長 Yokohama City \_\_\_\_\_ Ward Mayor

This is a header showing the form is addressed to the ward mayor - you don't fill this part in

年 月 日 Year \_\_ Month \_\_ Day \_\_

Fill in the date using the Japanese calendar format (year/month/day with numbers only)



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

郵送による転出届の方法について	
この用紙に記入し、次のものを同封の上、引越し前の区役所戸籍課へ郵送してください。	
<p>① 届出する方の本人確認書類の写し：運転免許証、健康保険証など(住所変更前の住所が記載されているもので可)            ※健康保険証の写しを送付いただく際は、保険者番号と被保険者記号・番号の部分を            黒塗りなどにより見えないようにして、送付してください。</p> <p>② 返信用封筒：返信先(「いままでの住所」あるいは「これからのお住まい」)を記入し、切手を貼付してください。            ※国外へ転出される場合は、転出証明書の発行がありませんので、返信用封筒の送付は不要です。</p>	
<h3>郵送による転出届</h3>	
(届出先) <b>横浜市</b> 区長	
届出年月日 (記入した日)	年    月    日
届出人氏名 <small>※署名してください</small>	
連絡先	

(記入した日) (Date of completion)

Write the date you filled out this form, not the date you moved or want to register the change.

※署名してください Signature

Sign your name. Foreigners can use a written signature instead of a seal (inkan).

## 連 絡 先 Contact Information

Fill in your phone number and/or email address where the municipal office can reach you regarding this registration.

転出年月日 Moving out

Write the date you plan to move out of your current address in the format: year, month, day using Japanese calendar or Western calendar as indicated on the form.

年       月       日     Year   Month   Day

Fill in the date using the Japanese calendar format (year/month/day with numbers only).

## セクション 1 — Section 1 (Part 2/2)

転出年月日 Year Month Day	連絡先 ※日中連絡の取れる連絡先を必ず記載してください
	届出人の住所 (※代理人による届出の場合のみ)
これからのある住所	
今までの住所	

**1 先を必ず記載してください** Please be sure to fill in the destination.

Write your new address where you're moving to, including postal code, prefecture, city, and building details.

**2 (※代理人による届出)** (※Notification by proxy/representative)

Check this section if someone else is submitting the form on your behalf

**3 の場合のみ** only in the case of

Only fill in this address section if someone else (a representative) is submitting this moving notification on your behalf - write the address of the person actually submitting the form.

**4 これからのある住所** Address / From

Write in kanji if possible. Ward office staff can help you look up the correct kanji for your address. Used to indicate the starting point (previous address, etc.)

**5 横浜市 区 Yokohama City \_\_\_\_\_ Ward**

Write the name of your ward (district) in Yokohama City in the blank space (e.g., Nishi, Minami, Kohoku, etc.)



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## セクション 2 — Section 2

※ 転出する 方全員の 名前を記載	<b>横浜市</b> <b>区</b>	<b>生年月日</b> 大正 昭和 平成 令和 西暦
	<b>No.</b> <b>フリガナ</b> <b>氏</b> <b>名</b>	年    月    日
1		(5) 年    (6) 月    (7) 日
2		(8) 年    (9) 月    (10) 日
		(11) 年    (12) 月    (13) 日

**1 フリガナ FURIGANA**

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

**2 転No Transfer No.**

Leave blank - this number will be assigned by the municipal office staff when processing your residence transfer.

**3 生年月日 Date of birth**

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

**4 大正 Taisho**

This refers to the Taisho era (1912-1926) for birth date - select if you were born during this period (highly unlikely for most current residents)

**5 年    月    日 Year \_\_ Month \_\_ Day \_\_**

Fill in the date using the Japanese calendar format (year/month/day with numbers only)

**6 方1 Person 1**

This indicates the first person section - fill in details for the primary person being registered or whose registration is changing.

**7 平成 Heisei (era)**

This refers to the Heisei era (1989-2019). If filling in dates, use the appropriate Japanese era year or convert to Western calendar year as required.

