

宝塚市長宛

転出届

異動事由

受付入力点検

全部

18歳未満転入

19歳未満転入

出付

外出

◎太線の枠内を黒のボールペンで丁寧に書いてください。

◎世帯主が異動するときは、世帯主から順に書いてください。

◎虚偽の届出を行った場合、5万円以下の過料に処せられることがあります。

届出氏名

住所(代理人のみ)

電話( )

続柄

転出日

届出日

届出人資格確認

備考

新住所

旧住所

転出者の氏名等

方書・寮名

世帯主

方書・寮名

世帯主

氏名

フリガナ

生年月日

続柄

性別

児童

国民

退学

後期

介護

保険

学齢

医療

国民健康保険

被保険者番号

区分

資格得喪日

退職

該当・非該当

老健

該当・非該当

福祉医療

該当(老・乳・子・母・身)・非該当

証処理

窓口・郵送・回収・未回収・済・未

受付

入力

チェック

届出人確認

介護保険

No.( ) 氏名

資格異動日

平成 年 月 日

被保険者番号

証処理

窓口・郵便・回収・未回収・済・未

本人確認

( ) No.

No.( ) 氏名

資格異動日

平成 年 月 日

被保険者番号

証処理

窓口・郵便・回収・未回収・済・未

本人確認

( ) No.

受付月 日

入力月 日

台帳月 日

点検月 日

# Takarazuka — 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

宝塚市長宛

転出届

異動事由	受	付	入	力	点	検	届氏名	電話( )
一全部	18	19					住所(代理人のみ)	続柄
部部	転普	国転						
	出付	外出						

①太線の枠内を黒のボールペンで丁寧に書いてください。

②世帯主が異動するときは、世帯主から順に書いてください。

③虚偽の届出を行った場合、5万円以下の過料に処せられることがあります。

- 1 転出届 [転出届]
- 2 届氏名 Full name  
Write in katakana for foreign names. Some forms accept romaji.
- 3 電話 ( ) [電話 ( )]
- 4 ◎太線の枠内を黒のボールペンで丁寧に書いてください。 [◎太線の枠内を黒のボールペンで丁寧に書いてください。]
- 5 異動事由受 Reason for change / Type of move  
Why you are filing this notification (moving in, moving out, address change within municipality).
- 6 付入 [付入]
- 7 力点 [力点]
- 8 ◎世帯主が異動するときは、世帯主から順に書いてください。出 Head of household / To do/perform / From  
The primary person in a household for registration purposes. If you live alone, you are the head of household. This is typically part of a longer phrase on forms - look for the complete text before filling
- 9 住所 ( 代理人のみ ) Address  
Write in kanji if possible. Ward office staff can help you look up the correct kanji for your address.
- 10 一全転普国転 [一全転普国転]
- 11 ◎虚偽の届出を行った場合、5万円以下の過料に処せられる [◎虚偽の届出を行った場合、5万円以下の過料に処せられる]
- 12 出付外出 [出付外出]



セクション 2 — Section 2 (Part 1/2)

1 出付外出 [出付外出]		2 備考 Remarks / Notes	
3 転出日 Moving out		4 届出日 Date of filing	
5 届出人資格確認 Applicant / Person filing the form / Qualification / Confirmation		6 新 ( 〒 - ) [新 ( 〒 - ) ]	
7 方書・寮名 Building name / room number		8 世帯主 Head of household	
9 有 ・ 無 [有 ・ 無]		10 住基カード [住基カード]	
11 個人番号カード [個人番号カード]		12 有 ・ 無 [有 ・ 無]	

- 1 出付外出 [出付外出]
- 2 備考 Remarks / Notes  
Space for additional information or special circumstances. Usually optional.
- 3 転出日 Moving out
- 4 届出日 Date of filing  
Today's date. Use Japanese calendar or Western calendar.
- 5 届出人資格確認 Applicant / Person filing the form / Qualification / Confirmation  
The person physically submitting the form. Usually yourself. Refers to your legal status or eligibility (e.g., resident status, insurance qualification)
- 6 新 ( 〒 - ) [新 ( 〒 - ) ]
- 7 ☐ 本人 [ ☐ 本人 ]
- 8 ☐ 同一世帯員 [ ☐ 同一世帯員 ]
- 9 ☐ 委任状あり Letter of proxy / Power of attorney  
Required if someone else is filing on your behalf.
- 10 ☐ 署名 ( 親族のみ ) Signature  
Sign your name. Foreigners can use a written signature instead of a seal (inkan).
- 11 方書・寮名 Building name / room number  
Apartment/mansion name and room number. e.g. ○○マンション 301号室
- 12 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.
- 13 有 ・ 無 [有 ・ 無]
- 14 住基カード [住基カード]
- 15 個人番号カード [個人番号カード]



セクション 2 — Section 2 (Part 2/2)

<div>1</div> <div>住方書・寮名</div>	<div>2</div> <div>世帯主</div>	<div>3</div> <div>個人番号カード</div>	<div>4</div> <div>有・無</div>
--------------------------------	-----------------------------	---------------------------------	-----------------------------

- 1

有・無 [有・無]
- 2

方書・寮名

Building name / room number

Apartment/mansion name and room number. e.g. ○○マンション 301号室
- 3

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.



