

てんしゅつしょうめいしょこうふしんせいしょ ゆうそうよう
 転出証明書交付申請書(郵送用)
 Moving-out Certificate Request Form by Mail

SAMPLE

申請人 Applicant	氏名 Name	Elizabeth Turner		ひるま れんらく でんわばんごう 昼間に連絡できる電話番号 Daytime Phone No. TEL 090 — 0000 — 0000
あたら 新しい 住所 New Address	Prefecture	都道 府	City 県	市 区 町 村 Town / Street No. Maebashi Ohte-machi 1-1
	アパート名など Bldg./Room No.	Maebashi Apartment 101		
	あたら 新しい 住所に住み始めた日 Moving Date	あたら 新しい世帯主 Name of New Householder		
	(Y) 2021 (M) 4 (D) 1	Elizabeth Turner		
今までの 住所 Previous Address	たかさき市 Takamatsu-cho 1-1 Takasaki Apartment 101		今までの世帯主 Name of Previous Householder Elizabeth Turner	
異動 する人 Person(s) moving out (Include the applicant)	氏名 Name	生年月日 Date of Birth	性別 Sex	続柄 Relation to Previous Householder
	Elizabeth Turner	(Y) 1990 (M) 1 (D) 1	男(M) 女(F)	Honnin (Self)
		(Y) (M) (D)	男(M) 女(F)	
		(Y) (M) (D)	男(M) 女(F)	
		(Y) (M) (D)	男(M) 女(F)	
		(Y) (M) (D)	男(M) 女(F)	
[住基カードもしくは個人番号カードをお持ちの方] Those who have a My Number Card: 特例の転出を(希望する · 希望しない)				
I will use my My Number Card to submit a Moving-in Notification. <input checked="" type="radio"/> YES / <input type="radio"/> NO				
<p>※ 新しい住所に住み始めた日から 14日以内にカードを持って新しい住所地で転入届をしてください (4行の暗証番号が必要です)。特例の転出は転出証明書が郵送されないので返信用封筒は不要です。</p> <p>※ Please submit your moving-in notification with your card within 14 days of your moving date. (Your four digit password will be required.) If you use your My Number Card for this procedure, a Moving-out Certificate won't be sent by mail. (It is unnecessary to enclose a return envelope.)</p>				

(先頭) 高崎市長

To the Mayor of Takasaki

記入日
 Request Date (Y) (M) (D)

Takasaki — 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)

てんしゅつしょうめいしょこうふしんせいしょ ゆうそうよう
 転出証明書交付申請書(郵送用)
 Moving-out Certificate Request Form by Mail

SAMPLE

⑥ 申請人 Applicant	⑦ 氏名 Name	⑧ Elizabeth Turner			⑨ 昼間に連絡できる電話番号 Daytime Phone No.
⑩ ⑪ あたら 新しい 住 所 New Address	⑫ ⑬ 都道府 Prefecture	⑭ 郡 City	⑮ 市区 Town / Street No.	⑯ 町村 Street No.	
	Gunma	Maebashi	Ohte-machi 1-1	Mae-hashi Apartment 101	
	アパート名など Apartment Name				

1 てんしゅつしょうめいしょこうふしんせいしょ ゆうそうよう [てんしゅつしょうめいしょこうふしんせいしょ ゆうそうよう]

2 転出証明書交付申請書(郵送用) 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).

3 SAMPLE [SAMPLE]

4 Moving-out Certificate Request Form by Mail [Moving-out Certificate Request Form by Mail]

5 でんわばんごう [でんわばんごう]

6 しんせいにん [しんせいにん]

7 Elizabeth Turner [Elizabeth Turner]

8 Applicant [Applicant]

9 Name [Name]

10 TEL 090 - 0000 - 0000 [TEL 090 - 0000 - 0000]

11 あ新たらしい [あ新たらしい]

12 都道府 都道 City 市区 Town / Street No. [Prefecture 都道 City 市区 Town / Street No.]

13 Gunma 府 県 Maebashi 町 村 Ohte-machi 1-1 [Gunma 府 県 Maebashi 町 村 Ohte-machi 1-1]

14 じゅうしょ [じゅうしょ]

15 アパート名など [アパート名など]



セクション 1 — Section 1 (Part 2/2)

1 New Address	アパート名など Bldg./Room No.	2 Maebashi Apartment 101
------------------	---------------------------	-----------------------------

- 1 New Address [New Address]
- 2 Maebashi Apartment 101 [Maebashi Apartment 101]
- 3 Bldg./Room No. [Bldg./Room No.]



Form p.1

セクション 2 — Section 2 (Part 1/2)

New Address	① ノンバー／部屋番号 Bldg./Room No.	Maebashi Apartment 101		
	② あたら 新しい住所に住み始めた日 Moving Date	③ あたら 新しい世帯主 Name of New Householder		
	④ (Y) 2021 (M) 4 (D) 1	⑤ Elizabeth Turner		
	⑥ 今までの住所 Previous Address	⑦ 今までの世帯主 Name of Previous Householder		

1 Bldg./Room No. [Bldg./Room No.]

2 じゅうしょすはじ [じゅうしょすはじ]

3 せたいぬし [せたいぬし]

4 新しい住所に住み始めた日 Address

Write in kanji if possible. Ward office staff can help you look up the correct kanji for your address.