**8 西暦 Western calendar**

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

**9 昭和 Showa**

If your birth year was during the Showa era (1926-1989), select this option and write the corresponding Showa year (e.g., Showa 50 for 1975)

**10 年    月    日 Year \_\_ Month \_\_ Day \_\_**

Fill in the date using the Japanese calendar format (year/month/day with numbers only)

**11 令和 Reiwa (era name)**

This refers to the current Japanese era period that began in 2019 - you'll need to convert Western calendar years when filling dates on the form

**12 大正 Taisho**

This refers to the Taisho era (1912-1926) for birth date - select if you were born during this period (highly unlikely for most current residents)



## セクション 2 — Section 2 (continued)

横浜市		区	
※ 転出する 方全員の 名前を記載	No.	フリガナ	生年月日
	氏	名	年 月 日
1		7 8 9	大正 昭和 平成 令和 西暦
2		10 11 12	大正 昭和 平成 令和 西暦
		13	大正 昭和

13 年 月 日 Year \_ Month \_ Day \_

Fill in the date using the Japanese calendar format (year/month/day with numbers only)

14 平成 Heisei (era)

This refers to the Heisei era (1989-2019). If filling in dates, use the appropriate Japanese era year or convert to Western calendar year as required.

## セクション 3 — Section 3

載 して くだ さい。 ⑪	3	② ③ ④	①	年　月　日
	4	⑥ ⑦	⑤	年　月　日
	5	⑨ ⑩	⑧	年　月　日

(注意) ⑫ この届出書を郵送される場合は、平日の日中に連絡が取れる連絡先を必ず記載してください。

国民健康保険、国民年金、介護保険、児童手当などの手続きが必要な場合があります。あらかじめご確認ください。

1 年　月　日 Year \_\_ Month \_\_ Day \_\_

Fill in the date using the Japanese calendar format (year/month/day with numbers only)

2 平成 Heisei (era)

This refers to the Heisei era (1989-2019). If filling in dates, use the appropriate Japanese era year or convert to Western calendar year as required.

3 西暦 Western calendar

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

4 昭和 Showa

If your birth year was during the Showa era (1926-1989), select this option and write the corresponding Showa year (e.g., Showa 50 for 1975)

5 年　月　日 Year \_\_ Month \_\_ Day \_\_

Fill in the date using the Japanese calendar format (year/month/day with numbers only)

6 令和 Reiwa (era name)

This refers to the current Japanese era period that began in 2019 - you'll need to convert Western calendar years when filling dates on the form

7 大正 Taisho

This refers to the Taisho era (1912-1926) for birth date - select if you were born during this period (highly unlikely for most current residents)

8 年　月　日 Year \_\_ Month \_\_ Day \_\_

Fill in the date using the Japanese calendar format (year/month/day with numbers only)

9 平成 Heisei (era)

This refers to the Heisei era (1989-2019). If filling in dates, use the appropriate Japanese era year or convert to Western calendar year as required.

10 西暦 Western calendar

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

(注意) ⑬ この届出書を郵送される場合は、平日の日中に連絡が取れる連絡先を必ず記載してください。 Document

This is an important note stating that if you mail this notification form, you must provide a contact number where you can be reached during weekday business hours. Make sure to include a phone number where Japanese officials can contact you during standard working hours (typically 9 AM - 5 PM on weekdays).



## セクション3 — Section 3 (continued)

載してください。	3		2 3 4	1	年 月 日
	4		6 7	5	年 月 日
	5		9 10	8	年 月 日
(注意 <sup>12</sup> ・ この届出書を郵送される場合は、平日の日中に連絡が取れる連絡先を必ず記載してください。 国民健康保険、国民年金、介護保険、児童手当などの手続きが必要な場合があります。あらかじめご確認ください)					

**12** 国民健康保険、国民年金、介護保険、児童手当などの手続きが必要な場合があります。あらかじめご確認ください

National Health Insurance / Yes/There is / National Pension

Japan's public health insurance for self-employed, unemployed, and those not covered by employer insurance. Enrollment is mandatory. This indicates affirmative response - check if applicable to your situation

## セクション 1 — Section 1 (Part 1/2)

## 送付先一覧

郵便番号	送付先	あて先
〒230-0051	鶴見区鶴見中央三丁目20番1号	鶴見区役所 戸籍課
〒221-0824	神奈川区広台太田町3番地8	神奈川区役所 戸籍課

## 1 送付先一覧 Mailing Address List

This is the header 'Mailing Address List' - no action needed as it's just a title for the table below.