セクション 3 — Section 3 (Part 1/2)

住所	方書・寮名	氏名	フリガナ	生年月日	続柄	性別	児童	国保	退医	後期	介護	保険	学齢	医療	有・無	国民健康保険
1				令平昭大明		男	有	有	有	有	有	有	有	有	有	被保険者番号
2				令平昭大明		男	有	有	有	有	有	有	有	有	有	区分

- 1 個人人一番ド号 [個人人一番ド号]
- 2 有・無 [有・無]
- 3 方書・寮名 Building name / room number  
Apartment/mansion name and room number. e.g. ○○マンション 301号室
- 4 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.
- 5 性別児童国保退医後期介護保険学齢医療 Long-term Care Insurance / Gender  
Insurance for elderly care services. Mandatory for residents 40+. Premiums deducted with health insurance. 男 (otoko) = Male, 女 (onna) = Female. Circle the appropriate one.
- 6 氏名 Full name  
Write in katakana for foreign names. Some forms accept romaji.
- 7 生年月日 Date of birth  
Format: 年(year) 月(month) 日(day). Use Japanese calendar (令和/平成) or Western year.
- 8 続柄 Relationship to head of household  
See relationship terms table.
- 9 フリガナ Phonetic reading (katakana)  
Write the katakana reading of your name. For foreign names, this IS your name in katakana.
- 10 認定資格 Qualification  
Refers to your legal status or eligibility (e.g., resident status, insurance qualification)
- 11 男有有有有有有有 Yes/Have (repeated) / Yes/Yes/Yes  
This appears to be a printing error or placeholder text - consult staff if this appears on your form This appears to be a checkbox or selection field with three 'Yes' options - check with staff for clarification
- 12 令平昭大明 [令平昭大明]
- 13 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)
- 14 ・・ [・・]
- 15 男有有有有有有有 Yes/Have (repeated) / Yes/Yes/Yes  
This appears to be a printing error or placeholder text - consult staff if this appears on your form This appears to be a checkbox or selection field with three 'Yes' options - check with staff for clarification



## セクション 3 — Section 3 (Part 2/2)

[illegible]

- 1 令 平 · 昭 · 大 明 [令 平 · 昭 · 大 明]
  - 2 軫2 [軫2]
  - 3 全喪 · 一喪 · 變更 Change  
Check this box if you are making changes to existing information

Figure 1 shows a sample of a Chinese customs declaration form (Form 101) for a ship. The form is filled with handwritten information. The top section contains the ship's name '新海星' (Xin Hai Xing) and its registration number '440101'. The middle section contains the ship's name '新海星' and its registration number '440101'. The bottom section contains the ship's name '新海星' and its registration number '440101'.

[illegible]

- 
- Figure 1 shows a sample of a Japanese medical record form. The form is divided into several sections. The top section contains patient information (Name, Date of Birth, Sex, etc.). The middle section is a table for recording vital signs (Temperature, Pulse, Blood Pressure, etc.) over time. The bottom section is a table for recording laboratory test results (Hemoglobin, Hematocrit, etc.). A red box highlights a specific row in the laboratory test results table, indicating a positive result for a certain test.



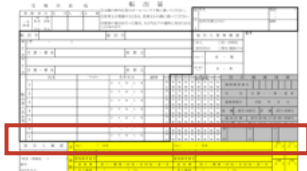
- 1 該当 ( 老・乳・子・母・身 ) ・ 非該当 [該当 ( 老・乳・子・母・身 ) ・ 非該当]
- 2 令 平 昭 大 明 [令 平 昭 大 明]
- 3 ・ [・ ]
- 4 証処理窓口・ 郵送・ 回収・ 未回収・ 済・ 未 Processing  
Staff use - processing status. Do not fill in.
- 5 令 平 ・ 昭 ・ 大 明 [令 平 ・ 昭 ・ 大 明]

Generated 2026-02-18 from [github.com/wkesner/japan-forms](https://github.com/wkesner/japan-forms) | Not an official government document

