A

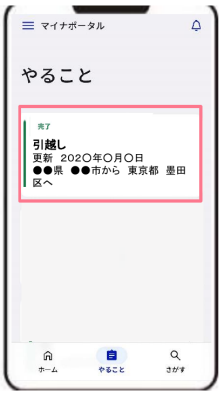
マイナポータルでの処理状況の確認方法

STEP 01

マイナポータルにログインし
「やること」を選択

STEP 02

「やること」から
「引越し」を選択



STEP 03

転出元自治体が
「完了」になっているか確認

処理中

処理中の場合、
転入手続きは
できません

Sumida — 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.

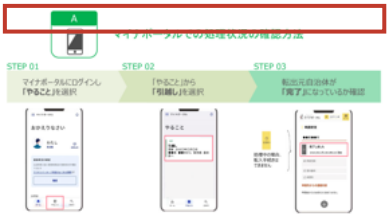
AFTER YOU SUBMIT

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

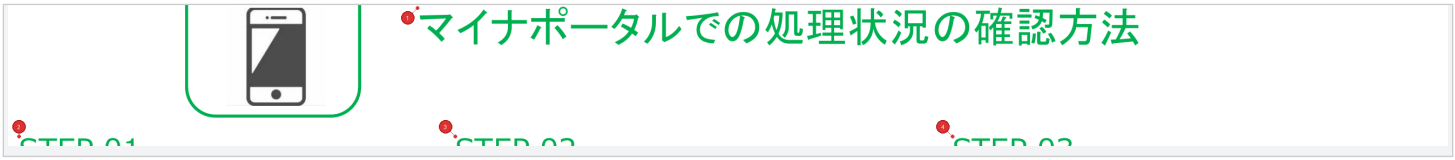
1 マイナポータルでの処理状況の確認方法 How to check processing status on MynaPortal

This is informational text explaining how to track your application online



Form p.1

届出人情報 — Who Is Filing



1. マイナポータルでの処理状況の確認方法 How to check processing status on MynaPortal
   This is informational text explaining how to track your application online
2. STEP01 STEP01
3. STEP02 STEP02
4. STEP03 STEP03

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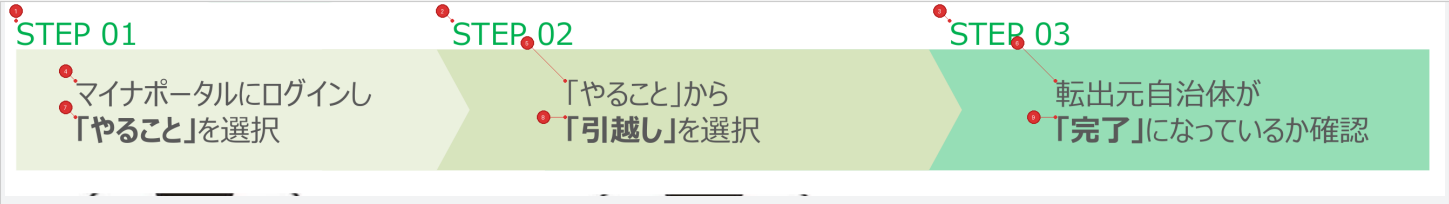
住所 — Addresses



1. STEP01 STEP01
2. STEP02 STEP02
3. STEP03 STEP03
4. マイナポータルにログインし Log in to My Number Portal and
   Access the official government digital service portal using your My Number card
5. 「やること」から From "Things to do"
6. 転出元自治体が Moving out
7. 「やること」を選択 Select "Action to take"
   Choose from the list of available procedures (e.g., moving in, moving out, address change)
8. 「引越し」を選択 Select "Moving"
   Check this option if you are moving residences
9. 「完了」になっているか確認 Confirm that it shows 'Complete'
   Staff use only - do not fill in

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異動者 — Person Table

1. **●●県●●市** ●● Prefecture ●● City
   Fill in your actual prefecture and city names where the ● symbols appear

2. **完了しました** Completed
   Staff use only - do not fill in

3. **●●県●●市から東京都墨田** From ●● City, ●● Prefecture to Sumida, Tokyo
   This indicates a move from another city/prefecture to Sumida ward in Tokyo

4. **２０２○年○月○日○時○分更新** Updated 202○/○/○ at ○:○
   Staff use only - do not fill in

5. **処理中の場合、** If processing,
   Staff use only - do not fill in

6. **できません** Cannot/Not possible
   This typically appears as a status or instruction indicating something cannot be done or is not applicable

Form p.1

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?