## 2 あて先 Addressed to / Recipient

Leave blank - this field is for the municipal office to fill in internally

## 3 郵便番号 Postal code

Enter your 7-digit Japanese postal code (e.g., 123-4567)

## 4 送付先 Mailing address

Enter the address where you want official documents and notifications to be sent (can be different from your registered residence address)

5 〒230-0051 〒230-0051

This is a pre-printed postal code for the municipal office address - do not fill in or change this field.

6 鶴見区鶴見中央三丁目20番1号 3-20-1 Tsurumi-Chuo, Tsurumi-ku

This is a sample address format - write your address following this pattern:  
[district]-[area name], [ward/city]

7 鶴見区役所 Tsurumi Ward Office

This shows 'Tsurumi Ward Office' as a pre-filled destination - indicates where documents will be sent for this postal code area.

8 戸籍課 Family Registry Division

This shows 'Family Registry Division' as the specific department - indicates which office section handles family registry matters like birth/marriage certificates.

9 〒221-0824 〒221-0824

This is the postal code 〒221-0824 for the Kanagawa area - used to determine which ward office handles your request.

10 神奈川区広台太田町3番地8 3-8 Hirodai Ota-cho, Kanagawa-ku

This is an example address format - write your actual address following this structure: district number-building number, town name, ward/city name

11 神奈川区役所 Kanagawa Ward Office

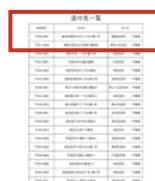
This shows 'Kanagawa Ward Office' as another pre-filled destination - the ward office that serves the 〒221-0824 postal code area.

12 戸籍課 Family Registry Division

This shows 'Family Registry Division' again - the department within Kanagawa Ward Office that processes family registry documents.

13 〒220-0051 〒220-0051

This is a pre-printed postal code for the municipal office - do not fill in or change this field.



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

## 送付先一覧

郵便番号	送付先	あて先
〒230-0051	鶴見区鶴見中央三丁目20番1号	鶴見区役所 戸籍課
〒221-0824	神奈川区広台太田町3番地8	神奈川区役所 戸籍課

14 西区中央一丁目 5 番10号 5-10, Chuo 1-chome, Nishi-ku

This is a sample address format - enter your actual address using this structure: district/ward, neighborhood + block number, building number

15 西区役所 Nishi Ward Office

This shows 'Nishi Ward Office' as another destination option - likely corresponds to a different postal code area not fully visible in this section.

## セクション 1 — Section 1 (Part 2/2)

〒220-0051	西区中央一丁目5番10号	西区役所 戸籍課
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**1 戸籍課 Family Registry Division**

Write '戸籍課' (Family Registry Division) as this indicates the specific department handling family registration matters. This is typically pre-printed or you copy it exactly as shown.

**2 〒231-0021**

This is a pre-printed postal code for the municipal office address - leave as is, no filling required.

**3 中区日本大通35番地 35 Nihon-odori, Naka-ku**

This is a sample address format - enter your actual address using the same structure (district, street name, building number)

**4 中区役所 Naka Ward Office**

Write the name of your local ward office, such as '中区役所' (Naka Ward Office) or whichever ward office serves your residential area. Replace '中区' with your actual ward name if different.

**5 戸籍課 Family Registry Division**

Write '戸籍課' (Family Registry Division) again to specify which department within the ward office you're dealing with. This should match field 1 and is usually the correct department for family registration documents.



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## セクション 2 — Section 2 (Part 1/2)

郵便番号 〒	住所 地番	役所名 課名
〒232-0024	南区浦舟町2丁目33番地	南区役所 戸籍課
〒233-0003	港南区港南四丁目2番10号	港南区役所 戸籍課
〒240-0001	保土ヶ谷区川辺町2番地9	保土ヶ谷区役所 戸籍課

1 〒232-0024 〒232-0024

This is a postal code example - enter your actual 7-digit Japanese postal code in this format

2 南区浦舟町 2 丁目33番地 2-33 Urafune-cho, Minami-ku

This appears to be a pre-printed address example - replace with your actual address using the same format: [district]-ku [neighborhood name] [chome number]-[block number]

3 南区役所 Minami Ward Office

This field shows the ward office name (南区役所 - Minami Ward Office). This is pre-printed and indicates which municipal office handles your family registration matters based on your address.

4 戸籍課 Family Registry Division

This indicates the specific department (戸籍課 - Family Registry Division) within the ward office. This is the section that manages birth certificates, marriage certificates, and other family registry documents.