5 新しい世帯主 Head of household

The primary person in a household for registration purposes. If you live alone, you are the head of household.

6 Moving Date [Moving Date]

7 Name of New Householder [Name of New Householder]

8 (Y) 2021 (M) 4 (D) 1 [(Y) 2021 (M) 4 (D) 1]

9 Elizabeth Turner [Elizabeth Turner]

10 せたいぬし [せたいぬし]

11 じゅうしょ [じゅうしょ]

12 今までの住所 たかさきし Address

Write your complete residential address including postal code, prefecture, city, and building details

13 今までの世帯主 Head of household

The primary person in a household for registration purposes. If you live alone, you are the head of household.

14 高崎市 [高崎市]

15 Name of Previous Householder [Name of Previous Householder]



セクション 2 — Section 2 (Part 2/2)

1 Previous Address	高崎市	Name of Previous Householder
-----------------------	-----	------------------------------

1 Previous Address [Previous Address]



Form p.1

セクション3 — Section 3 (Part 1/2)

いままでの住所 Previous Address	1 高崎市 2 Takamatsu-cho 1-1 3 4 5 6 7 8 9 10 11 12 13 14 15 Takasaki Apartment 101 い　異　　どう 動	いままでの世帯主 Name of Previous Householder
	9 氏名 10 11 12 13 14 15 Name Elizabeth Turner 性別 Relation to Previous Householder	10 生年月日 11 12 13 14 15 Date of Birth Sex Relation to Previous Householder

1 高崎市 [高崎市]

2 Name of Previous Householder [Name of Previous Householder]

3 Previous Address [Previous Address]

4 Takamatsu-cho 1-1 [Takamatsu-cho 1-1]

5 Elizabeth Turner [Elizabeth Turner]

6 Takasaki Apartment 101 [Takasaki Apartment 101]

7 続ぞく柄がら [続ぞく柄がら]

8 せ性いべ別つ [せ性いべ別つ]

9 氏名 Full name

Write your full legal name as it appears on your residence card or passport

10 生年月日 Date of birth

Write in format: Year/Month/Day (YYYY/MM/DD) using Western calendar

11 Relation to [Relation to]

12 Name [Name]

13 Date of Birth [Date of Birth]

14 Householder [Householder]

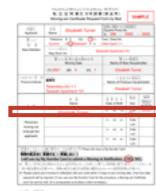
15 異動 [異動]



セクション3 — Section 3 (Part 2/2)

異動 する人	Elizabeth Turner	(Y) 1990	(M) 1	(D) 1	男(M) 女(F)	Honnin (Self)
-----------	------------------	----------	-------	-------	--------------	------------------

- 1 男(M) [男(M)]
- 2 Honnin [Honnin]
- 3 (Y) (M) (D) [(Y) (M) (D)]
- 4 Elizabeth Turner [Elizabeth Turner]
- 5 するひ人と To do/perform
- 6 女(F) [女(F)]
- 7 (Self) [(Self)]
- 8 1990 1 1 1990 1 1



セクション 4 — Section 4 (Part 1/2)

<p>する人 Person(s) moving out (Include the applicant)</p>	Elizabeth Turner	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">(Y)</td> <td style="width: 10%;">(M)</td> <td style="width: 10%;">(D)</td> <td style="width: 10%;">男(M)</td> <td style="width: 10%;">Honnin</td> </tr> <tr> <td style="text-align: center;">1990</td> <td style="text-align: center;">1</td> <td style="text-align: center;">1</td> <td style="text-align: center;">女(F)</td> <td style="text-align: center;">(Self)</td> </tr> <tr> <td style="height: 40px;"></td> </tr> <tr> <td style="text-align: center;">(Y)</td> <td style="text-align: center;">(M)</td> <td style="text-align: center;">(D)</td> <td style="text-align: center;">男(M)</td> <td></td> </tr> <tr> <td style="text-align: center;">(Y)</td> <td style="text-align: center;">(M)</td> <td style="text-align: center;">(D)</td> <td style="text-align: center;">女(F)</td> <td></td> </tr> <tr> <td style="text-align: center;">(Y)</td> <td style="text-align: center;">(M)</td> <td style="text-align: center;">(D)</td> <td style="text-align: center;">男(M)</td> <td></td> </tr> <tr> <td style="text-align: center;">(Y)</td> <td style="text-align: center;">(M)</td> <td style="text-align: center;">(D)</td> <td style="text-align: center;">女(F)</td> <td></td> </tr> </table>	(Y)	(M)	(D)	男(M)	Honnin	1990	1	1	女(F)	(Self)						(Y)	(M)	(D)	男(M)		(Y)	(M)	(D)	女(F)		(Y)	(M)	(D)	男(M)		(Y)	(M)	(D)	女(F)	
(Y)	(M)	(D)	男(M)	Honnin																																	
1990	1	1	女(F)	(Self)																																	
(Y)	(M)	(D)	男(M)																																		
(Y)	(M)	(D)	女(F)																																		
(Y)	(M)	(D)	男(M)																																		
(Y)	(M)	(D)	女(F)																																		