セクション 5 — Section 5

6			令平昭大明		男	有	有	有	有	有	有	有	有	有	有	有	証処理	窓口・郵送・回収・未回収・済・未
7			令平昭大明		女	有	有	有	有	有	有	有	有	有	有	有	受	人
届出人確認		介		No.( ) 氏名		*No.( ) 氏名		受付		力		チエック		月日		月日		
免許 兵庫・大阪・( )		護		資格異動日 平成 年 月 日		資格異動日 平成 年 月 日												

- 1 証処理窓口・郵送・回収・未回収・済・未 Processing  
Staff use - processing status. Do not fill in.
- 2 令平昭大明 [令平昭大明]
- 3 女無無無無無無無無受 None/Not applicable / None/Not applicable  
This typically indicates fields that don't apply to your situation - leave blank or check as appropriate This appears to be a placeholder or indicates no entry is required for this field
- 4 令平昭大明 [令平昭大明]
- 5 . [ . ]
- 6 女無無無無無無無無付 None/Not applicable / None/Not applicable  
This typically indicates fields that don't apply to your situation - leave blank or check as appropriate This appears to be a placeholder or indicates no entry is required for this field
- 7 入力 Data entry  
Staff use - data entry field. Do not fill in.
- 8 出人確認 Confirmation  
Staff use only - do not fill in
- 9 介 No.( ) 氏名 Full name  
Write in katakana for foreign names. Some forms accept romaji.
- 10 No.( ) 氏名 Full name  
Write in katakana for foreign names. Some forms accept romaji.
- 11 月 日 月 日 [月 日 月 日]
- 12 . 免許 兵庫・大阪・( ) 護資格異動日 Date of move / change / Qualification  
The date you actually moved into your new address — NOT your arrival date in Japan if different. Refers to your legal status or eligibility (e.g., resident status, insurance qualification)
- 13 資格異動日 Date of move / change / Qualification  
The date you actually moved into your new address — NOT your arrival date in Japan if different. Refers to your legal status or eligibility (e.g., resident status, insurance qualification)
- 14 平成 年 月 日 [平成 年 月 日]
- 15 平成 年 月 日 [平成 年 月 日]



セクション 6 — Section 6 (Part 1/2)

1	・免許 兵庫・大阪・( )	2	資格異動日	3	平成	年	月	日	4	資格異動日	5	平成	年	月	日		
6	・旅券・保険証	7	被保険者番号	8	被保険者番号	9	台帳	10	点検								
11	番号:	12	証処理	13	窓口・郵便・回収・未回収・済・未	14	証処理	15	窓口・郵便・回収・未回収・済・未								
16	交付年月日:	17	本人確認	18	( ) No.	19	本人確認	20	( ) No.								

1 ・免許 兵庫・大阪・( ) 護資格異動日 Date of move / change / Qualification  
The date you actually moved into your new address — NOT your arrival date in Japan if different. Refers to your legal status or eligibility (e.g., resident status, insurance qualification)

2 資格異動日 Date of move / change / Qualification  
The date you actually moved into your new address — NOT your arrival date in Japan if different. Refers to your legal status or eligibility (e.g., resident status, insurance qualification)

3 平成 年 月 日 [平成 年 月 日]

4 平成 年 月 日 [平成 年 月 日]

5 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)

6 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)

7 ・旅券 ・保険証 ・( ) Health insurance card  
Japanese health insurance card. Can serve as secondary ID at some banks.

8 台帳 [台帳]

9 点検 [点検]

10 窓口・郵便・回収・未回収・済・未 月 日 月 日 [窓口・郵便・回収・未回収・済・未 月 日 月 日]

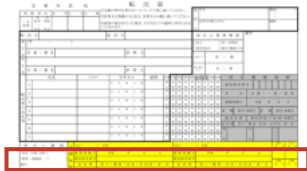
11 証処理 Processing  
Staff use - processing status. Do not fill in.

12 窓口・郵便・回収・未回収・済・未 [窓口・郵便・回収・未回収・済・未]

13 証処理 Processing  
Staff use - processing status. Do not fill in.

14 番号: [番号:]

15 本人確認 Confirmation  
Staff use only - do not fill in



セクション 6 — Section 6 (Part 2/2)

交付年月日:	除	本人確認	( ) No.	本人確認	( ) No.
--------	---	------	---------	------	---------

- 1 本人確認 Confirmation  
Staff use only - do not fill in
- 2 交付年月日: [交付年月日:]
- 3 ( ) No. [( ) No.]
- 4 ( ) No. [( ) No.]



## 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?