5 〒233-0003 〒233-0003

This is a postal code example - enter your actual 7-digit Japanese postal code in this format.

6 港南区港南四丁目 2 番10号 4-2-10 Konan, Konan-ku

This is an example address format - replace with your actual district, neighborhood, and building numbers

7 港南区役所 Konan Ward Office

This field shows 港南区役所 (Konan Ward Office), another ward office location. Like field 3, this is pre-printed and corresponds to the jurisdiction for the address listed in that row.

8 戸籍課 Family Registry Division

Another 戸籍課 (Family Registry Division) designation. This indicates the same family registration department function but for the Konan Ward Office jurisdiction.

9 〒240-0001 〒240-0001

This is a postal code example - replace with your actual 7-digit Japanese postal code

10 保土ヶ谷区川辺町 2 番地 9 2-9 Kawabe-cho, Hodogaya-ku

This is an example address format - replace with your actual address including ward (ku), district/town (cho/machi), and building numbers

11 保土ヶ谷区役所戸籍課 Hodogaya Ward Office Family Registration Division

This shows 保土ヶ谷区役所戸籍課 (Hodogaya Ward Office Family Registration Division) as a combined entry. This represents both the ward office and department that would handle family registry matters for Hodogaya Ward addresses.



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

1	2	3	4
〒232-0024	南区浦舟町2丁目33番地	南区役所	戸籍課
〒233-0003	港南区港南四丁目2番10号	港南区役所	戸籍課
〒240-0001	保土ヶ谷区川辺町2番地9	保土ヶ谷区役所	戸籍課

12 〒241-0022 〒241-0022

This is a Japanese postal code - leave as-is if this matches your address, otherwise replace with your actual 7-digit postal code

13 旭区鶴ヶ峰一丁目4番地12 4-12 Tsurugamine 1-chome, Asahi Ward

This is an example address format - replace with your actual address using the same structure (Ward/District, neighborhood, block number-building number)

14 旭区役所 Asahi Ward Office

This indicates 旭区役所 (Asahi Ward Office), the municipal office for Asahi Ward. These ward office designations help determine where you need to go for official procedures based on your registered address.

15 戸籍課 Family Registry Division

Another 戸籍課 (Family Registry Division) entry for Asahi Ward. This department handles vital records and family status changes for residents in that ward's jurisdiction.

## セクション 2 — Section 2 (Part 2/2)

1 〒235-0016	2 磯子区磯子三丁目5番1号	3 磯子区役所	4 戸籍課
5	6	7	8

1 〒235-0016 〒235-0016

This is a postal code example - enter your actual 7-digit postal code starting with 〒

2 磯子区磯子三丁目5番1号 5-1 Isogo 3-chome, Isogo-ku

This is a sample address format - replace with your actual address using the same structure: house number, chome (district), ward/city name.

3 磯子区役所 Isogo Ward Office

Write the name of the ward office where you need to submit this form or conduct your business. This should match the ward where you reside or where the relevant records are kept.

4 戸籍課 Family Registry Division

Write the specific department name within the ward office that handles your request. For family registry matters, this would typically be '戸籍課' (Family Registry Division).

5 〒236-0021 〒236-0021

This is a Japanese postal code format - enter your 7-digit postal code here (the 〒 symbol indicates postal code)

6 金沢区泥亀二丁目9番1号 2-9-1 Deikame, Kanazawa-ku

This appears to be a pre-filled address example - replace with your actual Japanese address using the same format: district/ward, neighborhood + chome + ban + gou number

7 磯子区役所 Kanazawa Ward Office

Write the name of another relevant ward office if your request involves records or procedures at a different location. Leave blank if only one ward office is involved.

8 戸籍課 Family Registry Division

Write the department name at the second ward office if applicable. This would also typically be '戸籍課' for family registry related matters, or leave blank if field 7 is empty.