1 Elizabeth Turner [Elizabeth Turner]

2 するひと To do/perform

3 女(F) [女(F)]

4 (Self) [(Self)]

5 1990 1 1 1990 1 1

6 男(M) [男(M)]

7 (Y) (M) (D) [(Y) (M) (D)]

8 Person(s) [Person(s)]

9 女(F) [女(F)]

10 moving out [moving out]

11 男(M) [男(M)]

12 (Y) (M) (D) [(Y) (M) (D)]

13 (Include the [(Include the]

14 女(F) [女(F)]

15 applicant [applicant])



セクション 4 — Section 4 (Part 2/2)

applicant)		2 (Y) (M) (D)	1 男(M)
------------	--	------------------	-----------

1 男(M) [男(M)]

2 (Y) (M) (D) [(Y) (M) (D)]



Form p.1

セクション 5 — Section 5

			② (Y) (M) (D)	① 男(M) ③ 女(F)	
⑤ [住基カードもしくは個人番号カードをお持ちの方] Those who have a My Number Card:					
⑥ 特例の転出を(希望する · 希望しない)					
I will use my My Number Card to submit a Moving-in Notification. (YES / NO)					
※ 新しい住所に住み始めた日から14日以内にカードを持って新しい住所地で転入届をしてください (4)					

1 男(M) [男(M)]

2 (Y) (M) (D) [(Y) (M) (D)]

3 女(F) [女(F)]

4 こじんばんごう [こじんばんごう]

5 [住基カードもしくは個人番号カードをお持ちの方] Those who have a My Number Card: My Number (Individual Number)

12-digit number. Leave blank on first registration — it will be mailed to you after.

6 特例の転出を (希望する · 希望しない) Do not / Moving out / Special provision

This typically appears before other text to indicate something should not be done or does not apply Check this box if special circumstances apply to your registration

7 I will use my My Number Card to submit a Moving-in Notification. (YES / NO)

[I will use my My Number Card to submit a Moving-in Notification. (YES / NO)]

8 じゅうしょすはじ [じゅうしょすはじ]

9 にちいない [にちいない]

10 じゅうしょちてんにゅうとどけ [じゅうしょちてんにゅうとどけ]

11 ※ 新しい住所に住み始めた日から14日以内にカードを持って新しい住所地で転入届をしてください (4)
Address / Moving in (from another municipality or abroad) / New

Write in kanji if possible. Ward office staff can help you look up the correct kanji for your address. This appears to be part of a longer field label, likely indicating 'new' information

12 とくれいてんしゅつてんしゅつしょうめいしょゆうそう [とくれいてんしゅつてんしゅつしょうめいしょゆうそう]

13 へんしんようふうとうふよう [へんしんようふうとうふよう]

14 衆の暗証番号が必要です)。特例の転出は転出証明書が郵送されないので返信用封筒は不要です。

Certificate of Moving Out / PIN (4-digit personal identification number) / Moving out

Document issued by your previous ward when you move out. Required when registering at your new ward (転入届). Choose a 4-digit PIN for your cash card.

Avoid birthdays — banks may reject obvious numbers.



セクション 6 — Section 6

※ 行の暗証番号が必要です)。特例の転出は転出証明書が郵送されないので返信用封筒は不要です。
 Please submit your moving-in notification with your card within 14 days of your moving date. (Your four digit password will be required.) If you use your My Number Card for this procedure, a Moving-out Certificate won't be sent by mail. (It is unnecessary to enclose a return envelope.)

(あて先) 高崎市長
To the Mayor of Takasaki

記入日
Request Date (Y) (M) (D)

1 とくれいてんしゅつてんしゅつしょうめいしょゆうそう [とくれいてんしゅつてんしゅつしょうめいしょゆうそう]

2 へんしんようふうとうふよう [へんしんようふうとうふよう]

3 行の暗証番号が必要です)。特例の転出は転出証明書が郵送されないので返信用封筒は不要です。
Certificate of Moving Out / PIN (4-digit personal identification number) / Moving out

Document issued by your previous ward when you move out. Required when registering at your new ward (転入届). Choose a 4-digit PIN for your cash card.

Avoid birthdays — banks may reject obvious numbers.

4 ※ Please submit your moving-in notification with your card within 14 days of your moving date. (Your four digit
[※ Please submit your moving-in notification with your card within 14 days of your moving date. (Your four digit]

5 password will be required.) If you use your My Number Card for this procedure, a Moving-out Certificate
[password will be required.) If you use your My Number Card for this procedure, a Moving-out Certificate]

6 won't be sent by mail. (It is unnecessary to enclose a return envelope.)
[won't be sent by mail. (It is unnecessary to enclose a return envelope.)]

7 たかさきしちょう [たかさきしちょう]

8 (あて先) 高崎市長 [(あて先) 高崎市長]

9 きにゅうび [きにゅうび]

10 To the Mayor of Takasaki 記入日 [To the Mayor of Takasaki] 記入日

11 Request Date (Y) (M) (D) [Request Date (Y) (M) (D)]



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?