## セクション 3 — Section 3 (Part 1/2)

1	2	3	4
〒236-0021	金沢区泥亀二丁目9番1号	金沢区役所	戸籍課
〒222-0032	港北区大豆戸町26番地1	港北区役所	戸籍課
〒226-0013	緑区寺山町118番地	緑区役所	戸籍課

1 〒236-0021 〒236-0021

This is a Japanese postal code format - enter your 7-digit postal code here (the 〒 symbol indicates postal code)

2 金沢区泥亀二丁目9番1号 2-9-1 Deikame, Kanazawa-ku

This appears to be a pre-filled address example - replace with your actual Japanese address using the same format: district/ward, neighborhood + chome + ban + gou number

3 金沢区役所 Kanazawa Ward Office

This field shows 'Kanazawa Ward Office' - this is pre-printed and indicates which municipal office handles family registry matters for this postal code area.

4 戸籍課 Family Registry Division

This shows 'Family Registry Division' (koseki-ka) - the specific department within the ward office that processes birth, marriage, death, and other family status documents.

5 〒222-0032 〒222-0032

This is the postal code 〒222-0032 for the Kohoku ward area - postal codes in Japan always start with 〒 symbol and help identify the correct ward office jurisdiction.

6 港北区大豆戸町26番地1 26-1 Mameda-cho, Kohoku-ku

This appears to be a sample address format - enter your complete Japanese address including district (ku/shi), town (cho/machi), block number (banchi), and building number

7 港北区役所 Kohoku Ward Office

This field shows 'Kohoku Ward Office' - another pre-printed ward office name that corresponds to addresses in the Kohoku area of the city.

8 戸籍課 Family Registry Division

Another 'Family Registry Division' entry - each ward office has its own koseki-ka department to serve residents in that specific geographic area.

9 〒226-0013 〒226-0013

This is a postal code example - enter your actual 7-digit Japanese postal code starting with 〒

10 緑区寺山町118番地 118 Terayama-cho, Midori-ku

This is an example address format - replace with your actual address using the same structure (house number + district + ward/city)

11 緑区役所 Midori Ward Office

This shows 'Midori Ward Office' - the municipal office serving the Midori (Green) ward, with jurisdiction over family registry matters for that district.



## セクション 3 — Section 3 (Part 1/2) (continued)

1	2	3	4
〒236-0021	金沢区泥亀二丁目9番1号	金沢区役所	戸籍課
〒222-0032	港北区大豆戸町26番地1	港北区役所	戸籍課
〒226-0013	緑区寺山町118番地	緑区役所	戸籍課

**戸籍課 Family Registry Division**

12 This is the Family Registry Division for Midori Ward - the department foreigners would contact for registering marriages, births, or other family status changes if living in this area.

13 〒225-0024 〒225-0024

This is a postal code (ZIP code equivalent) - enter your 7-digit Japanese postal code in the format ### ###

**青葉区市ヶ尾町 31番地 4 31-4 Ichigao-cho, Aoba-ku**

14 This appears to be a pre-filled address example - replace with your actual address in the same format: [house number]-[apartment number] [town name], [ward name]

**青葉区役所 Aoba Ward Office**

15 This shows 'Aoba Ward Office' - the municipal office for Aoba (Blue Leaves) ward, which handles administrative services including family registry for residents in that district.

## セクション3 — Section 3 (Part 2/2)

郵便番号 Postal Code	住所 Address	役所 Office
〒225-0024 ②	青葉区市ヶ尾町 31番地4 ③	青葉区役所 戸籍課 ④ ⑤
〒224-0032 ⑥	都筑区茅ヶ崎中央32番1号 ⑦	都筑区役所 戸籍課 ⑧ ⑨

## 1 戸籍課 Family Registry Division

This field shows '戸籍課' (Family Registry Division), which is pre-printed and indicates the department handling family registry matters. You don't need to write anything here as it's already filled in.

## 2 〒224-0032 〒224-0032

This is a postal code - enter your 7-digit Japanese postal code in the format shown (〒 followed by numbers with hyphen)

## 3 都筑区茅ヶ崎中央32番 1号 32-1 Chigasaki Chuo, Tsuzuki Ward

This appears to be a sample address format - enter your address following this Japanese addressing convention (ward/district, area name, block number-building number)

## 4 都筑区役所 Tsuzuki Ward Office

This shows '都筑区役所' (Tsuzuki Ward Office), which is pre-printed to indicate the specific ward office location. This is already completed and requires no action from you.

## 5 戸籍課 Family Registry Division

This field displays '戸籍課' (Family Registry Division), which is pre-printed department information. No writing is required as this administrative detail is already provided.

## 6 〒244-0003 〒244-0003

This is a postal code example - enter your actual 7-digit Japanese postal code here

## 7 戸塚区戸塚町16番地17 16-17 Totsuka-cho, Totsuka-ku

This is an example address format - enter your actual address using this structure (district-ward, town/neighborhood, block number-building number)

## 8 戸塚区役所 Totsuka Ward Office

This shows '戸塚区役所' (Totsuka Ward Office), which is pre-printed location information. This field is already complete and needs no input from you.

## 9 戸籍課 Family Registry Division

This displays '戸籍課' (Family Registry Division), which is pre-printed administrative information. You don't need to fill this in as it's already provided.



## セクション 4 — Section 4 (Part 1/2)

1 〒244-0003	2 戸塚区戸塚町16番地17	3 戸塚区役所	4 戸籍課
5 〒247-0005	6 栄区桂町303番地19	7 栄区役所	8 戸籍課
9 〒245-0024	10 泉区和泉中央北五丁目1番1号	11 泉区役所	12 戸籍課

1 〒244-0003 〒244-0003

This is a postal code example - enter your actual 7-digit Japanese postal code here

2 戸塚区戸塚町16番地17 16-17 Totsuka-cho, Totsuka-ku

This is an example address format - enter your actual address using this structure (district-ward, town/neighborhood, block number-building number)

3 戸塚区役所 Totsuka Ward Office

This field shows 'Totsuka Ward Office' - this is pre-printed and indicates which municipal office handles family registry matters for this address. No action needed as it's already filled in.

4 戸籍課 Family Registry Division

This shows 'Family Registry Division' (戸籍課) - the specific department within the ward office that manages birth, death, marriage, and family records. This is pre-printed information.

5 〒247-0005 〒247-0005

This is a postal code - enter your 7-digit Japanese postal code in the format shown (〒xxx-xxxx)

6 栄区桂町303番地19 303-19 Katsura-cho, Sakae-ku

This is a sample address format - replace with your actual district, town/neighborhood name, and building numbers

7 栄区役所 Sakae Ward Office

This field shows 'Sakae Ward Office' - another pre-printed ward office name corresponding to the address in that row. Foreign residents don't need to write anything here.

8 戸籍課 Family Registry Division

Shows 'Family Registry Division' for Sakae Ward - this is the same department type as field 4 but for a different ward. Pre-printed, no input required.

9 〒245-0024 〒245-0024

This is a postal code - leave as-is if it matches your address, or replace with your actual Japanese postal code

10 泉区和泉中央北五丁目1番1号 5-1-1 Izumi Chuo Kita, Izumi-ku

This is a sample address format - write your actual address using the same structure (district-street-block-building number)

11 泉区役所 Izumi Ward Office

This displays 'Izumi Ward Office' - the municipal office for Izumi ward residents. Like other ward office fields, this is pre-filled reference information.



## セクション 4 — Section 4 (Part 1/2) (continued)

郵便番号 Postal code	住所 Address	役所 Office	課 Division
〒244-0003	戸塚区戸塚町16番地17	戸塚区役所	戸籍課
〒247-0005	栄区桂町303番地19	栄区役所	戸籍課
〒245-0024	泉区和泉中央北五丁目1番1号	泉区役所	戸籍課

**戸籍課** Family Registry Division

Shows 'Family Registry Division' for Izumi Ward - the department handling family registry documents for this ward. No writing needed as it's already printed.

**〒246-0021** Postal code 246-0021

This shows postal code 246-0021 - a pre-printed ZIP code corresponding to the address in that row. Foreign residents should note this matches the address format used in Japan.

**瀬谷区二ツ橋町190番地** 190 Futatsuhashi-cho, Seya-ku

This is a sample address format - enter your actual address using this structure: [number] [town name], [ward name]

**瀬谷区役所** Seya Ward Office

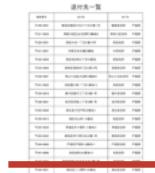
N/A if it's just instructions/layout text

## セクション 4 — Section 4 (Part 2/2)

1	レジストリ	小戸籍登録事務局	小戸籍登録事務局
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## 1 戸籍課 Family Registry Division

This field indicates the government office division that handles family registry matters (births, deaths, marriages, etc.). You would typically leave this pre-filled or write it only if specifically instructed, as it's usually completed by the administrative staff processing your document.



## 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？**

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?